

IGNOU

'MINUTES OF THE **18TH MEETING** OF THE PLANNING BOARD OF **THE** INDIRA GANDHI NATIONAL OPEN UNIVERSITY HELD AT THE UNIVERSITY OFFICE, IGNOU CAMPUS (CONFERENCE ROOM, **BLOCK-8**), NEW DELHI - 110 **068**, ON FRIDAY, SEPTEMBER 15, 1995 AT 11.00 HRS.

The following were present:-

1. Prof. **R.G.** Takwale - Chairman
2. Prof. G.S. Rao
3. Prof. M.M. Pant
4. Dr. **S.** Kannan
5. Dr. B.B. Khanna
6. Dr. S. Karker
7. Dr. L.K. Deshpande
8. Prof. S.S. **Dhillon**
9. Dr. **Malvika** Karlekar
10. Prof. J. **Philip**
11. Shri D.C. **Pant**, Acting Registrar - Member Secretary

Fr. T.V. Kunnunkal, Dr. **S.** Ramachandran, Dr. N.C. **Nigam**, Dr. **A.J.** Kidwai and Prof. D.D. Joshi could not attend the meeting. Pro Vice-Chancellors, Dr. S.K. Gandhe, Prof. Rakesh Khurana, Prof. Janaradan Jha and Prof. B.N. **Koul** and Director (P&D), Shri C.R. **Pillai** attended the meeting as Special Invitees.

Shri K.J.S. Prasada Rao, Dy. Registrar (**Gov.**) was present to assist the Secretary.

Before the items of agenda were taken up, the Vice-Chancellor apprised the Planning Board of some of the initiatives that the University has **taken in** the recent past and the areas identified for immediate attention. These include, consolidation of the **programmes/activities** undertaken so far: strengthening the **areas** of research and development, and the international role **that**. **IGNOU** can play in the emerging **global** context: reorganisation of the existing structure for improving efficiency: computerization of major functional areas of the University: and development of an open education network. The members warmly welcomed these initiatives.

The following agenda items were considered:-

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| ITEM NO. 1 | TO CONFIRM THE MINUTES OF THE SEVENTEENTH MEETING OF THE PLANNING BOARD HELD ON APRIL 7, 1995. |
| PB 18.1.1 | The Board was informed that no comments have been received from any member. The Planning Board confirmed the minutes of its 17th Meeting held on April 7, 1995. |

ITEM NO. 2

TO CONSIDER THE PROCEDURES FOR APPROVAL OF NEW PROGRAMMES AND ACTIVITIES.

PB 18.2.1

The Vice-Chancellor briefly explained the salient features of the proposal. The Planning Board, at its meeting held on 7th 4-1995, had considered and approved a proposal to set up a Co-ordination Committee to take an integrated view of all aspects of programme development and delivery so that there are no major bottlenecks in the implementation of any programmes. Since close co-ordination and interaction among the Schools and Divisions concerned with the academic, operational and administrative aspects of all programmes are essential to their successful implementation, a mechanism like the Co-ordination Committee could help in promoting this integrated approach. This Committee could also deal with a variety of preparatory work before a programme takes concrete shape. The proposals considered and recommended by the Co-ordination Committee will therefore be viable and feasible which the Planning Board and other authorities could consider and finalise. It was explained that the processing of all academic programmes is proposed to be done in six phases: namely:

- (1) Zero Phase: The Co-ordination Committee considers the Perspective Plans of Schools and recommends them for consideration by the Planning Board.
- (2) Phase 1: The concerned School develops the project concept for each proposal included in the Perspective Plan which is considered by the Co-ordination Committee which recommends it to the Planning Board.
- (3) Phase 2: The Schools finalise the Project Design within the parameters set by the Planning Board.
- (4) Phase 3: A Detailed Project Report (DPR) is prepared by the School for placing before the Academic Council, which contains the general features like maintenance of standards, evaluation, etc. The DPR could also stipulate the period after which a launched programme would be reviewed on such issues like its expansion, continuation, modification or its withdrawal.
- (5) Phase 4: The School prepares a Project Launch Document (PLD) containing the details of Schedules etc. for various operations

(selection of Study Centres, appointment of Counsellors, printing etc.) which the Co-ordination Committee considers and approves.

(6) Phase 5: Regular monitoring and a review of the programmes at defined intervals for corrections, modifications, etc.

PB 18.2.3 In the discussion that followed, the following points were made:

(i) The Planning Board welcomed the procedures laid down for the approval of new programmes and activities.

(ii) Suitable mechanism should be developed for monitoring the programmes, especially those programmes which have practical components, rather than leaving the responsibility entirely to the Study Centres.

(iii) Such mechanisms for monitoring the Programmes are very essential and institutionalisation of such monitoring processes would be a challenge to the distance educators.

PB 18.2.4 With the above observations, the Planning Board approved the proposal on the procedures to be followed details of which are given in the Statement placed at Appendix-1.

ITEM NO. 3 TO CONSIDER A PERSPECTIVE PLAN FOR PROGRAMMES AND COURSES FOR THE PERIOD 1995 TO 1998.

PB 18.3.1 On a request from the Vice-Chancellor, Director (P&D), Shri C.R. Pillai briefly explained the salient features of the Proposal under consideration. It was stated that the proposal has two parts: Part I containing the guiding principles for preparing the Action Plan and Part II which contains the Perspective Plan prepared by the Schools for the 3 year period ending 1997-98. Initially, each School was requested to prepare a Perspective Plan in two parts: a medium-term plan covering the last two years of the current plan and the first year of the 9th Plan (1995 to 1998); and a long-term plan covering the entire 9th Plan period upto 2002. The Perspective Plan now placed before the Planning Board reflects only the medium-term plan upto 1997-98. He briefly outlined the specific proposals contained in the plan document.

During the general discussion, the following observations were made:

- (i) Efforts should be made to strengthen the existing programmes rather than increasing the number of programmes. The tendency on the part of the Schools to offer as many programmes as possible may sometimes result in the erosion of quality.
- (ii) The programmes should be need-based and cost consideration should be an important factor in the selection of the programmes.
- (iii) The proposals, as presented to the Planning Board, do not give adequate details for it to make a proper assessment. Even if the Co-ordination Committee had considered all these proposals at great length it is essential that the Planning Board has enough material before it to make any meaningful contribution.
- (iv) While cost factor is an important criteria for launching a programme, it has to be ensured that the University's mandate to provide university level education to the weaker and disadvantaged sections of the society is not lost sight of.
- (v) A system should be evolved to undertake a performance review of the programmes periodically. In future, every proposal for launching a new programme should be accompanied by a Review Report on the programmes launched earlier in that area.
- (vi) It may be necessary to evolve procedures for the Planning Board to undertake an annual review of programmes. For this purpose, appropriate formats may be designed to monitor the performance with reference to certain key indicators like enrolment, success rate at examinations, drop-outs, etc.
- (vii) Monitoring has to be at two levels - at the School level and at the University level. Studies may be undertaken on various indicators such as student profiles, persistence ratios, efficiency of the system, etc.
- (viii) The University should develop, based on these studies, appropriate guidelines to

decide whether or not a programme which fails to attract an adequate number of students should continue to be offered or not.

- (ix) A major concern of the University should be easy access to its programmes. From this point of view, the location of certain Regional Centres might require a review. Regional Centres should be located only at places which are easily accessible to students from all parts of the Region.
- (x) The IGNOU's entrance test procedure should be carefully reviewed. For instance, the entrance test for BPP Programme was so designed that even well qualified persons would find some of the questions difficult to answer even though they were meant for persons with little or no formal qualification.

PB 18.3.3

The Planning Board considered the proposals of each School and made the following observations:

- (i) While considering the PC Diploma Programme in Mass Communication to be offered by the School of Continuing Education, it was clarified in response to a question, that the content and the course structure of the Diploma Programme is comparable to similar such programmes offered by other Universities.
- (ii) The School of Education may consider education management as a thrust area for its Ph.D Programmes.
- (iii) The School of Humanities may consider the possibility of devising programmes on translation in foreign languages.
- (iv) In the overall context of commerce education programmes in the fast-changing business environment, the programme of Bachelor's of Business Administration is a welcome development. Eventually, this programme may draw substantially on management studies and it should be designed in that perspective.
- (v) The proposal made by the School of Sciences to separate its life science offerings into Plant Sciences, Animal Sciences and Life Sciences at bachelor's degree level

may be taken up in the long-term Plan. It was suggested that the School may explore the possibility of introducing 'bio-technology related' programmes.

(vi) The Planning Board accepted the addition of Diploma in Computer Education among the proposals under the School of Computer and Information Sciences, the details of which were placed on the table.

PB.18.3.4 With the above observations, the Planning Board approved the **Perspective Plan in principle** (Appendix-2) subject to the following:

(i) The relevant **details** envisaged in the Phase I approval should be worked out in the format to be designed for the purpose and placed before the Planning Board at its next meeting (The **Vice-Chancellor** assured the Planning Board that **this will** be done):

(ii) **Review** to be carried out of all the programmes before 9th Plan **begins**; and

(iii) It should be ensured that an yearly appraisal of programmes by the Schools is undertaken at the end of each year and the reports placed before the Planning Board.

ITEM NO. 4 TO REPORT ON THE FORMULATION OF **THE** RESEARCH POLICY OF **THE** UNIVERSITY.

PB 18.4.1 The Planning Board was informed that the Research Policy of the University was **considered** and approved in **principle** by the Board of Management at its meeting held on July 18, 1995. The Planning Board noted and approved the Research **Policy** of the University (Appendix-3).

ITEM NO. 5 TO RECEIVE A REPORT ON **THE** ESTABLISHMENT OF A CENTRE FOR EXTENSION EDUCATION.

PB 18.5.1 The Planning Board noted that the Board of Management, at its meeting held on July 18, 1995 had **considered** and approved the proposal for the establishment of the Centre for Extension Education. It was reported that the Centre for Extension Education had since been set up.

ITEM NO. 6 TO REPORT FOR INFORMATION THE
OBSERVATIONS/COMMENTS OF THE SCHOOL OF MANAGEMENT
STUDIES ON THE REPORT OF THE REVIEW COMMITTEE ON
MANAGEMENT PROGRAMMES.

PB 18.6.1 The Planning Board noted the preliminary
observations made by the School of Management
Studies on the report of the Review Committee on
management programmes. It was clarified that
detailed comments would be submitted to the
Planning Board after the report was considered by
the School Board. It was decided that the comments
and recommendations of the School Board may be
brought before the Planning Board.

ITEM NO. 7 TO REPORT FOR INFORMATION THE FINDINGS OF THE
SURVEY TO ASSESS THE MAGNITUDE OF POTENTIAL
BENEFICIARIES OF THE CERTIFICATE PROGRAMME IN
GERIATRIC MEDICINE.

PB 18.7.1 The Planning Board noted that the Indian Medical
Association had conducted a preliminary survey at
six of its branches and that the analysis of the
data collected reveal that about 85% of the
respondents (about 6,000 doctors) have expressed
the need for launching a Certificate Programme on
Geriatric Medicine.

The meeting ended with a vote of thanks to the Chair

(R.G. TAKWALE)
VICE-CHANCELLOR