



**MINUTES OF THE SCHOOL BOARD AGENDA ITEM BY CIRCULATION
SCHOOL OF VOCATIONAL EDUCATION AND TRAINING**

Maidan Garhi, New Delhi

Dated: 26th August 2020

Minutes of the School Board agenda item by circulation dated 22nd August, 2020 regarding CIQA Feedback Analysis Reports of 'Subject Experts' and 'Teachers' on the curriculum. The agenda item was circulated through Emails to the following members:

The following members attended the meeting:

1. Prof. Ashok K. Gaba, <i>Director</i> , SOVET, IGNOU	<i>Chairman</i>
2. Prof. Sanjay Sehgal, Head, DFS, South Campus, DU	Member
3. Prof. Raj Agarwal, Director, CME, AIMA, New Delhi	Member
4. Prof. Bahni Jha, Professor, NIFT, New Delhi	Member
5. Prof. Harjee Kaur Bhatia, Professor, DES, JMI, New Delhi	Member
6. Prof. Saurbh Prakash, DET, PSSCIVE, NCERT, BHOPAL	Member
7. Prof. S.R. Jha, Professor, SOS, IGNOU	Member
8. Prof. Sunil Kumar, <i>Director</i> , SOPVA, IGNOU	Member
9. Dr. Shubhangi Vaidya, <i>Director</i> , SOITS	Member
10. Dr. Gaurav Singh, Assistant Professor, Sr. Scale, SOE, IGNOU	Member
11. Dr. Geetika Johry, <i>Assistant Professor</i> , Sr. Scale, SOVET, IGNOU	Member
12. Dr. Rachna Agarwal, <i>Assistant Professor</i> , Sr. Scale, SOVET, IGNOU	Member
13. Ms Urshala Kant, <i>Assistant Professor</i> , Sr. Scale, SOVET, IGNOU	Member
14. Ms Asha Yadav, <i>Assistant Professor</i> , SOVET, IGNOU	Member

At the outset, the Chairman of School Board welcomed and briefed about the urgency of the matter forced to seek approval of the School Board by circulation for the following item:

Item No.1: To consider and approve the feedback Analysis Report of 'Teachers' and 'Subject Experts' on the curriculum of SOVET's programmes.

He informed to members that due to Covid-19 pandemic situation, we are not able to meet face to face for the next meeting of the School Board. In the meantime, IGNOU has initiated the process of accreditation by NAAC. For this purpose, the Center for Internal Quality Assurance (CIQA), IGNOU, has desired to obtain the Feedback survey reports from the Teachers of the University and the Subject Experts who are involved in the curriculum and course development processes of the university. Two different Feedback forms have been circulated between the Teachers and the Experts. The feedback has been obtained from the respective teachers and experts. Based on the feedback received, the following two reports have been prepared and placed for the consideration and approval of the School Board.

1. *Feedback analysis report of Teachers on the design of the curriculum (Annexure-1.1)*
2. *Feedback analysis report of Subject Experts on the design and development of curriculum (Annexure-1.2)*

School Board considered and approved the Feedback Analysis Report of Teachers and Subject Expert on the curriculum of SOVET programmes.

Ashok K Gaba
Chairman

School of Vocational Education and Training
FEEDBACK ANALYSIS REPORT OF SUBJECT EXPERTS ON THE DESIGN &
DEVELOPMENT OF CURRICULUM

1.0: Preamble

The Indira Gandhi National Open University (IGNOU) established by an Act of Parliament in 1985, offering programmes through the Open and Distance learning mode. IGNOU imparts knowledge not only in India but also across the globe. The mandate of the university is to offer high-quality, innovative and need-based programmes at different levels, to all those who require them at affordable costs. School of studies of IGNOU do need analysis before design and to develop the curriculum. The experts in the concerned field from academic institutions and industries are being involved at the time of developing curriculum. Accordingly, programme/course expert committee (s) are being constituted after approval from the statutory body of the university. The school organises meetings of expert committees for developing curriculum of a programme/course. Faculty adopts innovative pedagogical approaches at the time of developing curriculum.

The Programme committee member are expected to identify issues that need to be addressed during the curriculum development process like student centredness, how students learn, expectations from the field i.e. learning outcomes. The focus is being given on: relevance to the student needs and emphasis on acquiring core skills.

2.0: About the School and experts involved

The School of Vocational Education and Training (SOVET) established in August 2007, aims at providing education and training for skills development to meet the vocational as well as technical requirements for economic development of the country. One of the main objectives of the school is to adopt innovative blended learning approach for value added growth of VET. In addition to external experts, the SOVET faculty is also involved in developing the curriculum. Faculty and experts brainstorm on the subject and learning outcomes for developing curriculum. The School offers programmes/courses in the area of BPO (Financial Accounting), Pharmaceutical Sales (for M.R's), Information Security, Communication and IT skills, Fashion Design and Modern Office Practice that encourage vertical mobility of Vocational Education and Training (VET). Hence, experts from the relevant industry like 'Accenture' along with in house faculty are involved in developing the curriculum. Research is another priority area for identifying societal and industrial needs. The school adopts multimedia and blended approach in delivery of its programmes. It provides self-learning printed course material packages supporting audio-video programmes, recordings and live programmes through Radio & TV as well as counselling sessions at study centers for its learners. The school also adopts many other learner centered features available on IGNOU platform.

The programmes offered by the School are designed in modular format offering maximum flexibility to the learners including multiple exit points. Recently, the school has offered two new programmes in the area of 'Fashion Design' and 'Modern office Practices' to meet the needs of the young aspirants. At present, the school is having six faculty members in Vocational Education discipline. All the faculty members contributed significantly in designing and development of courses of various programmes offered by the school.

3.0: Methodology

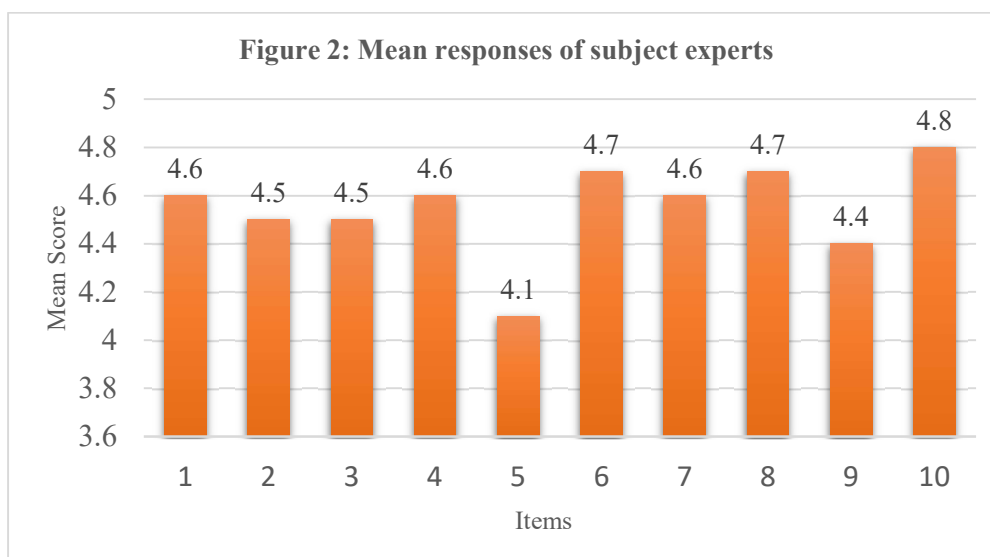
A questionnaire developed by CIQA was sent to external Subject Experts who have been involved in design and development of the programmes/courses of the School. A questionnaire was sent to 42 experts. 27 responses were received at the time of writing the report. Sixty percent of them were male and above 35 year of age group. Questionnaire had ten items with five -point Likert scale (Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree) was circulated. A table and graph of the responses are presented below for further analysis. Descriptive statistical method is applied for analysis. The mean values for all the responses are calculated to study their opinion on the process of designing and developing the curriculum for various courses. It has also given an option to make suggestions related to curriculum feedback.

4.0: Feedback of Subject Experts

Responses received from experts were entered in an excel sheet for analysis purpose. The mean scores were calculated of each item and presented in the table and graph below. The feedback of subject experts were requested in terms of pedagogy of curriculum, design developed in open university, need analysis, review of curriculum of other universities, guidelines for developing curriculum, involvement of subject experts, feedback from alumni and industry, updating of curriculum, matching with the level of the programme, orientation of SLMs and it is learner centric. The mean scores were presented in a bar diagram. On the X-axis, ten items have been presented. On the Y- axis mean scores of responses have been represented.

Table: Responses of the respondents (external Experts)

Sl.No.	Items	
1..	You were briefed about to the pedagogy of Curriculum Design Development in an OU	4.6
2.	Need Analysis was discussed before finalizing the Curriculum	4.5
3.	Subject Expert Committees reviewed the curriculum of other universities	4.5
4.	Guidelines were provided for the development of the curriculum	4.6
5.	As subject experts you were involved in the curriculum review process	4.1
6.	Feedback from others like alumni and industry was discussed during the framing of curriculum	4.7
7.	Whether the Curriculum of your subject was updated	4.6
8.	Curriculum matches with the level of the programme	4.7
9.	Orientation was given in the development of Self Learning Material	4.4
10.	Self-Learning Materials are Learner Centric	4.8



5.0: Analysis of the Feedback received

It has been observed from the table and graph that experts highlighted the importance to each item. The mean score of all the items is more than 4.0. It is interesting to note here that experts also highlighted the importance to SLMs which are learner centric. They were briefed about the pedagogy of curriculum design & development in an Open University system before during the meetings. One of the important points emerged from the analysis that they emphasized on the importance to the feedback received from alumni and industry at the time of developing curriculum.

6.0: Conclusion and recommendations

The SOVET is adopting 'process and product' approaches for developing curriculum of its programmes. It also interacts with learners from time to time for updating its curriculum on the basis of situation-based learning. The mean score of each item is evident that the school adopted pedagogy of vocational and ODL together for designing and delivery of its programmes. The curriculum of each programme is having high quality content which caters to the needs of the industry. Teaching learning process adopted by IGNOU helps students to enhance their productivity in workplace. To conclude, the higher mean score of experts' feedback indicates that IGNOU adopted innovative teaching methodology which is learner centric.

Experts suggested that latest ICT skills, entrepreneurship and Soft skills should be updated and incorporated regularly in the curriculum of all the vocational courses. The programmes should also be offered in regional language.

7.0: Annexure (Enclose Questionnaire format)



FEEDBACK FORM FOR SUBJECT EXPERTS

Background Information

Name:

Age Group: 20-30 30-40 40-50 50 and above

Male: Female:

Place of Employment:

Are You Associated with IGNOU: Yes No

If Yes, in what Capacity:

Subject /Discipline:

Teaching Learning is an important component in any Open University. Feedback is very important for University to grow. You have contributed in the design and development of the curriculum. To improve the system, kindly respond to the following statements.

SA: Strongly Agree, A: Agree, DA: Disagree, SDA: Strongly Disagree

S. No	Statement	SA	A	Neutral	SDA	DA
1	You were briefed about to the pedagogy of Curriculum Design Development in an OU					
2	Need Analysis was discussed before finalizing the Curriculum					
3	Subject Expert Committees reviewed the curriculum of other universities					
4	Guidelines were provided for the development of the curriculum					
5	As subject experts you were involved in the curriculum review process					
6	Feedback from others like alumni and industry was discussed during the framing of curriculum					
7	Whether the Curriculum of your subject was updated					
8	Curriculum matches with the level of the programme					
9	Orientation was given in the development of Self Learning Material					
10	Self Learning Materials are Learner Centric					

List the areas that need attention to bring desired improvement in the system
