

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

Minutes of the 30th School Board Meeting held on 18th October, 2022 at 11:00 hrs in virtual mode through Google Meet.

The following members attended the meeting:

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| 1. Prof. Paramita Suklabaidya, Director, SOTHSM, IGNOU | - Chairperson |
| 2. Prof. Sitikantha Mishra, Advisor cum Dean, SOA | - Member |
| 3. Prof. S. K. Gupta, Dean, Garhwal University, Srinagar (Online) | - Member |
| 4. Prof. Luvkush Mishra, Director, ITHM, Ambedkar University | - Member |
| 5. Mr. Kamal Manaktola, Hospitality Consultant, New Delhi | - Member |
| 6. Mr. Manoj Mishra, Director, Zenith Leisure Holiday Ltd. | - Member |
| 7. Dr. Devesh Mishra, Associate Professor, SOH, IGNOU | - Member |
| 8. Dr. Rashmi Bansal, Associate Professor, SOMS, IGNOU | - Member |
| 9. Dr. Mita Sinhamahapatra, Assistant Professor, SOA, IGNOU | - Member |
| 10. Dr. Sonia Sharma, Associate Professor, SOTHSM, IGNOU | - Member |
| 11. Dr. Arvind Kumar Dubey, Associate Professor, SOTHSM, IGNOU | - Member |
| 12. Dr. Jatashankar R. Tewari, Associate Professor, SOTHSM, IGNOU | - Member |
| 13. Dr. Tangjakhombi Akoijam, Asstt. Professor, SOTHSM, IGNOU | - Member |

Prof. Harkirat Bains, Professor, SOTHSM, IGNOU & Prof. Satish Kumar, Professor, SOSS, IGNOU could not attend the meeting due to prior commitments.

At the outset, Chairperson and Director, Prof.(Dr) Paramita Suklabaidya welcomed all the members to the 30th meeting of the School Board. The Meeting commenced and transacted the following business:

Item No. SB: 30.1:

Confirmation of the minutes of Twenty Ninth School Board meeting held on 30th March, 2022
29th Minutes of the School Board meeting held on 30th March, 2022 was presented by the Director, Prof. (Dr.) Paramita Suklabaidya. It was proposed to confirm the minutes.

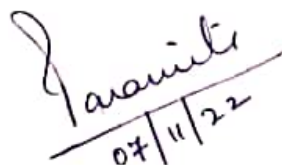
The minutes of the 29th School Board meeting were confirmed.

Item No. SB: 30.2:

Consideration of Action Taken Reports of Twenty Ninth School Board meeting

The Action Taken Report of the Twenty Ninth School Board meeting was discussed with the members present by the Director

The Action Taken Report of the Twenty Ninth School Board Meeting placed by the Director was approved by the members.


07/11/22

Item No. SB: 30.3:

To ratify agenda items approved via circulation

- a) To approve the minutes of 48th Doctoral Committee Meeting held on 25th April, 2022 for Admission of PhD Candidates.
- b) To approve the name of Dr. Monika Aggarwal as co-editor for eight(08) units of the course BTMS-185 Airport Handling.
- c) To approve names of Question Paper Setter for BTMS – 138 (Managerial Accounting and Finance in Tourism)
- d) To consider and approve the Programme Learning Outcomes (PLO's) of various undergraduate and postgraduate degree programmes offered by School of Tourism & Hospitality Services Management during academic year 2021-2022

Director thanked the members for sending approval for the above four agenda items that were sent via email for approval via circulation. Director placed the minutes of the above four agenda items before the members for ratification.

The members observed that the above mentioned four agenda items were already approved via circulation. Resolution of the above four agenda items were ratified.

Item No. SB: 30.4:

To Approve the minutes of 49th Doctoral Committee meeting.

Director apprised the members about the minutes of the 49th Doctoral Committee Meeting held on 02nd September, 2022 wherein the progress reports of four (04) PhD scholars, extension of term for submission of PhD thesis of four (04) PhD Scholars, change of supervisor and evaluator list for one(01) PhD scholar were discussed and approved. Director placed the minutes of 49th DCM/DRC for approval of the members.

School Board members discussed and approved the minutes of the 49th Doctoral Committee Meeting held on 02nd September, 2022.

Item No. SB: 30.5:

To approve the course structure, name of unit Writers and Editors of the courses offered in the BA in Facility and Services Management (BAFSM) programme

Director informed the members that expert committee meeting for finalizing the course structures of BA in Facility and Services Management (BAFSM) could not be held. The final structure of courses as and when finalized in an expert committee meeting will be placed before the School Board for approval. Further, course structure of one(01) course to be offered in the 1st Semester, namely Basics of Facility Management (BFO-03) was placed and approved in the Expert Committee Meeting held on 11th March, 2022. The course structure of Basics of Facility Management (BFO-03) along with the names of the unit writers were placed by the Director for the approval of the School Board.

The School Board members approved the course structure of BFO-003 and also approved the names of the Unit Writers of BFO-03 as below:

- (i) Prof. Ashish Dahiya, MDU, Rohtak
- (ii) Dr. Sarah Hussain, JMI, New Delhi

Parvinder
07/11/22

- (iii) Dr. Bhupesh Kumar, IHM, Ranchi
- (iv) Dr. Amitabh Dey, IHM, Guwahati
- (v) Dr. Tarun Bansal, IHM, Lucknow
- (vi) Dr. Anjana Singh, Vedatya University, Gurgaon
- (vii) Dr. Deepa Mittal, IITM, NOIDA
- (viii) Dr. Pushkar Negi, DSEU, Delhi
- (ix) Dr. Vijay Raghuvanshi, DSEU, Delhi
- (x) Dr. Vipin R. Singh, VIT, Vellore
- (xi) Dr. Rekha Maitra, DAV, Faridabad
- (xii) Dr. Seema Paul, Amity University, NOIDA

Further, members authorized Director to approve the name of unit writer and editor of all the course of BAFSM Programme and get it ratified in the School Board meeting.

Item No. SB: 30.6:

To approve the name of editor of the course BFO-12 (Basic Accounts and Finance) offered in the BA in Facility and Service Management (BAFSM) programme

Course Coordinator of BFO-12 (Basic Accounts and Finance) Prof. Paramita Suklabaidya informed members that this course will be offered in the 5th Semester of BA in Facility and Services Management (BAFSM) programme. It was proposed that Prof. Madhulika Sarkar of SOMS may be approved as the Editor of the course "Basic Accounts and Finance (BFO012)" while Prof. Paramita Suklabaidya will be the Course Coordinator and Co-Editor. Prof. Madhulika Sarkar from commerce discipline was also a member of the Expert Committee that had finalized the syllabus structure of BAFSM programme. Further members were informed that BFO-012 will be adapting units of BTMC-138.

School Board approved Prof. Madhulika Sarkar (as Editor) and Prof. Paramita Suklabaidya Co-editor of BFO-012. Members also noted that the content of BTMC-138 will be adopted and adapted as per the requirement of the course (BFO-012) and (BAFSM) programme.

Item No. SB: 30.7:

To approve the revised course structure of B.Sc. in Hospitality & Hotel Administration (BHM) programme with equal credit weightage between IGNOU and NCHMCT

Director apprised the members of a meeting held on 31.08.2022 wherein a revised course structure of BHM Programme with equal credits for IGNOU and NCHMCT was decided upon. Dr. Sonia Sharma, Programme Coordinator - BHM & MHA informed the members that School has recently received a request from NCHMCT to review the revised 148 credits of BHM programme (with the equal division of 74 credits each to IGNOU & NCHMCT), since it leaves no possibility to accommodate the special features of NEP 2020; such as value based skill enhancement courses, open electives and others. Dr. Sonia Sharma informed members that a meeting is proposed to be held soon to review the revised credits of BHM programme.

School Board members observed that MoU was yet to be renewed and at the same time acknowledged the need to have equal credits of IGNOU and NCHMCT in the programme while incorporating the criteria of NEP 2020. It was resolved that the final decision with regard to

Paramita
07/11/22

revised syllabus as well as the signing of MoU will be reported to the members in the next meeting.

Item No. SB: 30.8:

To approve the renewal of MoU between IGNOU and National Council for Hotel Management & Catering Technology (NCHMCT) for running M.Sc. in Hospitality Administration (MHA) programme

Dr. Sonia Sharma, Programme Coordinator – MHA programme apprised the members about the MoU between IGNOU and NCHMCT for offering MHA programme. MHA programme is on offer since 2004 vide a MoU signed by both the parties on 14.09.2017, with a validity period of 5 years which has since expired on 01.09.2022. NCHMCT has requested for a renewal.

School Board members approved the renewal of MoU between IGNOU & NCHMCT for offering MHA programme since this programme is well recognized in the hospitality sector across the country and world.

Item No. SB: 30.9:

To approve the name of Editor of a course “Strategic Management” to be developed for BHM programme

Director, Prof. Paramita Suklabaidya mentioned the proposed revised syllabus of “B.Sc. in Hospitality & Hotel Administration (BHM)” programme, wherein new course on “Strategic Management” is proposed to be introduced in the third year. Director and Course Coordinator Prof. Paramita Suklabaidya proposed that Prof. Nyantara Padhi Mishra of SOMS may be approved as the Editor of the course alongwith Prof. Paramita Suklabaidya. Prof Nyantara Padhi Mishra is being proposed as the course editor of the course on Strategic Management since this is one of her areas of specialization.

Members observed that Prof. Nayantara Padhi Mishra has previous work in the area of Strategic Management and approved her as the editor of the proposed course on strategic Management along with Prof. Paramita Suklabaidya as co-editor and course coordinator.

Item No. SB: 30.10:

Any other item with the permission of the Chair

(i) Approval of Question Paper Setters, Moderators, and TEE Evaluators (TEE, Projects), for CTS, DTS, BTS, BA VTM, BHM, MHA and MTTM

Programme Coordinators of CTS, DTS, BTS, BAVTM, BHM, MHA and MTTM placed before the School Board members the list of evaluators (TEE, Project), Question Paper Setters, Moderators and Evaluators for approval. Director also placed the list of evaluators (TEE and Project), Question Paper Setters and Moderators for CTSOL, DTSOL and BTSOL programme of the School.

The proposed list of evaluators (TEE, Projects), Question Paper Setters and moderators for CTS, DTS, BTS, BAVTM, BHM, MHA, MTTM programmes along with CTSOL, DTSOL and BTSOL programmes placed before the School Board members were approved.

*Paramita -
07/11/22*

(ii) **To approve the name of Resource Person for CTSOL Programme**

Director apprised the members that CTS online programme, one of the first online programmes of the School and University, was launched in January, 2020. Inadvertently approval was sought for the recording of videos with a clause – minimum of 4 videos and a maximum of 10 videos by each of the resource persons. However, due to the non availability of few approved resource persons as well as paucity of time, 06 resource persons were requested to record more than 10 videos each while 02 new resource persons and one reviewer were asked to record and review videos. Payment could not be released for these resource persons since the approval for the same were missing.

Members discussed and observed that the process of creating videos for MOOC in 2020-21 was a first time initiative for the University and the School, and that additional videos were recorded without approval due to paucity of time. However, it was noted that procedural approval must be adhered to in future. Members approved post facto the names of 06 resource persons who recorded more than 10 videos as per list below:

TS – 1: Foundation Course of Tourism

1. Dr. Pawan Gupta, IITTM, Noida (10+2)
2. Dr. Charu Sheela Yadav, IITTM, Noida(10+3)
3. Dr. S. Sundararaman, Central University Himachal Pradesh(16+1)
4. Dr. Mamta Bhatnagar, Tourism Trainer, New Delhi (10+5)

TS – 2: Tourism Development: Products, Operations and Case Studies

1. Dr. Avita Khawas, Punjab University, Chandigarh(10+2)
2. Dr. Anupama Srivastav, ITS, Lucknow University (10+7)

Further, names of two resources persons and one reviewer was approved post facto as per list below:

1. Dr. Ankita Debnath, IITTM, Noida
2. Dr. Aditi Chaudhary, IITTM, Noida
3. Dr. Pawan Gupta, IITTM, Noida (Reviewer)

(iii) **To approve the name of Resource Persons for recording of videos for BTMS-185 (Airport Handling) offered in the BTSOL programme of the School**

Course Coordinator of BTMS-185, Prof. Paramita Suklabaidya placed before the School Board members the names for approval as Resource Persons/Expert for the recording of videos of BTMS-185 (Airport Handling) offered in BTSOL programme which will be uploaded from January, 2023.

The School Board approved the list of Resource Persons for the recording of video for the Course of BTMS-185 (Airport Handling) offered in BTS online programme as given below:

1. Dr. Monika Aggarwal, IMS, Ghaziabad
2. Dr. Charu Sheela Yadav, IITTM, NOIDA
3. Dr. Ankita Debnath, IITTM NOIDA
4. Dr. Amitabh Upadhyay, Skyline University, Dubai
5. Dr. Sandeep Walia, LPU Phagwara
6. Dr. Syed Ahmed Rizwan, Guest Faculty, ITS, Lucknow
7. Dr. Anupama Srivastava, ITS, Lucknow
8. Dr. P. J. Shyju, BHU
9. Dr. Seema Paul, Anity Univ

Paramita
07/11/22

10. Dr. Tangjakhombi Akoijam, SOTHSM, IGNOU
11. Dr. Sonia Sharma, SOTHSM, IGNOU
12. Dr. Arvind Kumar Dubey, SOTHSM, IGNOU
13. Dr. Jatashankar R. Tewari, SOTHSM, IGNOU
14. Prof. Harkirat Bains, SOTHSM, IGNOU
15. Prof. Paramita Suklabaidya, SOTHSM, IGNOU

Further, members resolved that the Chairperson i.e Director will be authorized to approve more names as and when required for the recording of videos. The same will be placed in the next School Board for ratification/approval.

- (iv) **To approve the names of Question Paper Setters, Moderators and Evaluators for Entrance Test and Term End Examination of the PhD programme**

The Research Programme Coordinator, Dr. Tangjakhombi Akoijam placed before the School Board members, the names of Question Paper Setters, Moderators and Evaluators for the Entrance Test and Term-end-Examination of the PhD programme

The School Board members approved the name of Question Paper Setters, Moderators and Evaluators for Entrance Test and Term-end-Examination of the PhD course work.

- (v) **To approve the eligibility criteria for applying to the PhD programme of the school with minor change in the syllabus of PhD programme Entrance Test and Continuous Assessment (Course Work Evaluation)**

Research Programme Coordinator, Dr. Tangjakhombi Akoijam apprised the School Board members that in the 70th School Council meeting held on 9th September 2022, the eligibility criteria for applying to the PhD programme, minor change in the syllabus of PhD programme Entrance Test and the Continuous Assessment (Course Work Evaluation) were decided.

The School Board Members discussed the same and the following were approved-

- (i) Eligibility for applying to the PhD programme: Master Degree in Tourism or Hospitality
- (ii) Syllabus of the PhD Entrance Examination: Unit 9 Financial Management and Planning will be deleted from the existing syllabus

- (ii) **Continuous Assessment (Course Work Evaluation):**

Course	Continuous Assessment I	Continuous Assessment II
RTS 101 Interdisciplinary Approaches in Tourism and Hospitality	Assignment (Q&A)	Book Review
RTS 103 Research Methodology in Tourism and Hospitality	Assignment (Q&A)	Paper Presentation

- (vi) **To approve the Question Paper Pattern of the PhD programme Entrance Test**

Dr. Tangjakhombi Akoijam, Programme Coordinator, PhD apprised the members that, subsequent to a request from Student Evaluation Division and Research Unit, in a faculty meeting held on 06th October 2022, faculty members had discussed the Question Paper

Paramita
07/11/22

pattern for the PhD Entrance Examination. The same is placed before the School Board members for their approval

The School Board members took note of the School Council resolution and approved that the Question paper pattern for the Entrance Test for PhD programme from July, 2022 session onwards will be MCQ + Descriptive in which MCQ will be 40% and 60% will be descriptive. Further, the Question paper format of 50% questions on Research Methodology and 50% on specific subject as per UGC (Minimum Standard and Procedures for Award of MPhil/PhD Degrees) Regulations, 2016 will be followed in totality.

(vii) To approve adaptation of units of different courses from School of Engineering and Technology (SOET) for two courses of B. A. in Facility and Services Management (BAFSM) programme

Prof. Paramita Suklabaidya, Director and Programme Coordinator BAFSM programme informed the members that School has launched BAFSM (B.A-Facility and Services Management) Programme from July 2022 Session. Expert Committee Meeting was held on 11th March 2022 wherein Programme structure & Course structure of BFO-002 and BFO-004 were approved.

Dr. Jatashankar R. Tewari, Programme Coordinator, BAFSM programme and Course Coordinator BFO-002 (Building Services and Maintenance – I) and BFO-004 (Building Services and Maintenance – II) informed the members that these two courses mainly focus on Building Services and Maintenance and can be adapted/adopted from existing SLM of SOET.

School Board members observed that since the study material is already available, it is better to utilise the resources available. School Board approved course structure of BFO-002 and BFO-004. Further, members approved the adaptation/adoption of content from the following 11 course of SOET for developing BFO-002 (Building Services and Maintenance – I) and BFO-004 (Building Services and Maintenance – II):

- ET-521 (A) Planning & Construction of Buildings
- ET-204(A) Structure of Materials
- ET-521(B) Building Architecture
- ET-523(B) Operations & Maintenance of Construction Equipment
- BCE-024 Construction Technology-I
- BCE-024 Construction Technology-II
- ET-523-Construction supervision and Repair & Maintenance of Building
- BCE-043 Construction Technology-II
- ET-581(C) Building Services
- BME-025 Condition Monitoring and Maintenance Engineering
- ET-523 (C) Repair and Maintenance of Buildings

(viii) To approve the additional names of experts for recording video for TS-7 Human Resource Development

Dr. Jatashankar R. Tewari proposed that new names of resource persons may be approved from time to time for completing the recording of videos for TS-7.

Paramita
07/11/22

Members proposed that School Board may authorize Director to approve the name of resource persons for recording of videos for TS-7 as per requirement. The names thus approved and recommend by the Director will be placed in the next School Board meeting for approval/ ratification.

(ix) **To approve the Evaluator list for Ph.D Scholar - Ms. Reena, Enrol. No. 173102831**

Director informed the members about the process of submission of PhD. thesis by Scholars for evaluation and placed before the School Board members the Evaluator list of PhD Scholar, Ms. Reena, Enrol. No.173102831 for approval.

The School board approved the Evaluator list of the PhD thesis evaluation for PhD scholar Ms. Reena, Enrol. No.173102831 who has submitted thesis under the supervision of Dr. Sonia Sharma.

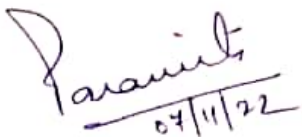
(x) **To approve course structure and adaptation of units developed by different Schools for two courses of BAFSM Programme namely Basics of Management (BFO-001) and BFO-006 (Professional Ethics)**

Dr. Arvind Kumar Dubey, Course Coordinator of BFO-001 (Basics of Management) and BFO-006 (Professional Ethics) informed the members that in the expert committee meeting held on 11th March, 2022 the programme structure and course structure of BFO-001 and BFO-006 were approved. He, further, informed that these two courses can be adapted/adopted from the units of SLM already prepared for similar courses by different discipline of other schools.

School Board members observed that since the study material is already available, it is better to utilize the resources available. School Board approved course structure of BFO-001 and BFO-006. Further members approved the adaption/ adoption of content from the following 06 courses of SOTHSM, SOMS, SOSS, SOCIS and SOITS for developing BFO-001 (Basics of Management) and BFO-006 (Professional Ethics) courses, respectively:

- BTMC-132 Fundamentals of Management
- BCOE-141 Principles of Marketing
- BPAE-142 Organisational Behaviour
- BPYC-132 Ethics
- BPYG-171 Applied Ethics
- MCS-214 Professional Skills & Ethics

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


07/11/22
Prof. Paramita Suklabaidya
Director, SOTHSM
&
Chairman, School Board