

**Minutes of the 50th School Board Meeting of
School of Health Sciences**

The 50th School Board Meeting of SOHS was held on the 04th February, 2013 under the Chairmanship of Director, School of Health Sciences in the Conference Room of School of Sciences, D-Block, New Academic Complex, IGNOU at 11.00 am.

The Following Members were present:

1. Prof. T. K. Jena, Director, IGNOU, New Delhi (Chairperson)
2. Dr. (Prof.) R.N. Salhan, Pro -VC, SMU and Dean, Sikkim Manipal Institution of Medical Sciences, 5th Mile, Tadong, Gangtok, Sikkim
3. Dr. R.K. Srivastava, Former DGHS, Govt. of India, 25/504, East End Apartments, Mayur Vihar Phase -1 Delhi
4. Dr. Sanjay Chaturvedi, Professor, Department of Community Medicine, UCMS & GTB Hospital, New Delhi
5. Dr. K. Lalitha, Professor and Head Dept. of Nursing, NIMHANS, Houseer Road, Bangalore
6. Ms. Rafath Razia, Deputy Director Nursing, Govt. of A.P, Hyderabad
7. Dr. Nilima Srivastava, Associate Professor, SOGDS, IGNOU, New Delhi
8. Dr. Suhas Shetogovekar, Associate Professor, SOSS, IGNOU, New Delhi
9. Dr. G. Mahesh, Assistant Professor, SOSW, IGNOU, New Delhi
10. Prof. Bimla Kapoor, School of Health Sciences, IGNOU, New Delhi
11. Prof. Pity Koul, School of Health Sciences, IGNOU, New Delhi
12. Dr. Ruchika Kuba, Associate Prof. School of Health Sciences, IGNOU, New Delhi
13. Dr. Biplab Jamatia, Assistant Prof. (Sr. Scale), School of Health Sciences, IGNOU, New Delhi
14. Mrs. Reeta Devi, Assistant Prof. School of Health Sciences, IGNOU, New Delhi
15. Mrs. Laxmi, Assistant Prof. School of Health Sciences, IGNOU, New Delhi
16. Ms. Neerja Sood, Assistant Prof. School of Health Sciences, IGNOU, New Delhi (Convener)

The Following Members could not attend the meeting:

1. Prof. P.K. Biswas, STRIDE, IGNOU, New Delhi
2. Prof. S.B. Arora, School of Health Sciences, IGNOU, New Delhi

Chairperson welcomed all the members. Then the agenda items were taken up for discussion.

Item 50.1 Confirmation of the minutes of the 49th School Board Meeting

Dr.R.K. Srivastava had given two observations as follows:

Item No.49.2(b) In relation to MOU with NACO and future line of action for HIV Medicine Programme, the following line is to be added.

"Therefore, NBE should be approached to provide one year relaxation to candidate passing out from PG diploma of HIV medicine for their admission to DNB Programme in appropriate medical discipline".

Item No.49.2 (c) In relation to decision on MOU with MOEF "Approval of SOHS board need to be taken before final action" needs to be added at the end.

Dr.R.K.Srivastava had also asked for clarification on the Minutes related to the Project with MoEF. Dr.Ruchika read out the relevant portion of the Minutes of MoEF. It was agreed that the Ministry of Environment & Forest could be given notice for termination of the existing MOU with IGNOU.

It was also observed that as Dental Council of India (DCI) has already served notice to discontinue MOU with IGNOU, the MOU with DCI could be considered as terminated.

With the above observations Minutes of the 49th School Board meeting was approved.

Item 50.2 Consideration for approval of MOUs related to SOHS

Director briefed the members regarding the broad guidelines to be followed by IGNOU for signing MOU with any institution. The key points are;

- Collaborations, in principle, should be with the institutions that have some core competency.
- Memorandum of Collaboration (MOC) should precede signing of Memorandum of Understanding (MOU).
- All students will be of IGNOU and will have IGNOU enrollment number.
- Complete evaluation will be under IGNOU
- institutions should not franchise

School Board Members suggested that while signing an MOU, the objectives should be spelt out in clear terms. The guideline "Collaborations, in principle, should be with the institutions that have some core competency" needs to be modified to "Collaborations, in principle, should be with the institutions that have related core competency". To have an objective approach to this guideline, core competency for different disciplines should be specified by the school and get them approved by the School Board for future application.

50.2.1 MOU with Hansa Vision Pvt. Ltd.

School Board members pointed out that Hansa Vision does not have any core competency of its own. As there has not been any violation of MOU conditions by the MOU partner and as the MOU is active, it should be allowed to continue till the term is over. However, the proposal for extension of MoU after 5 years of launching the programme was not agreed by the members.

Members pointed out that School Board should give its opinion only on the technicalities of the MOU and the Finance issue should be dealt by the Finance Division. Therefore the issues related to modification of fee sharing should be examined by the Finance Division and modified accordingly.

b) MOU with Public Health Resource Network (PHRN)

Members observed that the MOU is still active as on date. The issue of renewal can be taken up only after the MOU expires.

c) MOU with Indian Council of Medical Research (ICMR).

Members observed that the term Joint copyright should be avoided and the total copyright should be with the University.

MOU with ICMR could be continued with the inclusion of the above observation.

d) MOU with Institute of Acupuncture & Natural Medicine (IANM)

As mentioned above at a, b & c the total copyright should remain with IGNOU. The issue of renewal should be taken up only after MOU expires and the financial implication has to be dealt by the Finance Division.

d) MOU with Christian Medical Association of India (CMAI)

Director, SOHS informed that the old MOU with CMAI needs to be terminated which has been agreed by both the Partners. It will be replaced by a new MOU in which the role of CMAI will be to provide expertise, wherever required, for different activities like Course Writing, Course Editing and in the Implementation process. The Implementation process includes contact sessions, monitoring and examination. They could also help in the revision of the material from time to time. There will be a provision of a Joint Co-ordination Committee to monitor the activities between the two organisations.

Members approved the termination of the old MOU and signing of the new MOU with CMAI as proposed above.

e) MOC with National Institute of Health & Family Welfare (NIHFW)

Director appraised the members about a proposal from NIHFW for signing an MOC. Accordingly, both parties will jointly develop and devise implementation strategies and time-bound action plan to meet the desired objectives and goals, by entering into respective MOUs to be signed in future between the partners.

Members agreed for signing the proposed MOC with NIHFW.

Item 50.3 Approval of Phase-2 form for the Post Graduate Diploma in Critical Medicine programme.

Dr. Biplab Jamatia, the Programme Co-ordinator informed the members that School Board had already approved the Phase 3 form for the Programme. However, due to the new requirement of the approval in the new Phase-2 format, the proposal is again being placed in the School Board. Members discussed the additional features which are a part of the new Phase-2 form i.e. the norms for Programme Study Centres, the norms for Academic Counsellors and the other issues related to Programme delivery.

After deliberation the eligibility criteria was modified as mentioned below:

Criteria for PSC:

Members agreed to follow the institution criteria as per the National Board of Examination (NBE) guidelines. The guidelines of NBE mentions:

The applicant hospital / institute should be a clinical establishment having requisite infrastructure of at least 200 beds providing comprehensive OPD/IPD based medical services in a single campus. Combination of multiple such places or such establishments shall not be accepted. The applicant hospital / institute should have the mandatory regulatory/licensing approval from the local authority / government for running such establishment, and all statutory requirement / clearances from local authority / government agencies such as municipal, bio hazards/ waste managements, nuclear based

managements, use of isotope, PNDT, fire safety, building completion etc. shall be in order and a declaration to this effect shall be furnished by the Head of the Hospital / Institute at the time of submitting the application for specialties such as family medicine. Arrangement for field posting of candidates in primary / community health centers or urban health centers where they get exposure as first contact physician is required to be submitted along with application form.

Criteria for Counsellors:

Minimum of Five years of Post MD/MS experience in the field of critical care medicine.

With the above observations the Phase-2 form for Post Graduate Diploma in Critical Care Medicine was approved.

Item 50.4 Approval of Phase-I form for the following programmes:

- a) **B.Sc. in Medical Laboratory Technology (BMLT)**
- b) **B.Sc. in Medical Imaging Technology (BMIT)**
- c) **B.Sc. in Medical Records & Health Information Technology (BMRHIT)**
- d) **B.Sc., in Anaesthesia and Critical Care Technology (BACT)**

Director, SOHS mentioned that IGNOU is already running five Bachelor Degree Programmes in Allied Health Sciences in face-to-face mode in collaboration with CMAI. However, as per the IGNOU's mandate the Programme should be designed and offered in Open & Distance Learning mode (ODL) mode. Accordingly, a Meeting was organized with the Subject experts of CMAI for the proposed Bachelor Degree Programmes. Moreover, Public Health Foundation of India (PHFI) had carried out a consultation with all the stakeholders of Allied Health Programmes and has published a report commissioned by Ministry of Health & Family Welfare. The report highlights the need of trained allied health personnel in the four areas proposed by the School. So, all the phase -1 proposals are to be viewed on the background of this report.

The issue of approval of BARC for launching the BMIT programme was discussed. Dr.R.N.Salhan clarified that the approval of BARC is needed for procurement of Imaging Equipments. So, the permission is needed only by the institutions and not for the individual experts. Therefore, if the programme is implemented in the BARC certified institutions, a separate approval is not required for launching the programme.

Director, SOHS raised the issue of eligibility criteria for admission to the BMRHIT Programme i.e., whether qualification should be 10+2 or the programme should be converted to a Diploma and offered after graduation. It was clarified by the members that University should launch programmes at degree level rather than Planning for Diploma Programmes. As the Country needs Graduates in Medical Records and there are not sufficient institutions offering the programmes, IGNOU should go for the BMRHIT programme and the entry level should be 10+2.

With the above observations School Board approved the Phase-1 form of BMIT, BMLT, BACT & BMRHIT Programme.

Item 50.5 Approval of Phase zero form of the following Programmes

- a) **Certificate in Newborn and Infant Care (CNIN)**
- b) **Certificate in Maternal & Child Health Nursing (CMCHN)**

Prof.Pity Kaul, Programme Coordinator, mentioned that both the Programmes were designed more than five years back as there has been significant changes in the national

guidelines since then. Therefore, the Programmes needed a major revision. She presented the Phase Zero form for Certificate in Newborn and Infant Care (CNIN) Certificate in Maternal & Child Health Nursing (CMCHN).

After deliberation members approved the phase zero form of CNIN & CMCHN Programme.

Item 50.6 Approval of Modified Eligibility criteria for PDCDM programme

The Post Doctoral Certificate in Dialysis Medicine Programme (PDCDM) was launched in July, 2012 as a part of MOU with DGHS, Ministry of Health & Family Welfare. Originally the eligibility criteria was MD/DNB Degree in Medicine / Paediatrics. However, later on DGHS has approved the eligibility criteria to MD in Tuberculosis, MD in Tropical Medicine and other related speciality if adequate forms are not received for the training.

Members suggested that the scope of Dialysis training should be expanded further and cover all the PG qualifications (MD/MS/DNB or equivalent) where intensive care unit is attached to the department.

Director, SOHS clarified that the observation of the members will be communicated to DGHS for their observation and the same will be reported to the next School Board.

Item 50.7 Approval of Examination Strategy of the following Programmes

- a) Certificate in Newborn and Infant Care (CNN)
- b) Certificate in Maternal & Child Health Nursing (CMCHN)
- c) Diploma in Critical Care Nursing (DCCN)

Prof. Pity Kaul, Programme Coordinator proposed for conduction of a separate Term end Examination for the three programmes namely CNIN, CMCHN, DCCN. She mentioned that the examination will be conducted by the Regional Centres and the Programme In-charge will be appointed as the Centre Superintendent. A maximum of 10 students will be examined for a set of one internal and one external examiner. IGNOU guidelines for conduction of UG level Term End Practical Examination will be followed as applicable to other health science programmes.

The eligibility criteria for the examiners will be M.Sc Nursing in the related subject with two years of teaching experience.

The members approved the suggestions made by the Programme Coordinator.

Item 50.8 Approvals related to Certificate in Diabetes Care for Community Worker (CDCW) Programme

- a) Modification of Implementation Strategy
- b) Modified Eligibility Criteria for Academic Counsellors

Ms. Neerja Sood briefed members that the programme was initially launched in 2009 in collaboration with Regional Centre Guwahati. As the theory component of the Programme has a provision of 100% contact session, the enrollment in the Programme is very low. She had collected feed back from various stake holders like Programme In-charge, Academic Counsellors and students. A Review Committee Meeting was also conducted in which the experts suggested to modify the implementation guidelines.

In the light of the above she wanted the guidance of the School Board for future course of action for the programme i.e. whether the programme should be stopped or be converted to the awareness level programme.

The Nursing faculty insisted to continue the programme in the present norm. However, after deliberation it was decided that the Programme in the present form should be stopped and steps could be initiated for awareness level programme in life style diseases.

Item 50.9 Approval of evaluators of the following Programmes

- a) PG Diploma in HIV Medicine (PGDHIVM)
- b) PG Certificate in Dialysis Medicine (PGCDM)
- c) PG Diploma in Maternal & Child Health (Pune Region-PGDMCH)
- d) B.Sc. in Medical Laboratory Technology (BMLT)
- e) B.Sc.in Medical Imaging Technology (BMIT)
- f) B.Sc. in Medical Records & Health Information Technology (BMRHIT)
- g) B.Sc., in Anaesthesia and Critical Care Technology (BACT)
- h) Certificate in Dispensing Optics (CDO)

Programme Co-ordinators presented the additional list of evaluators for the PG Diploma in HIV Medicine (PGDHIVM), PG Certificate in Dialysis Medicine (PGCDM),PG Diploma in Maternal & Child Health (Pune Region-PGDMCH),B.Sc. in Medical Laboratory Technology (BMLT),B.Sc.in Medical Imaging Technology (BMIT),B.Sc. in Medical Records & Health Information Technology (BMRHIT),B.Sc., in Anaesthesia and Critical Care Technology (BACT) and Certificate in Dispensing Optics (CDO) programmes respectively.

The additional names were approved by the School Board.

Item 50.10 Approval for student support services related to SOHS Programme

a) Establishment of Study Centre

Director mentioned that the Programmes related to the School of Health Sciences are implemented through Programme Study Centres (PSC). When a new programme is added to the existing PSC, a separate PSC code is provided for programmes. This increases the cost burden in form of honorarium to PIC, Secretarial Support Staff, Head of the Institution and Contingency expenditures. The matter was discussed with RSD and it has been proposed that institutions offering three or more programmes could be converted into a Study Centre. This would help to minimise the establishment expenditure and increase the viability of the programmes having small enrollment.

Members deliberated on the issue and agreed to the proposal.

b) Consolidated payment to Programme Study centres

Director mentioned that in the programmes like PGDCC, the Counsellors involved in the teaching process usually do not submit the bills in time nor do they ask for the honorarium as this requires cumbersome administrative procedures. When the same is claimed by experts in the subsequent financial years, it becomes difficult for the Regional Directors to process the bills. Therefore, it is proposed to provide consolidated payment to PSCs on a per student basis, so that the payment process could be simplified.

Members deliberated on the issue and agreed to the proposal.

c) Approval for increase of payment norms related to student support

Director presented that the SOHS follows certain payment heads which are not followed in other Schools. Therefore, in the revised payment norms for Student Support Services notified by RSD (Regional Services Division) on 22nd October, 2012, the payment norms specific to SOHS are left out. Regional Services Division desired the proposal for the revision of norm should be placed to the School Board before being placed to Finance Committee.

Members conveyed that School Board does not have the financial power to take a decision. However, as desired by IGNOU, School Board Members recommended the need for the above increase in the payment norms to make it at par with the other payment norms of IGNOU.

Item 50.11 Any other item with Permission of Chair.

a) External Evaluation for the two Dental programmes

Dr. Ruchika Kuba briefed members regarding the status of two dental programmes and the and termination of MoU with DCI. She suggested to have an external evaluation of the programmes, so that IGNOU could plan for launching the Programme independently without collaboration with DCI.

Members approved for External Evaluation of the two Dental Programmes.

b) Provision for Norms for hiring equipments for Term End Practical Examination

It was brought to the notice of the School Board Members that some medical equipments like mannequins are needed to be hired while conducting Practical Term End Examination for Para Medical Programmes like B.Sc., in Anaesthesia and Critical Care Technology (BACT). The problem arises when more number of students are clubbed to one institution for conduction of the practical examination. It is proposed that there should be a provision for hiring of equipments in the line of hiring of Computers for Computer related programmes or conduction of the online examinations.

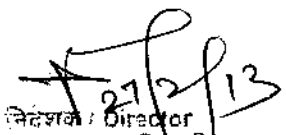
Members agreed for creation of such a budget head in the conduction of Practical Term End Examination.

c) Approval for Course Writers/Editors for PG Diploma in Critical Care Medicine Programme

Dr. Biplab presented the list of course writer/editors for the above programme.

List was approved by School Board Members.

Meeting ended with vote of thanks to the chair and the participants.


निदेशक / Director
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