Indira Gandhi National Open University
School of Agriculture

Minutes of the 30th Meeting of the School Board held on 12th October, 2017

The 30th meeting of the School Board was convened on 12th October, 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, IGNOU	Chairman
2.	Dr. Arvind Kumar, VC, RLBCAU, Jhansi	Member
3.	Prof. Subhasish Biswas, WBUAFS, Kolkata	Member
4.	Prof. Alka Dhameja, Professor, SOSS, IGNOU	Member
5.	Prof. Savita Singh, Professor, SOGDS, IGNOU	Member
6.	Dr. Suneet Kashyap, Assistant Professor, SOL, IGNOU	Member
7.	Dr. S. K. Yadav, Associate Professor, SOA, IGNOU	Memebr
8.	Dr. Praveen Kumar Jain, Assistant Professor (SS), SOA, IGNOU	Member
9.	Dr. P. Vijayakumar, Assistant Professor (SS), SOA, IGNOU	Member
10.	Dr. Mita Sinhamahapatra, Assistant Professor (SS), SOA, IGNOU	Member

Dr. N.S. Rathore (DDG-Education, ICAR, New Delhi), Dr. R.R.B. Singh (Joint Director-Academics and Director Incharge, National Dairy Research Institute, Karnal, Haryana), Shri S. Dave (Former Director, APEDA, New Delhi) and Dr. Sonia Sharma (Assistant Professor, SOTHSM, IGNOU) could not attend the meeting. Dr. Mukesh Kumar (Assistant Professor, SOA, IGNOU) attended the meeting as an Invitee.

At the outset, the Chairman welcomed the members to the 30th Meeting of the School Board. He informed that the members nominated under Clause 2(d) of the IGNOU Statute 10A, have completed their tenure and new members have been nominated. The Board acknowledged their valuable guidance and support to the activities of the School. The Board also placed on record appreciation for the former members: Prof. Madhu Parhar, Prof. Ajit Kumar, Prof. M.S.S. Raju and Prof. Satyakam. Then he welcomed the new members, i.e. Prof. Alka Dhameja, Prof. Savita Singh, Dr. Suneet Kashyap and Dr. Sonia Sharma.

Then, he presented the activities and achievements of the School during the last six months. He informed the enrollment in the agriculture programmes in the current session, i.e. 2017 and also referred to the inauguration of the Food Processing Laboratory done by Smt. Harsimrat Kaur Badal, Union Minister for Ministry of Food Processing Industries, Govt. of India, on 13th September, 2017.

The members made the following observations:

i. Dr. Arvind Kumar suggested to circulate Agenda items in electronic mode/digital way in place of printed on paper to save the printing/paper cost and to be more environment friendly.
ii. The Director also informed that the School could not undertake few activities suggested by the members in the last School Board meeting, due to extra workload with the existing faculty members.
iii. He indicated that few activities would be taken care by having MOUs with Agriculture Skill Council of India (ASCI), Food Industry Capacity & Skill Initiative (FICSI) and

Food Safety and Standards Authority of India (FSSAI), and these items are being included in this 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. 30.1: To confirm the Minutes of the 29th School Board Meeting and the Action Taken Report

SB.30.1.1 The Chairman informed that Minutes of the 29th 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 29th School Board meeting may be confirmed.

SB.30.1.2 The Action Taken Report on Minutes of the 29th School Board Meeting reported is as follows:

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.
Minutes forwarded to the Research Council.

SB 29.4: To consider and approve the Phase-1 and Phase-2 Forms of Diploma in Horticulture programme.
Phase forms have been approved by the ACSC.

SB 29.5: To consider and approve the Phase-1 and Phase- 2 Forms of Diploma in Animal Husbandry (DAH) programme.
Phase forms have been approved by the ACSC.

SB 29.6: To consider and approve the names of unit writers and editor of Masters in Agribusiness Management (MABM).
The units have been allotted to the writers and editors.

SB 29.7: To consider and approve the revised evaluation methodology of PG Diploma in Plantation Management (PGDPM).
The revised methodology has been forwarded to the SED.

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).
This has been communicated to the concerned Regional Centres for further action.

SB 29.9: To consider and approve the translation and offering of "Certificate in Sericulture" (CIS) Programme in nine regional languages.
Translation of study materials in 9 vernacular languages viz. Assamese, Bengali, Tamil, Telugu. Kannada, Urdu, Punjabi, Marathi, Malayalam is in progress.

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.
The list of evaluators has been forwarded to SED.

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)".
This has been communicated to the regional centres for necessary action.

SB 29.12: To consider and approve the translation and offering of "Diploma in Watershed Management" (DWM) Programme in four regional languages.
Translation work has been initiated.

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.
Revision work has been initiated.

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.
Revision work has been initiated.

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.
Revision work has been initiated.

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.
The list has been communicated to SED.

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.
The Conference has been organized successfully by the RC, Guwahati.

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.
Budget allocation has been made.

SB.30.1.3 **The Board confirmed the Minutes of the 29th Meeting of the School Board held on 15.03.2017 and also the Action Taken Report of it (*Annexure-1*).**

The deliberations on the agenda items were initiated.

Agenda No. SB. 30.2: **To consider and approve the Progress Reports of the students of Ph.D. in Dairy Science & Technology**

SB.30.2.1 Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the minutes of the 14th meeting of the Doctoral Committee of the PHDDR, held on 20.09.2017 at IGNOU New Delhi, recommending approval of the Half-Yearly Progress Reports of the three students enrolled under "Ph.D. in Dairy Science and Technology Programme" for the period January, 2017 – June, 2017.

SB.30.2.2 The members reviewed the Progress Report of three students and were satisfied by the work done by the students during the period.

SB.30.2.3 **The Board approved the Progress Reports of the students of Ph.D. in Dairy Science & Technology (*Annexure-2*).**

Agenda No.SB.30.3: **To consider and approve the cancellation of registration of Mr. Ankit J. Thesiya, student of Ph.D. in Dairy Science & Technology**

SB.30.3.1 Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the 14th meeting of the Doctoral Committee of the PHDDR, held on 20.09.2017 at IGNOU New Delhi, recommending cancellation of the registration of Mr. Ankit J Thesiya as they were not satisfied with no response of Mr. Ankit J. Thesiya to the SOA's communication. It was also observed that neither he has undertaken any experimental work nor he has submitted his progress report for the above-mentioned period.

SB.30.3.2 **The School Board considered and approved the cancellation of registration of Mr. Ankit J. Thesiya (Enrollment No. 144500191).**

Agenda No. SB. 30.4: **To ratify the Phase-0 Form of the Ph.D. in Dairy Science & Technology (PHDDR)**

SB. 30.4.1 Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the 14th meeting of the Doctoral Committee of the PHDDR, held on 20.09.2017 at IGNOU New Delhi, recommending approval of the revised course work comprising RDR-101, RDR-102, RDR-103 and RDR-104. The Phase-0 Form for revision of the courses submitted through circulation has been approved by the School Board members.

SB.30.4.2 **The Board ratified and gave their concurrence to the Phase-0 Form of the Ph.D. in Dairy Science & Technology (PHDDR). The Phase-0 Form is placed at Annexure-3.**

Agenda No. SB.30.5: **To ratify the concept note and Phase Form of Awareness programme on Solar Energy Application (Water Pump)**

SB.30.5.1 Dr. Mukesh Kumar, the Programme Coordinator, presented the Agenda item, and informed that the School of Agriculture had proposed to develop **Awareness programme on Solar Energy Application (Water Pump)** in collaboration with School of Engineering and Technology (IGNOU) and the International Solar Alliance (ISA). The Concept note and Phase Form of the programme submitted through circulation, has been approved by the Board members.

SB.30.5.2 **The Board ratified and gave their concurrence to the Concept note and Phase form of Awareness programme on Solar Energy Application (Water Pump). The Concept note and Phase Form is placed at Annexure-4.**

Agenda No. SB.30.6: **To consider and approve collaboration and signing of MoU between IGNOU and Agriculture Skill Council of India (ASCI) and Food Industry Capacity & Skill Initiative (FICSI)**

SB.30.6.1 It was informed that the School of Agriculture, IGNOU, is offering a number of Skill and Entrepreneurship based programmes in the field of Agriculture and allied sectors. These programmes require harmonization with QPs/NOS offered by the different skill councils as per the guidelines of the NCDS for recognition and enhancing the employability of pass-out students.

The School is working on collaboration with the Agriculture Skill Council of India (ASCI) and Food Industry Capacity & Skill Initiative (FICSI).

It has been desired that MoU may be signed with both the organizations for taking forward the collaboration.

SB.30.6.2 The agenda item of collaboration and signing of MoU between IGNOU and Agriculture Skill Council of India (ASCI) and Food Industry Capacity & Skill Initiative (FICSI) was deliberated and discussed among the members of the School Board in detail.

SB.30.6.3 **The board considered and approved the collaboration and signing of MoU between IGNOU and Agriculture Skill Council of India (ASCI) and Food Industry Capacity & Skill Initiative (FICSI).**

Agenda No. SB.30.7: **To consider and approve collaboration and signing of MoU between IGNOU and Food Safety and Standards Authority of India (FSSAI)**

SB.30.7.1 School of Agriculture, IGNOU has been providing academic support to Food Safety and Standards Authority of India (FSSAI), Govt. of India, and is also involved in various activities of FSSAI. IGNOU has been registered as Training Provider for implementing the FoSTaC (Food Safety Training and Certification) programmes on Food Safety for various stakeholders at different levels.

It has been desired that MoU may be signed between the two organization for taking forward the collaboration.

SB.30.7.2 The agenda item of collaboration and signing of MoU between IGNOU and Food Safety & Standards Authority of India (FSSAI) was deliberated and discussed among the members of the School Board in detail. The members appreciated the work done by FSSAI in capacity building activities and opined that the programme developed by IGNOU, with the support of Ministry of Food Processing Industries (MOFPI) could strengthen the capacity building activities in the area of Food Safety. Dr. S. Biswas suggested that the School should request to the FSSAI for recognition of these programmes.

SB.30.7.3 **The Board recommended and approved the collaboration and signing of MoU between IGNOU and Food Safety and Standards Authority of India (FSSAI).**

Agenda No. SB.30.8: **To consider and approve the names of the unit writers for writing the units of Diploma in Horticulture**

SB.30.8.1 Dr. S. K. Yadav, the Programme Coordinator, presented the agenda item that the School is developing a Diploma programme in Horticulture for educating and skilling stakeholders in horticulture. Except two units, all other units have already been written. For writing these units, the names of the following experts have been suggested by the editors in editor's meeting held on 23rd August 2017:

1. Prof. Ranjan Srivastava, Head, Department of Horticulture, GBPUAT, Pantnagar.
2. Prof. M. Kanan, Head of Division of Floriculture, TNAU.

SB.30.8.2 **The Board approved the names of the unit writers for writing the units of Diploma in Horticulture.**

Agenda No. SB.30.9: **To consider and approve the counsellors' qualification for Diploma in Horticulture**

SB.30.9.1 Dr. S. K. Yadav, the Programme Coordinator, presented the agenda item that the School is developing a Diploma programme in Horticulture for educating and skilling stakeholders in horticulture. For delivery of the programme, the following qualifications for the counsellors' have been suggested by the editors in editor's meeting held on 23rd August 2017:

- **Any faculty with M.Sc. in Horticultural Sciences (pomology, olericulture, floriculture or landscaping) or B.Sc. Ag. with two years experience in Horticultural works**

SB.30.9.2 The members suggested that B.Sc. Horticulture may also be included as Counsellors' qualification.

SB.30.9.3 **The Board approved the counsellors' qualification for Diploma in Horticulture, which will be as follows:**

- **Any faculty with M.Sc. in Horticultural Sciences (pomology, olericulture, floriculture or landscaping) or B.Sc. Ag./ Horticulture with two years experience in Horticultural works.**

Agenda No. SB.30.10: **To consider and approve the infrastructures required for establishing study or programme study centres for delivery of Diploma in Horticulture**

SB.30.10.1 Dr. S. K. Yadav, the Programme Coordinator, presented the agenda item that the School is developing a Diploma programme in Horticulture for educating and skilling stakeholders in horticulture. For delivery of the programme, the university establishes study centres or programme study centres in various institutions. The institutions with the following minimum infrastructures may be recognized as study centre/ programme study centre for this programme:

- Fruit orchard, Agricultural inputs and garden tools
- Vegetable farm with nursery raising facilities
- Potting mixtures and pots
- Seed samples
- Rooting hormones, budding and grafting knife, secateurs, head sears
- Herbal garden.

SB. 30.10.2 **The Board approved the infrastructures required for establishing study or programme study centres for delivery of Diploma in Horticulture.**

Agenda No. SB.30.11: **To consider and approve the name of the unit writers of Diploma in Animal Husbandry (DAH)**

SB.30.11.1 Dr. Mita Sinhamahapatra, the Programme Coordinator, presented the agenda item that the School of Agriculture is developing Diploma in Animal Husbandry programme (DAH). The School has identified few more unit writers for development of various courses of this programme.

SB.30.11.2 The members suggested to prepare a pool of experts for unit writers so that some of the experts are unable to complete the task, the units may be allotted to other approved writers.

SB.30.11.3 **The Board approved the name of the unit writers of Diploma in Animal Husbandry (DAH). The list of the Unit-writers is placed at Annexure- 5.**

Agenda No. SB.30.12: **To consider and approve the counsellors' qualification for Diploma in Animal Husbandry (DAH)**

SB.30.12.1 Dr. Mita Sinhamahapatra, the Programme Coordinator, presented the agenda item that the School is developing Diploma in Animal Husbandry

programme. The expert committee suggested the following Qualifications for the Academic Counsellors' for delivery of the programme through the programme study centres:

- **The qualification of Academic Counsellors should be B.V.Sc. & A.H. with 3 years experience or M.V.Sc. in any discipline.**

SB.30.12.2 The members suggested that the Counsellors' qualification should be M.V.Sc. in related disciplines instead of M.V.Sc. in any discipline.

SB.30.12.3 **The Board approved the counsellors' qualification for Diploma in Animal Husbandry (DAH), which will be as follows:**

- **The qualification of Academic Counsellors should be B.V.Sc. & A.H. with 3 years experience or M.V.Sc. in Animal Nutrition/Animal Reproduction/Liverstock Production Management/ Veterinary Medicine/Vety. Extension/ Animal Genetics and Breeding/ Vetrinary Anatomy/ Vety Physiology/ Vety Gynaecology Obstertics/ Vety Parasitology or any other related discipline.**

Agenda No. SB.30.13: **To consider and approve the infrastructures required for establishing study or programme study centres for delivery of Diploma in Animal Husbandry (DAH)**

SB. 30.13.1 Dr. Mita Sinhamahapatra, the Programme Coordinator, presented the agenda item that the School is developing Diploma in Animal Husbandry programme. As the programme will be delivered through different Programme Study Centres, the expert committee suggested that the following minimum infrastructure facilities are required at the Programme Study Centre for conducting the practical work:

i) Animal farm
ii) Veterinary hospital/polyclinic, and surgical, pharmacy unit
iii) Specific lab facilities such as clinical diagnosis lab, semen evaluation and storage, and feed and fodder evaluation/ nutrition lab, post mortem room, waste disposal unit or incinerators. If these lab facilities are not available in the institution, visit to such labs may be organized.

SB. 30.13.2 **The Board approved the infrastructures required for establishing study or programme study centres for delivery of Diploma in Animal Husbandry (DAH).**

Agenda No. SB.30.14: **To consider and approve the panel of paper setters for setting up the Term End Examination (TEE) Question papers for the programmes of the School of Agriculture**

SB.30.14.1 The Director presented the panel of Paper setters for setting up the Term End Examination (TEE) Question papers of Certificate in Poultry Farming (CPF), Diploma in Meat Technology (DMT), PG Diploma in Food Science and Technology (PGDFT), Certificate in Sericulture (CIS),

Diploma in Dairy Technology (DDT), PG Diploma in Food Safety and Quality Management (PGDFSQM) and Diploma in Value Added Products from Fruits & Vegetables (DVAPFV).

SB.30.14.2 **The Board approved the panel of paper setters for setting up the Term End Examination (TEE) Question papers for the programmes of the School of Agriculture (Annexure-6).**

Agenda No. SB.30.15: **To consider and approve the moderation board for Term End Examination Question papers of the programmes of the School of Agriculture**

SB.30.15.1 The Director presented the Moderation boards to moderate the Question Papers of Certificate in Organic Farming (COF), Certificate in Beekeeping (CIB), Certificate in Sericulture (CIS), Certificate in Poultry Farming (CPF), Diploma in Fish Products Technology (DFPT), Diploma in Watershed Management (DWM), Diploma in Meat Technology (DMT), PG Diploma in Food Science and Technology (PGDFT), Diploma in Watershed Management (DWM), Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO), Certificate in Water Harvesting and Management (CWHM), Diploma in Dairy Technology (DDT), PG Diploma in Food Safety and Quality Management (PGDFSQM), PG Diploma in Plantation Management (PGDPM) and Diploma in Value Added Products from Fruits & Vegetables (DVAPFV).

SB.30.15.2 **The Board approved the Moderation Board for Term End Examination (TEE) Question papers for the programmes of the School of Agriculture (Annexure-7).**

Agenda No. SB.30.16: **To consider and approve the Evaluators for the Term End Examination of the programmes of SOA**

SB.30.16.1 The Director presented the panel of evaluators for evaluating the answer scripts of the Term End Examination (TEE) of Certificate in Sericulture (CIS), Diploma in Dairy Technology (DDT), Diploma in Value Added Products from Fruits and Vegetables (DVAPFV) and PG Diploma in Food Safety and Quality Management (PGDFSQM).

SB.30.16.2 **The Board approved the Evaluators for the Term End Examination of the programmes of SOA (Annexure-8).**

Agenda No. SB.30.17: **To Consider and Approve the Name of Translator for translating the courses of Diploma in Horticulture (DHORT) from English to Hindi.**

SB. 30.17.1 Dr. S. K. Yadav, the Programme Coordinator, informed that the School is developing a Diploma in Horticulture programme. The unit writing of the content is over and the editing is underway. Since, the programme targets the supervisor level stakeholders of horticulture, the content is to be

translated in Hindi language for wider adoption of the programme. To translate, the name of Dr. Kum Kum Chaturvedi, Doctorate in Botany is proposed for consideration. She has done translation of many courses of the university including this school.

SB. 30.17.2 The members suggested additional names and also advised that the services of the translators could be utilized for other programmes of the School.

SB. 30.17.3 **The Board approved the Name of Translators for translating the courses of agriculture programmes. The list of translator is placed at Annexure-9.**

Agenda No. SB.30.18: **To consider and approve the provision for readmission to the PGDFT programme**

SB.30.18.1 Dr. Mita Sinhamahapatra, the Programme Coordinator, presented the agenda item for making the provision for readmission to the students of PGDFT programme. The PGDFT programme is not on offer as UGC has stopped the online programmes. Some of the students are working professionals who could not complete the programme within the stipulated period. The students have to submit either their Project Report or take Term-End Examination as they have completed other components Theory and Practical counselling.

The Coordinator explained that the readmission guidelines are not in place for online programmes. The subject was discussed with the SRD and SED advised that the subject may be approved by the Competent Authority after the approval of the School Board.

SB.30.18.2 The members desired that the students enrolled in this programme should be given adequate opportunity for readmission as available for other ODL programmes following the University norms.

SB 30.18.3 **The Board approved the provision for readmission to the PGDFT programme.**

The meeting ended with a vote of thanks to members please.

Mkalooja 25-10-17

(M. K. Salooja)
Chairman

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