

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SCHOOL OF TOURISM & HOSPITALITY SERVICES MANAGEMENT

Minutes of the 25th School Board Meeting held on 14rd October, 2019 at 10:30 hrs in the Classroom, SOTHSM, Block 15(I), IGNOU, Maidan Garhi, New Delhi - 68

The following members were present at the meeting:

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| 1. Prof. Jitendra Kumar Srivastava, Director, SOTHSM, IGNOU | - Chairperson |
| 2. Dr. Sanjay Gupta, Associate Professor, SOS, IGNOU | - Member |
| 3. Dr. Kakoli Gogoi, Assistant Professor, SOS, IGNOU | - Member |
| 4. Dr. Paramita Suklabaidya, Associate. Professor, SOTHSM, IGNOU | - Member |
| 5. Dr. Sonia Sharma, Asstt. Professor, SOTHSM, IGNOU | - Member |
| 6. Dr. Arvind Kumar Dubey, Asstt. Professor, SOTHSM, IGNOU | - Member |
| 7. Dr. Tangjakhombi Akoijam, Asstt. Professor, SOTHSM, IGNOU | - Member |

Prof. Nawal Kishore, Professor, SOMS, Prof. Abha Singh, Professor, SOSS & Prof. Harkirat Bains, SOTHSM, IGNOU could not attend the meeting due to prior commitments.

At the outset, the Chairman and Director, Prof. Jitendra Kumar Srivastava welcomed the members to the 25th meeting of the School Board and thanked the outgoing members for the contribution. The Meeting transacted the following business:

Item No. SB: 25.1:

Confirmation of the minutes of Twenty Fourth School Board meeting held on 3rd May, 2019

The minutes of the 24th School Board meeting held on 03rd May, 2019 was presented by the Director, Prof. Jitendra Kumar Srivastava. It was proposed to confirm the minutes.

The minutes of the 24th School Board meeting was confirmed.

Item No. SB: 25.2:

Consideration of action taken reports of Twenty Fourth School Board meetings

The Action Taken Report of the Twenty Fourth School Board meeting was discussed with the members present.

The Action Taken Report of Twenty Fourth School Board Meeting was approved.

Item No. SB: 25.3:

Approval of minutes of 40th & 41st Doctoral Committee meeting held on 30th August, 2019 & 20th Sept. 2019

The Programme Coordinator, Dr. Sonia Sharma apprised the members about the 40th & 41st Doctoral Committee Meeting. The minutes of the meeting was placed and was discussed in detail as agenda item of the School Board.

The School board approved the minutes of the 40th & 41st Doctoral Committee Meeting.

Item No. SB: 25.4:

Introduction of a New Course in the Online Certificate in Tourism Studies (CTS) Programme

Programme Coordinator Dr. Paramita Suklabaidya informed the members that the Certificate in Tourism Management (CTS) is being launched as an Online Programme from January 2020. The proposal to launch CTS programme online was approved in the School Board and Academic Council, and thereafter reported again in the 24th School Board Meeting.

As informed by Prof. Uma Kanjilal, Director- Centre of Online Education (COE), UGC Swayam rules states that any certificate offered online should be of 20 credits. CTS programme on offer, consists of 16 credits (2 courses of 8 credits each). Therefore, it was proposed that a new course 'Dissertation' of 04 credits may be introduced. This proposal was placed before an Academic Experts Committee meeting held on 10th October'19 wherein experts recommended the introduction of a New Course #3 on Dissertation of 4 credits. The introduction of one new course as well as the Programme Revision Form (PRF) is enclosed for consideration and approval of the members.

Members discussed and observed that since the online CTS programme is being launched in January 2020, therefore, introduction of a 4 credit dissertation course in the CTS Programme (ODL and Online) is approved along with the Programme Revision Form (PRF).

Item No. SB: 25.5:

Reporting of the approval of restructuring / major revision of Diploma in Tourism Studies (DTS)

Programme Coordinator Dr. Paramita Suklabaidya informed the members that Diploma in Tourism Studies (DTS) Programme of the School is on offer since 1990s. The restructuring/ major revision of the Certificate in Tourism Studies (CTS) Programme of the School, also on offer since 1990s was approved in the 24th School Board Meeting. It was proposed that the since both CTS and DTS Programme share common courses, both the programmes may be taken up for Major Revision in the same Expert Committee Meeting. The agenda item to restructure and go for a major revision of DTS programme along with the major revision of CTS programme was approved by the School Board Members via circulation after the 24th School Board Meeting. The same is being reported to the School Board for information.

Members noted that this was a reporting item since consent from the members was taken earlier via circulation (email). Further, the academic expert committee meeting was held on 11th Oct'19

Item No. SB: 25.6:

Restructuring of the Certificate in Tourism Studies (CTS) Programme

Programme Coordinator Dr. Paramita Suklabaidya apprised the members about the Restructuring and Major Revision of CTS Programme, consisting of 02 Courses and 16 Credits. The major revision of CTS Programme was approved in the 24th School Board. Subsequently, an Academic Expert Committee Meeting was held on 10th October 2019. The Minutes of the meeting and detailed syllabus were placed before the members of the School Board for approval.

Members observed that the experts in the academic Experts Committee Meeting had recommended that the CTS Programme be Restructured as an 18 Credits Programme with 3 courses of 6 credits each. New courses are being introduced to incorporate the changing trends in

the tourism industry and therefore make the programme more relevant to present times. The proposed three courses of 06 credits are:

Course	Title	Credits
Course 1	Foundation in Tourism	06 Credits
Course 2	Tourism Resources and Products	06 Credits
Course 3	Communication and Soft Skill	06 Credits

Members approved the restructuring/ major revision of CTS Programme as 18 Credit Programme with 3 Courses of 6 Credits, each as proposed by the expert committee. Members also approved the course titles of the three courses as proposed by the academic expert committee.

Item No. SB: 25.7:

Restructuring of the Diploma in Tourism Studies (DTS) Programme

Programme Coordinator Dr. Paramita Suklabaidya apprised the members about the Restructuring and Major Revision of DTS Programme which was approved by the members via circulation, consequently after the 24th School Board Meeting. At present the DTS programme on offer consists of 36 credits with 03 core subject, 01 elective course and 01 project. An Academic Expert Committee Meeting held on 10th October 2019 restructured the DTS programme. The Minutes of the meeting and detailed syllabus were placed before the members of the School Board for approval.

Members observed that the experts in the academic Experts Committee Meeting had recommended major revision of courses as well as DTS Programme, along with the introduction of new courses. As per experts DTS programme will be restructured as a 36 Credits Programme with 06 courses of 06 credits and 18 units each. New courses are being introduced to incorporate the changing trends in the tourism industry and therefore make the programme more relevant to present times. The proposed six courses of 06 credits are:

Course	Title	Credits
Course 1	Foundation in Tourism	06 Credits
Course 2	Tourism Resources and Products	06 Credits
Course 3	Communication and Soft Skill	06 Credits
Course 4	Tourism Operations & Technology	06 Credits
Course 5	Geography and Tourism Destinations	06 Credits
Course 6	Indian Culture and Heritage	06 Credits

Members approved the restructuring/ major revision of DTS Programme as a 36 Credit Programme with 06 Courses of 6 Credits and 18 units each, as proposed by the academic expert committee. Members also approved the course titles of the six courses as proposed by the academic expert committee.

Item No. SB:25.8:

To Consider the Case of Students Recommended for De-activation - Tarun Bansal, Enroll. No. 131637435 and Mr. Darshan Singh, Enroll. No. 131637062

Dr. Sonia Sharma apprised the members that two PhD Scholars - Mr. Tarun Bansal, Enroll. No. 131637435 and Mr. Darshan Singh, Enroll. No. 131637062 had requested for de-activation of their PhD registration for a period of one year. The same was placed in the 36th & 37th Doctoral Committee Meeting held on 27th – 28th February 2018 & 27th August 2018 respectively and

approved. The minutes of 36th & 37th DRC were approved in the 22nd School Board held on 11th October 2018.

- Tarun Bansal, Enroll. No. 131637435 was registered in the PhD programme, January 2013 cycle. He had requested for de-activation of PhD registration for one year w.e.f. 1st May 2018, as he was unable to take leave from official engagements.
- Darshan Singh, Enroll. No. 131637062 was registered in the PhD programme, January 2013 cycle. He got extension of one year from 11th March 2018 to 10th March 2019 for the completion of his PhD thesis. He was suddenly posted in remote area of J&K and this made the completion of his PhD difficult. He, therefore, had requested for de-activation of PhD programme for one year w.e.f. 1st May 2018.

School had forwarded the agenda item regarding the de-activation of these students on 6th February 2019 for consideration and approval of the next RC/RCSC. Research Unit did not approve of the de-activation since it is no longer applicable as per the new 2019 PhD Ordinance. The matter was placed before the 41st DRC held on 20th September 2019 for consideration for the extension of registration period of Mr. Tarun Bansal by one year and eight months from 3rd May 2018 and that of Mr. Darshan Singh by eight months from 11th March 2019 onwards i.e. continuation of his previous extension period of one year.

Members discussed the matter and observed that both the PhD scholars have submitted their draft PhD thesis to the Programme Coordinator and are ready for their pre-submission at the earliest. The scholars are in a position to submit their thesis within the next couple of weeks. Considering the same, members recommended the extension of registration period of the said two PhD scholars.

The School Board recommended the extension of registration period of both the PhD scholars and forwarded it to the Research Unit for further necessary action.

Item No. SB: 25.9:

Approval of additional names for the Unit Writers and Hindi Translation for B.A. (Voc) Tourism Management course – Entrepreneurship & Small Business

Dr. Sonia Sharma, Course Coordinator – Entrepreneurship and Small Business, informed the members that a couple of course writers for the course had not submitted their units on time and hence couple of new names are to be approved for the course. Further, Hindi translators approved till date are not sufficient for the translation of all the courses as time is in paucity. Therefore the following names were placed before the School Board Members for approval as per details below:

Course Writers for the course Entrepreneurship & Small Business

1. Dr. Anupriya Pandey, Assistant Professor, SOMS, IGNOU
2. Dr. Nidhi Kesari, Assistant Professor, Department of Management Studies, Shaheed Sukhdev College of Business Studies, University of Delhi
3. Mr. Manjeet Singh, Coordinator – B.Voc (Tourism Management) Central University of Jammu, Jammu
4. Dr. Benjamin Lyndoh, Assistant Professor, NEHU, Shillong

Hindi Translators for the programme B.A. (Voc) Tourism Management

1. Mr. B.S. Bagla (Associate Prof. of Economics, PG D A V College DU, Retd.)
2. Mr. Geet Chaturvedi, Editor Dainik Bhaskar (Retd.) Bhopal
3. Mr. Rajesh Kumar, Jamia Milia Islamia, Delhi
4. Ms. Yashaswini Pandey
5. Mr. Amiya Bindu

Members deliberated on the matter and considering the paucity in time for getting the course material ready approved the names of the 04 Course Writers as proposed by the Course Coordinator Dr. Sonia Sharma as well as 05 Hindi Translators for the B.A. (Voc) Tourism Management Programme.

Item No. SB: 25.10:

To report the submission of Programme Revision Form instead of Phase Zero Form for MTTM 15 Course Revision

Dr. Tangjakhombi Akoijam apprised the school Board members that the Phase Zero Form for MTTM 15 Course (*Meetings, Incentives, Conferences and Expositions*) Revision was approved in the 24th School Board Meeting held on 3rd May 2019 but as per the new guidelines of the University, for major revision of Courses also, Programme Revision Form instead of Phase Zero form is to be filled up. Accordingly, Dr Akoijam reported that the Programme Revision Form for MTTM 15 Course revision was filled up and the agenda for placing the same in the Academic Council had been sent to the Honourable Vice Chancellor for approval. The new nomenclature of the revised MTTM 15course is “MICE Management”.

The School Board accepted and noted the filling up of the Programme Revision Form for MTTM 15 Course Revision

Item No. SB: 25.11:

To approve the name of Evaluators for courses of the Master of Tourism and Travel Management Programme (MTTM)

Dr. Tangjakhombi Akoijam, Programme Coordinator MTTM placed before the school Board for approval the list of Evaluators for courses of the MTTM programme

The list of Evaluators for courses of the MTTM programme stands approved

Item No. SB: 25.12:

To consider and approve additional names of Unit Writers for MTTM 15 Course Revision

Dr. Tangjakhombi Akoijam informed the School Board members that MTTM 15 '*Meetings, Incentives, Conferences and Expositions*' is one of the courses of the Master of Tourism & Travel Management (MTTM) programme for which major revision process has been initiated. Dr. Akoijam placed before the board for approval two additional names of Unit writers for the said course:

1. Dr. Sandeep Kulshreshtha, Former-Director, Indian Institute of Tourism & Travel management (IITTM), Gwalior
2. Dr. Amit Gangotia, Assistant Professor, Department of Tourism & Travel management, Central University of Jammu

The School Board approved the above mentioned names as Unit writers for MTTM 15 Course revision

Item No. SB: 25.13:

Co-option of members to the School Board under Clause (2)(e) of Statute 10A

Director Prof. Jitendra Srivastava informed the members that the term of outside members of the School has expired and the name of five new members maybe proposed as per the norms of the University. The following names are being proposed for the School Board Members (outside)

Tourism

1. Prof. Manjua Chaudhary, School of Tourism Management, Kurukshetra University
2. Prof. Sampat Swain, Department of Tourism Management, Pondicherry University
3. Dr. Sandeep Kulshreshtha, IITM, Gwalior
4. Dr. Devesh Tripathi, School of Management Studies, U. P. Rajarshi Tandan Open University

Hotel Management

5. Mr. Lalit Nirula, Hospitality Consultant, New Delhi

The School Board approved the above proposed five members to the School Board under Clause (2)(e) of Statute 10 A

Item No. SB: 25.14:

Approval of rates and norms for the conduction of practical TEE of Hospitality programme – CFO, CHO, CFBO and PGDHO

Prof. Harkirat Bains, Programme Coordinator CFO, CHO, CFBO and PGDHO Programmes had sent her agenda item wherein she has requested that the expenses for the Lab Practical examinations are yet to be approved by the School Board. Prof. Bains had placed before the school board the list of payment norms as approved by SED and placed below for the review of the School Board members: -

S. No.	Particulars	Rate of Remuneration	Remarks
1	Centre Superintendent	As per University norms not exceeding Rs 500.00 per session	Shall be paid as per the session and not as per the batch. Maximum Session Two in a day
2	External Examiner	As per University norms not exceeding Rs 800.00 for 03 Hours Rs 600.00 for 02 Hours Rs 400.00 for 01 Hour	Shall be paid per batch.
3	Attendant	As per University norms not exceeding Rs 200.00 per session	Shall be paid per session. Maximum two sessions per day
4	Contingent Charges for Course Code- BHYL 004; Front Office Operations Practical Programme Code: CFO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 300.00.
5	Contingent Charges for Course Code- BHYL 006; Housekeeping Operations Practical Programme Code: CHO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 500.00
6	Contingent Charges for Course Code- BHYL 008; Food & Beverage Service Operations Practical Programme Code: CFBO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 500.00
7	Contingent Charges for Course Code- MHYL 041; Food Production Operations Practical Programme Code: PGDHO	As per Actual	The charges shall be applicable for the purchase of raw materials, Gas and other practical consumables not exceeding Rs 2000.00.
8	Contingent Charges for Course Code- MHYL 044; Food &	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not

	Beverage Service Operations Practical Programme Code: PGDHO		exceeding Rs 1,000.00
9	Contingent Charges for Course Code- MHYL 046; Housekeeping Operations Practical Programme Code: PGDHO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 500.00
10	Contingent Charges for Course Code- MHYL 045; Front Office Operations Practical Programme Code: PGDHO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 300.00
11	Contingent Charges for Course Code- MHYL 047; Basic Computer Application Practical Programme Code: PGDHO	As per Actual	The charges shall be applicable for the purchase of Practical consumables and refreshments not exceeding Rs 300.00
12	Postal Charges	As per Actual	

Members discussed and recommended the Proposed Rates for conducting practical evaluation for CFO, CHO, CFBO and PGDHO Programme from TEE- December 2019 onwards. Further, members observed that since financial implications are involved, approval from AC and FC may be sought.

Item No. SB: 25.15:

Any other item with the permission of the Chair

The following agenda item was discussed with the permission of the chair:

a) To approve the name of TEE Project Evaluators for BTS and BA(Voc) Tourism Management Programme

Programme Coordinator Dr. Arvind Kumar Dubey apprised the member about the launch of the B.A. (Voc) Tourism Management Programme of the School in August 2019. As per requirement of the programme and SED, Dr. Dubey placed before the members a list of evaluators for the TEE of B.A. (Voc) Tourism Management Programme and BTS programme as well as Project Evaluators for both the programmes.

The School Board members approved the names of evaluators for Project and TEE for both BTS, as well as B.A. (Voc) Tourism Management Programme of the School.

The meeting ended with a vote of thanks by the Chair.

Prof. Jitendra Kumar Srivastava
Director, SOTHSM
&
Chairman, School Board