



School of Vocational Education and Training

MINUTES OF THE 39th SCHOOL BOARD MEETING OF THE SCHOOL OF VOCATIONAL EDUCATION AND TRAINING HELD ON 28th October, 2022 AT 11.00 AM IN THE CONFERENCE ROOM OF SOVET

The 39th School Board Meeting of School of Vocational Education and Training was held on 28th October, 2022 at 11.00 AM in the Conference Room of SOVET. The following members attended the meeting:

1. Prof. R S P Singh, <i>Director</i> , SOVET, IGNOU	<i>Chairman</i>
2. Prof. Arvind Kumar, Professor, A B Vajpayee School of Management and Entrepreneurship, JNU Delhi	Member
3. Prof. Vinay Swarup Mehrotra, Professor, PSSCIVE (NCERT) Bhopal	Member
4. Prof. Sushila Madan, Professor, Deptt. of Computer and Science, Lady Shri Ram College for Women, University of Delhi	Member
5. Dr. Rachna Mohan, Bhagini Nivedita College, University of Delhi	Member
6. Prof. Rekha Sharma Sen, Director, SOCE, IGNOU	Member
7. Prof. K.S. Arul Selvan, Director, SOJNMS, IGNOU	Member
8. Prof. A.K. Gaba, Professor, SOVET, IGNOU	Member
9. Dr. Geetika S. Johry, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Member
10. Ms Urshala Kant, Assistant Professor, (Sr. Scale), SOVET, IGNOU	Member
11. Ms Asha Yadav, Assistant Professor, SOVET, IGNOU	Member

Prof. Arvinder Kaur, School of Information and Communication, GGSIPU, Delhi and Prof. P.V. Suresh, Director, SOCIS, IGNOU could not attend the meeting.

At the outset, the Chairman of the School Board welcomed all the members to the 39th School Board meeting of the School of Vocational Education and Training (SOVET) and made a mention of the new members of the School Board Prof. Arvind Kumar, JNU, Prof. Sushila Madan, University of Delhi, Prof. Arvinder Kaur, GGSIPU, Prof. Vinay Swarup Mehrotra, Professor, PSSCIVE (NCERT) Bhopal and Dr. Rachna Mohan, University of Delhi appointed on the recommendations of the School Board and approved by competent authority. He expressed his gratitude to the member's especially the external members who helped the Board in shaping the academic endeavours of the School. He placed on record the valuable contribution made by the outgoing chairman Prof A K Gaba who completed his term as Director of the School on 24th June, 2022 and thanked him for his important contributions in the proceedings of the School Board, particularly during the visit of the team from National Assessment and Accreditation Council (NAAC) and launching of new programmes .

He apprised the members about the activities completed by the School since the last meeting of the School Board i.e. regarding launching of B.A (Vocational Education) MSME programme from July, 2022 session; virtual counselling sessions through online/GY/GD (n=45), Google meet (n=10) recording of Video programmes (n=04) for SWAYAM, assignment evaluation and answer scripts by faculty, commencement of Ph D classes, development of new courses and editing of Units of MSCIS and MAER programmes. The chairman also apprised to the School Board that newly launched master-level and degree programmes of the school are doing very well. The school is also marketing these programmes through different mechanism including social network platforms.

He then presented the agenda items. The agenda items and the suggestions or decisions taken on each of the agenda item are given in the table below:

Item No. SB 39.01	To confirm the Minutes of the 38th Meeting of School Board of the School of Vocational Education and Training held on 28th April, 2022 and to note the action taken thereon.
SB: 39.01.01	The chairman informed that the minutes of the 38 th meeting of the School Board of School of Vocational Education and Training held on 28 th April, 2022 were circulated to the members (Annexure 39.01.01). There were no comments received from any members so far on the minutes. Therefore, he presented the Action Taken Report (39.01.02).
SB: 39.01.02	The School Board considered and confirmed the Minutes of the 38th School Board Meeting of School of Vocational Education and Training held on 28th April 2022 in SOVET and noted the action taken thereon.
SB:39.02	To consider and approve the Programme Proposal form (PPF) of Diploma in Fashion Design and Retailing programme
SB: 39.02.01	Programme Coordinator informed that, the School is offering a Certificate in Fashion Design Programme since 2019. In view of good response of the programme as well as on the basis of need- based assessment report, now the School is planning to Design and Develop a Diploma in Fashion Design and Retailing programme. A detailed PPF form along with concept note and need assessment report is placed. (Annexure 39.02). <i>Members appreciated the initiative made by School for proposing a Diploma level programme in Fashion Design and Retailing and suggested that it may be designed as per NSQF level. SOCE put forward that the programme in the area of Fashion Design and Retailing should be made jointly. The modalities of collaborative programme development with mutually agreed sharing of responsibilities can be worked between Directors and the concerned faculties of the two Schools.</i>
SB: 39.02.02	The School Board considered the suggestions made by members and approved the PPF form of Diploma in Fashion Design and Retailing programme.
SB:39.03	To consider and recommend the names of Experts of Programme Design Committee for the Diploma in Fashion Design and Retailing
SB: 39.03.01	Programme Coordinator proposed the list of Experts of Programme Design Committee of Diploma in Fashion Design and Retailing Programme (Annexure 39.03.01). <i>Members discussed this item and suggested some names of experts which may be incorporated in the proposed list.</i>
SB: 39.03.02	The School Board considered the suggestion made by members and recommended the list of Experts of Programme Design Committee of Diploma in Fashion Design and Retailing Programme
SB:39.04	To consider and recommend the names for the Expert Committee for restructuring/revision of course work and syllabus for entrance test of Ph.D in Vocational Education and Training programme (PHDVE)
SB: 39.04.01	Programme Coordinator proposed the names for the Expert Committee for restructuring/revision of course work and syllabus for entrance test of Ph.D in Vocational Education and Training programme (PHDVE) (Annexure 39.04). The proposed names are in addition to the already approved list of the said programme.
SB: 39.04.02	The School Board considered and recommended the names of expert Committee for restructuring/revision of course work and syllabus for entrance test of Ph.D in Vocational Education and Training programme (PHDVE)
SB:39.05	To consider and approve the LOCF of UG and PG Degree programme offered by SOVET

SB: 39.05.01	CIQA in its email dated 28th June, 2022 had requested the School to provide data pertaining to QLM 1.1.1 for the AQAR (Annexure 38.05). In this regard, CIQA has desired that LOCF for all UG and PG level degree programmes offered by SOVET during the year 2021-22 needs to be approved by School Board. LOCF of B.A (VS) (MSME), MSCIS and MAER were placed for consideration of School Board. Members suggested that Learning outcomes of BA (VS) MSME programme need to be changed and action verb should be used in the beginning of the statements.
SB: 39.05.02	School Board considered the suggestions made by members and approved the LOCF of BA (VS) MSME, MAER and MSCIS.
SB:39.06	To consider and recommend the Additional List of Unit Writers of B.A (VS) (MSME) Programme
SB: 39.06.01	Programme Coordinator placed the additional list of Unit Writers of B.A (VS) (MSME) programme. The list is placed at (Annexure 39.06).
SB: 39.06.02	The School Board considered and recommended the additional list of Unit Writers of B A (VS) MSME programme.
Item No. 39.07	To consider and recommend the Additional List of Unit Writers and Editors of Master of Science (Information Security) (MSCIS) Programme.
SB 38.07.1	Programme Coordinator of MSCIS Programme informed the detailed additional list of Unit Writers and Editors of the Master of Science (Information Security) (MSCIS) programme, placed at Annexure (39.07) <i>Members were of the view that some more names need to be added to the list.</i>
SB 38.07.02	The School Board considered the suggestion and recommended the additional list of Unit Writers and Editors of Master of Science (Information Security) (MSCIS) programme.
Item No. 39.08	To consider and recommend the Additional List of Unit Writers and Editors of Master of Arts (Entrepreneurship) (MAER) Programme.
SB 39.08.1	Programme Coordinator of MAER Programme informed the members about the additional list of Unit Writers and Editors of Master of Arts (Entrepreneurship) (MAER) programme, placed at Annexure (39.08) <i>Members were of the view that some more names need to be added to the list.</i>
SB 39.08.2	The School Board considered the suggestions and recommended the additional list of unit writers/editors of MAER programme.
Item No. 39.09	To consider the same guidelines of course of BPOI-007 (P) of DBPOFA programme for conduct of TEPE for Stenographic Skill course (BSSI-014) and Computer Skills courses (BSSI-012) of Diploma in Modern Office Practice (DMOP) programme
SB 39.09.1	Programme Coordinator apprised the members that guidelines of BPOI-007 (P) of DBPOFA programme is already implemented for conduct of TEPE. The same guidelines for conduct of Practical Exams of BSSI-012 (P) & BSSI-014 (P) of DMOP will be adopted.
SB 39.09.2	School Board considered and approved the guidelines for conduct of Practical Exams of DMOP programme
Item No. 39.10	To consider and recommend the panel of paper setters/moderators and evaluator for the courses of the following programme: PHDVE, MAER, DBPOFA, DMOP and CCITSK

SB 39.10.1	As per the ordinance of the university, the list of the paper setters, moderators and evaluators has to be revised after every three years. In view of this, respective Programme Coordinators of the mentioned programmes proposed the list of paper setters, moderators and evaluators for the courses as per list attached (Annexure 39.10.01). <i>Faculty apprised the School Board that the School is facing problem in moderation of courses of newly launched programmes, in view of pre occupied/ non availability of faculties from others Schools. Members suggested that outside subject experts can be included in the list of moderators in such cases as per University norms.</i>
SB 39.10.2	The School Board considered the suggestions made by members and recommended the list of paper setters, Moderators and evaluators of PHDVE, MAER, DBPOFA, DMOP and CCITSK programme.
SB 39.11	Any other item Under any other item Faculty apprised the School Board that in order to strengthen and streamline the existing programmes offered by school a regular faculty need to be engaged in the area of fashion Design and computer and IT.
SB 39.11.1	School Board considered the suggestion made by member and made a recommendation, to place a detailed proposal in this regard as per University norms in the next School Board

The Chairman ended the meeting with vote of thanks.

(Prof. R S P Singh)
Chairman