

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

**Minutes of the Sixth meeting of the School Board**

The sixth School Board Meeting was held on 3<sup>rd</sup> August 2010 at 11.30 am in the Conference Room, Block No - 7, IGNOU, Maidan Garhi. The following members attended the Meeting:

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1. Dr. Paramita Suklabaidya, Director I/c - SOTHSM, IGNOU - (in chair)
2. Prof. K.R. Srivathsan, PVC, IGNOU - (Special Invitee)
3. Dr. Harkirat Bains, Reader - SOTHSM, IGNOU - (Member)
4. Mr. B.K. Goswami, IAS (Retd), Former Secretary of Tourism GOI. - (Member)
5. Prof. S.C. Bagri, Director, Centre for Himalayan & Tourism Studies, Garhwal Univ - (Member)
6. Prof. Manjula Choudhary, Director - IITTM, Gwalior - (Member)
7. Prof. G. Anjaneya Swamy, Head, Dept of Tourism Studies, Pondicherry Univ. - (Member)
8. Prof. C.G. Naidu Director - SOVET, IGNOU - (Member)
9. Dr. Babu P. Ramesh, SOITS, IGNOU - (Member)
10. Ms. Tangjakhombi Akoijam, Lecturer - SOTHSM, IGNOU - (Member)
11. Dr. Sonia Sharma, Lecturer - SOTHSM, IGNOU - (Member)
12. Mr. Arvind Kumar Dubey, Lecturer - SOTHSM, IGNOU - (Member)

The following members could not attend the meeting:

1. Mr. Ramesh Takulia, Director -Taj Group of Hotels, Taj Palace Hotel, Delhi - (Member)
2. Prof. B. S. Hansra, School of Agriculture, IGNOU - (Member)
3. Dr. Nehal Farooquee, School of Extension and Development Studies, IGNOU - (Member)

**Item No. SB. 6. 1:**

**To confirm the minutes of the Fifth School Board Meeting held on 27<sup>th</sup> January 2010**

The minutes of the 5<sup>th</sup> School Board Meeting was circulated among the School Board Members. Prof. Hansra had made certain observations and suggestions regarding the said minutes.

The observations and suggestion were incorporated and the revised minutes were placed before the School Board for approval.

The minutes were discussed and it was decided that the minutes of the School Board should be circulated within a week from the date of meeting.

*The minutes of the 5<sup>th</sup> School Board Meeting, with incorporated changes stands approved.*

**Item No. SB. 6. 2:**

**Action Taken Report for the 5<sup>th</sup> School Board Meeting**

The Action Taken Report was discussed and PVC K. R. Srivathsan observed that credit courses are also being offered by the Regional Centres. Further, Regional Centres should be allowed to offer credit based programmes as the programmes offered by the Regional centres are need based, as per the region.

*The Action Taken Report stands approved.*

**Item No. SB. 6. 3**

**To ratify the action taken by the Vice Chancellor in approving the MoC signing with Munnar Catering College**

Dr. Paramita Suklabaidya apprised the School Board members about a Memorandum of Collaboration signed with Munnar Catering College on 23<sup>rd</sup> July 2010, with the approval of Honourable Vice Chancellor to recognise Munnar Catering College as a Joint Centre of Hospitality Education and Training. After this MoC, School will be offering the following five programmes through this Joint Centre of Hospitality Education and Training:

1. Three years Bachelor's Degree in Hotel Management
2. Two years Masters Degree in International Hotel Management
3. Two years Masters Degree in Business Administration (MBA) in International Hospitality Management
4. One year Post Graduate Degree in Executive MBA - International Hospitality Management
5. One year Post Graduate Degree in Executive MHM - Hotel Management

Further, the academic expert committee meeting will be held soon to finalise the syllabus and the same will placed before the next School Board For approval. These above mentioned programmes will be launched in the 2010 - 11 academic session.

It was observed that communication skills needs to be improved for all the hospitality students and during the syllabus preparation, a course on communication skills should be introduced. Mr. B. K. Goswami observed that the programmes should be launched from the Munnar Centre and not the Cochin centre, as the Cochin centre lacks the required infrastructure to offer these specialised Hospitality Programmes. He further mentioned that he had submitted a report on the same to the School, after his visits to the centres along with Dr. Sonia Sharma.

*The MoC with Munnar Catering College was approved with the suggestion that the programmes should be launched only at Munnar centre initially and then later at Cochin centre after the infrastructural facilities have been upgraded.*

**Item No. SB. 6.4**

**To Report for information, the appointment of Chef. Y. B. Mathur as a consultant for the preparation of the Detailed Project Report (DPR) for Institute of Culinary Arts**

Dr. Paramita Suklabaidya apprised the School Board Members that Chef Y. B. Mathur was offered the position of Consultant as per the recommendation of the Expert Committee Meeting and subsequent approval from the Board of Management (BOM). Chef Y.B. Mathur was appointed as a consultant for preparing the Detailed Project Report (DPR) for starting the Institute of Culinary Arts and the letter of appointment was issued by ACD.

Mr. B.K. Goswami informed the School Board that an informal core group was formed by Chef Y.B. Mathur to discuss the DPR prior to its submission. Mr. B.K. Goswami, Mr. Lalit Nirula and Chef Y. B. Mathur were part of this informal core group. Further, it was mentioned by him that the DPR was ready and Chef. Mathur was ready with his Power Point Presentation.

PVC Prof. K. R. Srivathsan recommended that the DPR presentation should be in the form of workshop attended by Honourable Vice Chancellor and other eminent scholars from the field of gastronomy as well as representatives of Ministry of Tourism. It was also suggested by PVC Prof. Srivathsan that the DPR should be tabled to the Ministry of Tourism as a comprehensive report for generating support for this Institute of Culinary Arts in the Ministry of tourism. He further stressed the need of identifying land outside the present campus of IGNOU at Maidan Garhi for the construction of this Institute, even in Gurgaon or Noida. Efforts should be made to identify land to build this institute.

*It was resolved that the presentation of the DPR by Chef. Mathur should be initiated at the earliest in workshop mode. Other than the Faculty members and Honourable Vice Chancellor and Pro Vice Chancellor, participants for this workshop should be eminent personality from the field of gastronomy and faculty members from different Schools of IGNOU who are involved in the Programmes related with food and nutrition.*

**Item No. SB. 6.5**

**To ratify changes in the course titles of MBAHM and EMBAHM Programme**

Two agenda items were discussed for ratification

**SB 6. 5A: To ratify changes in the course titles of MBAHM Programme offered in Collaboration with FHRAI - ET**

Dr. Paramita Suklabaidya apprised the School Board members that the final curriculum design and syllabus structure for the MBA in Hospitality Management programme 2009 - 11 batch was placed before the 5<sup>th</sup> School Board and approved.

Since then some minor revisions have taken place in the course titles as per the directives of the P & DD and SED. The course titles as proposed in the expert workshop are: -

**Semester I: Management Functions and Behaviour in Hospitality (MTM - 1)**

Travel and Tourism Management (MHY - 001)

**Semester II: Consumer Behaviour (MS - 61)**

**Semester III: Research Methodology (MS - 95)**

**Semester IV: MICE Management (MTM - 15)**

Managing Entrepreneurship and small business in Hospitality (MTM - 8)

As per P&DD and SED, course title and code of the IGNOU components can not be changed. Hence the code and title of IGNOU's components will remain as below: -

- i. MTM - 1 : Management Functions and Behaviour *in Tourism*
- ii. MHY - 001 : Travel and Tourism Management
- iii. MS - 95 : Research Methodology *for Management Decisions*
- iv. MTM - 15 : *Meetings, Incentives, Conferences and Expositions*
- v. MTM - 8 : Managing Entrepreneurship and small business *in Tourism*

The changes in the course title as per directives of P&DD and SED were reported in the 4<sup>th</sup> JCC Meeting and approved.

It was observed that the courses in Tourism will be different from courses meant for Hospitality. Therefore more courses in Hospitality need to be developed. Dr. Paramita Suklabaidya, Programme Coordinator MBAHM informed the School Board that initially courses in Hospitality are being developed by the School for programmes in the Bachelor's level. Thereafter, courses for the master's level will be undertaken.

Further it was decided that P& DD is the division maintaining all the records regarding Course and Programme codes. Therefore, suggestions from P&DD need to be followed.

*The changes in the syllabus stands ratified.*

**SB 6. 5B: To report on EMBAHM programme in collaboration with FHRAI-ET**  
The Planning and Development Division has assigned the programme code as: -

Programme: -Executive MBA (Hospitality Management)

Programme Code: - EMBAHM

The approval of phase-4 form has been taken from SED, SRD, MPDD, RSD and EMPC etc. The same in original has been submitted to Planning and Development Division to be put in next meeting of Academic Programme Committee. SRD has issued enrolment numbers to all enrolled students and FHRAI has submitted a cheque of Rs. 60, 000/- (@ 12, 000/- per students i.e. 05 students fees of IGNOU). FHRAI has submitted a letter to Hon'ble VC for waiving off late fee/ fine related to submission of examination form (TEE of IGNOU's components). The same was approved by Hon'ble VC and as per that SED issued TEE hall ticket. The examination of IGNOU's component was as per schedule.

It is to be noted that, earlier, by mistake the course code of IGNOU's components were changed which was not accepted by SED. As per advice of SED the course code of EMBAHM programme was changed and rectified.

*The changed programme structure and course titles stand approved.*

#### **Item No. SB 6.6**

##### **To report criteria of appointing Evaluators and Academic Counsellors**

The School Council had decided upon the minimum qualification required for the inclusion /selection as an evaluator or academic counsellor for the programmes of the School. Two agenda items were reported.

##### **SB 6.6.A: To report qualification of Evaluators**

The qualification criteria of Evaluator were decided by the School Council for all the programmes of the School. The criteria for recommending /selecting evaluators are: -

##### **For MTM/ MBA (HM) / EMBA (HM)**

MTM or equivalent

Net/ Ph.D

At least 5 years of teaching experience

##### **For CTS/ DTS/ BTS/ BHM/MHA/ BA-IHA/ B.Sc. HM etc.**

MTM or its equivalent

Net/ Ph.D

At least 3 years of teaching experience

##### **For CFO/ CHO/ CFBO**

Masters Degree in Tourism or Hospitality

At least 3 years of teaching/industry experience

Or

BHM or its equivalent

At least 5 years of teaching/industry experience

*The agenda item was placed for reporting and was noted by the School Board members*

##### **SB 6.6.B: To report qualification of Academic Counsellors**

The minimum qualification decided by School Council for the purpose of appointment as an Academic Counsellor for the Tourism Courses have been decided as below: -

**For MTM/MHA**

Eligibility: Masters in Tourism (/M.Com for MTM - 5)  
M.Phil/ NET in Tourism  
2 - 3 years teaching experience  
Desirable: Ph.D in Tourism

**In Remote Areas for MTM**

Eligibility: Masters in Tourism  
2-3 years teaching experience  
Desirable: M.Phil/NET in Tourism

**For CTS/DTS/BTS**

Eligibility: Masters in Tourism (/Masters in Ecology & /or Environmental  
Sciences for TS - 5)  
Desirable: M. Phil in Tourism  
1 -2 years teaching experience

*The agenda item was placed for reporting and was noted by the School Board members*

**Item No. SB. 6.7**

**To ratify the action taken by Honourable Vice Chancellor in approving the MoU signing with Programme Centres of BA - IHA programme**

BA in International Hospitality Administration (BA - IHA) programme is a face to face, regular programme of the School. This programme is offered in collaboration with AH&LEI through Programme centres all over the country.

Dr. Paramita Suklabaidya , the programme Coordinator apprised the members about the 06 MoUs already signed with the following programme centres, as per the approval of Honourable Vice Chancellor:

1. IHRM College of Management Studies, Kolkata
2. Madhuban Academy of Hospitality Administration & Research, Dehradun
3. K Velayudhan Memorial Trust (KVM Trust), Cochin
4. SIENA College of Professional Studies, Cochin
5. Cambay Institute of Hotel Management, Gandhinagar
6. Cambay Institute of Hotel Management, Udaipur

MoU will also be signed with the following institutes recognising them as programme centres of BA - IHA as per the approval of Honourable Vice Chancellor:

1. Heritage Institute of Hotel & Tourism, Agra
2. Indian Hospitality Management Institute, Behror

As per the recommendation of 96<sup>th</sup> BOM the item was placed before the School Board for ratification.

*The agenda item stands ratified.*

**Item No. SB. 6. 8**

**To consider and approve matters regarding course - TS 8**

The syllabus structure and course writers for the course - TS 8 name "Understanding Tourists: Profile and Markets" of BA in International Hospitality Administration (BA- IHA) programme were approved in the 4<sup>th</sup> School Board Meeting held in October 2009. There are some changes regarding the same course and 05 agenda items were discussed regarding the same

**SB. 6. 8 A: To report change in Course Code.**

The course code TS - 8 was proposed as it was tourism course. The course code was not approved by P&DD as the system of allotting course code has changed and all new courses are now given a code having at least three alphabets. Accordingly P&DD has now issued a different course code i.e. BHY 011.

Prof. Naidu observed that the change in course code is an internal matter of the School and can be reported to the School Council instead of School Board. Dr. Paramita Suklabaidya, Course Coordinator informed the School Board that the matter was reported to the School Board since there are certain changes in the syllabus structure and these changes needs to be reported to the Academic Council only after the approval of the School Board.

*It was resolved that since P& DD is the authority to assign the programme and course code, therefore the changes stands ratified.*

**SB. 6. 8 B: To consider and approve the Change of Content Editor**

Prof. Kapil Kumar was approved as the content editor for TS - 8/ BHY 011 in the 4<sup>th</sup> School Board Meeting. At present, due to some professional commitments he is not able to take up the content editing of the course.

The 12<sup>th</sup> School Council decided that considering the paucity of time, Course Coordinator Dr. Paramita Suklabaidya maybe the content editor along with another faculty member, Ms. Tangjakhombi Akoijam.

*The School Board approved Dr. Paramita Suklabaidya and Ms. Tangjakhombi Akoijam as the new content editors for BHY 011.*

**SB. 6. 8 C: To approve the changes in Course Structure**

The course structure of TS - 8, now BHY 011, was approved in the 4<sup>th</sup> School Board meeting. During the content editing, some changes were introduced in the course structure.

**Previous Course Structure:**

- UNIT 1: International Tourist Flows
- UNIT 3: Market Segments and Tourist Typologies
- UNIT 4: Approaches to Market Segmentation

**Proposed Course Structure:**

- UNIT 1: Introduction to Tourist Flows
- UNIT 3: Approaches to Market Segmentation
- UNIT 4: Market Segments

Dr. Paramita Suklabaidya, the course coordinator informed the School Board members that the rest of the course structure remains unchanged.

*The agenda item concerning the minor changes in the course structure of BHY 011 was approved.*

**SB. 6.8 D: To approve the additional names of Course Writers for BHY 011**

The name list of course writers of TS - 8, now BHY 011, was approved in the 4<sup>th</sup> School Board meeting. Some additional Course writers have been included to speed up the process of completing the unit writing. 04 RTAs of the School have also contributed as course writers. As per the directives of School Board, the additional names for course writers were added with the approval of Director.

*The names of the additional 09 course writers were approved.*

**SB. 6.8 E: To ratify the action taken by the Vice Chancellor in approving the name of Language Editor.**

The 12<sup>th</sup> School Council Meeting recommended the services of a Language Editor for developing BHY 011. Mr. Surit Das and external language editor was proposed as the language editor for the course, in the 16<sup>th</sup> School Council Meeting, and was approved. Mr. Surit Das's name as the Language Editor was approved by Honourable Vice Chancellor.

*The name of Mr. Surit Das as the Language editor for BHY 011 was approved.*

**Item No. SB. 6.9**

**To consider and approve matters related to the PhD Programme of the School**

The Doctoral Committee has met thrice, since the last School Board Meeting and the following 07 agenda items related to Doctoral Programme were placed before the School Board

**SB. 6.9 A: To consider and approve the detailed course work for the PhD Programme**

The course work proposed in the first Doctoral Committee Meeting and approved by the School Board and Research Council was accepted by the members with certain additions and modifications in Course 3: Interdisciplinary Approaches in Tourism.

It was discussed and resolved in the 6<sup>th</sup> Doctoral Committee Meeting that introducing subtopics for the topics of Course 3: "Interdisciplinary Approaches in Tourism and Hospitality" course work was necessary. This will help the candidates in self learning and also provide focus areas for the faculty members/ resource person and the evaluators.

Therefore, Course 3: Interdisciplinary Approaches in Tourism and Hospitality as well as Course 1: Research Methodology in Tourism, were modified to include the subtopics.

The detailed revised course work especially course work 3 was discussed. Prof. S.C. Bagri and Prof. Manjula Chaudhury noted that the course work did not mention any topic related to Destination Management, Destination Marketing and Tourism Resources among others. Some topics like "Peace through Tourism" were vague. Prof. Naidu

observed that the Course Work of the Research Programme was not vetted by an academic expert committee which is required since this is an academic course work.

*It was resolved that an expert committee meeting for the vetting of the Course Work of the PhD Research programme should be undertaken at the earliest. It was recommended that the expert committee meeting should be held in the month of August and the course work forwarded to the Research Council at the earliest. This will ensure that the classes for the course work can be undertaken by September 2010.*

**SB. 6.9 B: To consider and approve Evaluation Methodology - Question Paper Pattern for the course work**

It was resolved that examination and evaluation will be conducted by SED. The examination will be in the form of mid term examination for Course Work 1 and 3.

The examination will be of 3 hours duration and will be conducted for 100 marks.

In the case of **Course work 1**, candidate will have to answer 05 questions of 20 marks each, from a total of 08 questions. 01 question among the 08 would be based on short notes and compulsory.

In the case of **Course work 3**, candidate will have to answer 04 questions from a total of 08 questions. The choice will be intra question and each question will be of 25 marks.

*The Evaluation Methodology was approved, provided the course work was approved and vetted by an expert committee.*

**SB.6.9 C: To consider and approve PhD Candidates for July 2010 Academic Session**

The minutes of the 8<sup>th</sup> Doctoral committee meeting held on 02<sup>nd</sup> August are enclosed wherein the PhD research scholars have been selected for the research programme of IGNOU. The list of selected candidates also mentions their topic as well as the names of their supervisors.

It was observed that one of the PhD supervisor was a new name and not from the approved panel of supervisors. It was suggested by the members that the candidates should be encouraged to take supervisors from the approved panel of supervisors. Further, it was decided that additions to the existing list of external supervisors will not be considered, till seats are available with the supervisors already on the panel.

*The 09 candidates selected for the PhD programmes were approved and it was decided not to include any more new names to the existing panel of approved external supervisor for Research Programme.*

**SB. 6.9 D: To consider and approve the Progress Report of registered candidates**

The progress report of the RTAs and Phd Scholars were submitted in the 6<sup>th</sup> and 8<sup>th</sup> Doctoral Committee Meeting and found satisfactory by the Doctoral Committee. The progress report of 09 PhD Scholars including 05 RTAs were presented for approval.

*The progress stands approved and the same will be forwarded to the Research Council.*

**SB. 6.9 E: To re - consider and approve Dr. Dileep as a PhD Supervisor**

The approval of Dr. Dileep of KITTS, Trivandrum was re - considered in the 8<sup>th</sup> Doctoral committee meeting held on 2<sup>nd</sup> August 2010.

Dr. Dileep was recognised as a PhD supervisor in the 3<sup>rd</sup> Doctoral Committee Meeting and Research Scholars were attached with him. A large number of candidates apply from the state of Kerala and the number of supervisors from Kerala is very less. At the same time, although Dr. Dileep does not have 5 years Post Doctoral Experience, he has more than 13 years teaching experience.

Considering Dr. Dileep's teaching experience and the candidates already attached with him, the Doctoral Committee recommended him as a supervisor for the PhD programme of the School, as an external guide. The same is placed before the School Board for re - consideration and approval.

*The matter was discussed at length and it was resolved that since Dr. Dileep M.R. was not possessing 5 years post doctoral experience; therefore he was not eligible to be a PhD supervisor as per IGNOU norms. The candidates attached with Dr. Dileep M.R. will be shifted and attached with other supervisors.*

**SB. 6.9 F: To consider and approve Change of Research Guide for PhD Student**

The supervisor attached with one PhD candidate, approved in the 1<sup>st</sup> Doctoral Committee meeting, was revised as per the availability of the supervisors. The same was approved by the 6<sup>th</sup> Doctoral Committee meeting. The details are given below:

#	Name	Research Topic	Supervisors allotted	Present Supervisor
1	Jigme Wanchuk Bhutia	Sustainable Eco-Tourism in the Sikkim Himalayas: Problems and Prospects	Dr. Harkirat Bains, Reader, SOTHSM	Dr. Sudhanshu Shekher Mahapatra, HOD, Dept. of Commerce, Sikkim Government College, Tadong, Sikkim

*The change in the supervisor for Mr. Jigme Wanchuk Bhutia was approved by the School Board.*

**SB. 6.9 G: To consider and approve non - requirement of Course work for Mr. Semanta Kumar Deka, RTA in Guwahati**

Mr. Semanta Kumar Deka, RTA attached with RC Guwahati, had completed his M.Phil before joining the RTA programme of IGNOU. As per the guidelines laid down by the Research Council, a candidate with M.Phil is not required undertake any course work. Doctoral Committee approved the non - requirement of Course works by Mr. Semanta Kumar Deka. The same was placed before the School Board for approval.

*The agenda item stands approved.*

**Item No. SB 10**

**To ratify the action taken by the Vice-Chancellor of approving the curriculum of the B.Sc Honours International Hospitality Administration programme- 4 Years**

The earlier curriculum of the B.Sc (Hons) IHA programme which was already approved by the 4<sup>th</sup> School Board Meeting held on 16<sup>th</sup> October 2009 and the 50<sup>th</sup> Academic Council Meeting held on 8<sup>th</sup> October 2009 respectively was restructured in an Expert Meeting held on 9<sup>th</sup> March 2010 following some reservation by the Student Evaluation Division (SED) regarding the absence of any IGNOU component in the curriculum.

The final curriculum design and structure along with the Evaluation Methodology format of the B.Sc (Hons) IHA Programme after the incorporation of IGNOU component as recommended by the Experts and the allotment of Programme Code by the P&DD and approved by the Vice-Chancellor was placed before the School Board for Ratification.

*The final curriculum of the B.Sc (Hons) International Hospitality Administration Programme stands ratified.*

**Item No. SB 11**

**To re-consider and approve the Phase 1 and 3 form of B.A (Hons) International Culinary Art Of IGNOU - FHRAI (ET) Collaboration**

The Phase 1 and 3 forms of the programme were placed before the 3<sup>rd</sup> School Board (meeting held on 21<sup>st</sup> April 2009) wherein certain reservations were made based on the highly specialized nature of the programme. The Board members felt that the present syllabus structure was not viable for offering a specialization, as minimum 48 credits are required to offer a major/specialization as per the IGNOU Bachelor's degree programmes. The School Board recommended that the faculty should first take into account the various syllabus structures being offered internationally as there is no such specialization offered in the India Education System. Further the Board members observed that it is only after due preparation both academically as well as infrastructurally that the programme be offered in future, possibly from July 2010. The Board also referred to another proposal received by the School regarding establishment of a Culinary Art Institute.

As per the advice and approval of the Hon'ble Vice Chancellor, an Expert Committee meeting was organized on 23<sup>rd</sup> July 2009 and the syllabus of the programme was framed taking into account the syllabus as proposed by FHRAI-ET. The finalized syllabus was reported to the 50<sup>th</sup> Academic Council meeting and the 4<sup>th</sup> School Board meeting (16<sup>th</sup> October 2009) respectively. As there was no enrolment by any student in the programme launched in the academic session August 2009, the 4<sup>th</sup> School Board recommended the withdrawal of the programme and consequently due approval was sought by the Programme Coordinator, Dr. Sonia Sharma and approved by the competent authority.

However as per resolutions of the 3<sup>rd</sup> and the 4<sup>th</sup> JCC meetings of IGNOU-FHRAI (ET) Collaboration and approval of the Hon'ble Vice Chancellor, it was recommended that the programme stands suspended only for the 2009-2011 batch and that students would be admitted to the programme from the 2010 academic session onwards. The Phase 1 and 3 form of the programme were placed for kind re-consideration and approval.

Coordinator IGNOU - FHRAI (ET) collaboration Ms. Tangjakhobi Akoijam informed the members that the advertisement for the programme was already released, as per the recommendation and approval of the JCC, chaired by Honourable Vice Chancellor. Mr. B. K. Goswami observed that FHRAI - IHM does not have the faculty members to impart such specialised programmes in Hospitality. It was also observed by all the faculty members that the number of enrolment in the FHRAI - ET collaboration programme was very less. Dr. Babu suggested that considering all the options a certain minimum number of students should be fixed as the minimum

*It was resolved that since the Programme was already advertised, FHRAI - IHM should enrol a minimum of 20 students to offer this Programme from this academic session i.e. 2010-11. The Phase 1 and 3 forms for the BA (Hons) International Culinary Arts of IGNOU - FHRAI (ET) Collaboration stands approved.*

**Item No. SB 6.12**

**Approval for the names of MHA paper setters and evaluators**

The list of names for consideration as MHA question paper setters and evaluators were placed before the School Board for approval.

*The agenda item was approved by the School Board and Director of the School was given the authority to add any new names for paper setter or evaluator, as per requirement, and the same can be ratified later in the next School Board.*

**Item No. SB. 6.13**

**To consider and approve the names for the evaluators for CTS, DTS, BTS, BAIHA, BHM, MHA & MTM**

Some additional names were recommended for addition to the list of evaluators for the above mentioned programmes of the School and were placed before the School Board for approval.

*The agenda item was approved by the School and Director of the School was given the authority to add any new names as per requirement and the same can be ratified later in the next School Board.*

**Item No. SB. 6.14**

**To consider and approve the programmes and syllabus being launched in collaboration with Centre for Corporate Education, Training & Consultancy (CCETC) and Sri Sanskar School of Etiquette & Career Development Pvt. Ltd.**

IGNOU signed a MoU with Sri Sanskar School of Etiquette & Career Development Pvt. Ltd. initiated by CCETC. The programmes offered as per the MoU are:

- 1) Diploma in Hospitality & Travel Management
- 2) Diploma in Food Production
- 3) Diploma in Front Office
- 4) Diploma in House keeping

Expert Committee Meetings were held to finalise the syllabus of the above mentioned programmes. Two Agenda items were placed regarding the same collaboration.

**SB. 6.14 A: To consider and approve the programmes and syllabus of Diploma in Hospitality & Travel Management**

Dr. Paramita Suklabaidya apprised the School Board regarding a meeting of the academic expert committee, held on 24<sup>th</sup> June '10, to finalise the syllabus of the Diploma in Hospitality & Travel Management. The final syllabus structure, Phase 1 form, approved by Vice Chancellor, Phase 3 form approved by Pro Vice Chancellor and the evaluation methodology were placed before the School Board for consideration and approval.

*The Phase Form - 1 and 3 for the Diploma in Hospitality and Travel Management stands approved.*

**SB. 6. 14 B: To consider and approve the programmes and syllabus being launched in collaboration with Centre for Corporate Education, Training & Consultancy (CCETC) and Sri Sanskar School of Etiquette & Career Development Pvt. Ltd.**

Dr. Harkirat Bains apprised the School Board members regarding a meeting of the expert committee, held on 7<sup>th</sup> June '10, to finalise the syllabus for the following programmes:

1. Diploma in Food & Beverage Services
2. Diploma in Front Office
3. Diploma in House keeping

The syllabus structure, Phase 1 and 3 forms were placed before the School Board for consideration and approval.

*The syllabus structure and Phase Form - 1 and 3 for the above mentioned three Diploma Level programmes stands approved.*

**Item No. SB. 6. 15**

**To consider and approve the syllabus structure and the Phase forms of Post Graduate Diploma in Hotel Operations**

Dr. Harkirat Bains apprised the School Board members regarding a meeting of the expert committee, held on 23<sup>rd</sup> July '10 at Regional Centre Bhopal, for developing the Curriculum of Post Graduate Diploma in Hotel Operations. The syllabus structure, Phase 1 form, approved by Vice Chancellor and the Phase 3 form approved by pro Vice Chancellor were placed before the School Board for consideration and approval.

*The syllabus structure and the Phase Form - 1 and 3 for the Post Graduate Diploma in Hotel Operations stands approved.*

**Item No. SB. 6. 16**

**To consider and approve the establishment of a Training cell in RC Bhopal**

Dr. Paramita Suklabaidya apprised the School Board members regarding the activities of Tourism Cell at RC Bhopal. Dr. Harkirat Bains was attached with RC Bhopal centre to

coordinate the MoU with M.P. Tourism and develop certificate programmes in Hospitality. The cell has developed the following three certificate programmes in Hospitality since 2009:

1. Certificate in Food & Beverage Service
2. Certificate in Front Office
3. Certificate in House keeping

The study materials for the above courses are now being used by many other states other than Madhya Pradesh such as Sikkim, Assam and Meghalaya. Chattisgarh and Rajasthan Government are also looking for association to offer these certificate programmes.

At RC Bhopal, Dr. Bains has also worked with UNICEF to provide training to AWWs as well as TOT of AWWs from the Bhopal RC. At present Dr. Bains is in the process of developing three additional Diploma Programmes in Hospitality and one Post Graduate Diploma in Hotel Operation.

A proposal was put across to Honourable Vice Chancellor to establish a separate Training Cell of SOTHSM in RC Bhopal. Vice Chancellor has approved the same with recommendation that the cell maybe created if recommended and approved by School Council and School Board. Further, the activities of the Training Cell should be self sustaining.

The sustainability of the proposed cell was presented in the form of an expenses sheet as per the expenses incurred in the year 2009 - 10. It was further mentioned that most of the expenses incurred were one time expenses, so as to develop the courses and programmes. The study material and programmes developed will be offered by the School in future with printing undertaken by MPDD.

*The proposal for establishing a separate cell at RC Bhopal was approved and it was recommended that as recommended by Honourable VC, IGNOU norms maybe followed.*

#### **Item No. SB. 6. 17**

##### **Any other matter**

Two agenda items were placed as any other item with the permission of the chair.

**SB. 6.14 A: To review 'Diploma in Hotel Management (from an Institute recognized by the NCHMCT or AICTE)' as Eligibility criteria for admission to Master of Arts in Tourism Management (MTM) programme in Category II**

Ms. Tangjakhombi Akoijam apprised the School Board members regarding a circular received from SRD (F.No.IG/SRD-RI/Recog./2010) dated 7<sup>th</sup> July 2010 regarding compliance of Vice-Chancellor's order to incorporate the following lines in all Prospectus that will be printed in future as a foot note under eligibility criteria- "*Master's degree awarded without a first degree is not accepted for purposes of admission to IGNOU's academic programmes*"

At present, admission to the Master of Arts in Tourism Management (MTM) is done in two categories based on the qualification of the learner:

**Category I:** BTS/Bachelors in Hotel Management, BHM/BA (Tourism); and those students who have done their graduation in any field along with a Diploma in Tourism, which is recognized in the University system or by AICTE.

**Category II: Diploma in Hotel Management (from an Institute recognized by the NCHMCT or AICTE) or a Bachelor's Degree in any field.** However, all students of category II will have to pass four additional tourism foundation courses during their period of study.

In view of the above mentioned circular and the fact that the National Council of Hotel Management and Catering Technology, NCHMCT had discontinued their 3 Years Diploma in Hotel Management programme about 10 years back, the eligibility criteria of admitting *Hotel Management Diploma holders* for admission in Category II of the MTM programme needs to be reviewed. The matter is placed before the School Board for advice.

*It was decided that since IGNOU'S circular clearly mentions that "Master's degree awarded without a first degree is not accepted for purposes of admission to IGNOU's academic programmes. Therefore it was resolved that one of the eligibility criteria as per Category II "Diploma in Hotel Management (from an Institute recognized by the NCHMCT or AICTE)" is no longer an eligibility criteria for admission in the MTM Programme, from January 2011 onwards.*

**Item No. SB. 6.17.B**

**To Reconsider the Award of Degree to 2005 -09, 2006- 10 and 2007 - 11 batches of students of FHRAI - IHM in collaboration with EHL, Switzerland.**

Dr. Paramita Suklabaidya apprised the School Board members regarding the proposal of FHRAI - ET for awarding of Bachelors Degree to the existing students of FHRAI - IHM Bachelor's Degree Programme, batches 2005 - 09, 2006 - 10 and 2007 - 11. The proposal was accepted and approved by the Honourable Vice Chancellor and the same was placed before the 3<sup>rd</sup> School Board and was not accepted by the School Board. The above matter was again placed before the 4<sup>th</sup> JCC meeting of IGNOU - FHRAI-ET collaboration held on 3<sup>rd</sup> June 2010.

*The JCC resolved that the school would initiate the process of credit transfer of the 2005 - 2009, 2006 - 2010 and 2007 - 2011 batches of students of FHRAI-IHM in consultation with SRD and SED. The minutes were approved by Hon'ble Vice - Chancellor.*

*The matter was discussed at length and members decided that degree cannot be awarded to students who have already passed out. Therefore the cases of 2005 - 09 and 2006 - 10 batch cannot be considered for the award of degree. The present batch 2007 -11 with FHRAI - IHM can be considered for the award of degree as per IGNOU norms.*

*Further it was discussed that credit transfer with regard to IGNOU programmes is the prerogative of the equivalence committee of SRD. School referred the case of 2007 - 11 batch to SRD for recommendation.*

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

  
06/8/10  
Dr. Paramita Suklabaidya  
Director I/c