



BUREAU OF INDIAN STANDARDS

AGENDA

Higher Education, Skill Development and Related Services Sectional Committee, SSD 04

Date	Day	Time	Number of meetings	Venue
26 December 2023	Tuesday	1030 h	Ninth	BIS, HQ

Chairman: Prof. (Dr) Mahesh Verma, VC, Guru Gobind Singh Indraprastha University, New Delhi

Member Secretary: Ms. Priyanka Singh, SC B/AD, BIS

Item 0 OPENING REMARKS

0.1 By Member Secretary

0.2 By Chairman

Item 1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the eighth meeting of Higher Education, Skill Development and Related Services Sectional Committee, SSD 04 held online on 19 September 2023 were circulated vide BISDG letter No. SSD 04/A-2.8 dated 08 November 2023. No comments were received.

The Committee may ***formally confirm*** the minutes.

Item 2 SCOPE AND COMPOSITION

2.1 Scope

The present details of the Committee as confirmed by Service Sector Division Council SSDC is,

Title: Higher Education, Skill Development and Related Services Sectional Committee, SSD 04.

Scope: Standardization in the field of services offered by Higher Educational Service providers and Skill Development Service provider including the integration of information, learning, vocational and professional education and training with a view to disseminate its knowledge and promote its application.

Including:

- i. Formal and informal Training Centers.
- ii. Coaching and tuition services provided by individuals/organizations (Services provided for School educations are excluded)
- iii. Accommodation Services

- iv. Health, Safety and Hygiene in Educational Organization.
- v. Management Systems for Educational organizations, and
- vi. Related services

Liaison with: ISO/TC 232 on Education and Learning Services.
The Committee may **note**.

2.2 Composition of the Sectional Committee SSD 04

2.2.1 The present composition of the Sectional Committee is given in **Annex 1**.

The Committee may **review and decide** the composition.

2.2.2 Prof. Bhola Ram Gujjar informed BIS regarding his change of role, he has informed BIS that he has been assigned as the Director of **National Institute of Technical Teachers Training & Research, NITTTR**.

The Committee may **review the change and decide**.

2.2.3 BIS has received change in nomination from the following organization:

Sl. No.	Name of Organization	Name of Member	Revised Nomination
1)	National Assessment and Accreditation Council, Bangalore	Mr. Devender S. Kawday	Prof. Ganesan Kannabiran
		Ms. Priya. N	
2)	Services Export Promotion Council, New Delhi	Dr. Abhay Sinha	Ms. Saumya Gupta
		Ms. Tarvinder Kaur	
3)	Ministry of Skill Development and Entrepreneurship, New Delhi	Dr. B.K. Ray	Shri VS Arvind,
		Ms. Rekha Menon	
		Col. Santosh Kumar	Shri Sanjay Arora

The Committee may **review and decide**.

2.2.4 BIS has received request from following organization for their withdrawal:

Sl. No.	Name of Organization	Name of Member
1)	Educational Consultant of India Limited, Noida	Shri Pradeep K S Shishodia
2)	Federation of Indian Chambers of Commerce and Industry, New Delhi	Mrs. Pritha Dutt
		Shri. Viplav Baxi
3)	Shiv Nadar University, Greater Noida	Prof. Dinkar Prasad
4)	In Personal Capacity	Shri Atul Khosla

The Committee may **review and decide**.

2.2.5 BIS has received co-option request from following organization:

Sl No.	Name of Organization	Name of Member	Email
1	Voluntary Organization in Interest of Consumer Education (VOICE), New Delhi	Prof. K V Bhanumurthy, Former Vice Chancellor	bhanumurthykv@gmail.com
2	In Personal Capacity	Prof. J. Vaishampayan, Former Vice Chancellor, Bundelkhand University, Jhansi	jvvaishampayan@gmail.com
3	In Personal Capacity	Shri Ashok Mittal, Former Vice Chancellor, DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA	askmittal@yahoo.com
4	Delhi Technological University, Delhi	Shri Amit Mukherji, Director	amokerjee@dtu.ac.in

The Committee may **note**.

2.3 Composition of the Sub-committee for review of ISO documents (SSD 04:1)

The composition of the Sub-committee ISO/TC 232 – Technical Committee on Education and Learning Services of International Organization of Standardization SSD 04:1.

Sl. No.	Organization Represented	Name of Representative
1.	Centre of Assessment for Excellence, New Delhi	Smt. Arti Khosla (<i>Convener</i>)
2.	Indian Council of Medical Research (ICMR)	Dr. Sadhana Srivastava
3.	National Accreditation Board for Education and Training (NABET), QCI	Dr. Manish Jindal
4.	Quality Council of India (QCI)	Ms. Madhu Ahluwalia
5.	In Personal Capacity	Prof. Ved Parkash Kumar

The Committee may **note**.

2.4 Composition of the Subcommittee on Coaching Centre SSD 04:2

The composition of the subcommittee for drafting standard on Coaching Centre, SSD 04:2 is as follows.

Sl. No.	Organization Represented	Name of Representative
1.	In Personal Capacity	Prof Ved Parkash Kumar (<i>Convener</i>)

2.	National Accreditation Board for Education and Training (NABET), QCI	Dr. Manish Jindal
3.	Quality Council of India (QCI)	Ms. Madhu Ahluwalia
4.	FIITJEE Limited, Noida	Shri Ramesh Batlish
5.	Aakash Institute	Dr. P.K. Sharma
6.	In Personal Capacity	Er. Kamlakar Dwivedi
7.	Centre of Assessment for Excellence, New Delhi	Smt. Arti Khosla

The Committee may **note**.

2.5 Composition of the Subcommittee on Campus Facilities and Accommodation Services SSD 04:3

The Composition of the Subcommittee on Campus Facilities and Accommodation Services SSD 04:3 is given as follows.

Sl. No.	Organization Represented	Name of Representative
1.	BITS Pilani	Prof. Sudhir kumar Barai (Convener)
2.	Birla Public School, Pilani	Capt. Alokesh Sen
3.	National Accreditation Board for Education and Training (NABET), QCI	Dr. Manish Jindal
4.	Quality Council of India (QCI)	Ms. Madhu Ahluwalia
5.	Malaviya National Institute of Technology, Jaipur	Dr. Tarush Chandra
6.	Shiv Marwaha and Associates, New Delhi & Gurgaon	Shri. Shiv Marwaha
7.	Manipal University, Jaipur	Dr. Bhavna Tripathi
8.	In Personal Capacity	Dr. Sunil Aggarwal
9.	In Personal Capacity	Shri. Vishal Anand
10.	Centre of Assessment for Excellence, New Delhi	Smt. Arti Khosla

The Committee may **note**.

2.6 Composition of the Subcommittee on Skill Development Services SSD 04:4

The composition of the Subcommittee on Skill Development Services SSD 04:4 is given as follows.

Sl. No.	Organization Represented	Name of Representative
1.	National Accreditation Board for Education and Training (NABET), QCI	Dr. Manish Jindal (Convener)
2.	Indian Council of Medical Research (ICMR)	Dr. Sadhana Srivastava

3.	Quality Council of India (QCI)	Ms. Madhu Ahluwalia
4.	BITS Pilani	Prof. Sudhir kumar Barai
5.	Oasis International School	Ms Ayesha Masood
6.	Prin. L. N. Welingkar Institute of Management Development and Research	Mr. Mohit Gandhi
7.	Prin. L. N. Welingkar Institute of Management Development and Research	Ms. Rajeshwari Shit
8.	National Accreditation Board for Education and Training, New Delhi	Mr. C.S Sharma
9.	Delhi Skill and Entrepreneurship University, Delhi	Prof. (Dr.) Neharika Vohra
10.	Shoolini University	Mr. Amit Khanna
11.	In Personal Capacity	Mr. Atul Khosla
12.	Centre of Assessment for Excellence, New Delhi	Smt. Arti Khosla
13.	VOICE, Delhi	Prof. K V Bhanumurthy

The Committee may **note**.

2.7 Composition of the Subcommittee on E-Learning Services SSD 04:5

The Composition of the Subcommittee on E-Learning Services (SSD 04:5) is given as follows.

Sl. No.	Organization Represented	Name of Representative
1.	Indraprastha International School, Dwarka, New Delhi	Dr. Rajesh Hassija (Convener)
2.	Centre of Assessments for Excellence, Noida	Smt. Arti Khosla
3.	Cogent Hub, Gurugram	Mr. Harbinder Singh Ubhi,
4.	Consumer VOICE, New Delhi	Ms. Nilanjana Bose
5.	DPS International, Gurgaon	Ms Rima Singh
6.	Indian Council of Medical Research (ICMR), New Delhi	Dr. Sadhana Srivastava
7.	Indian Institute of Technology, (BHU) Varanasi	Prof. R.K Pandey
8.	National Accreditation Board for Education and Training (NABET), New Delhi	Dr. Manish Jindal
9.	National Accreditation Board for Education and Training, New Delhi	Mr. C.S Sharma

10.	S.P. Mandali's Prin. L. N. Welingkar Institute of Management Development & Research, Noida	Mr. Mohit Gandhi
11.	S.P. Mandali's Prin. L. N. Welingkar Institute of Management Development & Research, Noida	Ms. Rajeshwari Shit
12.	Quality Council of India (QCI), New Delhi	Ms. Madhu Ahluwalia
13.	Services Export Promotion Council (SEPC), New Delhi	Ms. Saumya Gupta
14.	Succeed Technologies Pvt Ltd, Bengaluru	Mr. Santhosh KT
15.	In Personal Capacity	Shri Ved Parkash Kumar
16.	In Personal Capacity	Prof. Sanjeev Singh
17.	Shoolini University, Solan	Shri Ashish Khosla

The Committee may ***note***.

Item 3 DRAFTS DOCUMENT FOR FINALIZATION

The Sectional Committee, SSD 04 in its last meeting deliberated on the comments received on the draft Indian standards on '**Coaching Centre Services – Requirements**' during its wide circulation. The committee decided to assign the task of review of the comment to the concerned subcommittee.

Accordingly, the subcommittee on **Coaching Center Services SSD 04:02** conducted 3 days long meeting (26, 27 and 30 Oct 2023) to discuss the comments received and provided its recommendations. Subsequently the recommendations were circulated to the members of the Sectional Committee, SSD 04 via email date 13 Nov 2023. The draft Indian standard along with the recommendation provided of subcommittee of the WC comments is attached at **Annex 2**.

The Committee may ***discuss and decide further course of action***.

Item 4 DRAFTS DOCUMENT FOR WIDE CIRCULATION

The Sectional Committee, SSD in its last meeting deliberated on the comments received on the draft Indian standards on '**E-learning Services – Requirements**' during its Pdraft circulation. The committee decided to assign the task of review of the comment to the concerned subcommittee.

Accordingly, the subcommittee on **E learning Services SSD 04:05** conducted its sixth meeting on 22 Nov 2023 to discuss the comments received and provided its recommendations. The draft Indian standard along with the recommendation provided of subcommittee of the WC comments is attached at **Annex 3**.

The Committee may ***discuss and decide further course of action***.

Item 5 DRAFTS DOCUMENT UNDER CONSIDERATION

5.1 Campus Facilities and Accommodation Services – Guidelines

The Subcommittee on Campus Facilities and Accommodation Services SSD 04:3 conducted four meetings to date for the discussion on the '**Campus Facilities and Accommodation Services – Guidelines**' subjects and provided prepared a framework of the document.

The Committee may *review*.

5.2 Training Service Providers – Requirements

The Subcommittee on Skill Development Services SSD 04:4 conducted two meetings to date for the discussion on the '**Training Service Providers – Requirements**' subject and prepared a framework of the document.

The Committee may *review*.

5.3 Requirements for Certification Bodies Operating Competency Based Skill Certification of Persons

The Subcommittee on Skill Development Services SSD 04:4 conducted two meetings till date for the discussion on the '**Requirements for Certification Bodies Operating Competency Based Skill Certification of Persons**' subject and prepared a framework of the document.

The Committee may *review*.

Item 6 INTERNATIONAL ACTIVITY

6.1 Ballots and Voting under ISO/TC 232

The following ISO ballots related to ISO/TC 232, were received after the Seventh meeting of SSD04:

S. No.	Doc Reference	Title	Ballot Received	Last date of ballot	Reply of SSD 04
1.	CD	Educational organizations — Management systems for educational organizations — Requirements with guidance for use	18-12-2023	12-02-2024	Awaited
1.	SR	ISO 29992:2018	15-10-2023	03-03-2024	Awaited

6.3 Plenary Meeting Of ISO/TC 232

India has received an invitation to participate in the eighteenth plenary meeting of ISO/TC 232 and its working group meeting scheduled to be held from 11 – 15 March 2024 in physical mode at Lisbon, Portugal. The details of the meeting are given below:

Dates	11 – 15 Mar 2024
Time	09:00-16:30 hr
Venue	Lisbon, Portugal
Mode	Physical (Face-to-face)

The meeting notice along with the weekly meeting schedule is attached in **Annex 4**.

In this regard, the members of the Sectional Committee, SSD 14, are informed to convey their interest to participate in the above meetings of ISO/TC 232. Based on expertise and contribution to National Mirror Committee (SSD 04), the members may submit their nominations and the committee may decide on the Indian Delegation for participation in the meetings of ISO/TC 232. The committee is informed that members of the Indian Delegation must make their travel and stay arrangements on their own.

The current representation of NMC in the working groups of ISO/TC 232 are as follows:

Sl No.	Working group title	Name and Organization of member
1	ISO/TC 232/AG 1 on Communication	Shri S. K. Kanojia, BIS
		Ms Arti Khosla
		Shri Ajit Padhi
		Dr Parag Rishipathak
2	ISO/TC 232/WG 6 on Distance and Digital Learning	Shri S. K. Kanojia
		Ms Arti Khosla
		Shri Ajit Padhi
		Dr Parag Rishipathak
		Ms P K Tulsi
3	ISO/TC 232/WG 7 on Educational Organization Management System	Ms Arti Khosla
		Dr Mahesh Verma
4	ISO/TC 232/WG 8 on Auditing Practice Group	Ms Arti Khosla
		Dr Mahesh Verma

The Committee may **DELIBERATE** and **FINALIZE** the Indian delegates.

Item 7 R&D PROJECTS UNDER SSD 04

The guidelines for funding R&D projects undertaken for standardization activities have now been finalized. This shall be applicable for projects for formulation/revision/amendment of Indian standards/Special publications/ Handbooks and may include validation of test methods.

The sectional committees may assign their work as per the guidelines attached in **Annex 5**.

The Committee may please review.

Item 8 DATE AND PLACE OF NEXT MEETING

Considering the issuance of new guidelines for standardization activities, the system of quarterly meetings must be followed. The Chairperson has approved the following meeting dates for the financial year 2023-2024:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Nil	19 Sep 2023	26 Dec 2023	1 Mar 2024

The committee may **discuss** and **decide on** the next meeting dates.

Item 9 ANY OTHER BUSINESS

Annex 1

COMPOSITION OF HIGHER EDUCATION AND SKILL DEVELOPMENT AND RELATED SERVICES SECTIONAL COMMITTEE, SSD 04

- Green colour indicates revise nomination request.
- Yellow colour indicates Withdrawal Request received.

SI. No.	Organization / In Personal Capacity)	Name (s) of Representative	Category	Attendance			
				6th	7th	8th	Total
1.	Guru Gobind Singh Indraprastha University, New Delhi	Prof. (Dr) Mahesh Verma,	Chairperson	New Co-option		P	1/1
2.	All India Institute of Medical Sciences, New Delhi	Dr. Sanjeev Lalwani	Academic Institution	A	A	A	0/3
3.	Association of Indian Universities, New	Shri. Kuldeep Dagar	Industry Association	New Co-option	P	A	1/2

	Delhi						
4.	Birla Institute of Technology and Science, Pilani	Shri. Sudhir Kumar Barai	Academic Institution	P	P	P	3/3
5.	Centre of Assessment for Excellence International Private Limited New Delhi	Ms. Arti Khosla	Expert	P	P	P	3/3
6.	Educational Consultant of India Limited, Noida	Shri Pradeep K S Shishodia	Industry	A	P	A	1/3
7.	Federation of Indian Chambers of Commerce and Industry, New Delhi	Mrs. Pritha Dutt Shri Viplav Baxi	Industry Association	A	A	A	0/3
8.	Guru Gobind Singh Indraprastha University, New Delhi	Dr Anil kumar Saini	Academic Institution	A	A	A	0/3
9.	Indian Council of Medical Research, New Delhi	Dr. Sadhana Srivastava	Central Ministry/ Dept.	P	P	P	3/3
10.	Indian Institute of Management, Lucknow	Dr Ajay Kumar Garg Prof Kshitij Awasthi	Academic Institution	A	P	P	2/3
11.	Indian Institute of Public Administration, New Delhi	Dr Surabhi Pandey Dr Neetu jain	Academic Institution	P	P	P	3/3
12.	Indian Institute of Science, Bengaluru	Prof. T.A Abinandnanan	Academic Institution	A	A	A	0/3
13.	Indian Institute of Technology BHU, Varanasi	Dr. Rajendra Kumar Pandey	Academic Institution	P	A	A	1/3

14.	National Institute of Technical Teachers Training & Research, NITTTR	Prof Bhola Ram Gujjar	Academic Institution	P	P	A	2/3
15.	Indraprastha International School, Dwarka, New Delhi	Dr. Rajesh Hassija	Academic Institution	New- Co-option			
16.	Ministry of Skill Development and Entrepreneurship, New Delhi	Shri VS Arvind Shri Sanjay Arora	Central Ministry/ Dept.	A	A	A	0/3
17.	NITI Aayog, New Delhi	Shri Harshit Mishra	Central Ministry/ Dept.	New- Co-option	P	A	1/2
18.	National Accreditation Board for Education and Training, New Delhi	Shri Sanjay Arora Mrs. Madhu Ahluwalia	Central Ministry/ Dept.	P	P	P	3/3
19.	National Assessment and Accreditation Council, Bangalore	Prof. Ganesan Kannabiran	Central Ministry/ Dept.	A	A	A	0/3
20.	National Association of Software and Service Companies, Noida	Ms. Divya Gupta Shri Ajit Padhi	Industry Association	P	A	A	1/3
21.	Prin. L. N. Welingkar Institute of Management Development and Research, New Delhi	Prof. Uday Salunkhe Shri Mohit Gandhi	Academic Institution	P	P	P	3/3

22.	Services Export Promotion Council, New Delhi	Dr. Saumya Gupta	Central Ministry/ Dept.	A	A	P	1/3
23.	Shiv Nadar University, Greater Noida	Prof. Dinkar Prasad Shri A K Singh	Academic Institution	A	A	A	0/3
24.	Symbiosis International University, Pune	Dr. Pravin Dange Prof. Parag Rishipathak	Academic Institution	A	P	P	2/3
25.	University Grants Commission, New Delhi	Dr. Mriganka Sekhar Sarma	Regulatory Body	A	A	A	0/3
26.	Voluntary Organization in Interest of Consumer Education (VOICE), New Delhi	Shri Anand Pandya Prof. Sri Ram Khanna	Consumer Group	A	A	P	1/3
27.	In Personal Capacity	Dr. Sanjeev Singh	Expert	A	A	A	0/3
		Ms. Renu Sharma	Expert	P	A	A	1/3
		Prof. Ved Prakash Kumar	Expert	P	P	P	3/3
		Dr. Sunil Aggarwal	Expert	P	P	P	3/3
		Prof. Sharda Kaushik	Expert	A	A	P	1/3
		Prof. PK Tulsi	Expert	A	P	A	1/3
		Mr. GURMEET	Expert	A	P	A	1/3
		Shri Atul Khosla	Expert	A	A	A	0/3
		Ms. Anita Sharma	Expert	P	A	P	2/3