



**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
MAIDAN GARHI, NEW DELHI – 110068.**

**FEEDBACK ANALYSIS REPORT OF 'TEACHERS' ON THE DESIGN OF THE
CURRICULUM**

1. Preamble

The purpose of vocational education and training is to train youth 'work ready' for enhancing employability. Gandhi ji believed that work and knowledge must never be separated. He also believed that separation of learning from labour results in social injustice. Study in vocational education programmes can reduce social injustice through developing vocational skills for employability. At present, about 5 % Indian workforce in the age-group of 19-24 received vocational education. In addition, millions of schools drop-out's youth, girls and destitute women, unemployment youth and physical challenged people are deprived from vocational education and training system in the country. It is not possible to train millions of people through existing formal system. Open and Distance learning system can cater the needs of the society. Hence, the role of the teacher becomes crucial who is backbone of any educational system. The teacher's role is not only in designing the curriculum, but also to see their students develop skills in their respective vocational area. Their feedback on curriculum will help in revising the course as per industry needs. It will also ensure that learners should be able to perform their skills in workplace. In view of this, teacher's feedback becomes very important.

2. About the School

The School of Vocational Education and Training (SOVET) established in August 2007 aims at providing education and training for skills development and 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. The School offer programmes/courses for the industry in the area of BPO (Financial Accounting), Pharmaceuticals, Information Security, Communication and IT skills, Fashion Design and Modern Office Practice that encourage vertical mobility of Vocational Education and Training (VET). Research is another priority area for identifying societal and industrial needs. The School adopts multimedia and blended approach in delivery of its programmes. It includes of self-learning printed course material packages supporting audio-video programmes, recorded and live programmes through Radio and TV and counselling sessions at study centres. 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 offered two new programmes in the area of 'Fashion Design' and 'Modern office Practices' to meet the needs of 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. Methodology

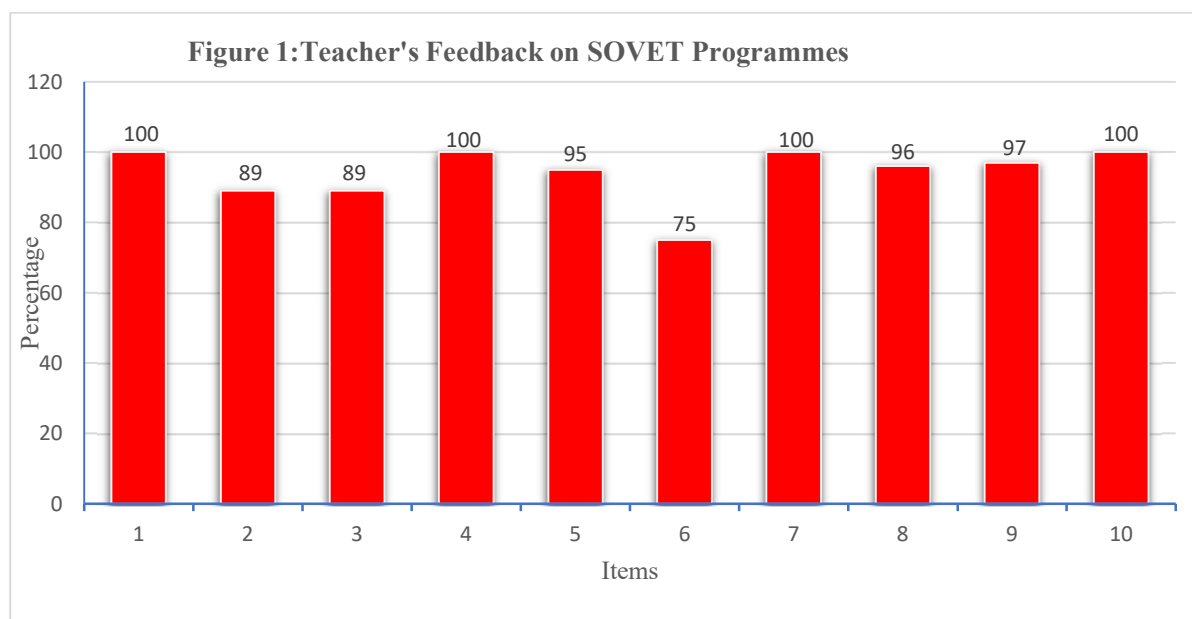
A questionnaire developed by CIQA includes questions related to the curriculum of SOVET programmes was sent to 39 teachers (faculty, counsellor/course writers) by the respective programme coordinators to get feedback. Questionnaire was divided in two sections; section A was based on general/background information of the teacher and section B included 10 questions/statements as presented in table. 31 responses were received at the time of writing the report. Fifty one percent of them were female. Based on the responses of the teachers, the percentage of their score was analysed. On an average score of each programme was calculated and presented in the table and graph. Besides, an attempt has been made to present the item-wise comparisons to understand which items is given more importance in design and development of the curriculum and the probable reasons and interpretation.

4. Feedback of Teachers

Information collected from the teachers is presented in table and graph below. 'X- axis' (running horizontally) represents items 1 to 10 and 'Y-axis' (running vertically) represents percentage (%) of responses on the items (parameters) 1 to 10. For item no. 1, which is: '*Need analysis has been done before finalizing the curriculum*'; all teachers (100%) consistently felt that the Need analysis was done and integration of ICT will enhance the learning process. All teachers responded positively in all the other eight items as presented in Table-1 except item six i.e. curriculum of your subject is up to date.

Table 1: Item-wise responses by Teachers

Sr. No.	Item	Yes (In %)
1	Need analysis has been done before finalizing the curriculum	100
2	Curriculum is periodically modified and new concepts/topic are incorporated	89
3	Instructional activities align with learning outcomes	89
4	Curriculum is developed to enhance critical thinking	100
5	Curriculum cater to the need of all types of learners	95
6	Curriculum of your subject is up to date	75
7	Curriculum matches with the level of the programmes	100
8	Assessemnt are developed based on the Learning Outcomes	96
9	Learning Outcomes are frames to enhance the Employability Skills	97
10	Integration of Technology in teaching learning will enhance the learning process and benefit the Learner	100



5. Analysis of the Feedback received

It is evident from above table and graph that the need analysis was done before finalising the curriculum, it enhanced critical thinking and also matches with the level of programme. All the respondents (faculty, counsellor and course writers) agreed that Integration of Technology in teaching learning will enhance the learning process and benefit the Learners. 95 % to 97% respondents agreed that Learning Outcomes were framed to enhance the Employability Skills; assessment is based on learning outcome and curriculum caters to the need of the learners. It indicates that at the time of designing the curriculum, the focus was given on these items. Feedback analysis also reveals that instructional activities is aligned with learning outcome and curriculum is periodically modified and new concepts/topics need attention.

6. Conclusion and recommendations

It has been observed from analysis that while designing curriculum, the school has taken care of all aspects i.e. need analysis and its latest contents which are being shared with the students from time to time. All the courses of respective programmes impart knowledge and skills to vocational learners as per industry needs. It helps learners to enhance their existing skills and competencies as well employability skills. However, there is still scope for improvement in the curriculum. It needs to be embedded with the modern technology for the learners to become job ready or be ready to use the skills in a work environment. Though the curriculum of the programme courses was modified from time to time, there is a need to update the curriculum more frequently so that it can meet the industry needs. There is also need faculty-industry interaction frequently for offering vocational programmes through blending learning approaches.

7. Annexure (Enclose Questionnaire format)



FEEDBACK FORM FOR TEACHERS

(On Design and Development of Curriculum)

Name

Male:

Female:

Subject/Discipline:

Whether Programme/ Course Coordinator:

Yes

No

If yes, Title of the Course:

Number of Years in University:

Feedback is very important for University to grow and to improve the system, kindly respond to the following statements:

S. No	Statement	YES	NO
1	Need analysis has been done before finalizing the curriculum		
2	Curriculum is periodically modified and new concepts/topics are incorporated		
3	Instructional Activities align with the Learning Outcomes		
4	Curriculum is developed to enhance critical thinking		
5	Curriculum caters to the needs of all types of learners		
6	Curriculum of your subject is up to date		
7	Curriculum matches with the level of the programme		
8	Assessments are developed based on the Learning Outcomes		
9	Learning Outcomes are framed to enhance the Employability Skills		
10	Integration of Technology in teaching learning will enhance the learning process and benefit the Learner		

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