**Indira Gandhi National Open University**
**School of Agriculture**

**Minutes of the 31st Meeting of the School Board held on 16th March, 2018**

The 31st meeting of the School Board was convened on 16th March, 2018 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:

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| 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. | Shri S. Dave, Former Director, APEDA, New Delhi | Member |
| 5. | Prof. Savita Singh, Professor, SOGDS, IGNOU | Member |
| 6. | Dr. Suneet Kashyap, Assistant Professor, SOL, IGNOU | Member |
| 7. | Dr. Sonia Sharma (Assistant Professor, SOTHSM, IGNOU) | Member |
| 8. | Prof. S. K. Yadav, Professor, SOA, IGNOU | Memebr |
| 9. | Dr. Praveen Kumar Jain, Assistant Professor (SS), SOA, IGNOU | Member |
| 10. | Dr. P. Vijayakumar, Assistant Professor (SS), SOA, IGNOU | Member |
| 11. | Dr. Mita Sinhamahapatra, Assistant Professor (SS), SOA, IGNOU | Member |
| 12. | Dr. Mukesh Kumar, Assistant Professor, SOA, IGNOU | Member |

Dr. N.S. Rathore (DDG-Education, ICAR, New Delhi), Dr. R.R.B. Singh (Joint Director-Academics & Director Incharge, National Dairy Research Institute, NDRI-Karnal, Haryana), and Prof. Alka Dhameja (Professor, SOSS, IGNOU) could not attend the meeting. Dr. N.S. Rathore and Dr. R.R.B. Singh could not attend the meeting, due to the Krishi Unnati Mela 2018 on 16th March 2018, but they had gone through the agenda items and given their concurrence to the proposed agenda items.

At the outset, the Chairman welcomed the members to the 31st Meeting of the School Board and expressed gratitude to Dr. N.S. Rathore and Dr. R.R.B. Singh for conveying their concurrence to the agenda items. Then, he presented the activities and achievements of the School during the last six months.

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. 31.1: To confirm the Minutes of the 30th School Board Meeting and the Action Taken Report**

**SB.31.1.1** The Chairman informed that Minutes of the 30th 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 30th School Board meeting may be confirmed.

**SB.31.1.2** The Action Taken Report on Minutes of the 30th School Board Meeting reported is as follows:

SB 30.2: To consider and approve the progress reports of the students of Ph.D. in Dairy Science and Technology.
*Progress reports have been forwarded to the Research Council.*

SB 30.3: To consider and approve the cancellation of registration of Mr. Ankit Thesiya, student of Ph.D. in Dairy Science and Technology.
*It has been communicated to the Research Council and the concerned student.*

SB 30.4: To ratify the Phase-0 form of Ph.D. in Dairy Science and Technology.
*It will be submitted to the Academic Council Standing Committee.*

*SB* 30.5: To ratify the concept note of Awareness programme on Solar pumps for farmers.
*The programme is under development.*

SB 30.6: To consider and approve collaboration and signing of MoU between IGNOU and Agriculture Skill Council of India (ASCI).
*MOU has been signed and the first JICC meeting has been conducted.*

SB 30.7: To consider and approve collaboration and signing of MoU between IGNOU and Food Safety and Standards Authority of India (FSSAI).
*MOU has been signed.*

SB 30.8: To consider and approve the names of the unit writers for writing the units of Diploma in Horticulture.
*Units have been allotted to the writers.*

SB 30.9: To consider and approve the counselor's qualification for Diploma in Horticulture.
*It will be submitted to the statutory body for approval.*

SB 30.10: To consider and approve the infrastructures required for establishing study or programme study centres for delivery of Diploma in Horticulture.
*It will be submitted to the statutory body for approval.*

SB 30.11: To consider and approve the names of Unit Writers of Diploma in Animal Husbandry (DAH).
*Units have been allotted to the writers.*

SB 30.12: To consider and approve the counselor's qualification for Diploma in Animal Husbandry (DAH).
*It will be submitted to the statutory body for approval.*

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).
*It will be submitted to the statutory body for approval.*

SB 30.14: To consider and approve the paper setters for preparation of question papers for the Term End Examination of the programmes of SOA.
*The list has been communicated to the SED.*

SB 30.15: To consider and approve the Moderation board for the question papers for the Term End Examination of the programmes of SOA.
*The list has been communicated to the SED.*

SB 30.16: To consider and approve the evaluators for the Term End Examination of the programmes of SOA.
*The list has been communicated to the SED.*

*On the request of the Regional Evaluation Centre, Bhubaneswar, and the SED, the name of Dr. Kautuk Kumar Sardar (Assoc. Professor, Dept. of Pharmacology, College of Veterinary Sciences, OUAT, Bhubaneswar-751003, Odisha. T: 7008774563; 9437463888), has been approved by the Hon'ble Vice-Chancellor, as an Evaluator for the courses: BPVI-011 and BPVI-018 of the Diploma in Dairy Technology (DDT) programme. In addition, the Programme Coordinator sought the approval of the*

*Board for additional courses also, i.e. BPVI-013, BPVI-014, BPVI-015, and BPVI-017, on the recommendations of the REC, Bhubaneswar. The name of the above evaluator will now be included in the list of the approved Evaluators for the courses: BPVI-011, BPVI-013, BPVI-014, BPVI-015, BPVI-017 and BPVI-018, and the list will be revised and communicated to the SED.*

**SB.31.1.3** **The Board confirmed the Minutes of the 30th Meeting of the School Board held on 12.10.2017 and also the Action Taken Report of it *(Annexure-1)*.**

**The deliberations on the agenda items were initiated.**

**Agenda No. SB. 31.2:** **To consider and approve the Progress Reports of the students of Ph.D. in Dairy Science & Technology (PHDDR)**

**SB.31.2.1** Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the minutes of the 15th meeting of the Doctoral Committee of the PHDDR, held on 22.02.2018 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 July, 2017 to December, 2017.

**SB.31.2.2** The members reviewed the Progress Report of three students and the minutes of the Doctoral Committee. The members were satisfied by the work done by the students during the period.

**SB.31.2.3** **The Board approved the Progress Reports of the students of Ph.D. in Dairy Science & Technology (*Annexure-2*).**

**Agenda No.SB.31.3:** **To consider and grant the extension of Registration validity to Ms. Parul Thapar, PHDDR student, by six months**

**SB.31.3.1** Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the minutes of the 15th meeting of the Doctoral Committee of the PHDDR, held on 22.02.2018 at IGNOU New Delhi, recommending approval of the grant of the extension of registration validity of six months to Ms. Parul Thapar so that she could complete her PhD Degree, as her admission registration was valid upto 13.01.2018. Ms. Parul Thapar had made a request vide her letter dated 24.12.2017 to the Director, School of Agriculture, for granting her extension of six months for completing her PhD Degree.

The Programme Coordinator informed that the provision exists for giving extension for one year in the University norms in such cases. The School Board members suggested that the extension may be given for one year to Ms. Parul Thapar, taking into account any unforeseen situation that may arise and the Ph.D. student should not come again to the School Board for seeking extension.

**SB.31.3.2** **The School Board considered and approved the extension of registration validity of one year to Ms. Parul Thapar for completing her PhD programme.**

**Agenda No. SB. 31.4:** **To consider and grant the extension of Registration validity to Mr. Ashish Khare, PHDDR student, by one year**

**SB. 31.4.1** Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the minutes of the 15th meeting of the Doctoral Committee of the PHDDR, held on 22.02.2018 at IGNOU New Delhi, recommending approval of the grant of the extension of registration validity of one year to Mr. Ashish Khare so that he could complete her PhD Degree, as his admission

registration was valid upto 13.01.2018. Mr. Ashish Khare had made a request vide his letter dated 24.12.2017 to the Director, School of Agriculture, for granting him extension of one year for completing his PhD Degree.

The Programme Coordinator informed the provision exists for giving extension for one year in the University norms in such cases.

**SB.31.4.2** **The School Board considered and approved the extension of registration validity of one year to Mr. Ashish Khare for completing his PhD programme.**

**Agenda No. SB.31.5:** **To consider and grant the extension of Registration validity to Ms. Nandakumari Kamblae, PHDDR student, by six months.**

**SB.31.5.1** Prof. M. K. Salooja, the Programme Coordinator, presented the extracts of the minutes of the 15th meeting of the Doctoral Committee of the PHDDR, held on 22.02.2018 at IGNOU New Delhi, recommending approval of the grant of the extension of registration validity of six months to Ms. Nandakumari Kamblae so that she could complete her PhD Degree, as her admission registration was valid upto 13.01.2018. Ms. Nandakumari Kamblae had made a request vide her letter dated 26.12.2017 to the Director, School of Agriculture, for granting her extension of six months for completing her PhD Degree.

The Programme Coordinator informed the provision exists for giving extension for one year in the University norms in such cases. The School Board members suggested that the extension may be given for one year to Ms. Nandakumari Kamblae, taking into account any unforeseen situation that may arise and the Ph.D. student should not come again to the School Board for seeking extension.

**SB.31.5.2** **The School Board considered and approved the extension of registration validity of one year to Ms. Nandakumari Kamblae for completing her PhD programme.**

**Agenda No. SB.31.6:** **To consider and approve the concept note for the offering of Ph.D. programmes in the various disciplines of School of Agriculture**

**SB.31.6.1** Dr. M. K. Salooja submitted that the School was offering two Ph.D. programmes in the discipline of Dairy Science & Technology and Agriculture Extension as per the old UGC guidelines. The School has revised the Ph.D. programme in Dairy Science & Technology as per the new UGC guidelines. The School has four approved disciplines and is having faculties in the areas of Dairy Technology, Agronomy, Agricultural Economics, Agricultural Engineering, Livestock Production Management and Animal Products Technology who are eligible to guide Ph.D. Scholars as per the new UGC guidelines. The SOA is planning to offer Ph.D. programmes in the subject areas/disciplines: (i) Ph.D. in Agronomy, (ii) Ph.D. in Agricultural Economics, (iii) Ph.D. in Livestock Production Management, (iv) Ph.D. in Food Technology, and (v) Soil and Water Conservation Engineering. The concept note for offering the Ph.D. programmes in the areas/disciplines of Agronomy, Agricultural Economics, Livestock Production Management, Food Technology, and Soil and Water Conservation Engineering under SOA is submitted now before the School Board.

**SB.31.6.2** The agenda item was discussed and the School Board members suggested that the Ph.D. Degree should be in the specialized area only and the course contents should be developed, taking into account, the ICAR syllabus and the UGC guidelines.

**SB.31.6.3** **The Board considered and approved the concept note for the offering of Ph.D. programmes in the various disciplines of SOA.**

**Agenda No. SB.31.7:** **To consider and approve the revision of courses of Certificate in Poultry Farming**

**SB.31.7.1** The Programme Coordinator, Dr. P. Vijayakumar, informed that the School would like to revise the Certificate in Poultry Farming (CPF) programme in line with the National Occupational Standards (NOS) and Qualification Packs (QP) under National Skills Qualifications Framework (NSQF) which will also help the learners to obtain skill certification from the Agriculture Skill Council of India (ASCI). In this regards, an MoU was also signed with ASCI and during the first Joint Coordination Committee Meeting (JICC) held on 14th February 2018, it was suggested to streamline the courses according to the different QPs in the areas of Poultry Farming.

**SB.31.7.2** It was discussed that there is a good scope exist in the Hatchery Management and this could either be integrated in the title of the existing CPF programme or a new course may be developed. The Programme Coordinator explained that Hatchery is a specialized area and is covered under the course. This subject will be discussed in the Expert Committee Meeting for the revision of the CPF programme. The members advised that the Expert Committee shall have members from the Poultry Industry. The Programme Coordinator added that the experts from the Poultry industry shall be the members of the Expert Committee and the guidance will be taken from the Expert Group.

**SB.31.7.3** **The Board approved the revision of courses of Certificate in Poultry Farming (CPF).**

**Agenda No. SB.31.8:** **Reporting of collaboration and signing of MoU between IGNOU and Food Safety and Standards Authority of India (FSSAI)**

**SB.31.8.1** The Director, SOA, presented the agenda item. He informed to the Board members that IGNOU has entered into an MoU with Food Safety & Standards Authority of India (FSSAI) on 12.12.2017 and explained the salient features of the MOU. He also explained that as per the MoU, the first Joint Implementation & Coordination Committee (JICC) meeting was held on 20.12.2017 to discuss the course of action regarding implementation of the provisions of MoU. The details of the collaboration, a copy of the MoU and minutes of first JICC meeting were presented before the members.

**SB.31.8.2** **The Board members noted the contents of the collaboration with Food Safety and Standards Authority of India (FSSAI).**

**Agenda No. SB.31.9:** **Reporting of collaboration and signing of MoU between IGNOU and Agriculture Skill Council of India (ASCI)**

**SB.31.9.1** The Director, SOA, presented the agenda item. He informed to the Board members that IGNOU has entered into an MoU with Agriculture Skill Council of India (ASCI) on 17.01.2018 and explained the salient features of the MOU. He also explained that as per the MoU, the first Joint Implementation & Coordination Committee (JICC) meeting was held on 14.02.2018 to discuss the course of action regarding implementation of the provisions of MoU. The details of the collaboration, a copy of the MoU and minutes of first JICC meeting were presented before the members.

**SB.31.9.2** **The Board members noted the contents of the collaboration with Agriculture Skill Council of India (ASCI).**

**Agenda No. SB.31.10:** **To consider and approve the integration of FSSAI training contents in the Food Processing programmes**

SB.31.10.1 The Director, SOA, presented the agenda item. He informed that the FSSAI has issued an Order dated 6th October 2017, that it would be mandatory for Food Business Operators (FBOs) to have at least one trained and certified Food Safety Supervisor for every 25 food handlers or part thereof, on all their premises. The Food Safety Authority has developed the curriculum and content for the training.

IGNOU has been running five programmes in the area of Food Processing. These programmes are meant to become the Food Processing Supervisor/ Entrepreneur in the respective food processing areas respectively.

It is proposed to integrate the training contents for the basic and advance manufacturing level courses as well as specific level course for the relevant food processing areas. The salient features of the new FSS Act, 2006 will also be integrated. This content will be given as an Addendum to the students. The integration of the training contents in the existing curriculum and study material will enhance the employability of the student.

SB. 31.10.2 The matter was discussed. It was ensured to the Board members that this will not increase the credit hours, as this will be given as a supplementary material, as it is only updation of the existing laws and regulations, and the students will be advised accordingly.

SB. 31.10.3 **The Board approved the integration of FSSAI training contents and the salient features of the new Food Safety Act in the on-going Food Processing programmes.**

**Agenda No. SB.31.11: To consider and approve collaboration and signing of MoU between IGNOU and International Solar Alliance (ISA)**

SB.31.11.1 The Director, SOA, presented the agenda item and explained the salient features of the MoU to be signed between the International Solar Alliance (ISA) and IGNOU to carry forward the collaboration for smooth delivery of the programmes in the ISA Member Countries. The objective shall be to establish collaboration between ISA and IGNOU for development, implementation and other activities related to academic, certification, capacity building and training programmes in the field of solar energy applications, as identified and recommended by ISA or by IGNOU, using IGNOU's infrastructure and facilities in India and outside. The aim is to popularise and increase the use of solar energy worldwide.

The University has agreed to develop Non-Credit Awareness Generation Programmes in the area of Solar Energy and its Application. The School of Engineering and Technology (SOET) and School of Agriculture (SOA) are developing the programmes. The SOA shall be developing the programmes, viz. Solar Water pumping, Solar Agricultural Processing and Solar Bio-processing. The approval for the Awareness programme on Solar Energy Application (Water Pump) was taken in the 30th meeting of the School Board of SOA.

SB.31.11.2 **The Board approved the collaboration and signing of MoU between IGNOU and International Solar Alliance (ISA).**

**Agenda No. SB.31.12: To consider and approve the revised list of Unit-writers and Editors for the P.G. Diploma in Food Safety & Quality Management (PGDFSQM) programme**

SB.31.12.1 The Director, SOA, presented the agenda item and explained that the School Board had approved the revised course structure of two courses of P.G. Diploma in Food Safety & Quality Management (PGDFSQM) programme and the panel of Unit-writers and Editors for the same vide agenda item no. SB.29.15.2.

An Orientation Programme of Unit-writers/Editors for the PGDFSQM programme was organized on 08.03.2018 in SOA, wherein the additional list of unit-writers and editors were identified and the revised list was presented before the Board members.

**SB.31.12.2** The members desired that a good number of changes have taken place in the area of Food Safety and Quality Management, and hence, it is the right time to revise the PGDFSQM programme and also it is necessary to undertake a major revision to be in harmony with the market regulations. The Programme Coordinator ensured that the major revision will be initiated. While the PGDFSQM will continue to be offered in old format, the exercise for the revision may also be started simultaneously. A few members suggested the names of new experts and updation of the addresses and contact details of the writers and editors. Dr. Suneet Kashyap (Assistant Professor, SOL, IGNOU) agreed to write the course on Food Laws.

**SB.31.12.3** **The Board approved the revised list of Unit-writers and Editors for the P.G. Diploma in Food Safety & Quality Management programme *(Annexure-3)*.**

**Agenda No. SB.31.13:** **To consider and approve the revised list of Unit-writers and Editors for the minor revision of the two courses under Diploma in Dairy Technology (DDT) programme**

**SB. 31.13.1** The Programme Coordinator presented the agenda item and explained to the members that an Expert Group meeting for minor revision of the two courses (BPVI-011 and BPVI-017) of Diploma in Dairy Technology (DDT) programme was held on 7th March, 2017. The School Board in its 29th Meeting held on 15th March, 2017, vide agenda item no. SB.29.13.2, had approved the revised course structure of two courses of DDT programme and the panel of Unit-writers and Editors for the same.

An Orientation Programme of Unit-writers/Editors for the two courses (BPVI-011 and BPVI-017) under Diploma in Dairy Technology (DDT) was organized on 08.03.2018 in SOA, wherein the additional list of authors and editors were identified and the revised list was presented before the members.

**SB. 31.13.2** The members suggested that the addresses and contact details of the writers and editors may be updated in the list.

**SB. 31.13.3** **The Board approved the revised list of Unit-writers and Editors for the minor revision of the two courses under Diploma in Dairy Technology (DDT) programme *(Annexure-4)*.**

**Agenda No. SB.31.14:** **To consider and approve the revised list of Unit-writers and Editors for the Certificate in Fruits & Vegetables Technology (CFVT)**

**SB.31.14.1** The Programme Coordinator presented the agenda item and explained the members that an Expert Group meeting was held on 22.02.2017 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. The School Board in its 29th Meeting held on 15.03.2017, vide agenda item no. SB.29.14.2, approved the final curriculum of CFVT programme and the panel of Unit-writers and Editors for the same.

An Orientation Programme of Unit-writers/Editors for the CFVT programme was organized on 08.03.2018 in SOA, wherein the additional list of Unit-writers and Editors were identified and the same was presented.

**SB.31.14.2** The members suggested that the addresses and contact details of the writers and editors may be updated in the list.

**SB.31.14.3** **The Board approved the revised list of Unit-writers and Editors for the Certificate in Fruits & Vegetables Technology (CFVT) programme *(Annexure-5)*.**

**Agenda No. SB.31.15: Approval of Programme Project Report (PPR) and SLM of the programmes offered by the School of Agriculture**

**SB.31.15.1** The Director presented the agenda item that the University Grants Commission has notified the University Grants Commission (Open and Distance Learning) Regulations, 2017 vide Gazette Notification dated 23rd June, 2017, and the extracts of the same were presented before the members.

Further, the UGC has asked all Higher Education Institutions to submit an online application for recognition of its programmes that it will offer in its next academic session i.e. July 2018. UGC in its Part B of the online application has specifically asked for the approval of the statutory bodies for SLMs available and Programme Project Report (PPR).

The School of Agriculture is offering 14 credit based programmes, as listed in the agenda item. The Programme Project Reports (PPR) and details of Self Learning Material (SLM) of programmes being offered by the School of Agriculture are placed for consideration and approval of the School Board.

**SB.31.15.2** **The Board approved the Programme Project Report (PPR) and SLM of the programmes offered by the School of Agriculture.**

**Any other item(s):**

The Director (SOA) requested the members for suggestions and guidance for strengthening the School activities.

1. Shri S. Dave suggested the following:
   i. A new programme may be developed in the area of Animal Feed Management.
   ii. Some training of Analytical Chemistry for Food Analysts in collaboration with AOAC may be planned.
   iii. Capacity building / training programme in the area of Food Safety and Quality Management for the teaching faculty of the Food Science and Technology. SOA may collaborate with CII for conducting the training programmes. The Director, SOA, informed that IGNOU had already done this type of course with QCI and SOA is ready to collaborate with CII. Shri Dave was requested to kindly explore the same with CII.

2. Dr. Arvind Kumar mentioned that the capacity building of teachers through Faculty Exchange Programme and collaborations with the international institutions may be worked out.

3. Prof. Subhasish Biswas opined that the School may go for the Ph.D. in Agriculture Engineering in place of Soil & Water Conservation Engineering. He also advised that the data may be collected with respect to the Ph.D. programme offered in Agriculture Engineering as a generic or with the specialization in Soil & Water Conservation Engineering. This may be discussed in the Expert Committee Meeting.

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

(M. K. Salooja)
Chairman

March 22, 2018