BUREAU OF INDIAN STANDARDS

Revised Minutes of Meeting

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

Date	Time	Venue
26 December 2023 (Tuesday)	**1030 to 1230 h**	**Web meeting (GGSIPU, Delhi)**

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

Member Secretary: Ms Priyanka Singh, Sc B/AD, BIS

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Participants: The list of participants who attended the meeting is in **Annex A.**

Item 0 OPENING REMARKS

O.1 Opening remarks by the Chairman.

The Chairman of the Sectional Committee, SSD 04, Prof. (Dr) Mahesh Verma, extended a cordial welcome to all the members of the committee. He requested the members present in the meeting for their introduction. He also acknowledged the work done by convenor Prof. K V Bhanumurthy, Prof. Ved Prakash Kumar, and Shri Rajesh Hassija and their respective subcommittee members. The Chairperson sought their full cooperation in the endeavors of SSD 04. Following this, the Chairperson briefed the agenda to the committee members and requested the Member Secretary for her opening remarks.

0.2 Opening remarks by the Member Secretary.

The Member Secretary welcomed all participating members present in the

ninth meeting of the Higher Education, Skill Development and Related Services Sectional Committee, SSD 04.

Item 1 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

During the meeting, the chairperson briefed the minutes of the eighth Sectional Committee meeting held on 19 Sep 2023. He summarized the action taken in the previous meeting and requested members to provide their comments. The comments provided by Prof K V Bhanumurthy on the minutes were noted by the committee and the committee further approved the minutes.

Item 2 SCOPE AND COMPOSITION

2.1 Scope

The committee noted item **2.1** of the agenda on scope of section committee.

2.2 Composition of the Sectional Committee SSD 04

2.2.1 The committee reviewed the item **2.2.1** of the agenda on composition of Sectional Committee, SSD 04. During the meeting, the committee deliberated on the participation of members and observed that the following members have not attended last two consecutive meetings of the committee:

As per the direction of DG, BIS, the committee decided to write a termination letter to the above mentioned organization due to their non-participation in the meetings of SSD 04.

2.2.2 The committee reviewed item **2.2.2** of the agenda on representation of Prof. Bhola Ram Gurjar. Prof. Bhola Ram Gurjar informed the committee regarding his superannuation from Indian Institute of Technology Roorkee and requested the committee to revise his nomination in the committee as in personal capacity. The committee agreed on same.

2.2.3 The committee reviewed the received change in nomination from the organization and accepted the revised nomination request.

2.2.4 The committee reviewed the received withdrawal request and decided to withdraw the participation of the following organizations:

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.	Association of Indian Universities, New Delhi	Shri Kuldeep Dagar
5.	In Personal Capacity	Shri Atul Khosla

2.2.5 The committee noted the information given in item **2.2.5** of the agenda and accepted the co-option request of the 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 Dean	bhanumurthykv@gmail.com
2	In Personal Capacity	Prof. J. Vaishampayan, Former Vice Chancellor, Bundelkhand University, Jhansi	jvvaishampayan@gmail.com
3	In Personal Capacity	Prof. Ashok Mittal, Former Vice Chancellor, Dr Bhimrao Ambedkar University, Agra	askmittal@yahoo.com
4	Delhi Technological University, Delhi	Prof. Amit Mukherji, Director	amokerjee@dtu.ac.in

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

The committee noted item **2.3** of the agenda.

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

The committee noted item **2.4** of the agenda.

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

The committee noted item **2.5** of the agenda.

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

The committee noted item **2.6** of the agenda. During the meeting, the committee decided to change the convenor of the subcommittee as he is not able to devote time. The Chairperson requested Prof. K.V Bhanumurthy for this responsibility, whereas Prof K.V Bhanumurthy suggested the name of Prof. Ashok K Gaba, Former Director, School of Vocational Education and Training, IGNOU as the convenor. He also suggested the committee co-opt Dr. Puneeta, Director, Delhi Skill and Entrepreneurship University into the committee. The committee agreed on the same.

The committee also decided to co-opt National Skill Development Corporation (NSDC) in the Subcommittee.

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

The committee noted item **2.7** of the agenda.

Item 3 DRAFTS DOCUMENT FOR FINALIZATION

During the meeting, the Chairperson acknowledged the work done by the subcommittee SSD04:02, he read the remarks made by the subcommittee on the WC comments of the draft document on **'Coaching Centre Services — Requirements'** (attached at **Annex B**) and invited members for their comments. After detailed discussions, the committee approved the draft Indian standard for its publication.

Item 4 DRAFTS DOCUMENT FOR WIDE CIRCULATION

During the meeting, the Chairperson acknowledged the work done by the subcommittee SSD04:05, he read the remarks made by the subcommittee on

the P-draft comments of the draft document on **'E-learning Services — Requirements'** (attached at **Annex C**) and invited members for their comments. Prof K V Bhanumurthy provided his comments on the draft document. The committee decided to incorporate the comments. After the detailed discussion, the committee approved the wide circulation of the draft Indian standard.

Item 5 DRAFTS DOCUMENT UNDER CONSIDERATION

5.1 Campus Facilities and Accommodation Services — Guidelines

The committee noted item **5.1** of the agenda. The committee deliberated on the subject for scope of conducting R&D project. After the discussion, the committee observed that the subcommittee has already started working on the working draft and sufficient information is available on the subject and thus no R&D is required.

5.2 Training Service Providers — Requirements

The committee noted item **5.2** of the agenda. The committee deliberated on the subject for scope of conducting R&D project. After the discussion, the committee observed that the subcommittee has already started working on the working draft and sufficient information is available on the subject and thus no R&D is required.

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

The committee noted item **5.3** of the agenda. The committee deliberated on the subject for scope of conducting R&D project. After the discussion, the committee observed that the subcommittee has already started working on the working draft and sufficient information is available on the subject and thus no R&D is required.

Item 6 INTERNATIONAL ACTIVITY

6.1 The Sectional Committee noted the information given in Item **6.1** of the agenda. The member of the committee requested the Member Secretary to recirculate the ballot document along with the ISO commenting template for comments. Accordingly, the Member Secretary recirculated the documents on 29 Dec 2023 via email.

6.2 The committee noted item **6.2** of the agenda. The Member Secretary

informed members regarding the upcoming 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 Member Secretary informed the committee regarding the participation of Indian experts in the working groups of ISO/TC 232. Based on the participation of the members in the ISO/TC 232 working group, the following Indian delegation was approved by the committee to participate in the upcoming 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:

Sl No.	Day	Title of meeting	Indian delegation
1	11/03/2024 (Monday)	18th Plenary meeting of ISO/TC 232 (Part 1)	1. Dr Mahesh Verma, Guru Gobind Singh Indraprastha University, New Delhi **(Head of Delegate)**; 2. Prof. K.V Bhanumurthy, In personal capacity; 3. Ms Arti Khosla, Centre of Assessment for Excellence International Private Limited, NOIDA; 4. Prof Ved Prakash Kumar, In personal capacity; 5. Ms Anita Sharma, In personal capacity; 6. Shri S. K. Kanojia, BIS; and 7. Priyanka Singh, BIS.
2	12/03/2024 (Tuesday) FN	18th Plenary meeting of ISO/TC 232 (Part 2)	1. Dr Mahesh Verma **(Head of Delegate)**; 2. Prof. K.V Bhanumurthy; 3. Ms Arti Khosla; 4. Prof Ved Prakash Kumar,;

			5. Ms Anita Sharma;
			6. Shri S. K. Kanojia; and
			7. Priyanka Singh.
	12/03/2024 (Tuesday) AN	ISO/TC 232/AG 1 on Communication	1. Dr Mahesh Verma 2. Ms Arti Khosla; and 3. Ms Priyanka Singh.
3	13/03/2024 (Wednesday)	ISO/TC 232/WG 7 on Educational Organization Management System	1. Dr Mahesh Verma 2. Ms Arti Khosla; 3. Prof Ved Prakash Kumar; 4. Shri S. K. Kanojia; and 5. Ms Priyanka Singh.
4	14/03/2024 (Thursday) FN	ISO/TC 232/WG 6 on Distance and Digital Learning	1. Dr Mahesh Verma 2. Ms Arti Khosla; 3. Ms Anita Sharma; and 4. Ms Priyanka Singh.
	14/03/2024 (Thursday) AN	ISO/TC 232/WG 8 on Auditing Practice Group	1. Dr Mahesh Verma; 2. Prof. K.V Bhanumurthy, In personal capacity; 3. Ms Arti Khosla; 4. Shri S. K. Kanojia; and 5. Ms Priyanka Singh.
5	15/03/2024	18th Plenary meeting of ISO/TC 232 (Part 3)	1. Dr Mahesh Verma **(Head of Delegate)**; 2. Prof. K.V Bhanumurthy; 3. Ms Arti Khosla; 4. Prof Ved Prakash Kumar; 5. Ms Anita Sharma; 6. Shri S. K. Kanojia; and 7. Priyanka Singh.

The above members were requested to provide updates on financial liabilities to attend these ISO meetings in physical mode at the earliest.

During the meeting, the following members of the committee nominated themself to participate in the following working group of ISO/TC 232:

Sl No.	Working group title	Name and Organization of member
1.	ISO/TC 232/AG 1 on Communication	Dr Mahesh Verma, Guru Gobind Singh Indraprastha University
2.	ISO/TC 232/WG 6 on Distance and Digital Learning	Ms. Anita Sharma, In Personal Capacity
3.	ISO/TC 232/WG 7 on Educational Organization Management System	Prof. Ved Prakash Kumar, In Personal Capacity
4.	ISO/TC 232/WG 8 on Auditing Practice Group	Prof. K.V Bhanumurthy, In personal capacity;

The committee agreed on nominating the above mentioned members in the working groups of ISO/TC 232.

Item 7 R&D PROJECTS UNDER SSD 04

7.1 The committee deliberated on the information given in item 7.1 of the agenda. The Chairperson acknowledged the work of the study group and its members. The committee held a detailed discussion on the Terms of Reference (TOR) on the Research Project on '**A comprehensive study of gap areas in the existing framework of Quality Assurance (QA) standards in Higher Education Institutions (HEIs) in India'**. After the discussion, the committee decided to conduct the project in two phases (one after the other). The first phase of the project will be qualitative analysis (to identify the gap area) and the second will be quantitative analysis (to formulate a conceptual framework).

The TOR finalized by the committee on 'A comprehensive study of gap areas in the existing framework of Quality Assurance (QA) standards in Higher Education Institutions (HEIs) in India – Phase 1 Qualitative Analysis' is attached in **Annex D**.

7.2 The committee deliberated on the item 7.2 of the agenda and

decided to formulate the Panel under SSD 04 on Quality Assurance Framework to formulate an Indian standard on quality assurance framework for HEI under the convenorship of Prof. K V Bhanumurthy.

Item 8 DATE AND PLACE OF NEXT MEETING

During the meeting, the Sectional Committee approved the meeting calendar of SSD 04. The meeting plan of SSD 04 for 2023-24 is as follows:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Nil	19 Sep 2023	26th Dec 2023	01 Mar 2023

The final dates are subject to the availability of the members.

Item 9 ANY OTHER BUSINESS

Overall, the meeting was productive, with active discussions and decisions taken to ensure the committee's effective functioning and adherence to its scope and objectives.

In the absence of any other business, the meeting ended with a vote of thanks to the Chair and to the members for their active participation and valuable contributions during the meeting.

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Annex A

Members Present:

S. No.	Representatives	Organization
1.	Prof. (Dr) Mahesh Verma, **(Chairman)**	Guru Gobind Singh Indraprastha University, New Delhi
2.	Ms Arti Khosla	Centre of Assessments for Excellence, Noida
3.	Prof. A. K. Saini	Guru Gobind Singh Indraprastha University, New Delhi
4.	Dr. Neetu Jain	Indian Institute of Public Administration, New Delhi
5.	Prof. Kshitij Awasthi	Indian Institute of Management, Lucknow
6.	Shri. V S Arvind	Ministry of Skill Development and Entrepreneurship, New Delhi
7.	Prof. Ganesan Kannabiran	National Assessment and Accreditation Council, Bangalore
8.	Shri. Harshit Mishra	NITI Aayog, New Delhi
9.	Shri. Mohit Gandhi	Prin. L. N. Welingkar Institute of Management Development and Research, New Delhi
10.	Shri. Parag Rishipathak	Shiv Nadar University, Greater Noida
11.	Ms. Saumya Gupta	Services Export Promotion Council, New Delhi
12.	Prof. Ved Parkash	In Personal Capacity
	Prof. K. V. Bhanu Murthy	
	Prof. Bhola Ram Gurjar	
	Dr. Sunil Aggarwal	
	Ms. Anita Sharma	

	Prof. Shardha Kaushik.	
BIS Directorate		
13.	Ms Priyanka Singh **(*Member Secretary*)**	**Sc B/AD**