

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

**Minutes of the 20th School Board Meeting held on 18th August 2017 at 11:30 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. Ravindra Kumar, Director, SOTHSM, IGNOU | - Chairperson |
| 2. Prof. Deepak Raj Gupta, SOHTM, Jammu University | - Member |
| 3. Dr. Mayank Kumar, Associate Professor, Satyawati College | - Member |
| 4. Mr. L.K. Ganguli, Director (A&F), NCHMCT | - Member |
| 5. Prof. M.K. Salooja, Professor, SOA, IGNOU | - Member |
| 6. Prof. Lalita S. Kumar, Professor, SOS, IGNOU | - Member |
| 7. Dr. Monika Mishra, Assistant Professor, SOSS, IGNOU | - Member |
| 8. Dr. Jyoti Chawla, Assistant Professor, SOTST, IGNOU | - Member |
| 9. Dr. Harkirat Bains, Associate Professor, SOTHSM, IGNOU | - Member |
| 10. Dr. Paramita Suklabaidya, Asstt. Professor, SOTHSM, IGNOU | - Member |
| 11. Dr. Sonia Sharma, Asstt. Professor, SOTHSM, IGNOU | - Member |
| 12. Dr. Arvind Kumar Dubey, Asstt. Professor, SOTHSM, IGNOU | - Member |
| 13. Ms. Tangiakhombi Akoijam, Asstt. Professor, SOTHSM, IGNOU | - Member |

Ms. Pratibha Seth, Asstt. Vice President (Training), Oberoi Centre for Learning & Development and Prof. R.P. Bahuguna, Department of Tourism, Hotel, Hospitality & Heritage Studies, Jamia Millia Islamia could not attend the meeting due to prior commitments.

The meeting started with a welcome address by the Chairperson and Director, Prof. Ravindra Kumar. The Meeting transacted the following business:

Item No. SB: 20.1:

Confirmation of the minutes of Nineteenth School Board meeting held on 5th April 2017

The minutes of the 19th School Board meeting held on 5th April 2017 were presented by the Director, Prof. Ravindra Kumar for approval. It was proposed to confirm the minutes.

The minutes of the 19th School Board meeting were confirmed.

Item No. SB: 20.2:

Consideration of action taken reports of eighteenth and nineteenth School Board meetings

The Action Taken Reports of the Eighteenth and Nineteenth School Boards were discussed with the following observations from the Director with regard to the minutes of 18th School Board Meeting:

- Director Prof. Ravindra observed that since SOCE is launching a Diploma programme in Event Management, School will not launch a Post Graduate Diploma

Programme. Rather, the possibility of offering a Masters Programme in MICE management will be explored by the Programme proposer Dr. Paramita Suklabaidya.

The Action Taken Report of Eighteenth and Nineteenth School Board Meetings were approved.

Item No. SB: 20.3:

To offer B.Sc. Culinary Arts programme in modular pattern

Dr. Sonia Sharma informed the members that the School was planning to offer B.Sc. Culinary Arts Programme in collaboration with Indian Culinary Institute (ICI), Tirupati in a modular pattern. A MoU with ICI was signed on 5th May 2016 in order to launch the B. Sc. (Culinary Arts) Programme. The modular pattern would give the students the option of completing

- One year of the programme (Two Semesters - I & II) and exit the programme with a Diploma (Culinary Arts)
- Two years of the programme (Four Semesters- I, II, III, & IV) and exit the programme with an Advanced Diploma (Culinary Arts); and
- Three years of the programme (Six Semesters - I, II, III, IV, V, & VI) and exit the programme with a Bachelor's Degree - B. Sc. (Culinary Arts)

She further informed that any of the students exiting with a Diploma or Advanced Diploma can rejoin the programme later on to complete their Degree Programme as per rules.

The members observed that the modular approach of offering the programme was needed in present times. Prof. Salooja, Director, School of Agriculture observed that Food Processing may be a part of Culinary Arts. Director Prof. Ravindra Kumar advised the Programme Coordinator Dr. Sonia Sharma to include Food processing as an optional course in the Programme and involve the representative from the School of Agriculture in the JCC of B.Sc. (Culinary Arts) Programme. Members approved the launch of B.Sc. (Culinary Arts) Programme in modular pattern

Members also approved phase forms for - Diploma, Advance Diploma and B.Sc. (Culinary Arts) Programme.

Item No. SB: 20.4:

Consideration and approval of the list of Paper Setters, Moderators and Evaluators for Diploma in Culinary Arts (DCUL), Advanced Diploma in Culinary Arts (Two years) and Bachelor's Degree - B. Sc. In Culinary Arts (Three years) programme

Programme coordinator for the above three programmes Dr. Sonia Sharma, placed before the members the names of question paper-setters, moderators, and evaluators for the above programmes for approval.

The School Board approved the list and authorized the Chairperson, School Board to make any additional changes in the list and report in the next School Board Meeting for ratification.

To consider and approve the Evaluation Methodology of Diploma in Culinary Arts (One Year), Advanced Diploma in Culinary Arts (Two years) and Bachelor's Degree - B. Sc. In Culinary Arts (Three years) programme

Programme coordinator for the above three programmes Dr. Sonia Sharma, placed before the broad members the evaluation methodology of all the above three programmes for approval.

The School Board approved the Evaluation Methodology for all the three programmes namely - Diploma in Culinary Arts (One Year), Advanced Diploma in Culinary Arts (Two years) and Bachelor's Degree - B. Sc. In Culinary Arts (Three years) programme

Item No. SB: 20.6:

Renewal of MoUs of BHM and MHA programmes being offered by IGNOU in collaboration with NCHMCT

Programme Coordinator, Dr. Sonia Sharma, apprised the members of a request received from the National Council for Hotel Management & Catering Technology (NCHMCT) for the renewal of MoU for offering B.Sc. in Hospitality and Hotel Management (BHM) Programme and M.Sc. in Hospitality Administration (MHA) programme; operational since 2002 and 2004 respectively. The MoU for BHM Programme was signed on 11th December 2012 with a validity of 5 years w.e.f. 11.03.2012 and the MoU expired on 10th March 2017. While the MoU for offering MHA Programme was signed on 16th December 2015 with a validity of 2 years w.e.f. 01.09.2015 expiring on 31st August 2017. The proposal for the renewal of these two MoUs with NCHMCT was being placed for consideration and approval of the School Board

The School Board observed that the Programme was on offer since 2002 and 2004 respectively and was in great demand. Therefore, the renewal of the MOU was approved by the School Board.

Item No. SB: 20.7:

To consider and approve change of Supervisor for PhD scholar, Ms. Rashmi Gautam from Prof. Kapil Kumar to Dr. Arvind Kr. Dubey

The members were informed that Prof. Kapil Kumar was the Supervisor of PhD Scholar Ms. Rashmi Gautam, enrolment number: 097327370. Prof. Kapil Kumar had informed that he was not in a position to supervise the said PhD scholar. On his request, Hon'ble VC had allotted supervision of Ms. Rashmi Gautam to Dr. Arvind Kumar Dubey, Asst. Professor, SOTHSM. Further, the extended time limit of PhD submission had expired on 2nd August, 2017 and as per her supervisor Dr. Arvind Kumar Dubey, some major corrections were required in her PhD thesis. Ms. Rashmi Gautam had already submitted an application for extension of time limit by 4 months to Hon'ble VC and the same was approved and forwarded to Research Unit. School Board was requested to ratify her change of Supervisor; and also extend time of submission by 4 months i.e. from 2nd August, 2017 to 2nd December 2017.

The School Board members ratified the change of supervisor for Ms. Rashmi Gautam from Prof. Kapil Kumar to Dr. Arvind Kumar Dubey, as approved by the Honourable Vice Chancellor. School Board members approved the extension of time period for submission of PhD Thesis of Ms. Rashmi Gautam by another 4 months till 2nd December 2017.

Item No. SB: 20.8:

Approval of Phase forms for B.A. (Vocational Studies) Tourism Management (CBCS Programme)

Dr. Arvind Kumar Dubey informed the members that the 64th Academic Council meeting held on 10th July, 2015 (AC 64.20.2) had approved the adoption of CBCS scheme of UGC and had directed all the Schools to develop the same. Thereafter, in the 38th School Council of SOTHSM held on 09th September'15 and in the 16th School Board held on 17th October'15, it was decided that School would develop CBCS (UGC) programs. Subsequently, in the 18th School Board Meeting held on 4th April'16, the Phase Form - 1 and syllabus of B.A (VOC) Tourism Management were approved. The phase form -1 has been submitted to Planning and Development Division for getting its approval from Planning Board or APC. The minutes of the same were awaited. Dr. Arvind Kr. Dubey further informed the School that since at present Single Phase Form is being followed in the University, the same was placed before the School Board, with necessary details, for approval.

The members observed that both the syllabus and Phase form - 1 of B.A (VOC) Tourism Management were already approved in the 18th School Board Meeting; and the single phase form is a procedural requirement. The School Board approved the Single Phase Form for B.A (VOC) Tourism Management

Item No. SB: 20.9:

Approval of Phase forms for B.Sc. (Fashion Design) programme

Dr. Arvind Kumar Dubey informed the members that the 19th School Board Meeting held on 5th April'17 (Item No. 19.9) had approved in principle, the development and launch of 3 years B.Sc. Programme (Graduation Level) in Fashion Design. In the 44th Academic Council's Standing Committee (ACSC) meeting held on 9th May'17, it was decided that the B.Sc. (Fashion Design) programme would be housed in SOTHSM instead of SOET; and in the same meeting the Phase Form -2 for B.Sc. in fashion Design through ODL mode was approved. Subsequently the minutes of the 44th ACSC were placed before 68th Academic Council Meeting which approved the Phase Form - 2 of B.Sc. (Fashion Design).

Dr. Dubey further informed the members that the Self Learning Material (SLM) for the Programme was ready and it was prepared with course writers from IGNOU and Pearl Academy. In order to finalize course structure, material etc. different committees were formed and course writers from Pearl Academy and IGNOU were selected. The committee and writers met in the month of May, June and July, 2017 and finalize the SLM. Some SLM has been Adopted from Pearl Academy material and some adapted from IGNOU's material (different schools). After editing prepared material, the SLM has been forwarded by ACD to UGC for taking its approval. After getting due approval from UGC, the said Programme will be launched. The single Phase form for B.Sc. (Fashion Design) Programme, name of

Course Writers, Editors and formed Committees are placed before the School Board for its approval.

The members observed that the Phase Form - 2 of B.Sc. (Fashion Design) was already approved in the 68th Academic Council Meeting. The School Board approved the name of Course Writers, Editors, formed committees and Single Phase Form for B.Sc. (Fashion Design),

Item No. SB: 20.10:

To conduct Certificate programme in Housekeeping Operations for 1st batch of Deaf & Mute students

Dr. Harkirat Bains, of SOTHSM, Training Cell Bhopal, apprised the members about a proposal received from 'The Mook and Badir Sangathan' a well established organization, proactively engaged in the developmental and educational activities of Deaf & Mute Children in Indore. The said organization had approached SOTHSM Training Cell, Bhopal to undertake the training of approximately 35 students of the organization in the area of Housekeeping Operation. She further informed the members that the services of an Interpreter (on a consolidated salary of 30,000/-) with an expertise in sign language would be needed to assist in this training programme, as well as for conducting the Viva Voce of these students. The proposed date for initiating the training programme for this batch of approximately 35 students will be Third week of August' 17. Further, Dr. Bains requested that as a special case the Programme Registration and Examination fee for these students may kindly be waived off.

All the members appreciated the initiative to train the deaf and mute students and making them self reliant. School Board approved the launch of the special training programme in Hospitality Operations (Housekeeping Operations) for the training of approximately 35 deaf and mute students in the SOTHSM Training Centre, Bhopal. School Board also approved the services of an interpreter on consolidated salary as well as waive off registration and examination fees. Further, the matter of interpreter and the registration / examination fee waive off maybe taken up with the SRD and SED.

Item No. SB: 20.11:

To consider and approve the Evaluation Methodology of Hospitality Programmes being offered at SOTHSM Training Cell, Bhopal

Dr. Harkirat Bains informed the members that SOHSM Training Cell Bhopal had conducted the Term End Examinations of CFO, CHO, CFBO, PGDHO programmes in June 2017, with due approval of SRD and SED. Programme coordinator for the above three programmes Dr. Harkirat Bains, placed the evaluation methodology for the following four programme for the kind consideration and approval of the School Board:

- i. Certificate Programme in Front Office Operations (CFO)
- ii. Certificate Programme in Housekeeping Operations (CHO)
- iii. Certificate Programme in Food & Beverage Operations (CFBO)
- iv. PG Diploma in Hotel Operations (PGDHO)

The School Board approved the Evaluation Methodology for all the four programmes namely - Certificate Programme in Front Office Operations (CFO), Certificate Programme in Housekeeping Operations (CHO), Certificate Programme in Food & Beverage Operations (CFBO), PG Diploma in Hotel Operations (PGDHO)

Item No. SB: 20.12:

To consider and approve the changes in the courses of MTTM programme

Ms. Tangjakhombi Akoijam apprised the members about two internal meetings held to review the curriculum of the Master of Tourism & Travel Management (MTTM) programme on 14th July 2017 and 17th August 2017 respectively. Accordingly, proposed changes were placed before the School Board for kind consideration and approval.

Members considered and approved course wise changes as per given below:

1. In MTTM-2 (Human Resource Planning and Development in Tourism), Unit -16 'Emerging Trends and Perspectives' will be re-written by Ms. Tangjakhombi Akoijam as a new Unit.
2. In MTTM-7 (Managing Sales and Promotion in Tourism), a new Unit related to the 'Role of Social Media' will be written by Dr. Arvind Kumar Dubey. Data and Charts in other Units will also be updated.
3. In MTTM-10 (Tourism Impacts), two new Units relating to 'Sustainable Tourism Development Practices' and 'Present Government Policies' will be written by Dr. Arvind Kumar Dubey.
4. In MTTM-12 (Tourism Products" Design and Development), Unit - 6 'Religious Tourism (Pilgrimage)' and Unit 12 'Cruises' will be re-written as new Units by Dr. Paramita Suklabaidya along with minor changes in other Units.

Item No. SB: 20.13:

To consider and approve syllabus and names of Course Writers for French in Tourism Programme

Director Prof. Ravindra Kumar apprised the members about a proposal by the School Board of SOTHSM whereby it was decided that functional competence in one or more foreign languages for students of Tourism was considered as 'valuable additional asset'. As a follow up to the request, the School of Foreign Languages (SOFL), IGNOU held an Expert Committee meeting for designing the syllabus and identifying the names of course writers. Both were approved by the School Board of SOFL. The same was placed for consideration and approval of the School Board of SOTHSM.

Members observed that the course was already approved in the School Board of SOFL. Therefore the same was approved by the School Board as an optional course in the BTS programme of the School.

Item No. SB: 20.14:

Consideration and approval of the list of Paper Setters, Moderators and Evaluators for various programmes offered from the School

The names of question paper-setters, moderators, and evaluators for PhD, MTM/MTTM, BTS, BIHM programmes were placed for approval.

The School Board approved the list and authorized the Chairperson, School Board to make any additional changes in the list and report in the next School Board Meeting for ratification.

Item No. SB: 20.15:

Change of PhD Supervisor from Dr Arvind Kumar Dubey to Dr. Harkirat Bains

Director Prof. Ravindra Kumar informed the members that the Internal PhD Supervisors of four PhD Scholars were being changed from Dr. Arvind Kumar Dubey, Asst. Professor, SOTHSM to Dr. Harkirat Bains, Associate Professor, SOTHSM as per the decision of the Research Council. The four PhD Scholars are:

- i. Ms. Avita Khawas Gupta, Enrolment # 131637070
- ii. Mr. Basant Kumar Kabi, Enrolment # 131637048
- iii. Ms. Ankita Devrath, Enrolment # 131637395
- iv. Mr. Hupendra Kumar Meshram, Enrolment # 136137030

The same is placed before the School Board for their consideration and approval.

The School Board approved the change of Internal PhD supervisor from Dr. Arvind Kumar Dubey to Dr. Harkirat Bains for the following four scholars - Ms. Avita Khawas Gupta, Mr. Basant Kumar Kabi, Ms. Ankita Devrath, and Mr. Hupendra Kumar Meshram.

Item No. SB: 20.16:

Approval of Ph.D. Thesis Evaluators

Dr. Sonia Sharma, Programme Coordinator - PhD programme informed the members that four Scholars were ready to submit their Ph.D. thesis as they had presented their pre - thesis submission seminar or requested for the same. The name of Ph.D. thesis Evaluators forwarded by respective supervisors are placed in sealed envelope for approval of the School Board as per details below:

- i. Ms. Rashmi Gautam, Enrolment No. 097327370 (Supervisor: Dr. Arvind Kumar Dubey, SOTHSM)
- ii. Ms. Pragya, Enrolment No. 131637370 (Supervisors: Dr. Arvind Kumar Dubey, SOTHSM and Professor Lavkush Mishra - Agra University)
- iii. Ms. Shweta Chandra, E.No.138001341 (Supervisors: Dr. Arvind Kumar Dubey, SOTHSM and Prof. Manohar Sajnani, Amity University)
- iv. Ms. Bhavna Jain ,E.No. 149500425 (Supervisors: Prof Ravindra Kumar, SOTHSM and Dr. Arvind Kumar Dubey, SOTHSM)
- v. Ms. Shweta Kumar, Enrollment No. 149500536 (Supervisor: Prof Ravindra Kumar, SOTHSM).
- vi. Ms. Avita Khawas Gupta , Enrollment No. 131637070 (Supervisors: Dr. Harkirat Bains, SOTHSM, TC, Bhopal & Prof. Sandeep Kulshreshtha, IITM, Gwalior).
- vii. Ms. Ankita Devnath, Enrollment No. 131637395 (Supervisors: Dr. Harkirat Bains, SOTHSM, TC, Bhopal & Dr. Pawan Gupta, IITM, Noida.
- viii. Mr. Basanta Kumar Kabi, Enrollment No. 131637048 (Supervisors: Dr. Harkirat Bains, SOTHSM, TC, Bhopal & Prof. (Dr.) Manohar Sajnani, Amity University, Noida.

School Board members approved the list of PhD Thesis evaluators for four PhD Scholars namely - Ms. Rashmi Gautam, Ms. Pragya , Ms. Shweta Chandra and Ms. Bhavna Jain, Ms. Shweta Kumar, Ms. Avita Khawas Gupta, Ms. Ankita Devnath, Mr. Basanta Kumar Kabi.

Item No. SB: 20.17:

Any other item with the permission of the Chair

- a) To consider and approve the MoU with BAPS Swaminarayan Sanstha:
The Chairman informed the Board that BAP Swaminarayan Sanstha had approached the University for starting academic programmes on Vedic Studies, and Indian Culture and Spiritualism. It had also agreed to establish a Chair and create an endowment fund to promote such programmes. This proposal would be formalized in the form of the MoU.

The Chairman further proposed that the academic programmes under this proposal should be coordinated by Dr. Paramita Suklabaidya and assistance in the form of consultant/s may be provided to her in this endeavor. Accordingly, the following two programmes would be developed initially:

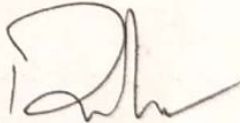
- i. Certificate Programme in Vedic Studies, and
- ii. Certificate Programme on Indian Culture and Spiritualism.

School Board members appreciated the proposal and approved the MoU between BAPS and IGNOU. It was agreed that the academic programmes under this proposal would be coordinated by Dr. Paramita Suklabaidya. The School Board also approved the development of the above listed certificate programmes.

- b) **Consideration of Evaluation Methodology of the course work of PhD programme:**
Programme Coordinator informed the members that the evaluation methodology of the course work of the PhD programme for the revised course work was being proposed keeping in the mind the feed back received from SED regarding the same.

School Board approved the Evaluation Methodology for the revised course work of the PhD programme.

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


Prof. Ravindra Kumar
Director, SOTHSM
&
Chairman, School Board