



School of Vocational Education and Training

MINUTES OF THE FORTYTH (40th) MEETING OF THE SCHOOL BOARD OF SCHOOL OF VOCATIONAL EDUCATION AND TRAINING (SOVET) HELD ON 31st MAY 2023 AT 11.00 AM IN THE CONFERENCE ROOM OF SOVET

The 40th School Board Meeting of School of Vocational Education and Training was held on 31st May, 2023 at 11.00 AM in the Conference Room of SOVET. The following members attended the meeting:

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| 1. Prof. R S P Singh, <i>Director</i> , SOVET, IGNOU | <i>Chairman</i> |
| 2. Prof. Arvind Kumar, A B Vajpayee School of Management and Entrepreneurship, JNU, Delhi | External Member |
| 3. Dr. Rachna Mohan, Bhagini Nivedita College, University of Delhi | External Member |
| 4. Prof. Arvind Kumar Jha, SOE, IGNOU (Other School) | Member |
| 5. Dr. Devesh Kumar Mishra, SOH, IGNOU (Other School) | Member |
| 6. Dr. Mohd. Tahir Siddiqui, SOPVA, IGNOU (Other School) | Member |
| 7. Prof. A.K. Gaba, Professor, SOVET, IGNOU | Member |
| 8. Dr. Rachna Agarwal, Associate 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. Mrs. Asha Yadav, Assistant Professor, SOVET, IGNOU | Member |

Prof. Vinay Swarup Mehrotra, Professor, PSSCIVE (NCERT), Prof. Arvinder Kaur, GGSIP University, Delhi, Prof. Sushila Madan, Professor, Deptt. of Computer Science, Lady Shri Ram College for Women, University of Delhi and Dr. Chitresh Soni, Assistant Professor, SOTST, IGNOU could not attend the meeting.

At the outset, Director, SOVET and the Chairman of the School Board welcomed all the members to the 40th School Board meeting of the School of Vocational Education and Training (SOVET) and made a special mention of the new internal members of the School Board Prof. Arvind Kumar Jha, SOE, IGNOU, Dr. Devesh Kumar Mishra, SOH, IGNOU, Dr. Mohd. Tahir Siddiqui, Assistant Professor, SOPVA, IGNOU and Dr. Chitresh Soni, Assistant Professor, SOTST, IGNOU whose name have been approved by the competent authority under clause 2 (e) of Statute 10A, IGNOU Act of the University. He expressed his gratitude to the outgoing members Prof. Rekha Sharma Sen, Director, SOCE, IGNOU, Prof. P.V. Suresh, Director, SOCIS, IGNOU, Prof. K.S. Arul Selvan, Director, SOJNMS, IGNOU and Dr. Gaurav Singh, SOE, IGNOU who helped the Board in shaping the academic endeavors of the school.

The Chairman informed the members about the progress made by the School of Vocational Education and Training (SOVET) since the last School Board meeting held on 28th October, 2022. He shared that SOVET had successfully accomplished the development of self-learning materials of most of the courses of MSCIS and MAER in English, one of the course of CFDE programme being offered as a part of Degree level programme, evaluation of assignments and answer scripts by faculty, commencement of Ph D classes, development of new courses and editing of Units of MSCIS, MAER and BVSMSME programmes. Further he informed members that the programme

proposal, curriculum structure and syllabi of the Diploma in Fashion Design and Retail had been approved by the statutory bodies and were expected to be launched in July, 2023. 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 popularizing these programmes through different mechanisms including social network platforms.

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

Sl. No.	Item No	Subject
1.	SB: 40.01	To confirm the Minutes of the 39th Meeting of School Board of School of Vocational Education and Training held on 28th October, 2022 and to note the action taken there on.
	SB: 40:01.01	The Chairman informed that the minutes of the 39th meeting of the School Board of School of Vocational Education and Training held on 28th October 2022 were circulated to the members (Annexure 40.01.01). There were no comments received from any members so far on the minutes. Therefore, he presented the Action Taken Report (40.01.02). <i>The programme coordinators of BAVMSME programme presented the revised learning outcomes (LOCF to be achieved by students on completion of the programme) of BAVMSME programme which is a required by the CIQA for NAAC purpose.</i>
	SB: 40.01.02	The School Board considered and confirmed the Minutes of the 39th School Board Meeting of School of Vocational Education and Training held on 28th October, 2022 in SOVET and noted the action taken thereon.
2.	SB: 40.02	To consider and approve the Programme Development form (PDF) and Programme Project Report (PPR) of Diploma in Fashion Design and Retail programme.
	SB: 40:02.01	Programme coordinator informed that the Programme Proposal Form (PPF) of the programme “Diploma in Fashion Design and Retail” was approved by the School Board in its 39th meeting held on 28th October 2022 and subsequently, PPF was approved by the 66th APC meeting held on 15th March 2023 with direction to launch it from July 2023 session. <i>Members asked about the readiness of the SLM, and it was informed that 90% of the course is developed and only one course needs to be developed which is in the process.</i> <i>Members also suggested that in the PDF form, at point no 12, under Semester 1, weight age of courses 1-4 of CFDE programme should also be mentioned along with course 5.</i>
	SB: 40.02.02	The School Board approved the Programme Development Form (PDF) and Programme Project Report (PPR) with all necessary documents.
3.	SB: 40.03	To consider and approve the Minutes of the Expert committee meeting held on 9th May, 2023 at SOVET, IGNOU to design the overall programme structure and broad syllabi of Diploma in Fashion Design and Retail programme.

	SB: 40:03.01	The school had organised an Expert Committee Meeting for the design of syllabus/course structure for the programme Diploma in Fashion Design and Retail on 9th May 2023 through hybrid mode i.e., both face to face and online. (Annexure 40.03.1)
	SB: 40:03.02	The School Board approved the Minutes of the expert committee meeting.
4.	SB: 40.04	To consider and approve the names of Unit writers and Editors of Diploma in Fashion Design and Retail programme.
	SB: 40:04.01	Programme coordinator proposed the list of Unit Writers/Editors for the programme "Diploma in Fashion Design and Retail" (Annexure 40.04.1)
	SB: 40:04.02	The School Board considered and recommended the list of Unit writers and Editors for the programme "Diploma in Fashion Design and Retail"
5.	SB: 40.05	To consider and approve the Additional names of Unit writers and Editors for the newly launched B.A. (Vocational) Micro, Small and Medium Enterprises (BAVMSME) programme.
	SB: 40:05.01	Programme coordinators of BAVMSME programme proposed Additional names of unit writers and Editors
	SB: 40:05.02	The School Board considered and recommended the Additional names of unit writers and Editors for BAVMSME programme
6.	SB: 40.06	To consider and approve the Programme Revision Form (PRF) and Minutes of the Expert Committee meeting held on 27th January 2023 for the revision of syllabus of PhD entrance test and course work
	SB: 40:06.01	PhD Programme coordinator, Prof Ashok K Gaba, informed that as per the university norms, the school had organized a meeting of the Expert Committee on January 27, 2023, at 11.30AM in the Conference Room of School of Vocational Education and Training, Indira Gandhi National Open University. The committee suggested for minor revision and restructure in the syllabus of entrance test and course work. The minutes of the meeting is placed at Annexure A. <i>One of the Members suggested that under the Suggested references, the 12th Edition of the book on Research in Education by Khan, J.V; Best, L.W & Jha, A. K may also be included.</i>
	SB: 40:06.02	The School Board considered and approved the Programme Revision Form (PRF) and Minutes of the Expert Committee meeting for the revision of syllabus of PhD entrance test and course work. The Revised syllabus for Ph D course work will come into effect from July, 2023 and revised syllabus for Ph D entrance test will come into effect from next Ph D Entrance test.
7.	SB: 40.07	To consider and approve the minutes of 35th Doctoral Research committee meeting held on 25th May, 2023 for finalization of PhD topic and allotment of Supervisor
	SB: 40:07.01	The 35 th meeting of the Doctoral Research Committee of Vocational Education and Training Discipline held on May 25, 2023 with following agenda items. Review of Progress, Allotment of Research Topics and Research Supervisors of a Ph.D. research scholar enrolled in July, 2021 Admission Cycle. The Minutes of the Doctoral Research Committee Meeting were placed before the School Board of School of Vocational Education and

		Training for its consideration and approval.
	SB: 40:07.02	The School Board of School of Vocational Education and Training considered and approved the Minutes of the 35th Meeting of the Doctoral Research Committee of Vocational Education and Training Discipline held on 25th may, 2023.
8.	SB: 40.08	To consider and approve guidelines for conducting practical and internal assessments sessions for the courses of CFDE programme through hybrid mode (F2F and Online mode) as per the recommendations of the 79th Academic Counseling
	SB: 40:08.01	Programme coordinator informed that, in pursuance of the recommendation of the 79th Academic Council meeting held on 20th December 2022 and subsequently RSD Notification regarding resuming academic counseling in the F2F mode. One of the items in the notification stated that ‘the concerned school of study may decide about online delivery of practical activities in the programme through respective School Board.’ Till now, the school organized counseling sessions for theory and Practical courses of CFDE programme through hybrid mode and evaluated practical activities during the counseling sessions (unguided-Internal assessment based). As approved by the CA. Later, as per RSD notification under ref no IG/RSD/Notification/79th AC/F2F Counselling/2023/2354 dated 30th January, 2023 says that, counseling session will be organized by the nodal RC in the case of less than 200 students. Since, less than 200 students enrolled in CFDE programme during January, 2023 session, the school proposed to evaluate practical activities of the students of CFDE programme by the nodal RCs or respective RC as the case may be. In view of the above, the revised guidelines (Internal Assessment Based) of CFDE programme for RC attached in annexure for approval of the School Board.
	SB: 40:08.02	The School Board considered and approved revised guidelines (Internal Assessment Based) for conducting practical and internal assessments sessions for the courses of CFDE programme through hybrid mode (F2F and Online mode).
9.	SB: 40.09	To consider and recommend the list of Paper setters, Moderators and Evaluators of CFDE, ACISE, BAVMSME, PGDIS, MSCIS and, MAER programme
	SB: 40:09.01	Chairman informed that the school has received a note from SED dated 5th May 2023, reference no. IG/SED/Ex-1/TEE/0623 regarding the additional names for the empanelment of evaluators of school’s programme. In this regard, the school proposed to consider all the existing counselors of MSCIS, PGDIS, ACISE, CFDE, BAVMSME and MAER Programme as evaluators of respective courses. In addition, additional names for the PGDIS, MSCIS, ACISE, CFDE, BAVMSME and MAER programme were placed at Annexure-B

	SB: 40:09:02	The School Board considered the suggestions and recommended existing counselors and additional names in the list of Paper setters, Moderators and Evaluators of CFDE, ACISE, BAVMSME, PGDIS, MSCIS and, MAER programme
10.	SB: 40.10	To appraise the activities of Skill Development Education Committee (SDEC), constituted vide notification no.IG/ACD/Skill Dev./2022/12964 dated 9th December, 2022, housed in SOVET.
	SB: 40:10.01	Chairman apprised the members that IGNOU has taken several initiatives in the direction of Skill Development and its integration with knowledge based higher education through distance/digital mode. The ministry has accepted the proposal of offering skill-based degree programme of IGNOU for Agniveer which will commence from January/ July 2023 session for the vertical mobility of defense personnel to get employment after their retirement from the services. IGNOU has signed MOU with National Skill Development Corporation (NSDC) for embedding internship/apprenticeship with regular programmes through MoU. IGNOU has been recognized by as an assessing and awarding body by National Council of Vocational Educational and Training (NCVET) a statutory body of Govt. of India. To monitor and streamline the above activities a Skill Development Education committee (SDEC) has been constituted vide notification no. IG/ACD/Skill Dev./2022/12964 dated 9th December 2022 and housed in School of Vocational Education and Training (SOVET). School has organized several meetings in this regard with NSDC and different Schools of IGNOU for development of Skill embedded programme.
	SB: 40:10.02	The School Board members appreciated the efforts of the school and considered the same.
11.	SB: 40.11	To appraise the members about skill based degree programmes for Defense forces under Agniveer scheme vide notification no.IG/Agni/2023/1144 dated 18th May, 2023, housed in SOVET.
	SB: 40:11.01	The Chairman informed that, The Board of Management at its 149th meeting held on the 26th of May, 2022 had approved the proposal for offering skill-based bachelor's degree programmes for serving personnel of the Defense Forces by combining knowledge –based courses from IGNOU curriculum with NCVET approved skill training imparted by the Defense establishment at 50: 50 ratios. Subsequently, the Board of Management at its 151st meeting held on the 22nd of August 2022, approved the MoU to be signed with the Defense Forces for offering three-year Skill-based bachelor's degree Programme for the serving Defense Force personnel under Agniveer Scheme. Since programme is having a strong skill component therefore, therefore, it is housed in School of Vocational Education and training (SOVET) vide notification no.IG/Agni/2023/1144 dated 18th May, 2023.
	SB: 40:11.02	The School Board members appreciated the efforts of the school and suggested that school may engage a consultant to support the ongoing activities of the school.
12.	SB: 40.12	To consider the proposal for collaboration with National Instructional Media Institute (NIMI) autonomous institute under the Ministry of Skill

		Development & Entrepreneurship (MSDE)
	SB: 40:12.01	The Chair briefed the members that, National Instructional Media Institute (NIMI) was set up in the name of Central Instructional Media Institute (CIMI) in Chennai in December 1986 by the Govt. of India. Presently it is functioning as an autonomous Institute under the Govt. of India, Ministry of Skill Development & Entrepreneurship (MSDE), New Delhi. He highlighted that the Broad Objectives of collaboration of SOVET (IGNOU) and NIMI are: Mapping of relevant vocational courses and exchange content and upgrade the content. Availability/ up gradation of Instructional material and QBs for new/ existing job roles. Addition of QR codes in the existing courses and mutual utilization of resources/content. Development of content for various trades pertaining to NSQF level 4. 5 or more
	SB: 40:12.02	The School Board considered and approved the proposal in principle and asked the school to get further clarifications on collaboration from NIMI.
13.	SB: 40:13	Supplementary Item: To Consider and Approve the Names of course experts for the revision of Post Graduate Diploma in Pharmaceutical Sales Management Programme
	SB: 40:13.01	The Programme coordinator, Dr Rachna Agarwal, informed that Post Graduate Diploma in Pharmaceutical Sales Management Programme (PGSPSM) is being offered by School since 2009. As per the University norms, programme needs to be revised after five years. Proposal for revision of the programme was already approved by previous School Board. Placed below are the names of course experts for the revision of Post Graduate Diploma in Pharmaceutical Sales Management Programme.
	SB: 40:13.02	The School Board considered and recommended the Names of course experts for the revision of Post Graduate Diploma in Pharmaceutical Sales Management Programme (PGDPSM).
14.	SB: 40:14	Supplementary Item: To consider and approve the Programme Proposal forms (PPF) of BA (Vocational), B. Com (Vocational), B. Sc (Vocational), B A Tourism Management (Vocational) and BA MSME (Vocational) programmes for Defense Forces (Indian Army, Indian Navy, and Indian Air Force) under Agniveer Scheme.
	SB:40:14:01	The Chairman informed the members that, The Board of Management of IGNOU at its 149 th meeting held on the 26 th May 2022 had approved a proposal for offering skill-based Bachelor Degree Programmes for the serving personnel of the defense forces under Agniveer scheme by combining knowledge-based courses from IGNOU programme with National Council of Vocational Education and Training (NCVET) approved skill training, imparted by Defense establishment at 50:50 ratio. Subsequently, the Board of Management of IGNOU at its 151 st meeting held on the 22 nd of August 2022 approved the MOU to be signed with the Defense Forces for offering three - year skill-based bachelor's degree Programme for the serving Defense Force

		personnel under Agniveer Scheme. Accordingly, the MOUs have been signed with the Army, the Navy, and the Air Force for the award of Skill based bachelor's degree to Agniveer on 22nd December, 2022. All three regulatory bodies of Ministry of Education, Govt. of India namely University Grant Commission (UGC), All India Council for Technical Education (AICTE) and National Council of Vocational Education (NCVET) have given Approval in Principle of this three-year skill-based Degree programme In view of strong skill component in the scheme, the programme is housed in the School of Vocational Education and Training (SOVET) vide notification no IG/Agni/2023/1144 dated 18th May, 2023. The 'Regional Service Division' (RSD) will be the Nodal point for coordination between University and Defense establishment as well as various schools and Division within the University for effective coordination, operation, and management of the Scheme. In order to facilitate coordination amongst the schools concerned and to ensure smooth implementation of the Scheme, a Coordination committee has been constituted vide notification no. IG/Agni/2023/1209 dated 25th May, 2023.
	SB:40:14:02	The School board considered and approved the Programme Proposal form (PPF) of BA (Vocational), B. Com (Vocational), B. Sc (Vocational), B A Tourism Management (Vocational) and BAVMSME (Vocational) programmes for Defense Forces (Indian Army, Indian Navy, and Indian Air Force) under Agniveer Scheme.

The meeting ended with vote of thanks by the Chair

(Prof. R S P Singh)
Chairman