ANNEXURE-1

Indira Gandhi National Open University
School of Agriculture

Minutes of the 29th Meeting of the School Board held on 15th March, 2017

The 29th meeting of the School Board was convened on 15th March, 2017 at 10:30 a.m. in the Conference Room, School of Agriculture (SOA), Block-G, Zakir Hussain Bhawan, IGNOU, Maidan Garhi, New Delhi-110068.

The following members were present:

1.	Prof. M.K. Salooja, Director, SOA	Chairman
2.	Dr. Arvind Kumar, VC, RLBCAU, Jhansi	Member
3.	Dr. S. Dave, Former Director, APEDA, Delhi	Member
4.	Dr. N.S. Rathore, DDG, ICAR, Delhi	Member
5.	Prof. Madhu Parhar, STRIDE, IGNOU	Member
6.	Prof. Ajit Kumar, SOET, IGNOU	Member
7.	Prof. M.S. Raju, SOMS, IGNOU	Member
8.	Prof. Satyakam, SOH, IGNOU	Member
9.	Dr. S. K. Yadav, Assoc.Prof., SOA	Memebr
10.	Dr. Praveen Kumar Jain, Asst. Prof.(SS), SoA	Member
11.	Dr. P. Vijayakumar, Asst. Prof(SS), SoA	Member
12.	Dr. Mita Sinhamahapatra, Asst. Prof(SS), SoA	Member
13.	Dr. Mukesh Kumar, Asst. Prof. (SS), SoA,	Member

Dr. R.R.B. Singh, Joint Director (Academics) & Director (I/C), National Dairy Research Institute, Karnal, and Prof. Subhasish Biswas, WBUAFS, Kolkata could not attend the meeting.

At the outset, the Chairman welcomed the members to the 29th Meeting of the School Board and thanked for their consistent support and guidance to the School. Then, he presented the activities and achievements of the School during the last six months. He specially mentioned the enrollment in the agriculture programmes in 2016 and 2017 and installation of the equipment in the food processing laboratory which is financially supported by the Ministry of Food Processing Industries (MoFPI), Government of India (GoI). The members congratulated the School for establishment of food processing laboratory.

The members made the following observations:

i. Laboratory needs to be scaled up and the MoFPI may be requested for additional funds for the purpose.
ii. SOA should conduct need assessment study of any new programme before offering.
iii. School should develop programmes in the area of food safety- GMP, GAP, GHP, etc; as proposed in the last meeting.

iv. The programmes should be offered in Indian languages as per the needs of the target groups. The due care may be taken on the quality of translation. The language should be simple, easy to understand by the target group and not be the literal translation of the English contents.
v. For becoming a part of CBCS programme, agriculture programmes should be remodeled and the practical component can be delivered through activities and demonstration in CDs.
vi. Assessment of learning outcomes should be monitored properly by visiting/ contacting the Programme Study Centres (PSCs) on regular basis.
vii. The agenda should be made available well in advance.

The Director mentioned that the School would conduct need assessment for new programme development; develop MOOCs on different aspects of food safety as suggested; remodel the Agriculture programmes for CBCS; ensure availability of agenda items well in advance; and is translating some of the programmes in different Indian languages. He also stated that proposal for regular monitoring at PSCs is being placed for consideration of the 29th Meeting of the School Board.

The agenda items were taken *in seriatim* for discussion and the recommendations of the School Board on each agenda are as follows:

Agenda No. SB. 29.1: To confirm the Minutes of the 28th Meeting of the School Board held on 22.08.2016 and the Action Taken Report

SB.29.1.1 The Chairman informed that Minutes of the 28th Meeting of the School Board were circulated to all the School Board Members and the received comments/ observations on the subject were incorporated, accordingly. He proposed that the Minutes of 28th School Board meeting may be confirmed.

SB.29.1.2 The Action Taken Report on Minutes of the 28th School Board Meeting reported is as follows:

SB 28.2: To consider and approve the Phase-0 form for revision of the courses MVP-002 and MVP-004 under PGDFSQM programme.
The Expert Group Meeting has been organized.

SB28.3: To consider and approve the Phase-0 form for revision of the courses BPVI-011 and BPVI-017 under DDT programme.
The Expert Group Meeting has been organized.

SB28.4: To consider and approve the concept paper of Certificate Programme on *Jal Mitra*

The Proposal was submitted to the Ministry of Rural Development. The Response of the Ministry is awaited.

SB 28.5: To consider and approve the Minutes of the 12th Doctoral

Committee Meeting for Ph. D in Dairy Science and Technology (PHDDR).
The Minutes have been submitted to the Research Unit.

SB 28.6: To consider and approve the Minutes of the Doctoral Committee meeting for Ph.D. in Agriculture Extension (PHDAGE).
The Minutes have been submitted to the Research Unit.

SB 28.7: To consider and approve the minor correction in thesis title of Mr. Phani Bhushan Jamatia (Enroll. No.100165630)
The Revised title has been approved by the Research Unit.

SB 28.8: To consider and approve the List of Editors for editing the courses of Diploma in Horticulture (DHORT)
The Editor's Group Meeting is being scheduled.

SB 28.11: To consider and approve the names of the experts for editing of two courses of Masters in Agribusiness Management (MABM)
The Units have been alloted to the approved writers.

SB.29.1.3 **The Board confirmed the Minutes of the 28th Meeting of the School Board held on 22.08.2016 and also the Action Taken Report of it (Annexure-1).**

The deliberations on the agenda items initiated.

Agenda No. SB. 29.2: **To consider and approve the Proceedings of the 13th Meeting of the Doctoral Committee for Ph.D in 'Dairy Science & Technology' held on 8th February, 2017.**

SB.29.2.1: Prof. M. K. Salooja, the Programme Coordinator, presented the Minutes of the 13th Doctoral Committee Meeting held on 8.02.2017, containing the following agenda items:

1) Minutes of the 12th Doctoral Committee Meeting held on 28.07.2016.
2) The Half-Yearly Progress Reports of the four students enrolled under "Ph.D. in Dairy Science and Technology Programme" for the period July-December, 2016.

SB.29.2.2 The Programme Coordinator informed that the Progress Reports of the three students- namely Ms. Kamblae Nanda Kumari, Mr. Ashish Khare and Ms. Parul Thapar have been approved by the Doctoral Committee; and clarification has been sought from Mr. Ankit J. Thesiya- the fourth student, as no experimental work has been reported by him during the period July, 2016 to December, 2016.

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SB.29.2.3 **The Board approved the Minutes of the Doctoral Committee for Ph.D in 'Dairy Science & Technology'(Annexure 2).**

Agenda No.SB.29.3: **To consider and approve the Minutes of the meeting of Doctoral Committee for Ph.D. in Agriculture Extension (PHDAGE) held on 23rd December, 2016.**

SB.29.3.1: Dr. P.K. Jain, the Programme Coordinator, presented the Minutes of the Doctoral Committee containing following agenda items:

i. The Action Taken Report of the Doctoral Committee meeting held on 15.06.2016.

ii. The half yearly Progress Reports of students of Ph.D. in Agriculture Extension (PHDAGE).

iii. Pre-thesis submission seminars by Mr. Dilip Kumar Das, Student of Ph.D. in Agriculture Extension on the topic "Knowledge and Adoption of SRI (System of Rice Intensification) Technology among Farmers in Tripura".

iv. Second seminar by Mr. Surinder Singh, Ph.D. Scholar (Enrol. No. 131638064) on the topic "Perspectives of Agritourism in Himachal Pradesh: Changes required in extension services".

SB.29.3.2 **The Board approved the Minutes of the meeting of Doctoral Committee for Ph.D. in Agriculture Extension (PHDAGE) held on 23rd December, 2016 (Annexure 3).**

Agenda No. SB. 29.4: **To consider and approve the Phase-1 and Phase-2 Forms of Diploma in Horticulture programme.**

SB. 29.4.1: Dr. S. K. Yadav, the Programme Coordinator, presented the Agenda. He explained that the SOA is developing "Diploma in Horticulture" Programme funded by the Ministry of Agriculture, GoI and Phase 1, 2 and 3 have been approved in the older formats by the statutory bodies of the University. As the editing of the units is to be commenced, Phase 1 and 2 in new formats are placed for facilitating the development of the programme.

SB.29.4.2 **The Board approved the Phase-1 and Phase-2 Forms of Diploma in Horticulture programme (Annexure-4). The necessary corrections have been made in the Phase Forms.**

Agenda No. SB.29.5: **To consider and approve the Phase-1 and Phase- 2 Forms of Diploma in Animal Husbandry (DAH) programme.**

SB.29.5.1: Dr. M. Sinhamahapatra, the Programme Coordinator, presented the Agenda, and informed that Diploma in Animal Husbandry programme is in the advance stage of development and the Phase 1, 2 and 3 Forms have already been approved in the earlier version by the statutory bodies of the University. The Phase 1 and 2 Forms in the new format are placed for completion of the development of the programme.

SB.29.5.2: Prof. Satyakam asked about the delivery of the practical components and Dr. M. Sinhamahapatra, Programme Coordinator responded that the practical counselling would be conducted in the proposed Programme Study Centres(PSCs) like veterinary colleges/Universities/ Veterinary hospitals where all the practical facilities and academic counsellors are available. She also mentioned that the students will be engaged for one month hands-on training in veterinary hospital/clinics/animal farm, etc. The Members also suggested that the School should approach the Ministry of Agriculture and ICAR for collaboration in terms of delivery of the programme and should have MOU with ICAR in this regard. Members also opined that the faculty should visit the prospective PSCs for establishment of effective PSCs. The members emphasized that the programme should be made available in the different Indian languages considering the target group.

SB.29.5.3 **The Board approved the Phase-1 and Phase-2 forms of Diploma in Animal Husbandry programme (Annexure-5).**

Agenda No. SB.29.6: **To consider and approve the names of unit writers and editor of Masters in Agribusiness Management (MABM).**

SB.29.6.1: Dr. P.K. Jain, the Programme Coordinator presented the list of the experts for writing and editing of the course material of the MABM programme.

SB.29.6.2: **The board approved the names of unit writers and editor of Masters in Agribusiness Management (MABM) (Annexure-6).**

Agenda No. SB.29.7: **To consider and approve the revised evaluation methodology of PG Diploma in Plantation Management (PGDPM).**

SB.29.7.1: Dr. P.K. Jain, the Programme Coordinator, apprised that the PGDPM programme consists of four theory courses and a Project Work, and the evaluation of the Project Work has two components- namely (i) Project Report and (ii) Viva voce exam. The students in this programme, enrolled from different parts of the country, face difficulties in attending the viva voce exam at Delhi. In this backdrop, he has proposed for exclusion of the viva voce examination for project report.

SB.29.7.2: The members suggested that instead of removing the viva voce examination. the technology instruments like video conferencing/skype should be used for conducting the same. They also opined that the students who could not appear for the viva voce examination and dropped out, should also be given opportunity to appear in the viva voce, by conducting the same using technology.

SB.29.7.3 **The Board recommended that the evaluation methodology of PG Diploma in Plantation Management (PGDPM) should be retained in its present format and the viva voce examination should be conducted with the help of technology. It was also approved that the students who could not appear for the viva voce examination and dropped out, should also be given opportunity to appear in the viva voce by using technology.**

Agenda No. SB.29.8: **To set the criteria for maximum number of students' intake at the Programme Study Centre for the Diploma in Dairy Technology (DDT).**

SB.29.8.1: Prof. M. K. Salooja, the Programme Coordinator informed that a few institutions/industries have made a request to limit the intake of students of DDT programme to one batch of counselling session due to logistics purpose. He proposed to put up a limit of 35-40 students in one batch for practical counselling session and students intake at the Programme Study Centre, if required by the host institution. He submitted that the Regional Centre may prepare a merit list of 35-40 students, on the basis of following order of preference:

1. 10+2 with Science discipline students,
2. 10+2 with other disciplines (Agriculture, Commerce, Arts, Vocational Education, etc.),
3. 10th passed along with BPP passed students (under IGNOU/ODL mode),
4. 10th pass may enroll simultaneously for the BPP and Diploma Programme.

SB.29.8.2: The members suggested that in the order of preference for preparation of merit list, 10+2 with agriculture discipline should be placed alongwith the 10+2 with Science.

SB.29.8.3: **The Board approved the criteria and order of preference for maximum number of students' intake at the Programme Study Centre for the Diploma in Dairy Technology (DDT). The criteria alongwith the corrected order of preference for preparation of merit list is placed at the Annexure-7.**

Agenda No. SB.29.9: **To consider and approve the translation and offering of "Certificate in Sericulture" (CIS) Programme in nine regional languages.**

SB.29.9.1: Dr. P. Vijayakumar, the Programme Coordinator, apprised that CIS Programme have been developed in collaboration with Central Silk Board (CSB), Ministry of Textiles, Government of India under Project Mode on equal sharing basis and presently being offered in English and Hindi Languages. The School is in the process of translation of study materials in nine regional languages *viz.* Assamese, Bengali, Kannada, Malayalam, Marathi, Tamil, Telugu, Urdu and Punjabi with the support of CSB.

SB.29.9.2: The members suggested that it should be written as translation of study materials in Indian languages instead of regional languages.

SB.29.9.3: **The Board approved the translation and offering of "Certificate in Sericulture" (CIS) Programme in nine Indian languages.**

Agenda No. SB.29.10: **To consider and approve the list of term-end examination (TEE) evaluators of "Certificate in Sericulture" (CIS) Programme in the Telugu language.**

SB.29.10.1: Dr. P. Vijayakumar, Programme Coordinator presented the list of term-end examination (TEE) evaluators of CIS Programme in the Telugu language.

SB.29.10.2: **The Board approved the list of term-end examination (TEE) evaluators of "Certificate in Sericulture" (CIS) Programme in Telugu language (Annexure-8).**

Agenda No. SB.29.11: **To consider and approve the Modification in Desirable qualification for Part-Time Academic Counsellors of different courses for the "Diploma in Watershed Management (DWM)" and "Certificate in Water Harvesting and Management (CWHM)".**

SB.29.11.1: Dr. Mukesh Kumar, the Programme Coordinator, stated that the School is facing difficulty in finding the academic counsellors for CWHM and DWM programmes with the existing academic qualifications. Therefore, he proposed and presented the modified desirable qualification for Academic Counsellors of different courses of these two programmes.

SB.29.11.2: The members opined that "Part-time" word should not be prefixed to the academic counsellors and 2-3 years of experience should be mentioned in the qualification of a counlsellor with B. Tech degree instead of writing 2-3 years teaching/research experience. The members desired that changes being made be well reflected in the Tabular format.

SB.29.11.3: **The Board approved the modified qualification of the Academic Counsellors of different courses for the "Diploma in Watershed Management (DWM)" and "Certificate in Water Harvesting and Management (CWHM)" programmes. The corrected qualification of the Academic Counsellors is placed at Annexure-9.**

Agenda No. SB.29.12: **To consider and approve the translation and offering of "Diploma in Watershed Management" (DWM) Programme in four regional languages**

SB.29.12.1: Dr. Mukesh Kumar, the Programme Coordinator, informed that DWM Programme has been developed with the financial support of the Ministry of Rural Development (MoRD), GoI, and in one of the the review meetings. it has been suggested for translation of the course material in different regional languages to reach wider target group. Therefore, he proposed for translation and offering of DWM in four regional languages i.e. Marathi, Oriya, Telugu and Tamil.

SB.29.12.2: The members suggested that it should be written as translation of study materials in Indian languages instead of regional languages. They also advised the programme coordinator to submit the list of translators who are having technical knowledge, proficiency in the respective regional language and working experience in the concerned field.

SB.29.12.3: **The Board approved in principle the translation and offering of "Diploma in Watershed Management" (DWM) Programme in four Indian languages i.e. Marathi, Oriya, Telugu and Tamil.**

Agenda No. SB.29.13: **To consider and approve the revised course structure of two courses of the Diploma in Dairy Technology (DDT) programme and the panel of Unit-writers and Editors for the same.**

SB.29.13.1: Prof. M. K. Salooja, the Programme Coordinator, mentioned that the Expert Group meeting for minor revision of the two courses (BPVI-011 and BPVI-017) of DDT programme was held on 7th March, 2017, and presented the revised course structure of two courses of DDT programme and the panel of Unit-writers and Editors for the same.

SB.29.13.2: The members suggested that the School should ensure that the new course materials should be sent to the old students of the programme with valid registration.

SB.29.13.3: **The Board approved the revised course structure of two courses of DDT programme and the panel of Unit-writers and Editors for the same (Annexure-10).**

Agenda No. SB.29.14: **To consider and approve the final curriculum of Certificate in Fruits & Vegetables Technology (CFVT) and the panel of Unit-writers and Editors for the same.**

SB.29.14.1: Prof. M. K. Salooja, the Programme Coordinator, apprised that the Expert Group meeting was held on 22nd February, 2017 for validation of the curriculum and course structure for the courses under the CFVT programme and their harmonization with Qualification Packs prepared by the Skill Councils. He presented the revised contents/course structure and the panel of Experts for the Unit-writers/ and Editors (Earlier and New).

SB.29.14.2: **The board approved the final curriculum of Certificate in Fruits & Vegetables Technology (CFVT) and the panel of Unit-writers and Editors for the same. (Annexure-11).**

Agenda No. SB.29.15: **To consider and approve the revised course structure of two courses of P.G. Diploma in Food Safety & Quality Management (PGDFSQM) and the panel of Unit-writers and Editors for the same.**

SB.29.15.1: Prof. M. K. Salooja, the Programme Coordinator, informed that the Expert Group meeting for minor revision of the two courses (MVP-002 and MVP-004) and to discuss the potential of the Diploma programme was held on 14th March, 2017. He presented the revised course structure of two courses of PGDFSQM programme and the panel of Unit-writers and Editors for the same. He added that the Expert Group Members did not find much scope for a diploma level programme in the area of food safety; and the similar views were expressed by some of the School Board members.

SB.29.15.2: **The Board approved the revised course structure of two courses of PGDFSQM programme and the panel of Unit-writers and Editors for the same (Annexure-12).**

Agenda No. SB.29.16: **To consider and approve the Moderation Board for the question papers of the Term end examination of PG Certificate in Agriculture Policy (PGCAP).**

SB.29.16.1: The Director presented the Moderation Board for the question papers of the Term end examination of PG Certificate in Agriculture Policy (PGCAP).

SB.29.16.2: **The Moderation Board for the question papers of the Term end examination of PG Certificate in Agriculture Policy (PGCAP) (Annexure-13).**

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Agenda No. SB.29.17: **To consider and approve the proposal of RSD for association in organization of International Conference on "Agriculture and Human Development: Indigenous practices, Scientific views and Sustainability" at RC, Guwahati in collaboration with RSD.**

SB.29.17.1: The Director enlightened the board members about the proposal of Regional Service Division (RSD) for the International Conference IaHD-2017 (IGNOU conference for Agriculture and Human Development 2017) on "***Agriculture and Human Development: Indigenous practices, Scientific views and Sustainability***" tentatively in the month of July, 2017. He mentioned that the School has proposed to provide academic support to the conference and the proposal will be finalized in discussion with RSD.

SB.29.17.2: The members suggested the following:

i. Objectives of the conference should be clearly spelt out.
ii. Oraganizing the conference in the month of July may not be wise decision as many of the international participants may find difficulty in attending the conference. It may be organized during Nov-Dec.
iii. The topic of the conference and the theme areas need modification and fine tuning should be done by the faculty of SOA and communicated to RSD.
iv. The conference may include the topics like traditional techniques in agriculture; technologies in agriculture; talent in agriculture (to increase skills and knowledge); trade in agriculture, etc.

SB.29.17.3: **The Board approved in principle the proposal of organization of International Conference on "Agriculture and Human Development: Indigenous practices, Scientific views and Sustainability" at RC, Guwahati in collaboration with RSD.**

Agenda No. SB.29.18: **To consider and approve monitoring of the Programme Study Centres (PSCs) and creation of separate budget head for visit to Regional Centres and PSCs.**

SB.29.18.1: The Director apprised that the Hon'ble Vice-Chancellor, in 43rd meeting of the Academic Council Standing Committee, desired that the faculty should visit the Regional Centre (RCs), Programme Study Centres (PSCs) and Regional Evaluation Centres (RECs) for monitoring of their programmes. A separate budget head should be created in every school for this visit and the Director, RSD should chalk out a plan for visit of faculty. He proposed that the School will be undertaking orientation programme and visit to the PSCs to get the feedback on the programmes which will help to identify factors for low enrollment, motivating Programme In-Charge and counsellors to strengthen and improve the delivery of the programme.

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SB.29.18.2: The members welcomed the proposal and suggested for organization of regular interface with the RCs and PSCs using technology (video conferencing) to motivate the counsellors.

SB.29.18.3: **The School Board approved monitoring of the Programme Study Centres (PSCs) including organization of orientation programmes, and creation of separate budget head in the School budget for visit to monitor the Regional Centres and PSCs.**

The meeting ended with vote of thanks to the Chair.

10.4.17

(M.K. Salooja)
Chairman