



BUREAU OF INDIAN STANDARDS

Minutes

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

Date	Time	Venue
02 May 2024 (Tuesday)	1100 h to 1230 h	GGSIPIU, Dwarka (Hybrid)

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

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

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

Item 0 OPENING REMARKS

0.1 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. 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 tenth meeting of the Higher Education, Skill Development and Related Services Sectional Committee, SSD 04. She congratulated the committee member on the publication of the first indigenous Indian standard IS 18692 on Coaching Center Services — Requirements under the committee.

Item 1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the ninth meeting of Higher Education, Skill Development and Related Services Sectional Committee, SSD 04 held online on 26 December 2023 were formally confirmed by the committee. The Chairperson suggested the Member Secretary to include the 'action taken

in the previous meeting' section in the Agenda of all upcoming meetings. The member secretary noted the suggestion.

Item 2 SCOPE AND COMPOSITION

2.1 Scope

The committee reviewed the scope and confirmed with no change.

2.2 Composition of the Sectional Committee SSD 04

2.2.1 The committee reviewed the composition and observed that the following organizations have not participated in the last three meetings (7th, 8th and 9th meeting) of the committee:

Sl No.	Name of Organization	Name (s) of Representative
1.	All India Institute of Medical Sciences, New Delhi	Dr. Sanjeev Lalwani
2.	Indian Institute of Science, Bengaluru	Prof. T. A Abinandnanan
3.	Indian Institute of Technology BHU, Varanasi	Dr. Rajendra Kumar Pandey
4.	National Association of Software and Service Companies, Noida	Ms. Divya Gupta
		Shri Ajit Padhi
		Prof. Parag Rishipathak
5.	University Grants Commission, New Delhi	Dr. Mriganka Sekhar Sarma
6.	Voluntary Organization in Interest of Consumer Education (VOICE), New Delhi	Shri Anand Pandya
		Prof. Sri Ram Khanna
7.	In Personal Capacity	Dr. Sanjeev Singh
		Ms. Renu Sharma

After detailed deliberation, the committee decided to withdraw following members:

- National Association of Software and Service Companies, Noida;
- Dr. Sanjeev Singh, In personal capacity and
- Ms. Renu Sharma, In personal capacity.

For the rest of the members, the committee decided to write a 'review of representation' letter to the top management of these organizations.

2.2.2 During the meeting the committee reviewed the nomination request and decided to coopt the following members:

Sl No.	Role	Name of Member
1	Principal member	Dr. Puneeta Duhan, Delhi Skill and Entrepreneurship University
2	Principal Member	Ashok K Gaba, School of Vocational Education and Training, IGNOU

2.2.3 The committee reviewed the change in the role of Shri Manish Jindal in

QCI and decided to write a co-option letter to Shri Manish Jindal in personal capacity.

2.2.4 During the meeting the committee reviewed the co-option request and decided to coopt Dr Jyoti Kumar Chandel, Assistant Professor, Birla Institute of Technology.

2.2 Composition of the Sub-committee for review of ISO documents, SSD 04:1

The committee confirmed the composition of the Sub-committee SSD 04:01 on the review of ISO/TC 232 documents.

2.3 Composition of the Subcommittee on Coaching Centre, SSD 04:2

The committee confirmed the composition of the Sub-committee SSD 04:02.

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

The committee confirmed the composition of the Sub-committee SSD 04:03.

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

During the meeting, the committee reviewed the composition of the Sub-committee SSD 04:04 and assigned the convenorship of the subcommittee to Prof K V Bhanumurthy. The modified composition of the subcommittee is as follows:

Sl No.	Name of Representative	Organization Represented
1.	Prof. K V Bhanumurthy (Convenor)	In personal capacity
2.	Shri A K Gaba	School of Vocational Education and Training, IGNOU
3.	Prof. Sudhir kumar Barai	BITS Pilani
4.	Smt Puneeta Duhan	Delhi Skill and Entrepreneurship University, Delhi
5.	Mr. Mohit Gandhi	Prin. L. N. Welingkar Institute of Management Development and Research
6.	Mr. C.S Sharma	National Accreditation Board for Education and Training, New Delhi
7.	Smt. Arti Khosla	Centre of Assessment for Excellence, New Delhi
8.	Prof. A. K. Saini	Guru Gobind Singh Indraprastha University, New Delhi

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

The committee confirmed the composition of the Sub-committee SSD 04:05.

Item 3 PUBLISHED STANDARD UNDER THE COMMITTEE

The committee noted item 3 of the agenda. The Chairperson and the Member Secretary congratulated the committee member on the publication of the first indigenous Indian standard IS 18692 on Coaching Center Services — Requirements under the committee.

Item 4 DRAFTS DOCUMENT UNDER WIDE CIRCULATION

The committee noted item 4 of the agenda.

Item 5 DRAFTS DOCUMENT UNDER CONSIDERATION

5.1 Campus Facilities and Accommodation Services – Guidelines

The convenor of the subcommittee, Prof Sudhir K Barai, informed the committee regarding the work started on drafting the document on Campus Facility and Accommodation Services — Requirements. He also informed the committee that the subcommittee would be able to provide the draft document on the next committee meeting. The committee noted the same.

Item 6 INTERNATIONAL ACTIVITY

6.1 Ballots and Voting under ISO/TC 232

The committee noted item 6.1 of the agenda.

6.2 Call of experts in working groups of ISO/TC 232

6.2.1 Call for experts for ISO/TC 232/AHG 6 on Martial arts training

The committee noted item 6.2 of the agenda.

6.2.2 Call of Experts in ISO/TC 232/TG 03 on SBP

During the meeting, the member secretary informed the committee regarding the formulation of the new task group ISO/TC 232/TG 03 on Strategic Business Plan Revision to the committee. She informed the committee about the appointment of Ms Arti Khosla as the convenor of the task group.

During the meeting, Ms Priyanka Singh showed interest in participating in the task group ISO/TC 232/TG 03 on SBP and the same was approved by the committee.

6.2.3 Call for experts for ISO/TC 232/JWG 09 on Internship

During the meeting, Prof K V Bhanumurthy and Ms Priyanka Singh showed interest in participating in the joint working group ISO/TC 232/JWG 09 on internship and the same was approved by the committee.

6.3 Report of 18th Plenary Meeting of ISO/TC 232

During the meeting, the Member Secretary debriefed the committee regarding the active participation of the Indian delegation in the 18th plenary meeting of ISO/TC 232 and its working group meetings held from

11 – 15 March 2024 in Lisbon, Portugal. The tour report submitted by Ms Priyanka Singh is attached in Annex B.

Ms Arti Khosla also shared her experience and provided her thanks to BIS for providing her the opportunity to attend the meeting physically.

The members requested to share a copy of ISO 21001 : 2018 and the consolidated comments sheet.

The Member Secretary requested Ms Arti Khosla to share her tour report with BIS.

Item 7 DATE AND PLACE OF NEXT MEETING

The committee approved the following meeting dates for the financial year 2024-2025:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
02 May 2024	26 July 2024	24 Oct 2024	20 Jan 2025

Item 8 ANY OTHER BUSINESS

8.1 During the meeting, the member suggested BIS conduct onboarding training for the newly inducted members of the committee to make them familiar with the role of members in the committee, and standard formulation (national and international). The Member Secretary agreed the same.

8.2 During the meeting the committee formally approved the participation of Prof K V Bhanumurthy in the working group ISO/TC 232/WG 07 on Education Organization Management System (revision).

8.3 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.

Annex A
Meeting Attendance

Sl No.	Representatives	Organization
1.	Prof. (Dr) Mahesh Verma, (Chairman) (Physical)	Guru Gobind Singh Indraprastha University, New Delhi
2.	Prof. Sudhir Kumar Barai	Birla Institute of Technology and Science, Pilani
3.	Ms Arti Khosla	Centre of Assessments for Excellence, Noida
4.	Prof. Amit Mukherji	Delhi Technological University (Delhi College of Engineering), New Delhi
5.	Prof. A. K. Saini (Physical)	Guru Gobind Singh Indraprastha University, New Delhi
6.	Dr. Sadhana Srivastava	Indian Council of Medical Research, New Delhi
7.	Dr. Rajesh Hassija	Indraprastha Group of Schools, Noida
8.	Dr. Neetu Jain	Indian Institute of Public Administration, New Delhi
9.	Prof. Kshitij Awasthi	Indian Institute of Management, Lucknow
10.	Professor Pranati Panda	National Institute of Educational Planning and Administration (NIEPA), New Delhi
11.	Shri Mohit Gandhi (Physical)	Prin. L. N. Welingkar Institute of Management Development and Research, New Delhi
12.	Ms. Saumya Gupta	Services Export Promotion Council, New Delhi
13.	Prof. Ved Parkash	In Personal Capacity
14.	Prof. K. V. Bhanu Murthy	
15.	Prof. Bhola Ram Gurjar	
16.	Prof. PK Tulsi	
17.	Shri Ashok Mittal (Physical)	
18.	Mr. Gurmeet Moar	
BIS Directorate		
19.	Ms Priyanka Singh (Member Secretary) (Physical)	Sc B/AD