



33rd SCHOOL BOARD MEETING
SCHOOL OF VOCATIONAL EDUCATION AND TRAINING

Dated: December 6, 2019

Minutes of the 33rd School Board meeting held on December 6, 2019 at 11.00 a.m. in the Conference Room of SOVET, First Floor, Block No. 15-E, IGNOU, Maidan Garhi, New Delhi-110068

The following members attended the meeting:

1. Prof. Ashok K.Gaba, <i>Director</i> , SOVET, IGNOU	<i>Chairman</i>
2. Prof. Sunil Kumar, <i>Director</i> , SOPVA,	<i>Member</i>
3. Dr.Shubhangi Vaidya, <i>Director</i> , SOITS	<i>Member</i>
4. Dr.GeetikaJohry, <i>Assistant Professor</i> , Sr. Scale, SOVET, IGNOU	<i>Member</i>
5. Dr. Rachna Agarwal, <i>Assistant Professor</i> , Sr. Scale, SOVET, IGNOU	<i>Member</i>
6. Ms Urshala Kant, <i>Assistant Professor</i> , SOVET, IGNOU	<i>Member</i>
7. Ms Asha Yadav, <i>Assistant Professor</i> , SOVET, IGNOU	<i>Member</i>

Prof. S.R.Jha, *Professor* (SOS), and Dr. Gaurav Singh, *Assistant Professor* (SOE) and Dr. RSP Singh, *Associate Professor*, SOVET (Special Invitee) couldn't attend the meeting.

At the outset, the Chairman of School Board welcomed all the members to the 33rd meeting of the School Board of School of Vocational Education and Training (SOVET). The Chairman placed on record the valuable contribution made by the following outgoing external members of the School Board who have completed their term and thanked them for their valuable contributions in the proceedings of the School Board.

1. Prof. K.V.Bhanumurthy, Delhi Technical University (East Campus), Delhi.
2. Prof. R. G. Chouksey, Dean, NITTTR, Bhopal
3. Prof. Amit Prakash Singh, GGISPU, New Delhi,
4. Prof. Surya Kant Gunjal, Former Director, School of Agriculture, YCMOU
5. Dr. Sriparna Bhuyan Baruah, Faculty, IIE, Guwahati

The Director informed that since he has taken over the charge of the School, the several activities have taken place as under:

- Action taken on the ACD's minutes of the meeting of the Vice Chancellor with SOVET faculty held on 18th March, 2019 at VCO regarding Programme Coordinatorship of the academic programmes offered by the School.
- School organised panel discussion on 'Vocational Excellence' dated 21st October, 2019 at SOVET. The session was chaired by Prof. Satyakam, PVC, IGNOU and panellist were: Prof. Murari Suvedi, Fulbright Scholar, Michigan State University, USA and Prof. Ashok K Gaba, Director, SOVET.
- Faculty contributed significantly for providing relevant information of SOVET to CIQA for NAAC.
- Completed need base report for the proposed B.Voc (Banking and Insurance) programme.
- Taken counselling sessions through Gyan Vani/Gyan Darshan for CFDE and other Programmes.
- School organised moderation meetings for on offer programmes.

The Chairperson presented the following agenda items for discussion and necessary action.

Item No. SB 33.1.	To confirm the minutes of the 32nd meeting of the School Board held on 30th May, 2019 and note the action taken thereon
	<p>The Chairperson informed that the minutes of 32nd Meeting of the School Board of School of Vocational Education and Training held on May 30, 2019 were circulated to the members and there were no comments were received from the members. The ATR related to following items was presented:</p> <p><i>Item No. 32.2</i> ATR: Noted</p> <p><i>Item No. 32.3</i> ATR: The programme is proposed for its launch from January, 2020 session.</p> <p><i>Item No. 32.4</i> ATR: Revision is under process</p> <p><i>Item No. 32.5</i> ATR: Action is pending</p> <p><i>Item No. 32.6</i> ATR: Done</p> <p><i>Item No. 32.7</i> ATR: Done</p> <p><i>Item No. 32.8</i> ATR: Done</p> <p><i>Item No. 32.9</i> ATR: Done</p> <p><i>Item No. 32.10</i> ATR: Noted</p>
SB.33.1.2	The School Board confirmed, approved and noted the action taken thereon of the 32 nd School Board meeting held on 30 th May, 2019
Item No. SB 33.2	To consider and approve the Programme Proposal Form (PPF) for ‘Certificate in Applique Craft’ programme
SB 33.2.1	<p>Dr. Rachna Agarwal, Programme Coordinator for the proposed programme informed that School received a copy of the generic MOC from P&DD and it has been signed between IGNOU and Handlooms, Textiles and Handicrafts Department (HT and HD), Government of Orissa on 9th August, 2019. The first meeting of the Joint Monitoring & Implementation Committee (JMIC) consisting members from IGNOU & State Institute for Development of Arts and Crafts (SIDAC), HT&HD, Government of Odisha was held on 26th August, 2019 at VCO. The minutes of the JMIC stated that Director, SOPVA will be the nodal officer from IGNOU and Shri Sitikanta Sarangi, Member Secretary, SIDAC from HT&HD. The minutes further stated that the Certificate level Programme in the area of Appliqué will be proposed by the SOVET and PPF forms will be placed in the School Board accordingly. In view of this Director, SOVET mailed dated October 30, 2019 to HT & HD, Odisha to provide basic information for the proposed programme. The information sent by them was inadequate, therefore, the Director further requested for additional required information dated 6th November, 2019. Till date, school has not received additional information (Including name of experts) as requested. However, on the basis of the information provided by the SIDAC and university norms, the PPF form is placed for the proposed programme.</p>
SB 33.2.2	<p><i>Member discussed this item in-depth and suggested that minimum eligibility for the proposed programme should be 10+2 equivalent to level 4 of NSQF, English Medium (1st phase) and Hindi Medium (2nd Phase) and copy right of the SLMs will remain with IGNOU. Members also suggested that any state can offer this programme as per IGNOU norms. They can translate into regional language as per their requirement.</i></p>

	<i>Member also authorizes Chairperson to finalize the name for the Expert Committee of the proposed programme along with Nodal officer and Programme Coordinator. Accordingly, the following names were suggested:</i>			
	S No.	Name and Designation	Address/Contact	Specialization
	1	Prof. Banhi Jha Professor	National Institute of Fashion Technology (NIFT), Delhi	Fashion Design and Textiles
	2	Ms. Manorma Pati	SIDAC, HT&H Department, Bhubaneswar, Odisha	Appliqué
	3	Mr. Debi Prasad Nanda	SIDAC, HT&H Department, Bhubaneswar, Odisha	Appliqué
	4	Prof. A K Gaba Director	SOVET, IGNOU, Maidan Garhi, New Delhi	Vocational Education and Training
	5	Prof. Heena K. Bijli Director	Home Science, SOCE, IGNOU, Maidan Garhi, New Delhi	Home Science, Clothing and Textiles
	6	Dr. Rachna Mohan Associate Professor	Department of Home Science, Bhagini Nivedita College, DU, Delhi (rm1810@gmail.com)	Apparel and Clothing construction
	7	Dr. Simmi Bhagat Associate Professor	Department of Fabric and Apparel Science, Lady Irwin College, DU, Delhi (bhagat.simmi@gmail.com)	Traditional Indian Textiles, Costume Studies and World textile, Handicrafts and Handloom sector, Textile Design and Techniques
	8	Dr. Himadri Ghosh Professor (retd.)	Department of Design Banasthali Vidyapeeth, Vanasathali, Jaipur (himadrighosh@banasthali.in) , 9352141483	Textile Design
	9	Dr. Saba Khan Associate Professor	Department of Home Science, Faculty of Agriculture Science, Alimanjil, AMU, Aligarh	Textile and Clothing
	10	Dr. R S P Singh Programme Coordinator	SOVET, IGNOU, Maidan Garhi, New Delhi	Vocational Education and Training
	11	Dr. Rachna Agarwal Programme Coordinator	SOVET, IGNOU, Maidan Garhi, New Delhi	Vocational Education and Training
	12	Dr. Divya Ojha Academic Associate	SOVET, IGNOU, Maidan Garhi, New Delhi	Clothing and Textiles
SB 32.2.3	School Board considered the suggestions made by the members and approved the Programme Proposal Form (PPF) 'Certificate in Applique Craft' programme alongwith names of the Expert Committee.			
Item No. SB 33.3	To consider and approve the action points for those programmes having enrolment upto 200 students in a particular admission cycle as approved by the Academic Council during its 73rd meeting held on 18th October, 2019.			

SB 33.3.1	The Chairperson informed that the Academic Council in its 73 rd meeting held on 18 th October, 2019 approved the ‘action points’ for those programmes having enrolment up to 200 students in a particular admissions cycle. He further informed that, the same issue was also discussed during the meetings of the PVCs and Directors of the Schools/Divisions with the VC were also held on September 3 rd and 15 th November, 2019. He also informed that as per P&DD document four programmes of the school namely CFDE, PGFSM, ACIS and DBPO comes under this category. The item is placed for further direction of the School Board.
SB 33.3.2	<i>Members discussed and deliberated on this item. They welcomed Academic Council’s decision on this issue. However, they suggested that it should have been implemented prospectively rather than retrospectively when the infrastructure for the same is placed in order. They also suggested that school may seek clarification from the ACD who will take counselling session and evaluate assignment for those courses where faculty is not specialized on in similar areas.</i>
SB.33.3.3	School Board considered the suggestions made by the members and approved the action points for those programmes having enrolment up to 200 students in a particular admission cycle as approved by the Academic Council during its 73 rd meeting held on 18 th October, 2019.
Item No. SB 33.4	To consider and approve the Programme Proposal Form (PPF) along with Need Analysis for ‘B.Voc (Banking and Insurance)’ programme
SB 33.4.1	Prof. Ashok K. Gaba, Programme Coordinator informed that the School proposed to design and develop the Bachelor of Vocation (B.Voc.) programme with the Banking and Insurance specializations (Vocational areas). The University Grants Commission (UGC) has launched a scheme on skills development based on higher education as part of college/university education, leading to Bachelor of Vocation (B.Voc.) Degree with multiple exits such as Certificate/Diploma/Advanced Diploma under the National Skills Qualification Framework (NSQF). In past, the School proposed B.Voc programmes in six areas and was approved by the School Board in its’ 25 th meeting held on 31 st August, 2015. After School Board approval, then Phase I form of the said programme was forwarded to P&DD for the approval of APC/PB. The item was placed in the 44 th Planning Board meeting held on July 12, 2016. The Planning Board opined that <i>‘The nomenclature ‘Bachelor in Vocation (B.Voc) should reflect the true spirit of the academic programme. It was agreed that the University had limited scope to propose any alternative nomenclature since B.Voc nomenclature had been recommended by the University Grants Commission (UGC). Programme coordinator further informed that the Vice Chancellor had meeting with the faculty of SOVET on 18th March, 2019 at VCO regarding academic programmes offered by the School. One of the decisions emanated during the discussion was that the School will submit a proposal for consideration of the Academic Council for graduate level programme. Accordingly, the PPF form for the B.Voc (Banking and Insurance) is placed enclosing therewith the Need Analysis.</i>
SB.33.4.2	<i>Members discussed this item and appreciated school for proposing degree level programme specifically in vocational area.</i>
SB 33.4.3	School Board considered the suggestions made by the members and approved the Programme Proposal Form (PPF) for B.Voc. programme (Banking and Insurance) along with need analysis report.
Item No SB 33.5	To consider and approve the names for programme design committee of B.Voc (Banking and Insurance) programme
SB 33.5.1	Prof. Ashok K. Gaba, Programme Coordinator informed that as per the guidelines of the UGC there will be two components of the programme viz. skill component and general education component. Accordingly, the list of experts for designing the proposed B.Voc Programme (Banking and Insurance) placed following names for SB approval.

Sr.No	Name	Designation/Institution	Area of Specialisation
1.	Prof. Nageshwar Rao	Chair/VC, IGNOU	Management
2.	Prof. Satyakam,	Co-Chair, PVC, IGNOU	Humanities'
3.	Prof. R.K.Mittal	Vice Chancellor, CBL University, Bhiwani and Formerly Professor of Management, IP University, Delhi	Management
4.	Mrs. Renu Jain	Regional Manager, Zonal Training Centre, LIC, Gurgaon	
5.	Prof. Pawan Kumar Sharma	Director, School of Management, V.M. Open University, Kota	Banking
6.	Prof. R.K.Shukla,	Professor, School of Commerce, Devi Ahila Univ. Indore	Banking
7.	Dr. Poonam Verma	Principal, Sukhdev College of Business Studies, University of Delhi	Finance
8	Prof. K.V.Bhanu Murthy	Formerly with Delhi School of Economics, Presently at East Delhi Campus, DTU, Delhi	Banking and Insurance
9	Mr. Adarsh Sachdeva	Former DGM & Sr. Faculty (IB & SAR), State Bank Institute of Credit and Risk Management and State Bank Academy, Gurugram	Banking
10.	Dr.NaveenSirohi	Head, School of Finance, Indian Institute of Corporate Affairs, Manesar, Haryana	Banking and Insurance
11.	Prof. R.K.Sharma	BVIMR, New Delhi	Banking and Insurance
12.	Prof. Neeti Agarwal	SOMS, IGNOU	Finance
13.	Prof. Kamal Vagrecha	SOMS, IGNOU	Banking and Insurance
14.	Dr.GeetikaJohry	SOVET- Assistant Professor (Sr. Scale) & Programme Co-Coordinator	Commerce
15.	Prof. Ashok K Gaba	SOVET-ProgrammeCoordinator	Economics
SB 33.5.2	<i>Members deliberated on the proposed composition of the experts for the Programme Design Committee and authorize the Chairperson to include more names from Insurance area.</i>		
SB 33.5.3	School Board considered and recommended the names for the Expert Committee for designing of B.Voc (Banking and Insurance) programme.		
Item No SB 33.6	To consider and approve the proposal for the payment to be paid to activity (practical) writers CFDE programme		
SB 33.6.1	Programme coordinator of CFDE programme informed that the School has developed and launched CFDE Programme from January, 2019 session onwards. The course/unit/activity writing work was completed by the respective course writers and edited by the approved content editors as approved by the Competent Authority. The payment for the unit writing/content editing is being paid as per GA notification dated 13 th February, 2018. But the payment norms for writing practical activities of respective courses are silent. School proposed payment to be paid as per pro-rata basis i.e. between four to six activities (About 5000 words & above) equal to one-unit writing payment to be paid to the respective practical activity writers. The matter was referred to F&A and RSD for financial concurrence. It was suggested that it should be discussed in the SOVET School Board meeting for further action.		
SB 33.6.2	<i>Members discussed this item and informed that the same procedure adopted by other schools like SOS and SOA. The school can follow the similar procedure i.e. pro-rata basis as proposed.</i>		
SB 33.6.3	School Board considered suggestions made by members and approved the proposal for the payment to be paid to activity (practical) writers of CFDE programme		

Item No. SB 33.7	To consider and approve translation of CFDE programme/courses in Hindi Language	
SB 33.7.1	Programme Coordinator informed that School is receiving various queries from the prospective students about the availability of CFDE programme in Hindi medium. At present School is offering programme in English medium. In view of this, the School is planning to translate all courses in Hindi language.	
SB 33.7.2	<i>Members appreciated to school for initiating translation of all courses in Hindi language of CFDE programme.</i>	
SB 33.7.3	School Board considered suggestions made by members and approved the proposal for translation of CFDE programme/courses in Hindi language.	
Item No. SB 8	To consider and approve the proposal for practical classes of CFDE Programme to be held at Regional Centres	
33.8.1	Programme coordinator of CFDE programme informed that CFDE programme consists of 75% of theory and 25% of practical. As demand of the course practical session have to be conducted for the better understanding of the students. He further informed that for July-Dec. 2019 session, Regional Centre-3, Delhi organised practical classes at their respective premises and it comes to approx. Rs. 20,000 expenditure for hiring equipment for two days. School is proposing that in the same way practical classes to be conducted at Delhi Ahmadabad, Kolkata & Chennai Regional Centres subject to registration of students from these regions.	
SB:33.8.2	Members discussed the item in depth and accepted the proposal subject to final approval from the Competent Authority/ Statutory body of the University.	
Sb 33.8.3	The School Board considered and suggestions made by members and approved the proposal for practical classes of CFDE programme to be extended at proposed Regional Centres subject to registration of students from these regions.	
Item No. SB 9	To consider and approve the names of experts for the co-option in the School Board as Members under Clause 2(e) of IGNOU Act.	
SB: 33.9.1	The Chairman informed the Board that the term of external members under the Clause 2(e) of Statute 10A, who were co-opted previously has expired on 1 st November, 2019. Under the Clause 2(e) of Statute 10A, the School Board has to co-opt not more than 5 persons who are not the employees of the University for their special knowledge in any discipline assigned to School or in any allied branch of knowledge. In order to fill these vacancies the following names were proposed for consideration and approval of the School Board.	
	1. Prof. Bahni Jha <i>Professor</i> National Institute of Fashion Technology Hauz Khas, New Delhi, Delhi 110016	4. Prof. Harjeet Kaur Bhatia <i>Professor</i> Department of Educational Studies Faculty of Education, Jamia Millia Islamia New Delhi 110025
	2. Prof. Saurabh Prakash <i>Professor</i> Department of Engineering & Technology PSS Central Institute of Vocational Education (PSSCIVE), NITTTR Shymla Hill, Bhopal-462002, MP	5. Prof. Raj Agarwal <i>Director</i> Centre for Management Education All India Management Association Andhra Association Building, 4 th Floor, 24-25, Institutional Area, Lodi Road, New Delhi-110 003
	3. Prof. Sanjay Sehgal, <i>Head</i> , Department of Financial Studies, University of Delhi South Campus, Benito Juarez Road, New Delhi-110021 Ph.: 24108854, 2411657	

SB 33.9.2	The School Board considered and approved the above names as School Board members under clause 2(e) of IGNOU Act			
Item No. SB 10.	To consider and approve the list of paper setters/Moderators/Evaluators of the following programmes.			
SB: 33.10.1	Programme Coordinators of the following programmes proposed the revised list of paper setters/evaluators and moderators <ul style="list-style-type: none"> • Post Graduate Diploma in Information Security (PGDIS) • Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM) • Diploma in Business Process Outsourcing – Finance & Accounting (DBPOFA) • Advance Certificate in Information Security (ACISE) • Certificate in Communication & IT Skills (CCITSK) • Certificate in Fashion Design Programme (CFDE) 			
33.10.2	Members discussed this item and authorized Chairperson to finalize the panel of paper setters/evaluators and moderators alongwith the respective programme coordinators for the above mentioned programmes.			
33.10.3	The School Board considered suggestion made by the members and approved the list of paper setters/moderators/evaluators of the above mentioned programme			
Item No. SB.11	Any other Item			
SB: 33.11.1	The Chairperson informed that Dr. Geetika S. Johry wanted to discuss post facto approval of the Unit Writer/Editor for Diploma in Modern Office Practice (DMOP) Programme as a tabled item. School Board accepted table item and allow the programme coordinator to present this item.			
SB 33.11.2	Dr.. Geetika S. Johry informed that she is coordinating the Diploma in Office Practice Management programme since her joining in the School. The programme Launch Form has already been forwarded to P&DD for approval. It has been noticed that the list of Unit Writers/Editors approved in 2010 and 2011. As per requirement for releasing the payment to respective course writers and editors of the DMOP programme in current financial year, the post facto is needed. Hence this item is placed for the School Board approval as per details given below.			
<u>Post Facto Approval of the Unit Writers/ Editors for Diploma in Modern Office Practice Program (DMOP)</u>				
<u>List of Course/ Unit Writers</u>				
Name of Course	Block	Unit	Course/ Unit Writers	Designation
Secretarial Practice	<u>1</u>	Unit 1- Secretary	Dr. Geetika S. Johry	Faculty SOVET, IGNOU
		Unit 2- Communication Unit 3- Office Correspondence	Ms. Shashi Saini	Sr Lecturer Under DTTE
Secretarial Practice	<u>2</u>	Unit 1- Reception and Public Relations Unit 2- Meeting Unit 3- Report Writing	Ms. Shashi Saini	Sr Lecturer Under DTTE
Secretarial Practice	<u>3</u>	Unit 1- Sources of Information	Dr Suman Dhawan	Deputy Director (Academics), DTTE, New Delhi
		Unit 2- Travel Arrangements	Ms Shashi Saini	Sr Lecturer Under DTTE

			Unit 3- Handling Cash & Bank Transactions	Mr Amit Singhal	M.Com, CA (Ramjas College, Delhi University)
	Office Procedure	<u>1</u>	Unit 1- Modern Office Unit 2- Modern Office Management Unit 3-Office Accommodation and Environment Unit 4- Records Management	Dr R.C. Bhatia Dr Suman Dhawan	Retd , University of Delhi Deputy Director (Academics), DTTE, New Delhi
	Office Procedure	<u>2</u>	Unit 1- Handling Mail Unit 2- Office Forms and Stationery Unit 3- Office Equipment & Machines	Ms Sunita Chugh	Meera Bai Institute of Technology, Govt of NCT of Delhi, Lecturer
	Stenographic Skills	<u>1</u>	Unit 1- Introduction to Stenography Unit 2- Consonants Unit 3- Vowels Unit 4- Punctuation signs and abbreviated 'W'	Mrs Vibha Ahuja Mrs. Shweta Bhardwaj	Faculty and Coordinator of Office Management Department, Y.W.C.A, New Delhi
	Stenographic Skills	<u>2</u>	Unit 1- Diphthongs and Triphones Unit 2- Upward and Downward R&H Unit 3- Phraseography Unit 4- Circles and Loops	Mrs Vibha Ahuja Mrs Shweta Bhardwaj	Faculty and Coordinator of Office Management Department, Y.W.C.A, New Delhi
	Stenographic Skills	<u>3</u>	Unit 1- Initial and Final Hooks Unit 2- Compound Consonants Unit 3- Medial-Semi Circle Unit 4- Diaphones, Aspirate, Upward and Downward L & SH	Mrs Vibha Ahuja Mrs Shweta Bhardwaj	Faculty and Coordinator of Office Management Department, Y.W.C.A, New Delhi
	Stenographic Skills	<u>4</u>	Unit 1- Halving and Doubling Principles Unit 2- Contractions, Prefixes and Suffixes Unit 3- Advanced Phrases and Intersections Unit 4- Note Taking Techniques and Transcription	Mrs Vibha Ahuja Mrs Shweta Bhardwaj	Faculty and Coordinator of Office Management Department, Y.W.C.A, New Delhi

List of Course Editors

Name of Course	Block	Unit	Course Editors	Designation
secretarial practice	1,2,3	All Units	Prof. R.G. Saxena	Retd , Principal, DDU College, University of Delhi & Prof N.C.E.R.T
office procedure	1,2	All Units	Dr. Geetika S. Johry	Faculty, SOVET, IGNOU
stenographic skills	1,2,3,4	All Units	Dr R.C. Bhatia	Retd , University of Delhi

SB 33.11.3	School Board considered and recommended the tabled item i.e. post facto approval of Unit Writer/Editors for Diploma in Modern Office Practice (DMOP) programme
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Meeting ended with vote of thanks to the Chairperson.

(Prof. Ashok K. Gaba)
Chairperson