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UNIVERSITY

IGNOU
COMMON PROSPECTUS
2013-14

Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068, INDIA

www.ignou.ac.in

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COMMON PROSPECTUS

ignou
THE PEOPLE'S
UNIVERSITY

Master's Degree
Bachelor's Degree
Diplomas
Certificates &
Online Programmes

Indira Gandhi National Open University
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Electronic version of the prospectus is available for download at: http://www.ignou.ac.in Online Admission & Payment Gateway

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions.

Complied & Composed
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Prepared & vetted at: SRD
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Further information on the Indira Gandhi National Open University Programmes may be obtained from the University's office at Maidan Garhi, New Delhi-110068 or its website http://www.ignou.ac.in

WALK-IN-ADMISSION

IGNOU Offers "Round the Year Admission" to its Programmes under the 'Walk-in-Admission' Scheme. Candidates can obtain admission application forms from Regional Centre, Student Registration Divisions (SRD), IGNOU Headquarters, city centre, YMCA, New Delhi and also can download the Prospectus and application form from the university website at www.ignou.ac.in.

Candidates can submit the same only at the Regional Centres concerned either by post or in person. Application forms can be submitted online and programme fee can be paid online through the internet payment gateway.

CUT OFF DATES :

Please check the admission advertisement in National Dailies and on IGNOU Website for last dates of submission in January & July Cycle.
www.ignou.ac.in

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Message from Vice-Chancellor

Dear Learner,

I have great pleasure in presenting you the Prospectus 2013-14 of Indira Gandhi National Open University (IGNOU) for various Certificate, Diploma, Degree, Post-graduate Degree and Doctoral Research programmes. This National University, established by an Act of Indian Parliament in 1985, has provided opportunities for over three millions of learners to acquire a university certification, gainful employment, workplace education and career progression. The university is a success story in democratization of education. IGNOU recognizes the importance of sustainable and affordable high quality programmes and courses across disciplines, and at a variety of levels to meet the life-long education, training, capacity building and public service, needs of anyone, anytime and anywhere. The university values the appropriate use of Information and Communication Technologies (ICTs) and the satellite media to enhance the quality of teaching-learning process. The self-learning and self-instructional materials developed by IGNOU have earned world-wide recognition.

IGNOU is committed to quality education, teaching and capacity building of yours through the ODL pedagogy driven by ICTs. The self-learning study materials have been offered to you in such excellence that you can prepare yourselves easily and feel as if your teachers are seated beside you.

These efforts are supported by personal contacts with experts in the subjects in your Study Centres so that your academic problems are easily solved. Quite often the University organizes interactive videoconferencing with learners. Care for learners' education is best taken at IGNOU even as it is in the ODL mode.

This year, we have been celebrating 150th birth anniversary of Great visionary of India, Swami Vivekananda, whose main thrust was to uplift the country through mass education. IGNOU has been following his footsteps for last 27 years of its inception.

The Common Prospectus will give you the comprehensive information about the opportunities IGNOU has opened for student communities. We have so far 470 academic programmes. More are in the offing. All these programmes are for capacity building of people of all classes and echelons, aiming at bettering their livelihood.

Enjoy your studies at IGNOU. I wish you all success.

G. Pradhan

(Gopinath Pradhan)
Vice Chancellor

March _____, 2013

Common Prospectus 2013 – 14

No.IG/SRD/R-II/Pros./2013
30TH April, 2013 **149**

CORRECTIONS

It is notified that the following programmes, listed in the IGNOU Common Prospectus 2013 – 14 are not on offer for July, 2013 admissions:

S.No	Name of the Programme	Prog. Code
1	MA in Participatory Development	MAPD
2	B.Sc.(hon.) in Optometry and Ophthalmic Techniques	BSCHOT
3	Advanced Diploma in Participatory Development	ADPD
4	Post Graduate Diploma in Participatory Development	PGDPD
5	Post Graduate Diploma in District Health Management	PGDDHM
6	Post Graduate Diploma in Environmental Law	PGDENLW
7	Post Graduate Diploma in Environmental Law	PGDENLWOL
8	Post Graduate Diploma in Corporate Governance	PGDICG
9	Post Graduate Diploma in Higher Education Management	PGDHEM
10	Post Graduate Professional Diploma in Special Education in Visual Impairment	PGPDSEVI
11	Post Graduate Professional Diploma in Special Education in Mental Retardation	PGPDSEMR
12	Post Graduate Professional Diploma in Special Education in Hearing Impairment	PGPDSEHI
13	Post Graduate Certificate in Participatory Development	PGCEPD
14	Post Graduate Professional Certificate in Special Education in Visual Impairment	PGPCSEVI
15	Post Graduate Professional Certificate in Special Education in Hearing Impairment	PGPCSEHI
16	Post Graduate Professional Certificate in Special Education in Mental Retardation	PGPCSEMR
17	Certificate in Telecentre/Village Knowledge Centre Management	CTVM
18	Certificate in French Language	CFL
19	Certificate in Japanese Language	CJL
20	Certificate in Diabetes Care for Community Worker	CDCW
21	Certificate in Communication Skills for BPO, Ites & Related Sectors	CCSS
22	Certificate in Life Long Learning	CELL
23	Certificate in Energy Technology Management	CETM

Applications for the above listed programmes will not to be entertained.

This issues with the approval of Competent Authority.

30/4/XIII

(Pankaj Khare)
Registrar(SRD

Copy to:
1. All School/Centres/Divisions
2. All Regional Centres

1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open & conventional education systems

1.3 Important Achievements

- IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.
- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.

- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 490 within a year.

1.4 The Schools of Studies & Centres

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- National Cenre for Innovations in Distane Education(NCIDE)
- Indian Sign Language Research & Training Centre (ISLRTC)

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Advance Diploma, Associates Degree and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes. They are launched with a view to fulfil the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge, and
- empowerment.

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialised Institutions in the area spread throughout the country as well as in-house faculty. The material are scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally despatched to the students, Study Centres and Telecast through Gyan Darshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 60 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university website.

c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.

d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.

e) **Practicals/Project Work:** Some Programmes have practical/project component also. Practicals are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student alongwith the study materials.

1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multitier system of evaluation.

1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
3. The term-end examinations.
4. Project work

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centers spread all over the country and abroad in June and December.

IGNOU uses the following system of "Grading" for evaluating learners's achievement

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

For Bachelors' and Masters' degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

Term-end Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the conditions that 1) registration for the courses, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Examination fee @ Rs. 60/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

1.11   Associate Studentship

The University has a scheme of 'Associate Studentship' which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility etc. The application form provided at the end of the Prospectus (please see Page No.193) can be used for registration. A fee of Rs.700/- per 8 credit course, or part thereof is charged for admission to course(s) under BA, B.Com, B.Sc., BSW and BTS programmes. For the rest of the programmes the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of courses in the programme.

The minimum and maximum period allowed to Associate students for completion of their course(s) would be **six months** and **two years,** respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

Associate students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycle. However, no counselling and/or lab/practicals would be conducted separately for the Associate Students. In such a case the students would be allowed to avail the counselling/practical session in the next semester and accordingly the minimum duration would be extended to another six months. However, the maximum duration of two years would remain unchanged.

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, he/she is not entitled to seek admission in the next cycle unless the prescribed minimum duration is completed, except in the courses of Certificate Programmes.

Associate Students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

Associate Students are not eligible for the award of any kind of 'Certificate/ Diploma/ Degree'. They are also not eligible for continuation of study by way of registration for 2nd and/or 3rd year, as the case may be. "Course Completion Status Card", only will be issued to Associate Students.

Change of course is not permitted under the Associate Studentship scheme. Similarly re-admission facility is not extended to associate students. Separate Enrolment Number i.e. 'ASxxxxxxx' would be allotted to such students. **The filled-in forms of 'Associate Studentship' are to be sent to the Regional Director concerned.** Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

DETAILS OF THE PROGRAMMES

OFFERED FOR

JANUARY & JULY (BOTH)

SESSIONS

2. PROGRAMMES OFFERED IN JANUARY & JULY SESSION

2.1 MASTER DEGREE PROGRAMMES

2.1.1 Master of Computer Applications (MCA)

The broad objective of the MCA is to prepare graduate students for productive careers in software industry/ academia by providing an outstanding environment for teaching and research in the core and emerging areas of the discipline. The programme's thrust is on giving the students a thorough and sound background in theoretical and application-oriented courses relevant to the latest computer software development. The programme emphasises the application of software technology to solve mathematical, computing, communications/networking and commercial problems.

This Master's Degree Programme has been designed with a semester approach in mind.

The first year courses are aimed at skills development in computers using various technologies, the second year is more focussed on core courses providing a conceptual framework and the third year provides the specialization and the project work. After the successful completion of first year courses, the student will receive the PGDCA (Post Graduate Diploma in Computer Applications) certificate.

MCA Programme Structure

The programme has been divided into two semesters per year (January-June and July-December). Consequently, there will be two examinations every year - one in the month of June for the January to June semester courses and the other in December for the July to December semester courses. The students are at liberty to appear for any of the examinations conducted by the University during the year subject to completing the minimum time frame and other formalities prescribed for the programme.

Course Code	Title of the Course	Credits
FIRST YEAR		
I Semester		
MCS11	Problem Solving and Programming	3
MCS12	Computer Organization and Assembly Language Programming	4
MCS13	Discrete Mathematics	2
MCS14	Systems Analysis and Design	3
MCS15	Communication Skills	2
MCSL16	Internet Concepts and Web Design	2
MCSL17	C and Assembly Language Programming Lab	2
II Semester		
MCS21	Data and File Structures and Programming	4
MCS22	Operating System Concepts and Networking Management	4
MCS23	Introduction to Database Management Systems	3
MCS24	Object Oriented Technologies and Java Programming	3
MCSL25	Lab (based on MCS-021, 022, 023 and 024)	4
SECOND YEAR		
III Semester		
MCS31	Design and Analysis of Algorithms	4
MCS32	Object Oriented Analysis and Design	3
MCS33	Advanced Discrete Mathematics	2
MCS34	Software Engineering	3
MCS35	Accountancy and Financial Management	3
MCSL36	Lab (based on MCS-032, 034 and 035)	3
IV Semester		
MCS41	Operating Systems	4
MCS42	Data Communication and Computer Networks	4
MCS43	Advanced Database Mathematics Management Systems	4
MCS44	Mini Project	4
MCSL45	Lab (UNIX and Oracle)	2
THIRD YEAR		
V Semester		
MCS51	Advanced Internet Technologies	3
MCS52	Principles of Management and Information systems	2
MCS53	Computer Graphics and Multimedia	4
MCSL54	Lab (based on MCS-051 and 053)	2
	Elective Courses	
MCSE3	Artificial Intelligence and Knowledge Management	3
MCSE4	Numerical and Statistical Computing	3
MCSE11	Parallel Computing	3
VI Semester		
MCSP60	Project	16

* Presently, only 3 elective courses are on offer and student should select all of them. As and when we design the new courses we will inform.

Total number of Courses - 31

Total number of Credits - 108

2.1.2 Master of Science in Dietetics and Food Service Management (MSCDFSM)

The M.Sc. Programme in the area of Dietetics and Food Service Management has been developed with a view to address the needs of training work force/developing manpower (dietitians, nutrition counsellors, food service managers etc.) for the emerging employment sector - hospital community dietetics, food service management. The programme will offer unique opportunity of higher education to learners to enrich their working lives by entering into the market and/or starting their own food service unit, leading to entrepreneurship. The programme also focuses on upgrading the professional competencies of serving personnel in food service establishments, such as dietitians, diet technicians, counsellors etc. upgrading their knowledge and equipping them with productive skills to enhance their career progression and employability.

The special feature of the programme is that it has a provision of exit point for learners in the form of Post Graduate Diploma in Dietetics and Public Nutrition (PGDDPN) after having successfully completed 30 credit course work and internship programme.

Programme Structure: The programme has both theory and practical components. The pool of courses constituting the Master's programme along with the credit weightage includes:

Course Code		Title of the Course	Credit Weightage	
Theory	Practicals		Theory	Practicals
MFN1	—	Applied Physiology	4	-
MFN2	MFNL2	Nutritional Biochemistry	2	2
MFN3	MFNL3	Food Safety and Food Microbiology	2	2
MFN4	MFNL4	Advance Nutrition	4	2
MFN5	MFNL5	Clinical and Therapeutic Nutrition	4	2
MFN6	MFNL6	Public Nutrition	4	2
MFN7	MFNL7	Entrepreneurship and Food Service Management	4	2
MFN8	MFNL8	Principles of Food Science	2	2
MFN9	—	Research Methods and Biostatistics	6	-
MFN10	—	Understanding Computer Applications	2	-
—	MFNP11	Internship Programme	-	16*
—	MFNP12	Dissertation	-	8

* Credit transfer will be permissible for in-service dietitians on furnishing the experience certificate and the PG Diploma in Dietetics Certificate & Marksheet, 16 credits.

For MSc. (DFSM) Programme:

1st Year Courses:	MFN1, MFN2, MNFL2, MFN3, MFNL3, MFN6, MFNL6, MFN8, MFNL8 and MFN10
2nd Year Courses:	MFN4, MFNL4, MNF5, MFNL5, MFN7, MFNL7, MFN9, MFNP11 and MFNP12

For PGDDPN Programme:

Courses:	MFN1, MFN2, MFN3, MFN4, MNF5, MFNL5, MFN6, MFNL6, MFN7, MFNL7 and MFNP11.

Practical: Practical courses constitute the backbone of the MSc. (DFSM) programme. Participation in the practical sessions is absolutely compulsory. Each practical course is worth 2 credits and the duration of the practical sessions is 7 days i.e. 14 sessions of 4 hours each. The term end practical examination will be held in the 15th session of the practical spell.

Internship: Duration of internship for three months in the Dietetic Department of a recognized hospital/institution, for the award of M.Sc. (DFSM) degree is compulsory (except in case of credit transfer cases). For PGDDPN learners' internship for three months is compulsory.

University allows credit transfer in the MSc. (DFSM) Programme to *in-service dietitians* (with a degree in Post Graduate Diploma in Dietetics and Public Health Nutrition only) who have successfully completed a three month internship programme from a recognised institutions/university in the last 5 years.

2.1.3 Master of Arts in Rural Development (MARD)

The discipline of Rural Development is of vital significance for understanding the development issues related to rural society. The syllabus of M.A. Programme in Rural Development is designed to include such diverse academic contents as are essential in the making of this discipline in the Indian context. An essential component of this programme is dissertation based on empirical research in rural areas. The programme will be useful to personnel working in various Government Departments/agencies, NGO's, cooperative banks and other institutes engaged in rural transformation. It will also be beneficial for fresh graduates interested in pursuing career in the discipline of rural development.

The programme comprises the following courses.

Course Code	Title of the Course	Credits
First Year Compulsory Courses		
MRD101	Rural Development - Indian Context	6
MRD102	Rural Development Programmes	6
MRD103	Rural Development - Planning and Management	6

Course Code	Title of the Course	Credits
MRD4	Research Methods in Rural Development	6
MRDP1	Dissertation	12
Second Year	Optional Courses (Choose any five)	
RDD6	Rural Health Care	6
RDD7	Communication and Extension in Rural Development	6
MRDE101	Rural Social Development	6
MRDE2	Voluntary Action in Rural Development	6
MRDE3	Land Reforms and Rural Development	6
MRDE4	Entrepreneurship and Rural Development	6

2.1.4 Master of Commerce (MCOM)

The Programme will meet the expanding needs in Commerce education at all levels and provide necessary manpower to industry, trade, PSUs, Government and Private enterprises in the areas like Finance, International Business, E-Commerce and Accounting. In order to be eligible for the award of the Master of Commerce (M.Com.) degree, a student has to complete 12 courses equivalent to 72 credits (1 credit is 30 study hours) comprising of six core courses and six specialization courses. The student will be awarded Postgraduate Diploma in International Business Operations on completion of all first year courses worth 36 credits and Master of Commerce Degree with specialization in International Business Operations after completion of all 72 credits.

Course Code	Specialization Courses Title of the Course	Credits
First year		
IBO1	International Business Environment	6
IBO2	International Marketing Management	6
IBO3	India's Foreign Trade	6
IBO4	Export Import Procedures and Documentation	6
IBO5	International Marketing Logistics	6
IBO6	International Business Finance	6
Second Year	Core Courses	
MCO1	Organization Theory and Behaviour	6
MCO3	Research Methodology and Statistical Analysis	6
MCO4	Business Environment	6
MCO5	Accounting for Managerial Decisions	6
MCO6	Marketing Management	6
MCO7	Financial Management	6
	TOTAL CREDITS	72

2.1.5 Master of Arts in Tourism Management (MTM)

The MTM Programme is designed for those students who are interested in pursuing a career in tourism sector at managerial level. This is for aspiring entrepreneurs or those running their own tourism agencies. The programme consists of four semesters:

Course Code	Title of the Course	Credits
FIRST YEAR		
I SEMESTER		
MTM1	Management Functions and Behaviour in Tourism	4
MTM2	Human Resource Planning and Development in Tourism	4
MTM3	Managing Personnel in Tourism	4
MTM4	Information Management and Information Systems in Tourism	4
II SEMESTER		
MTM5	Accounting, Finance and Working Capital for Tourism Managers	4
MTM6	Marketing for Tourism Managers	4
MTM7	Sales and Advertising Management in Tourism	4
MTM8	Managing Small Scale Enterprises in Tourism	4
SECOND YEAR		
III SEMESTER		
MTM9	Understanding Tourism Markets	4
MTM10	Tourism Impacts	4
MTM11	Tourism Planning and Development	4
MTM16	Dissertation	8
IV SEMESTER		
MTM12	Tourism Products: Design and Development	4
MTM13	Tourism Operations	4
MTM14	Tourist Transport Operations (Road Transport)	4
MTM15	Meetings, Incentives, Conference and Expositions (MICE)	4
	TOTAL CREDITS	68

All students seeking admission under Category 2 (see table of Programmes) will have to pass the following four courses during their period of study.

Course Code	Title of the Course	Credits
TS1	Foundation Course in Tourism	8
TS2	Tourism Development: Operations and Case Studies	8
TS3	Management in Tourism	8
TS6	Tourism Marketing	8
	TOTAL CREDITS	32

2.1.6 Master of Arts in English (MEG)

The aim of the Master's Degree in English (MEG) Programme is to give the learners a sound understanding of English and American literatures and also other new areas in literature such as, Canadian, Australian and Indian English. The learners would develop an understanding of English and other literatures of their choice in their proper historico-critical perspectives. A good knowledge of reading, comprehension and writing skills would be a pre-requisite for this programme.

I Year Courses

Course code	Titles of the Course	Credits
MEG1	British Poetry	8
MEG2	British Drama	8
MEG3	British Novel	8
MEG4	Aspects of Language	8

II Year Compulsory Courses

Course code	Titles of the Course	Credits
MEG5	Literary Criticism and Theory	8
Optional Courses (Choose any three)		
MEG6	American Literature	8
MEG7	Indian English Literature	8
MEG8	New Literatures in English	8
MEG9	Australian Literature	8
MEG10	English Studies in India	8
MEG11	American Novel	8
MEG12	A Survey Course in 20th Century Canadian Literature	8
MEG14	Contemporary Indian Literature in English Translation	8

2.1.7 एम.ए. (हिन्दी) (एम.एच.डी.)

इस पाठ्यक्रम का उद्देश्य विद्यार्थियों को हिन्दी भाषा और साहित्य के क्षेत्रों में विस्तृत जानकारी और विशेषज्ञतापूर्ण ज्ञान प्राप्त करना है जिससे वे साहित्य के आस्वादन और विश्लेषण–मूल्यांकन में दक्षता हासिल कर सकें।

प्रथम वर्ष के पाठ्यक्रम (प्रत्येक 8 क्रेडिट का):

1.	एम.एच.डी.2	आधुनिक हिन्दी कविता
2.	एम.एच.डी.3	उपन्यास एवं कहानियां
3.	एम.एच.डी.4	नाटक एवं अन्य गद्य विधाएँ
4.	एम.एच.डी.6	हिन्दी भाषा और साहित्य का इतिहास

द्वितीय वर्ष के पाठ्यक्रम (एम.एच.डी.–05 पाठ्यक्रम 8 क्रेडिट का, शेष सभी 4–4 क्रेडिट के) :

1.	एम.एच.डी.1	हिन्दी काव्य–1 (आदि काव्य, भक्ति काव्य एवं रीति काव्य)
2.	एम.एच.डी.5	साहित्य सिद्धांत और समालोचना
3.	एम.एच.डी.7	भाषाविज्ञान और हिन्दी भाषा
4.	एम.एच.डी.13	उपन्यासः स्वरूप और विकास
5.	एम.एच.डी.14	हिन्दी उपन्यास–1 (प्रेमचन्द का विशेष अध्ययन)
6.	एम.एच.डी.15	हिन्दी उपन्यास–2
7.	एम.एच.डी.16	भारतीय उपन्यास

2.1.8 Master of Social Work (MSW)

The MSW programme offers opportunity to learners for higher studies in professional social work. Besides offering the core courses pertaining to social work curriculum across the globe and India, it includes themes in some of the emerging areas in social work such as globalization; migration, history of social work in India, theory paper on social work practicum and a course on HIV/ AIDS which are expected to be highly useful in the present day context. The practical components have been meticulously prepared to provide the learners, hands on training, which will enable the candidates to find suitable placements within and outside the country.

The programme comprises 66 credits covered through ten theory papers, one dissertation and two practical components. This programme is available both in English and Hindi. The list of courses is given below:

Course code	Titles of the Course	Credits
First Year		
MSW1	Origin and Development of Social Work	4
MSW2	Professional Social Work: Indian perspectives	4
MSW3	Basic Social Science Concepts	4
MSW4	Social Work and Social Development	4
MSW5	Social Work Practicum and supervision	4
MSW6	Social Work Research	6
MSWL1	Social Work Practicum-I (Practical)	10
Second Year (Compulsory Courses)		
MSW7	Casework and Counselling: Working with Individuals	4
MSW8	Social Group Work: Working with Groups	4
MSW9	Community Organisation Management for Communit Developmenty	4
MSWL2	Social Work Practicum- II (Practical)	10
Elective Courses(Choose any two)		
MSWE1	HIV/AIDS: Stigma, Discrimination and Prevention	4
MSWP1	Dissertation (Project work)	4
MSWE2	Women & Child Development	4
MSWE3	Disaster Management	4
MSW10	Introduction to Philanthropic Social Work	4
	Total Credits	**66**

2.1.9 Master of Arts in Philosophy(MAPY)

The Master's programme in philosophy in distance learning mode is intended not only to enhance career prospects for students but also to train the mind for better logical thinking, mental discipline, ability for analysis and synthesis, critical reflection on social and political realities. Philosophy broadens people's vision towards national integration, genuine appreciation of

others, 'worldviews', better understanding of various thought patterns and peaceful co-existence. It also becomes a means to social transformation to build a better nation and to ensure social equality, human dignity and human rights for the citizens. The Master's programme in Philosophy has the following major components: 1) Compulsory Courses-16credits;2) Elective Courses-48 credits. Students can choose 6 electives in the first year and 6 electives in the second year. To successfully complete this programme, you will have to earn 64 credits over a period of 2 to 5 years. This programme is offered only in English. However, a student is permitted to write the exam in Hindi.

S. No.	Course Title	Nature of Course	Course Code	Credits
	First Year			
1	Indian philosophy	Compulsory	MPY1	8
2	Logic	Elective	MPYE1	4
3	Ethics	Elective	MPYE2	4
4	Epistemology	Elective	MPYE3	4
5	Philosophy of Human Person	Elective	MPYE4	4
6	World Religions	Elective	MPYE5	4
7	Dalit Philosophy	Elective	MPYE6	4
8	Research Methodology in Philosophy	Elective	MPYE7	4
9	Introduction to Peace and Conflict Resolution	Elective	MGP5	4
	Second Year			
10	Western Philosophy	Compulsory	MPY2	8
	Optional (Tick(✓) any six elective courses)			
11	Metaphysics	Elective	MPYE8	4
12	Philosophy of Science and Cosmology	Elective	MPYE9	4
13	Philosophy of Religion	Elective	MPYE10	4
14	Philosophy of Art (Aesthetics)	Elective	MPYE11	4
15	Tribal Philosophy	Elective	MPYE12	4
16	Philosophy of Technology	Elective	MPYE13	4
17	Philosophy of Mind	Elective	MPYE14	4
18	Gandhian Philosophy	Elective	MPYE15	4
19	Philosophy of Sri Aurobindo	Elective	MPYE16	4
20	Dissertation	Elective	MPYP1	4

2.1.10 MA in Gandhi and Peace Studies (MGPS)

Programme Objectives

- To provide opportunities of higher studies to the learners.

- To provide quality education at post-graduate level in theoretical and applied Gandhian Studies Peace. Conflict Management and Social Regeneration

- To provide an in-depth knowledge in the area of Peace Studies and Conflict Resolution and enable the learners to specialize in one of the Gandhian models of development.

- To provide the learners the opportunities of continuing higher education at the M.Phil/Ph.D. level.

- To widen the scope of the learners for further research. Training and career opportunities in economic, social, gender, political, environmental and sustainable development issues.

- To enable the learners to join careers in teaching research, NGOs in Peace making, and Peace building.

Course Code	Course Title	Credits
MGP1	Gandhi: The Man and His Times	4
MGP2	Philosopy of Gandhi	4
MGP3	Gandhi's Social Thought	4
MGP4	Gandhi's Political Thought	4
MGP5	Introduction to Peace and Conflict Resolution	4

Optional Courses

Course Code	Course Title	Credits
MGPE6	Gandhi's Economic Thought	4
MGPE7	Non-violent Movements after Gandhi	4
MGPE8	Gandhi Approach to Peace and Conflict Resolutions	4
MGPE9	Gandhi in the 21st Century	4
MGPE10	Conflict Management,Transformation and Peace Building	4
MGPE11	Human Security	4
MGPE12	Women and Peace	4
MGPE13	Civil Society, Political Regimes and Conflict	4
MGPE14	Gandhi, Ecology and Sustainable Development	4
MGPE15	Introduction to Research Methods	4
MGPE16	Human Rights: Indian Perspective	4
MGPE17	*Project Work	8

*Dissertation (8 credits) : Project Work is optional and may be taken up in lieu of two 4 credit project work with experiential dimension will encourage empirical studies on social problems going Gandhi movements etc.

2.1.11 Master of Arts in Education (MAEDU)

The M.A. (Education) programme aims at producing a team of well-trained individuals knowledgeable in education & its various dimensions. More specifically, the M.A. (Education) programme intends to:

a) provide learning-experience, which will enable students to understand and appreciate knowledge structures and paradigms of education;

b) develop professional for effective participation in educational actions in different areas of education; and

c) create a community of scholars adequately equipped for participation in educational discourse.

Programme Framework

The M.A. (Education) programme comprises four groups of courses with differential weightage. The total number of credits will be 68 and each student is expected to cover 34 credits each year.

Group A : Basic Course on Education
Group B : Core Courses
Group C : Courses on Knowledge Generation in Education
Group D : Specialized Areas in Education

Group A: Basic Course on Education (4 Credits)

This course provides a concise but comprehensive articulation of education. The course familiarises learners with the various aspects and task areas in the field of education. It also provides a conceptual overview of education with its multiplicity and complexity.

Course Code	Course Title	Credits
MES11	Understanding Education	4

Group B: Core Courses

The core courses are intended to provide an in-depth understanding of the significant aspects of education. They bring out the variety of concepts, processes, and tasks in education in a proper 'educational' perspective. With these in view, four courses are visualized, all of which are compulsory for all students.

Course Code	Course Title	Credits
MES12	Education: Nature and Purposes	6
MES13	Learning, Learner and Development	6
MES14	Societal Context of Education	6
MES15	Operational Dimensions of Education	6

Group C: Courses on Knowledge Generation in Education

The course structure of Group C is worked out in such a way that there is adequate scope for both theoretical understanding of the process of knowledge generation in education as well as 'hands on' experience in research activities. The theoretical understanding of the process of knowledge generation in education is presented in the course on "Educational Research". Similarly, the practical experience in educational research has been visualised with a more meaningful and rewarding experience in the form of a dissertation.

Course Code	Course Title	Credits
MES16	Educational Research	6
MESP1	Dissertation	10

Group D : Specialised Areas in Education

Under Group D, you have to complete four or five courses worth 24 credits in one specialized area. To begin with, four specialized areas are offered. You have to choose one specialized area. The specialized areas are Higher Education, Distance Education, Educational Technology, Educational Management and Adult Education. If you have already acquired a Diploma / Post-graduate Diploma in any of the offered areas of specialization, you are required to choose one area of specialization from the remaining areas of specialization. For example, if you have acquired a PG Diploma in Educational Technology (PGDET), you are required to choose one from the remaining areas of specialization i.e. Distance Education, Higher Education and Educational Management and Adult Education.

Course Code	Title of the Course	Credits
Higher Education		
MES101	Higher Education: Its Context and Linkages	6
MES102	Instruction in Higher Education	6
MES103	Higher Education: The Psycho-social Context	6
MESI04	Planning and Management of Higher Education	6
Distance Education		
MES111	Growth and Philosophy of Distance Education	4
MES112	Design and Development of Self-Learning Print Materials	4
MES113	Learner Support Services	4
MES114	Management of Distance Education	6
MES115	Communication Technology for Distance Education	6
Educational Technology		
MES31	ET -An Overview	6
MES32	Communication and Information Technology	6
MES33	Computer Technology	6
MES34	Designing Courseware	6
Educational Management		
MES42	Dimensions of Educational Management	6
MES43	Organizational Behaviour	6
MES44	Institutional Management	6

Adult Education		
MAE1	Understanding Adult Education	6
MAE2	Policy Planning and Implementation of Adult Education in India	6
MAE3	Knowledge Management, Information Dissemination and Networking in Adult Education	6
MAE4	Extension Education and Development	6

Courses to be offered in 1st Year of the Programme (Total 34 Credits) : All Compulsory

Course Code	Course Title	Credits
MES11	Understanding Education	4
MES12	Education: Nature and Purposes	6
MES13	Learning, Learner and Development	6
MES14	Societal Context of Education	6
MES15	Operational Dimensions of Education	6
MES16	Educational Research	6

Courses to be offered in 2nd Year of the Programme (Total 34 Credits)

1. Out of the following Specialized Areas, a learner has to choose one specialized area.
   A. Higher Education (24 Credits)
   B. Distance Education (24 Credits)
   C. Educational Technology (24 Credits)
   D. Educational Management (24 Credits)
   E. Adult Education(24 Credits)
2. Dissertation Work (10 Credits)

Please Note that in MAEDU only one time registration is done in the first year only

2.1.12 MA in Participatory Development (MAPD)

To facilitate inclusive and sustainable development Participatory development as an approach is integral to current national and international development practice and debate.

Those working in the development field need to take into consideration new realities of constitutional bodies like panchayats and municipalities, as well as promote participation of marginalised sections like tribals, dalits and women in development programmes and projects. They need to be aware of issues of democratic governance, which have contributed to the empowerment of the poor and marginalised women's political empowerment and recenl governmental interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information (RTI)

In addition the development agenda has generated a growing demand for trained workers to manage field-based development interventions. Many government agencies, national/international NGOs, donors as well as corporates are recruiting development workers and professionals to undertake challenging field responsibilities to ensure they are implemented in a manner that supports participation and ownership by local communities. Issues related to management of development organisations are also at the forefront of what is required of development sector professionals.

Responding to these trends to build quality human resources in the development sector, lGNOU and PRIA have entered into a unique collaboration to design and deliver MA participatory Development.

- The main objective of the programme are:
- To enable critical analyses of development models, policies, processes and its implementation.
- To strengthen understanding of the concept and practice of participatory development.
- To develop knowledge and skills for managing development projects and programmes in a Participatory manner.
- To provide opportunities to experience the process of participation in development and governance interventions.
- To strengthen understanding of key elements of managing development organisations.

Programme Structure

Course Code	Title of the Course	Credits
MDS1	Understanding Participatory Development	6
MDS2	Development Policies and Programmes	6
MDS3	Democratic Governance and Civil Society	6
MDS4	Securing Participation in Development	6
MDS5	Participatory Project Management	6
MDSL6	Field work	6
MDS7	*Legal* and Regulatory Frameworks of Development Organisations	6
MDS8	Management of Development Organisations	6
MDS9	Management of Financial Resources	6
MDS10	Communications	6
MDS11	Research Methodology	6
MDSP12	Project Work	6
	Total Credits	**72**

2.1.13 Master of Arts in Economics (MEC)

The Programme offers an opportunity to learners for higher studies in Economics. Besides offering the core courses available in other universities, it includes themes in some of the emerging areas in economics such as insurance and finance that are expected to be extremely useful in the present scenario of economic liberalization and globalization. Some of the courses require an understanding of mathematical applications, particularly calculus and linear algebra. Students are expected to be conversant with basic mathematics covered at +2 level.

The Programme comprises 66 Credits covered through 11 Courses, 9 compulsory and 2 optional. All the courses covered in the first year are compulsory. In the second year, the first four courses given in the list below (MEC6,7,8 and 9) are Compulsory while rest are optional.

Course Code	Title of the Course	Credits
1st Year Courses		
MEC1	Microeconomic Analysis	6
MEC2	Macroeconomic Analysis	6
MEC3	Quantitative Methods	6
MEC4	Economics of Growth and Development	6
MEC105	Indian Economic Policy	6
2nd Year Courses (Compulsory)		
MEC6	Public Economics	6
MEC7	International Trade and Finance	6
MEC8	Economics of Social Sector and Environment	6
MEC9	Research Methods in Economics	6
Optional Courses (worth 12 credits only)		
MECE1	Econometric Methods	6
MECE3	Actuarial Economics: Theory and Practice	6
MECP1	Project Work	6
MECE4	Financial Institutions and Markets	6
MPA15	Public Policy and Analysis	8
MPA17	Electronic Governance	4

(MPA15 and MPA17: To be taken togather)

2.1.14 Master of Arts in History(MAH)

The programme would be of great use for the teachers working in Schools, personnel working in various institutions associated with history and culture (Museums, Archives, Archaeological Survey etc.), working people in various organisations and all graduates who are desirous of acquiring a Master's Degree in History.

Structure of the Programme

In M.A. History programme we have adopted a thematic approach and do not confine our students within conventional specialisation of Ancient, Medieval or Modern. We have designed our programme in such a way that it would provide insight and knowledge of the major developments with transition stages in World History as well as Indian History. We have made efforts to incorporate the latest research findings in our course material. In the learning material we have focused on continuity and changes, transition stages and latest theories in the themes covered in different courses.

Course Code	Title of the Course	Credits
Ist Year		
MHI1	Ancient and Medieval Societies	8
MHI2	Modern World	8
MHI4	Political Structures in India	8
MHI5	History of Indian Economy	8
IInd Year		
MHI3	Historiography	8
MPSE3	Western Political Thought	4
MPSE4	Social and Political Thought in Modern India	4
MHI6	Evolution of Social Structures in India Through the Ages	8
MHI8	History of Ecology and Environment : India	8

You would be offered four courses worth 32 credits in the first year and courses worth 32 credits in the 2nd year. Gradually we will add more elective courses so that our learners get more choice to suit their needs and interests.

2.1.15 Master of Arts in Political Science (MPS)

The aim of the Master's Degree in Political Science (MPS) is to provide the learners a sound base in political studies by an in-depth investigation into a broad range of political phenomena at the national, regional and international levels. The programme provides option for specialising in Political Theory, Comparative Politics, International Relations and Indian Government and Politics. Learners would thus acquire skills in political analysis as well as sharpen their critical and analytical abilities.

This is a 64 credits programme with compulsory and optional courses. The student has to take compulsory courses worth 32 credits in the first year and optional courses worth 32 credits in the second year.

Course Code	Title of the Course (Compulsory Courses)	Credits
I Year Courses		
MPS1	Political Theory	8
MPS2	International Relations: Theory and Problems	8
MPS3	India: Democracy and Development	8
MPS4	Comparative Politics: Issues and Trends	8
II Year Courses (worth 32 credits)		
MPSE1	India and the World	4
MPSE2	State and Society in Latin America	4
MPSE3	Western Political Thought	4
MPSE4	Social and Political Thought in Modern India	4
MPSE5	State and Society in Africa	4
MPSE6	Peace and Conflict Studies	4
MPSE7	Social Movements and Politics in India	4

MPSE8	State Politics in India	4
MPSE9	Canada: Politics and Society	4
MPSE10	Dissertation (Optional)	8
MPSE11	The European Union in World Affairs	4
MPSE12	State and Society in Australia	4
MPSE13	Australia's Foreign Policy	4
MED2	Sustainable Development: Issues and Challenges	4
MED8	Globalisation and Environment	4

2.1.16 Master of Arts in Public Administration (MPA)

The aim of the Master's Degree in Public Administration is to provide comprehensive knowledge to the learners on the nature and relationship of State, Society and Administration. It will develop the conceptual faculties of the learners on various administrative theories, postulates, models, processes, methods, instruments, techniques, etc.

Programme Structure

MPA is a 64-credit Programme consisting of compulsory and optional courses. The following courses are available in the first and second year of study:

Course Code	Title of the Course	Compulsory/ Optional	Credits
1st Year Courses			
MPA11	State, Society and Public Administration	Compulsory	8
MPA12	Administrative Theory	Compulsory	8
MPA13	Public Systems Management	Compulsory	8
MPA14	Human Resource Management	Compulsory	8
2nd year Courses			
MPA15	Public Policy and Analysis	Compulsory	8
MPA16	Decentralization and Local Governance	Compulsory	8
MPA17	Electronic Governance	To be taken together Optional	4
MPA18	Disaster Management	Optional	4
MSO2	Resarch Methods and Methodologies	Optional	8
MPS3	India : Democracy and Development	Optional	8
MPAP2	Project Work	Optional	8

Choosing Elective Courses

In the first year, you will be studying 32 credits worth of courses. All first year Courses are compulsory courses. In the second year, you have to complete another 32 Credits. Two courses namely MPA15 and MPA16 are compulsory courses. Thus, you have to choose optional courses worth 16-credits out of courses namely MPA17 (4-credits) , MPA18 (4-credits), MSO2 (8-credits), MPS3 (8-credits) and MPAP2 (8-credits).

Learners who opt for Project Work are to write dissertation of 10000-15000 words. This course is recommended for those who are interested in pursuing further studies in Public Administration.

2.1.17 Master of Arts in Sociology (MSO)

The M.A. Programme in sociology is designed to provide advanced sociological knowledge, perspectives and skills to a wide cross section of learners, including those in remote and inaccessible areas. In terms of content it focuses on classical and advanced concepts and theories, research methods and perspectives, social issues of development, state of sociology in India, social issues of development, education transnational communities, migration, urbanisation, development of the largest section of the population and emerging concerns in contemporary society. With this backdrop the programme aims to address the various emerging concerns of the discipline taking cognizance of need of the students on the one hand and the cognitive ability of this discipline on the other. This programme focuses on the following:

- Sociological theories, concepts and methods applied to comprehend these processes.
- Social process and their inter-linkages with the global, regional and local manifestations.
- Issues involved in the process of development.
- socio-cultural dynamics of diaspora and transnational communities.
- Religion and related issues
- Education, urbanisation, globalisation and such other social processes.

This is a 64 credits programme with compulsory and elective courses. The student has to take compulsory courses worth of 32 credits in the first year and another 4 courses worth of 32 credits in the second year.

Course Code	Title of the Course	Credits
1 Year Courses (Compulsory)		
MSO1	Sociological Theories and Concepts	8
MSO2	Research Methods and Methodologies	8
MSO3	Sociology of Development	8
MSO4	Sociology in India	8
II Year Courses (All are Optional)*		
MSOE1	Sociology of Education	8
MSOE2	Diaspora and Transnational Communities	8
MSOE3	Sociology of Religion	8
MSOE4	Urban Sociology	8
MPA16	Decentralization and Local Governance	8
MPS3	India: Democracy and Development	8

*Students may select 32 credits of course from the optionals in the 2nd year.

2.1.18 Master of Arts in Psychology (MAPC)

The M.A.(Psychology) degree programme is being offered by the School of Social Science of IGNOU. In the recent past Psychology degree has been in great demand with many schools, hospitals both private and public as well as the voluntary welfare agencies and correctional institution demanding for psychologists to deal with varied problem of human behaviour.

Almost every school needs a Psychologist with M.A. degree to work full time with problem children and also teach psychology for class XI and XII in the 10+2 schooling. In addition many rehabilitation centres are being established all over India both in the mental health and physical disability area, and these need immediately qualified psychologists with M.A. Degree in Psychology to man those centres,

Keeping the above in view and the commitment of IGNOU to providing quality education at low costs to those who have for some reason or the other missed opportunities for further studies, the present programme caters to varied clientele, such a fresh graduate students as well as those who want to enter the employment arena and those already employed but do not possess the Masters' Degree in Psychology.

The aim of this programme is to give the learners a sound base in psychology and human behaviour through an indepth investigation into a broad range of psychological techniques and skills as applied to diverse settings.

Programme Structure

Year : 1

Couse Code	Course Title	Credits
MPC1	Cognitive Psychology, Learning and Memory	4
MPC2	Life Span Psychology	4
MPC3	Personality: Theories and Assessment	4
MPC4	Advanced Social Psychology	4
MPC5	Research Methods in Psychology	4
MPC6	Statistics in Psychology	4
MPCL7	Practicum: Experimental Psychology and Psychological Testing	8
	Total Credits	32

2nd Year (Choose any one Group)
Group A: Clinical Psychology

MPCE11	Psychopathology	4
MPCE12	Psychodiagnostics	4
MPCE13	Psychotherapeutic methods	4
MPCE14	Practicum in Clinical Psychology	6
MPCE15	Internship	8
MPCE16	Project	6
	Total Credits	32

Group B: Counselling Psychology

MPCE21	Counselling Psychology	4
MPCE22	Assessment in Counselling and Guidance	4
MPCE23	Interventions in Counselling	4
MPCE24	Practicum in Counselling Psychology	6
MPCE25	Internship	8
MPCE26	Project	6
	Total Credits	32

Group C: Industrial and Organizational Psychology

MPCE31	Organisational Behaviour	4
MPCE32	Human Resource Development	4
MPCE33	Organisational Development	4
MPCE34	Practicum in Industrial and Organisational Psychology	6
MPCE35	Internship	8
MPCE36	Project	6
	Total Credits	32

2.1.19 Master of Arts in Extension and Development Studies (MAEDS)

This modular programme has been designed with balanced blending of components from extension education and development studies with two project works and a dissertation. The programme will be useful to working extension and development professional across the sectors and also to fresh graduates interested in pursuing carrier as extension and development professionals.

Programme Objectives

- To train and develop qualified human resources in the professional area of extension and Development studies.

- To impart knowledge on various aspects of extension and development.

- To develop necessary professional skills among students in formulation, implementation, monitoring and evaluation of extension and development programmes.

- To conduct impact assessment and action research studies on extension and development issues and programmes.

Course Code	Course Title	Credits
MEDS1	Introduction to Extension and Development	4
MEDS2	Dynamics of Extension and Development	4
MEDS3	Problems and Issues in Development	6

MEDSP4	Project Work I	4
MEDS5	Planning and Management of Extension and Development Programmes	4
MEDS6	Research Methods in Extension and Development Studies	6
MEDSP7	Project Work II	6
MEDS8	Extension Communication and Diffusion of Innovations for Development	4
MEDS9	Development in India – Pre and Post Liberalization Period	6
MEDS10	Training for Development	4
MEDS11	Local Self Governance	4
MEDSE12	Environment and Development*	4
MEDSE13	Behavioral Sciences for Extension and Development*	4
MEDSE14	Gender and Development*	4
MEDSE15	Family Healthcare Education*	4
MEDSE16	Traditional Knowledge Systems and Livelihood*	4
MEDSP17	Dissertation (Compulsory)	10
	Total Credits	**66**

\# Students will have an exit option at the end of 6 months and 1st year to get PG Certificate in Extension and Development Studies (Course1-4) Post-Graduate Diploma in Extension and Development Studies (Course1-7), respectively.

* Students will have to choose one elective course. MEDSE-15 is only on offer right now.

2.1.20 Master of Arts in Gender and Development Studies (MAGD)

The programme is likely to be of interest to academics and researchers; trainers, facilitators, supervisors; staff of organizations working in the area of gender and development; government personnel; personnel working in banks and financial institutions.

Development policies and practices have a differential impact on women and men. This necessitates an understanding of the "gender gap" in access to resources, privileges, entitlements and choices. Consensus has evolved around the need to explore the "gender gap" in key development sectors and how this gap can be bridged. There is now greater emphasis on main streaming gender perspectives into the development process. This will contribute to building a gender-sensitive rubric of development, recasting development theory and action in the "direction of improved living standards, socially responsible management and use of resources, elimination of gender subordination and socioeconomic inequality as well as to promote the organizational restructuring required to bring about desirable change."

Exploration of gender issues has become an important activity for most non-governmental organizations. Increasing emphasis is being laid in Governmental agencies on establishing gender-differential impacts and taking positive, affirmative action towards gender equality and equity. It is now widely acknowledged that gender considerations need to be reflected in all development plans, programmes and policies. There is growing concern over the isolation of women in so-called "soft" sectors in education, employment and development rather than mainstreaming gender concerns across all organizations, institutions and activities. While the concerns are clearly articulated, national goals and the UN millennium development goals cannot be achieved without concrete effort towards gender equality.

Achieving gender equality and gender equity requires multi-pronged approaches and strategies. One of the key approaches and strategies revolves around design and development of suitable educational programmes that equip practitioners and policy makers with the requisite knowledge and skills to make a valuable contribution in this sphere. The Master's/ Postgraduate Diploma programmes would make an excellent foundation for analyzing, critically assessing existing development interventions and promoting gender-sensitive/gender-based research and action. The strong focus envisaged on positive affirmative action would be of considerable significance.

Programme Objectives

The programmes seek to enable learners to:
- analyze extent of gender-sensitivity of development interventions;
- conduct gender analysis;
- critically analyze gender differentials in selected development sectors;
- identify appropriate research designs and methodologies for a range of research problems;
- suggest positive affirmative action in development planning and practice to promote gender equity and equality.

Broad Programme Structure

The broad structure for the Master's Degree/ PG Diploma in Gender and Development Studies uses a modular approach.

The 1st Year courses (36 credits) if successfully completed would earn the learner a Postgraduate Diploma in Gender and Development Studies. If the learner continues with the 2nd Year courses(36 Credits) and successfully completes them, the learner would earn a Master's degree in Gender and Development Studies. Specializations according to the learner's interest could be chosen from a range of optionals using a choice-based credit system.

1st Year : Compulsory Courses

Course Code	Course Title	Credits
MGS1	Gender and Development: Concepts, Approaches and Strategies	6
MGS2	Gender, Development Goals and Praxis	6
MGS3	Gender Analysis	4
MGS4	Gender-sensitive Planning and Policy Making	8

MGS5	Research Methodologies in Gender and Development Studies	8
MGSP1	Internship or field based research project	4
	Total Credits:	36

2nd Year : Compulsory Course

MGSP2	Internship or field based research project	4

2nd Year : Elective Courses
Eight (8) elective to be completed.

MGSE1	Gender Planning and Development Policies	4
MGSE2	Gender Audit and Gender Budgeting	4
MGSE3	Gender Mainstreaming	4
MGSE4	Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management	4
MGSE5	Gender, Literature & Culture in India	4
MGSE6	Gender, Resources and Entitlements	4
MGSE7	Gender, Organization and Leadership	4
MGSE8	Media, ICTs and Gender	4
MGSE9	Gender Issues in Work, Employment and Productivity	4
MGSE10	Gender and Entrepreneurship Development	4
MGSE11	Gender, Political Participation and Governance	4
MGSE12	Gender, Nutrition and Health	4
MGSE13	Gender Training and Empowerment	4
MGSE14	Gender and International Relations	4
MGSE15	Gender and Labour	4
MGSE16	Gender, Science and Technology	4
MGSE17	Gender, Environment and Ecology	4
MGSE18	Gender and Education	4
MGSE19	Gender, Law and Human Rights	4
MGSE20	Gender and Financial Inclusion	4

Of these 20 electives, ten are on offer for the current cycle (Electives at S.No.1,2,3,4,6,7,9,10,13,20)

Learner who enroll for the MA Gender & Development Studies could exit with a Post graduate Diploma in Gender annd Development Studies if they successfully complete the first year courses (MGS1, MGS2, MGS3, MGS4,MGS5 and MGSP1).

2.1.21 Master of Arts in Distance Education (MADE)

This Programme has been designed to develop human resource in various specialised areas of Distance Education. The details of the Programme are as follows:

Course Code	Title of the Course	Theory	Credits
1st Year			
MDE411	Growth and Philosophy of Distance Education		6
MDE412	Instructional Design		6
MDE413	Learner Support Systems and Services		6
MDE414	Management of Distance Education		6
MDE418	Educational Communication Technologies		6
2nd Year		Theory	
MDE415	Research Methods for Distance Education		6
MDE416	Curriculum Development in Distance Education		6
MDE417	Distance Education: Economic Perspective		6
MDE419	Staff Training and Development in Distance Education		6
MDE420	Project Work	Practical	6

The medium of instruction is English.

*On completion of first year courses, Post Graduate Diploma in Distance Education will be awarded

2.1.22 Master of Library and Information Science (MLIS)

The general objective of this programme is to contribute to building of professional human resources to meet the varied demands for information handling in libraries and information centres in the country. The programme comprises Core Courses(7) and Elective Courses(2). The medium of instruction for MLIS programme for the time being is English. The Programme is also being offered online.

Core Courses

There will be 7 Courses (6 Core Courses + 1 Project) for this programme which are compulsory. The areas covered in the core courses are: Information, Communication and Society, Information Sources, Systems and Services, Information Processing and Retrieval, Management of Library and Information Centres, and Information Technology. Each core courses is of 4 credits.

The detail of courses are as follows:

Course Code	Title of the Course	Credits
MLI101	Information, Communication and Society	4
MLII101	Information Sources, Systems and Services	4
MLI102	Management of Library and Information Centres	4
MLII102	Information Processing and Retrieval	4
MLII103	Fundamentals of Information Communication Technologies	4
MLII104	Information Communication Technologies: Applications	4
MLIP2	Project	4

Electives: (Out of the following six electives, a learner has to opt for any two)

Course Code	Title of the Course	Credits
MLIE101	Preservation and Conservation of Library Materials	4
MLIE102	Research Methodology	4
MLIE103	Academic Library System	4
MLIE104	Technical Writing	4
MLIE105	Informetrics and Scientometrics	4
MLIE106	Public Library System and Services	4

2.1.23 Masters in Anthropology (MAAN)

Anthropology is the study of human beings in time and space. The programme is based on integrated approach to the subject incorporating insights from physical, social and archaeological anthropology. The thrust is laid on an in-depth understanding involving holistic approach of Anthropology using theoretical and practical techniques. The programme is aimed at developing professional competence of the subject in light of perceivable need for trained anthropologists in academic and research institutes, NGO's, government organizations, health sectors and applied sciences. The focus of the programme is to equip the learners to employ anthropological insight to understand and relate contemporary biosocial shift. It provides an opportunity to a large segment of people desirous to understand essence of the subject.

This is a 64 credit, 8 courses programme with 6 compulsory and 2 elective courses. 32 credits four courses in first year and 16 credit two course in second year which includes dissertation work based on field work is compulsory. Five elective courses are offered in the second year out of which you need to take any two again worth 16 credits.

Course Code	Course Title	Theory	Credits
MANI1	Anthropology and Methods of Research	(Theory & Practical)	8
MANI2	Physical Anthropology	(Theory & Practical)	8
MAN1	Social Anthropology	Theory	8
MAN2	Archaeological Anthropology	Theory	8
MANP1	Field Work Dissertation	Project	8
MANI3	Practicing Anthropology	(Theory & Practical)	8
MANE1	Human Genetics	Elective	8
MANE2	Human Growth & Development	Elective	8
MANE3	Comparative Ethnography	Elective	8
MANE4	Gender & Society	Elective	8
MANE5	Environmental Anthropology	Elective	8

2.2 BACHELOR DEGREE PROGRAMME

2.2.1 Bachelor of Arts in Tourism Studies (BTS)

BTS is a 3-year Degree Programme. The programme is of 96 credits.

Course Code	Title of the Course	Credits
First Year		**32**
TS1	Foundation Course in Tourism	8
TS2	Tourism Development: Products, Operations and Case Studies	8
BSHF101	Foundation Course in Humanities & Social Sciences	8
FEG1	Foundation Course in English	4
Modern Indian Languages (any one of the following)		**4**
FEG2	Foundation Course in English-2	
FAS1	Foundation Course in Assamese	
FBG1	Foundation Course in Bengali	
FGT1	Foundation Course in Gujarati	
BHDF101	Foundation Course in Hindi	
FKD1	Foundation Course in Kannada	
FML1	Foundation Course in Malayalam	
FMT1	Foundation Course in Marathi	
FOR1	Foundation Course in Oriya	
FPB1	Foundation Course in Punjabi	
FTM1	Foundation Course in Tamil	
FTG1	Foundation Course in Telugu	
FUD1	Foundation Course in Urdu	
Second Year		**32**
TS4	Indian Culture: Perspective for Tourism	8
TS5	Ecology, Environment and Tourism	8
FST1	Foundation Course in Science and Technology	8
PTS4	Project on Indian Culture: Perspective for Tourism	4
PTS5	Project on Ecology, Environment and Tourism	4
Third Year		**32**
TS3	Management in Tourism	8
TS6	Tourism Marketing	8
PTS6	Project on Tourism Marketing	4
Any one of the following (4 credits each)		
BHDA101 or AFW(E)	Feature Writing	
BRPA101 or AWR(E)	Writing for Radio	
AOM1	Office Organization Management	
ASP1	Secretarial Practice	

Any one of the following (8 credits each)	
TS7	Human Resource Development
AHE1	Human Environment (includes a 2 credit project)
EHI1	Modern India : 1857-1964
EHI2	India: Earliest Time to 8th Century A.D.
EHI3	India: from 8th to 15th Century A.D.
EHI4	India: from 16th to Mid 18th Century A.D.
ESO15	Society and Religion
BEGE103	Communication Skills in English

2.2.2 Bachelor of Computer Applications (BCA)

The basic objective of the programme is to open a channel of admission for computing courses for students, who have done the 10+2 and are interested in taking computing/IT as a career. After acquiring the Bachelor's Degree (BCA) at IGNOU, there is further educational opportunity to go for an MCA at IGNOU or Master's Programme at any other University/Institute. Also after completing BCA Programme, a student should be able to get entry level job in the field of Information Technology or ITES.

BCA Programme Structure:

Semester	Course Code	Course Title	Credit
I	FEG2	Foundation course in English -2	4
	ECO1	Business Organization	4
	BCS11	Computer Basics and PC Software	3
	BCS12	Mathematics	4
	BCSL13	Computer Basics and PC Software Lab	2
II	ECO2	Accountancy-I	4
	MCS11	Problem Solving and Programming	3
	MCS12	Computer Organization and Assembly Language Programming	4
	MCS15	Communication Skills	2
	MCS13	Discrete Mathematics	2
	BCSL21	C Language Programming Lab	1
	BCSL22	Assembly Language Programming Lab	1
III	MCS21	Data and File Structures	4
	MCS23	Introduction to Database Management Systems	3
	MCS14	Systems Analysis and Design	3
	BCS31	Programming in C++	3
	BCSL32	C++ Programming Lab	1
	BCSL33	Data and File Structures Lab	1
	BCSL34	DBMS Lab	1

Semester	Course Code	Course Title	Credit
IV	BCS40	Statistical Techniques	4
	MCS24	Object Oriented Technologies and Java Programming	3
	BCS41	Fundamentals of Computer Networks	4
	BCS42	Introduction to Algorithm Design	2
	MCSL16	Internet Concepts and Web Design	2
	BCSL43	Java Programming Lab	1
	BCSL44	Statistical Techniques Lab	1
	BCSL45	Algorithm Design Lab	1
V	BCS51	Introduction to Software Engineering	3
	BCS52	Network Programming and Administration	3
	BCS53	Web Programming	2
	BCS54	Computer Oriented Numerical Techniques	3
	BCS55	Business Communication	2
	BCSL56	Network Programming and Administration Lab	1
	BCSL57	Web Programming Lab	1
	BCSL58	Computer Oriented Numerical Techniques Lab	1
VI	BCS62	E-Commerce	2
	MCS22	Operating System Concepts and Networking Management	4
	BCSL63	Operating System Concepts & Networking Management Lab	1
	BCSP64	Project	8

2.2.3 Bachelor's Degree Programmes (BDP)-B.A./BSW/B.Com/B.Sc.

The University offers Bachelor's Degree Programme leading to Bachelor's Degree in the following fields:

1.	B.A.	Bachelor of Arts
2.	B.Com.	Bachelor of Commerce
3.	B.Sc.	Bachelor Degree in Science

(A) Admission to (1) BTS (2) B.A. (3) B.Com and (4) BSW Programmes is through two streams.

(i) **Non-formal :** The non-formal stream is for those student who have not passed 10+2 or its equivalent examination. They have to pass Bachelor's Preparatory Programme of IGNOU to qualify for admission to B.A., BTS, B.Com. & BSW.

(ii) **Formal :** Formal stream of admission is 10+2 or its equivalent examination.

Eligibility: For B.Sc. is 10+2 with science subjects.

Medium of instruction can be either English or Hindi. A learner can complete the Bachelor's Degree Programme in a minimum period of three years and a maximum period of six years.

The university follows the credit system. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree in any of the disciplines mentioned above a learner has to earn 96 credits in three years period. i.e. 32 credits per year. For earning 96 credits, a student has to opt for from three categories of courses (i) Foundation Course (2) Elective Courses and (3) Application-Oriented Courses as given hereunder.

Prog.	Foundation Courses	Elective Courses	Application Oriented
B.A.	24 Credits	56 Credits to 64 Credits	8 to 16 Credits
B.Com.	24 Credits	56 Credits to 64 Credits (not less than 48 Credits from Commerce)	8 to 16Credits
B.Sc.	24 Credits	56 Credits to 64 Credits At least 25% of the Total credits in Physics, Chemistry and Life Sciences have to be obtained from Laboratory Courses)	8 to 16 Credits
B.S.W.	24 Credits	72 Credits	96

In addition to these courses, all BDP students have to study an awareness course on environment entitled -'An Introduction to the Environment' (NEV1). The course aims to improve the understanding and enrich knowledge about the prevalent environmental concerns and issues; and management of various environmental problems. There will be no examination for this course.

As the credit system explained above are new to students from conventional system of education, there is no need to get confused. At every stage, you will get clear and specific guidance to make choices from various courses across the disciplines available in the above three categories. However, to make you known about wide array of courses made available to choose from, categorywise full details are enumerated below.

2.2.3.1 FOUNDATION COURSES - Common to all B.A./B.Com./B.Sc./BSW

[Compulsory 24 Credits (1st year 16 credits, IInd year 8 credits)]
The following are the Foundation Courses which are compulsory:

Course Code	Title of the Course	Credits
BSHF101	Foundation Course in Humanities & Social Sciences	8
FST1	Foundation Course in Science & Technology	8
FEG1	Foundation Course in English-1 OR	4
FHD2	Foundation Course in Hindi-2	4

Optional Courses: (Choose any one)

Modern Indian Languages

A Foundation Course in any of the following Modern Indian Languages is to be opted:

Course Code	Language	Credits
FAS1	Assamese	4
FBG1	Bengali	4
FEG2	English	4
FGT1	Gujarati	4
BHDF101	Hindi	4
FKD1	Kannada	4
FML1	Malayalam	4
FMT1	Marathi	4
FOR1	Oriya	4
FPB1	Punjabi	4
FTM1	Tamil	4
FTG1	Telugu	4
FUD1	Urdu	4
BSKF1	Sanskrit	4
BBHF1	Bhojpuri	4
BMAF1	Maithilee	4

2.2.3.2 ELECTIVE COURSES - B.A./B.Com./B.Sc.

Following are the Elective Courses:

Course Code	Title of the Elective Courses	Credits
HINDI		
EHD1	Hindi Gadya	8
EHD2	Hindi Kavya	8
EHD3	Hindi Sahitya ka Itihas evam Sahitya Parichaya	8
EHD4	Madhya Kaleen Bhartiya Sahitya: Samaj aur Sanskriti	8
EHD5	Adhunik Bhartiya Sahitya: Rashtriya Chetna aur Navjagran	8
EHD6	Hindi Bhasha : Itihas aur Vartman	8
BHDE107	Hindi Sanrachna	8
BHDE108	Prayojanmoolak Hindi	8
ENGLISH		
BEGE101	From Language to Literature	8
BEGE102	The Structure of Modern English	8
BEGE103	Communication Skills in English	8
BEGE104	English for Business Communication	8
BEGE105	Understanding Prose	8
EEG6	Understanding Poetry	8
BEGE107	Understanding Drama	8
BEGE108	Reading the Novel	8

(ELECTIVE)URDU (SLMs will be available in 'URDU' language only)

BULE1	Elements of Urdu Structure	8
BULE2	History of Urdu Language	8
BULE3	Urdu Poetry	8
BULE4	Urdi Fiction	8

POLITICAL SCIENCE

EPS11	Political Ideas and Ideologies	8
BPSE212	Government and Politics in India	8
EPS3	Modern Indian Political Thought	8
EPS15	South Asia: Economy, Society and Politics	8
EPS6	Government and Political in East and South East Asia	8
EPS7	International Relations	8
EPS8	Government and Politics in Australia	8
EPS9	Comparative Government and Politics	8

HISTORY

EHI1	Modern India: 1857-1964	8
EHI2	India: Earliest Times to the 8th Century A.D.	8
EHI3	India: From 8th Century to 15th Century A.D.	8
EHI4	India: From 16th to Mid-18th Century	8
EHI5	India: From Mid-18th to Mid-19th Century	8
EHI6	History of China and Japan : 1840-1949	8
EHI7	Modern Europe: Mid Eighteenth to Mid Twentieth Century	8

ECONOMICS

BECE15	Elementary Mathematical Methods in Economics	8
BECE16	Economic Development: Comparative Analysis & Contemporary Issues	8
EEC7	Industrial Development in India	8
EEC10	National Income Accounting	8
EEC11	Fundamentals of Economics	8
BECE2	Indian Economic Development: Issues and Perspectives	8
EEC13	Elementary Statistical Methods and Survey Techniques	8
BECE214	Agricultural Development in India	8

PUBLIC ADMINISTRATION

EPA1	Administrative Theory	8
BPAE102	Indian Administration	8
EPA3	Development Administration	8
EPA4	Personnel Administration	8
EPA5	Financial Administration	8
EPA6	Public Policy	8

SOCIOLOGY

ESO11	The Study of Society	8
ESO12	Society in India	8
ESO13	Sociological Thought	8
ESO14	Society and Stratification	8
ESO15	Society and Religion	8
ESO16	Social Problems in India	8

PHILOSOPHY

BPY1	Indian Philosophy: Part I	To be taken together	4
BPY2	Logic : Classical and Symbolic		4
BPY3	Ancient and Medieval Philosophy	To be taken together	4
BPY4	Religions of the World		4
BPY5	Indian Philosophy : Part II	To be taken together	4
BPY8	Modern Western Philosophy		4
BPY6	Metaphysics	To be taken together	4
BPY7	Ethics		4
BPY9	Contemporary Western Philosophy	To be taken together	4
BPY10	Epistemology		4
BPY11	Philosophy of Human Person	To be taken together	4
BPY12	Philosophy of Science and Cosmology		4
BPYE1	Philosophy of Religion	To be taken together	4
BPYE2	Tribal and Dalit Philosophy		4

(ELECTIVE) PSYCHOLOGY

BPC1	General Psychology	To be taken together	4
BPC2	Developmental Psychology		4
BPC3	Research Methods in Psychology	To be taken together	4
BPC4	Statistics in Psychology		4
BPC5	Theories of Personality	To be taken together	4
BPC6	Social Psychology		4
BPCL7*	Practicals in Psychological Testing	To be taken together	4
BPCL8*	Practical in Experimental Psychology		4
BPCE11	School Psychology		4
BPCE13	Motivation and Emotion		4
BPCE14	Psychopathology		4
BPCE15	Industrial and Organisational Psychology		4
BPCE17	Introduction to Counselling Psychology		4
BPCE18	Neuropsychology		4
BPCE19	Environmental Psychology		4
BPCE21	Forensic Psychology		4

BPCE22*	Practicals in Clinical Psychology OR Practicals in Industrial & Orgnisational Psychology OR Practicals in Counselling	4	To be taken together
BPCE23*	Internship in Psychology	4	

1. *Courses are compulsory for B.A. (Psychology) major students. These courses would not be offered to B.A. General Students.
2. The course BPCE22 should be related to theory course BPCE14/BPCE15/BPCE17 .
3. To choose 8 credit course from BPCE11/BPCE13/BPCE14/BPCE15/BPCE17/BPCE18/BPCE19/BPCE21
4. Psychology courses are available in English medium only.

RURAL DEVELOPMENT

**ERD-1   Rural Development in India   8

Note: **(This course in Rural Development may also be opted by Sociology students for major in Sociology)

(Learners who successfully complete 48 credits in any one discipline will be given a B.A. Major degree after completion of 96 credits whereas others will be awarded B.A. General degree). However, for a B.A. (Major) degree in Mathematics learner should complete 40 credits including MTE1, MTE2, MTE4, to MTE9 (in all worth 28 credits).

Discipline Course Code	Title of the Elective Courses	Credits
COMMERCE		
ECO1	Business Organisation	4
ECO2	Accountancy-1	4
ECO3	Management Theory	4
ECO5	Mercantile Law	4
ECO6	Economic Theory	4
ECO7	Elements of Statistics	4
ECO8	Company Law	4
ECO9	Money, Banking & Financial Institutions	4
ECO10	Elements of Costing	4
ECO11	Elements of Income Tax	4
ECO12	Elements of Auditing	4
ECO14	Accountancy-II	4
ECO13	Business Environment	4
MATHEMATICS		
MTE1	Calculus	4
MTE4	Elementary Algebra	2
MTE5	Analytical Geometry	2
MTE2	Linear Algebra	4
MTE6	Abstract Algebra	4

MTE4, MTE5, Analytical Geometry — To be taken together
MTE2, MTE6 — To be taken together

MTE7	Advanced Calculus	4
MTE8	Differential Equations	4
MTE9	Real Analysis	4
MTE10	Numerical Analysis	4
MTE11	Probability and Statistics	4
MTE12	Linear Programming	4
MTE13	Discrete Mathematics	4
MTE14	Mathematical Modelling	4

(MTE7 & MTE8 — To be taken together; MTE9 & MTE10 — To be taken together; MTE11 & MTE12 — To be taken together; MTE13 & MTE14 — To be taken together)

PHYSICS		
BPHE101	Elementary Mechanics	2
PHE2	Oscillations and Waves	2
BPHL103	Physics Laboratory -I	4
PHE4	Mathematical Methods in Physics-I	2
PHE5	Mathematical Methods in Physics-II	2
PHE6	Thermodynamics and Statistical Mechanics	4
PHE7	Electric and Magnetic Phenomena	4
PHE8(L)	Physics Laboratory-II	4
PHE9	Optics	4
PHE10	Electrical Circuits and Electronics	4
PHE11	Modern Physics	4
PHE12(L)	Physics Laboratory-III	4
PHE13	Physics of Solids	4
PHE14	Mathematical Methods in Physics-III	4
PHE15	Astronomy and Astrophysics	4
PHE16	Communication Physics	4

(BPHE101 & PHE2 — To be taken together; PHE4 & PHE5 — To be taken together)

CHEMISTRY		
CHE1	Atoms and Molecules	2
CHE3(L)	Chemistry Laboratory-I	2
CHE2	Inorganic Chemistry	4
CHE4	Physical Chemistry	4
CHE5	Organic Chemistry	4
CHE6	Organic Reaction Mechanism	4
CHE7(L)	Chemistry Laboratory-II	2
CHE8(L)	Chemistry Laboratory-III	2
CHE9	Biochemistry	4
CHE10	Spectroscopy	4
CHE11(L)	Chemistry Laboratory-IV	4
CHE12(L)	Chemistry Laboratory-V	4
MTE3	Mathematical Methods	4

(CHE1 & CHE3(L) — To be taken together; CHE7(L) & CHE8(L) — To be taken together)

LIFE SCIENCES		
LSE1	Cell Biology	4
LSE2	Ecology	4
LSE3	Genetics	4
LSE4(L)	Laboratory Course-I	4
LSE5	Physiology	4
LSE6	Developmental Biology	4

LSE7	Taxonomy and Evolution	4
LSE8(L)	Laboratory Course-II	4
LSE9	Animal Diversity-I	6
LSE10	Animal Diversity-II	6
LSE11(L)	Animal Diversity Laboratory	4
LSE12	Plant Diversity-I	6
LSE13	Plant Diversity-II	6
LSE14(L)	Plant Diversity Laboratory	4

LSE9, LSE10, LSE11(L) — To be taken together
LSE12, LSE13, LSE14(L) — To be taken together

Note:
MTE1 is a pre-requisite for MTE7 to MTE10.
MTE7 is a pre-requisite for MTE11.
MTE7 is a co-requisite for MTE8.
MTE8 is a pre-requisite for MTE14.
CHE1 is a pre-requisite for CHE4, CHE5 and CHE10,
CHE1 is a co-requisite for CHE-2
CHE2 is a pre-requiste for CHE-10
CHE4 is a pre-requisite for CHE9
CHE5 is a co-requisite for CHE6 and pre-requisite for CHE9 & CHE10
PHE2 is a pre-requisite for PHE10
BPHE-101, PHE4 and PHE5 are pre-requisite for PHE11
PHE10 is a co-requisite for PHE16
PHE4 and PHE5 are pre-requisite for PHE14
Since the Chemistry courses of IGNOU include quantitative techniques, we suggest that you take MTE3,if you haven't studied Mathematics up to the +2 level. It will help you to cope better with these courses. However, **if you plan to take any other Mathematics electives(MTE1,2,4 to 14), you are not permitted to take MTE3**

Mathematics elective courses should not be opted by students coming to B.A./B.Com through BPP. It is strongly recommended that only those students who have studied Mathematics as a subject in 10+2 should opt for the Mathematics electives.

Co-requisite and pre-requisite courses refer to the courses which the learners are strongly advised to register for and complete, so that the related courses could be followed easily. Otherwise, it is **not a compulsory directive**.

2.2.3.3 Application-Oriented Courses

The third component of the B.A. programme is Application Oriented Courses. These courses are developed to equip you in some areas of your choice, which requires applications of skills. You must select at least 8 credits worth of courses from this group. You are allowed to select a maximum of 16 credits from this group. If you have opted a total of 64 credits in elective courses, you should take only 8 credits under Application Oriented Courses. Alternatively, if you have taken only 56 credits in elective courses, you are allowed to take 16 credits in Application Oriented Courses.The detailed list of the Application Oriented Courses currently available is given below.

List of application Oriented Courses - Common to all B.A./B.Com./B.Sc./BSW		
AFW(E)	Feature Writing (English)	4
OR		
BHDA101	समाचार पत्र और फीचर लेखन (हिन्दी)	4

AWR(E)	Writing for Radio (English)	4
OR		
BRPA101	Radio Lekhan (Hindi)	4
ATR1	Translation(English 4 Credits + Hindi 4 Credits)	8
ACC1	Organizing Child Care Services	8
ANC1	Nutrition for the Community	8
AHE1**	Human Environment (6 Credits Theory + 2 Credits Project)	8
AMK1*	Marketing	4
AED1*	Export Procedure and Documentation	4
AOM1*	Office Organization and Management	4
ASP1*	Secretarial Practice	4
AMT1**	Teaching of Primary School Mathematics(6 Credit Theory + 2 Credit Project)	8
ACS1	Consumer Studies	8
CTE3	Teaching Strategies	4
CTE4	Teaching English-Elementary School	4
OR		
CTE5	Teaching English-Secondary School (With CTE3 take anyone either CTE4 or CTE5)	4
AST1***	Statistical Techniques	4
AOR1***	Operational Research	4
**AEC1+	Environmental Chemistry (6 Credit Theory + 2 Credit Project)	8
**APM1	Integrated Pest Management (6 Credit Theory + 2 Credit Project)	8
BCOA1	Business Communication and Enterpreneurship (English Medium only)	4

CTE3, CTE4 — To be taken together

* Commerce based Application-oriented Courses. However, students are free to choose any Application-oriented Course(s) of their choice. Among 4 crdit Application Oriented Courses, they have to choose at least two 4 credit courses to make up 8 credits in total.

** All these courses have a theory component of 6 credits and a project/Lab component of 2 credits. The project is to be submitted in SED at IGNOU, Maidan Garhi, New Delhi-110068.

*** +2 level of mathematics is a pre-requisite.

+ CHE1, CHE2 and CHE3(L) are the pre-requisite for this course only for those who had studied Chemistry up to 10+2 level.

Students are free to choose any Application Oriented Course from the list given above. Subject to fulfilment of pre-requisites. However, they have to opt at least two 4 credit courses to make it 8 credit.

SCHEME OF STUDY

In order to enable you to complete Bachelor's Degree Programme within the minimum period of three years, you are allowed to take courses worth 32

credits in each year. In the first year of study, you should take 16 credits in Foundation Courses (FHS1, FEG1 or FHD2 and FEG2 or any one of MILs), and 16 credits in Elective Courses. In the second year you should take 8 credits of Foundation Course (FST1) and 24 credits of Elective Courses. In the third year you should take 24 credits in Elective Courses and 8 credits in Application-Oriented Courses. Alternatively, you can take 16 to 24 credits of electives and 8 to 16 credits of Application- Oriented Courses.

2.2.3.4 How to Choose Courses for B.A./B.Com./B.Sc.

B.A.

We have already explained the number of credits to be obtained in various categories of courses, viz. Foundation, Elective and Application-Oriented Courses. We discuss below the choices available in all these groups.

Foundation Courses: In this category of courses, you have to choose from the following:

FEG1 or FHD2

FEG2 or BHDF1 or any one of the listed Modern Indian Languages.

BSHF101 (Foundation Course in Humanities and Social Sciences), and FST1 (Foundation Course in Science and Technology) are compulsory. In first and second year of study respectively.For B.Sc. it is via-versa

Elective Courses: The main task is to select elective courses. Please remember that as a learner in an Open University you have this unique opportunity of free choice of courses. You must have noticed that the list of elective courses is very big and you have to choose courses worth 56 to 64 credits from this group. However, if you want to choose mathematics, we strongly recommend that you should have studied mathematics as one of the subjects at 10 + 2 level. **If you want elective courses in a particular discipline you must take a minimum of 8 credits and a maximum of 48 credits in that discipline.**

B.A. (Major)

If you want to go for indepth study of one particular discipline to obtain B.A. Major or you want to pursue the same discipline for your postgraduate studies you can select courses worth 48 credits from that discipline. In B.A., option to do Major is available in English, Hindi, Urdu, Economics, History, Political Science, Public Administration, Sociology, Psychology, Philosophy and Mathematics.

B.A. (General)

If you do not intend to specialise in one discipline you can choose courses from various disciplines. Here you will have to be careful. If you choose from many disciplines you might end up doing one course from each discipline

which might not give you enough knowledge in any of the disciplines. You should try to select courses of your choice from 2 or 3 disciplines.

These courses would be available to you in a phased manner i.e. some would be available in the first year, a few more would be available in the second year and the remaining in the third year. This phasing has been done for the convenience of counselling and examination. In this scheme all the elective courses have been divided into 6 groups:

Group 1 -	BEGE101, EHD1, EHD5, EEC11, EHI1, EHI7, EPS11,EPA1,ESO11, {ECO1, ECO2 (To be taken together)}, {MTE1, MTE4, MTE5 (To be taken together)}, BSWE4, {BPY1, BPY2 (To be taken together)}, {BPC1, BPC2 (to be taken together)} & BULE1.
Group 2 -	BEGE102, EHD2, BHDE108, BECE2, EHI2, BPSE212, BPAE102, ERD1, ESO12, {MTE2, MTE6 (To be taken together)}, {BPY3, BPY4 (To be taken together)}, {BPC3, BPC4 (to be taken together)} & BULE2.
Group 3 -	BEGE103, BEGE108, EHD3, EEC10, EEC13, EHI3, EPS3, EPS8, EPA3, ESO13, ECO5, ECO7, {MTE7, MTE8 (To be taken together)}, BSWE5, {BPY5,BPY8 (To be taken together)}, {BPC5, BPC6 (to be taken together)} & BULE3.
Group 4 -	BEGE105, EHD6, BECE214, EHI4, EPS7, EPA4, ESO14, ECO3, (ECO6 or ECO13), {ECO12, ECO14 (To be taken together)}, {MTE9, MTE10 (To be taken together)}, BSWE6, {BPY6, BPY7 (To be taken together)}, {BPYE1, BPYE2 (To be taken together)}, {BPCL7, BPCL8 (to be taken together)} & BULE4,
Group 5 -	EEG6, BHDE107, BECE15, EHI5, EPS15, EPA5, ESO15, ECO8, ECO9, {MTE11, MTE12 (To be taken together)}, {BPY9, BPY10 (To be taken together)}, {BPCE14 or BPCE15 or BPCE17 (Choosen any one)} and {BPCE11or BPCE13 or BPCE18 or BPCE19 or BPCE21(Choose any one)}.
Group 6 -	BEGE104, BEGE107, EHD4, BECE16, EEC7, EHI6, EPS6, EPS9, EPA6, ESO16, ECO10, ECO11, {MTE13, MTE14 (to be taken together)}, {BPY11, BPY12 (to be taken together)}, {BPCE22, BPCE23 (to be taken together)}.

Only Group 1 and 2 courses are available in the first year. In first year you have to choose courses worth 16 Credits only from elective courses. Select 8 Credits from each group. Elective Courses from rest of the group would be offered in second and third year.

You should offer elective courses in such a way that overlapping is avoided i.e. you should offer courses of 8 credits from Group 1 and 8 credits from Group 2.

Application-Oriented Courses: In the third year you have to take courses worth 8 or 16 credits from this group. While selecting these courses make sure that they are of use to you in the profession, you are working in or intend to take up in future.

B.Com.

In order to enable you to complete B.Com. Programme within the minimum period of three years, you are allowed to take 32 credits worth of courses in each year. In the first year you should take 16 credits of Foundation Courses (BSHF101, FEG1 or FHD2 and FEG2 or any one of the MILs). Eight credits of Elective Courses in Commerce (ECO1 and ECO2) and 8 credits of Elective Courses in Other Disciplines either from Group 1 or 2. In the second year you should take 8 credits of Foundation Courses (FST01) and 24 credits of Elective Courses in Commerce (ECO3, ECO5, ECO6 or ECO13, ECO7, ECO12 and ECO14). In the third year you should take 16 credits of Elective Courses in Commerce ECO8, ECO9, ECO10 and ECO11), And 8 to 16 credits in Application-

Oriented Courses. You should take 8 credits in elective courses in other discipline. It shall be noted that the commerce based Application-Oriented courses are:AMK1, AED1, AOM1 and ASP1.

B.Sc.

In order to complete the B.Sc. degree within the minimum period of three years, you are allowed to take courses worth 32 credits in each year. Elective courses worth a minimum of 8 credits and a maximum of 48 credits in any one of the four Science disciplines can be opted. You can choose 56 or 64 credits of elective courses from a minimum of two disciplines and a maximum of four disciplines. Please refer to Section 3.4.3 for opting elective courses. Of the total credits opted in elective courses in Physics, Chemistry and Life Sciences disciplines, at least 25% must be from the laboratory courses.The year-wise scheme of study is shown in the following table.

Note : We strongly recommend that you opt for mathematics electives, only if you have studied mathematics at 10 + 2 level.

Year-wise Scheme of Study

Year of Study	Foundation Courses		Elective Courses	Application-Oriented Courses	Total Credits
First Year	**16 Credits as under**		**16 Credits from**		**32 Credits**
	1. FST1	8 Credits (compulsory)	**BPHE**101,**PHE**2, **BPHL**103, **PHE**4,5,6		
	2. FEG1 or FHD2	4 Credits	**CHE**1,2,3(L),5,7(L),8(L)		
	3. FEG2 or BHDF101 or any one of MILs	4 Credits	**LSE**1,2,3,4(L), **MTE**1,2,3*, 4,5,6.		
Second Year	**8 Credits**		**24 Credits from**		**32Credits**
	(BSHF101) (compulsory)	8 Credits	**BPHE**101,**PHE**2, **BPHL**103, 4,5,6,7,8(L) 9,10,15, **CHE**1,2,3(L),4,5,6,07(L),08(L), 09,11(L)& MTE3 **LSE**1,2,3,4(L),5,6,7,8(L) & MTE3 **MTE**1,2,3*,4,5,6,7,8,9,10		
Third Year			**16 Credits to 24 Credits from**	**8 Credits to 16 Credits**	**32Credits**
			BPHE101,**PHE**2,**BPHL**103,4,5,6,7,8(L),9,10, 11,12(L),13, 14,15,16, **CHE**1,2,3(L) 4,5,6,7(L),8(L), 9,10,11(L),12(L) & MTE3 **LSE**1,2,3,4(L),5,6,7,8(L),9,10,11(L),12,13,14(L), **MTE**1,2,3*,4,5,6,7,8,9, 10,11,12,13,14.		
Total Credits	**24 Credits**		**64 Credits or 56 Credits**	**8 Credits or 16 Credits**	**96Credits**

Note: * MTE3 credits will not be counted towards mathematics electives. In other words if you are choosing mathematics courses on electives, you are not allowed to opt MTE-3.

As per the above table, in the **first year** of study, you should take 16 Credits in Foundation Courses (FST1, FEG1 or FHD2 and FEG2 or BHDF101 or any one of the MILs) and 16 credits in Elective Courses. In the **second year,** you should take 8 credits of Foundation Course in Humanities and Social Sciences (BSHF101) and 24 credits of Elective Courses. In the **third year**, you can take 16 to 24 credits of electives and 8 to 16 credits of application-oriented courses (together it should be 32 credits).

B.Sc.(Major)

To obtain B.Sc.(Major), the total number of Credits to be taken in **elective courses** in the respective disciplines are as follows:

Discipline	Elective Courses	Total Credits
Botany	LSE1 to 8(L) and the package* of LSE12,13,14(L).	48
Chemistry	CHE1 to CHE12(L)	40
Mathematics	MTE1,2,4 to 9 worth 28 credits are compulsory. Remaining 12 credits may be opted from MTE10 to MTE14.	40
Physics	BPHE101, PHE2, BPHL103, PHE4 to PHE16.	48
Zoology	LSE1 to 8(L) and the package* of LSE9,10,11(L).	48

* Please note that you will not be allowed to opt for any individual course from the package. The courses LSE9,10 and 11(L) are to be taken together as a package. you will be not be allowed to opt for any individual course from the package. Similarly, LSE12,13 and 14(L) should also be taken as a package.

B.Sc. (General)

For any combination of Science Electives other than those given above, you will be awarded a B.Sc. (General) degree.

Year of Study	Foundation Courses	Elective Courses	Application - Oriented Courses	Total Credits
First Year	16 Credits	16 Credits	—	32 Credits
Second Year	8 Credits	24 Credits	—	32 Credits
Third Year	—	16 Credits to 24 Credits	8 Credits to 16 Credits	32 Credits
Total Credits	**24 Credits**	**56 to 64 Credits**	**8 to 16 Credits**	**96 Credits**

For both B.Sc.(Major) and B.Sc.(General) degrees, at least 25% of elective Credits in Physics, Chemistry and Life Sciences must be earned from laboratory courses.

2.2.4 Bachelor of Social Work (BSW)

The Bachelor Degree Programme in Social Work (BSW) is meant for people who are interested in providing professional assistance to people in need. Persons with professional training/degree in Social Work generally work in socially relevant areas such as health care, community development, education, industry, counselling, family, correction, social defence, women, children, disability etc. With the globalization, market economy and liberalisation, new concerns and human problems are emerging which needs to be addressed. This programme will be particularly useful to people employed at middle and lower levels with NGOs. It will also be useful to fresh candidates who may like to work in social and social welfare sectors.

In order to enable the learners to complete BSW Programme within the minimum period of three years, they are allowed to take 32 credits worth of courses in each year as follows:

I year

Foundation Courses (from BDP)		16 credits
BSWE1	Introduction to Social Work (Theory)	8 credits
BSWL1*	Social Work Practicum-1 (Practical)	8 credits
		32 Credits

II Year

Foundation Course (from BDP)		8 credits
BSWE2	Social work intervention with Individuals and groups (theory)	8 credits
BSWL2*	Social Work Practicum-II (Practical)	8 credits
BSWE4	Introduction to Family Education	8 credits
		32 credits

III Year

BSWE3	Social Work Intervention with Communities and Institutions (theory)	8 credits
BSWEL3*	Social Work Practicum-III (Practical)	8 credits
BSWE5	Introduction to HIV/AIDS	8 credits
BSWE6	Substance Abuse and Counselling	8 credits
		32 credits

* These courses are practicals for first, second and third year of BSW respectively. Successful completion of practicals in first year is a necessary condition for taking up Practicals for the second year. Similarly successful completion of Practicals in second year is a necessary condition for taking up Practicals for the third year.

2.2.5 Bachelor of Library and Information Science (BLIS)

The Bachelor's Degree in Library and Information Science Programme comprises nine courses; of these seven courses deal with theoretical aspects of this discipline, while two courses are meant to provide practical exercises to the learners. Out of seven courses on theoretical aspects, one course (BLIS-07) also includes practical component. Medium of instruction for this programme is English and Hindi.

Course Code	Title of the Course	Credits
BLIS1	Library and Society	4
BLIS2	Library Management	4
BLIS3	Library Classification Theory	4
BLIS3P	Library Classification Practice	4
BLIS4	Library Cataloguing Theory	4
BLIS4P	Library Cataloguing Practice	4
BLIS5	Reference and Information Sources	4
BLIS6	Information Services	4
BLIS7	Information Technology: Basics	4
	Total	**36**

2.2.6 Bachelor's Preparatory Programme (BPP)

Bachelor's Preparatory Programme (BPP) - Non-Formal Channel to B.A./B.Com/BSW/BTS

Bachelor's Preparatory Programme is offered by the University to those students who wish to do Bachelor's Degree of IGNOU but do not have the essential qualifications of having passed 10+2 and attained the age of 18 years/as on 1st April and 1st October for January & July session respectively. In the absence ofsuch a qualifying certificate these students are deprived of higher education. To enable such students to enter higher education stream, IGNOU has designed this preparatory programme. **BPP is, however, not equivalent to 10+2 and has no credit weightage.** It is valid for admission to IGNOU's non-formal stream of BA/B.Com. etc.

The Bachelor's Preparatory Programme (BPP) is on offered in Oriya, English, Hindi, Tamil, Bengali, Marathi, Telugu, Malayalam, Gujarati medium.

Structure of the Programme

The Bachelor's Preparatory Programme has following three courses. Student has to select any two of these courses.

i) Preparatory Course in General
   Mathematics   - OMT101

ii) Preparatory Course in Social
    Sciences   - OSS101

iii) Preparatory Course in Commerce   - PCO1

2.3 DIPLOMA PROGRAMMES

2.3.1 Advance Diploma in Participatory Development (ADPD)

To facilitate inclusive and sustainable development, participatory development national and international development practice and debate.

Those working in the development field need to take into consideration new realities of constitutional bodies like panchayats and municipalities, as well as promote participation of marginalised sections like tribals, dalits and women in development programmes and projects. They need to be aware of issues of democratic governance, which have contributed to the empowerment of the poor and marginalised women's political empowerment and recent governmental interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information (RTI).

In addition, the development agenda has generated a growing demand [or trained workers to manage field-based development interventions. Many government agencies, national/international NGOs, donors as well as corporates are recruiting development workers and professionals to undertake challenging field responsibilities to ensure they are implemented in a manner that supports participation and ownership by local communities. Issues related to management of development organisations are also at the forefront of what is required of development sector professionals.

Responding to these trends to build quality human resources in the development sector, IGNOU and PRIA have entered into a unique collaboration to design and deliver Advance Diploma in Participatory Development.

- To enable critical analyses of development models, policies, processes and its implementation.
- To strengthen understanding of the concept and practice of participatory development.
- To develop knowledge and skills for managing development projects and programmes in a participatory manner.
- To provide opportunities to experience the process of participation III development and governance interventions.
- To strengthen understanding of key elements of managing development organisations.

Course Code	Title of the Course	Credits
MDS1	Understanding Participatory Development	6
MDS2	Development Policies and Programmes	6
MDS3	Democratic Governance and Civil Society	6
MDS4	Securing Participation in Development	6
MDS5	Participatory Project Management	6
MDSL6	Field Work	6
MDS7	Legal and Regulatory Frameworks of Development Organisations	6
MDS8	Management of Development Organisations	6
MDS9	Management of Financial Resources	6
	Total Credits	**54**

2.3.2 PG Diploma in Participatory Development (PGDPD)

To facilitate inclusive and sustainable development participatory development as an approach is integral to current national and international development practice and debate.

Those working in the development field need to take into consideration new realities of constitutional bodies like panchayats and municipalities, as well as promote participation of marginalised sections like tribals, dalits and women in development programmes and projects. They need to be aware of issues of democratic governance which have contributed to the empowerment of the poor and marginalised, women's political empowerment and recent governmental interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information (RTI).

In addition, the development agenda has generated a growing demand for trained workers to manage field-based development interventions. Many government agencies, national/international NGOs, donors as well as corporates are recruiting development workers and professionals to undertake challenging field responsibilities to ensure they are implemented in a manner that supports participation and ownership by local communities. Issues related to management of development organisations are also at the forefront of what is required of development sector professionals.

Responding to these trends to build quality human resources in the development sector, IGNOU and PRIA have entered into a unique collaboration to design and deliver PG Diploma in Participatory Development.

The main objectives of the programme are:

- To enable critical analyses of development models, policies, processes and its implementation.
- To strengthen understanding of the concept and practice of participatory development.
- To develop knowledge and skills for managing development projects and programmes in a participatory manner.
- To provide opportunities to experience the process of participation in development and governance interventions.
- To strengthen understanding of key elements of managing development organisations.

Course Code	Title of the of Nature	Course	Credits
MDS1	Understanding Participatory Development	Theory	6
MDS2	Development Policies and Programmes	Theory	6
MDS3	Democratic Governance and Civil Society	Theory	6
MDS4	Securing Participation in Development	Theory	6
MDS5	Participatory Project Management	Theory	6
MDSL6	Field work	Practical	6
	Total Credits		**36**

2.3.3 Post Graduate Diploma in Library Networking and Automation (PGDLAN)

The Post Graduate Diploma in Library Automation and Networking (PGDLAN) aims at developing the professional competencies of the library and information professionals in an automated and networked environment. The programme also provides opportunities for indepth or intensive practical to enhance technological skills of the learners to independently develop or manage a computerized library and information centre.

Programme Objectives

The objectives of the programme are to :

- Imbibe knowledge and skills associated with fundamentals of computer technology;
- Understand the basic requirements of library automation and services provided by an automated library;
- Acquaint learners about the components of an information system;
- Acquire knowledge and skills on networking and Internet technology in general and library and information networks in particular;
- Develop Internet skills with special reference to the information resources available in different forms and subjects;
- Develop web-enabled content developments skills;
- Make you aware about the legal issues associated with information;
- Design and develop a programme by enhancing skills on programming based on specific languages such as Java or Visual Basic or C++; and
- Undertake a practical based project in order to specialize in one of the thrust areas on library automation and networking.

Programme Structure

The programme is essentially a judicious mix of theory and practical components to develop technology based knowledge, skills and aptitude of library and information professionals. The programme consists of the following courses:

Course Code	Title of the Course	Credits
MLI1	Introduction to Computers	4
MLIL1	Practical	
MLI2	Library Automation	4
MLIL2	Practical	
MLI3	Information Systems	4
MLIL3	Practical	
MLI4	Networking and Internet Technology	4
MLIL4	Practical	
MLI5	Internet Resources	4

Course Code	Title of the Course	Credits
MLIL5	Practical	
MLI6	Content Development	4
MLIL6	Practical	
MLI7	Programming	4
MLIL7	Practical	
MLIP8	Project	4

2.3.4 Post Graduate Diploma in Disaster Management (PGDDM)

The major objectives of the programme are to:

- Provide comprehensive knowledge to the learners on disaster preparedness, mitigation and rehabilitation.

- Enable the learners to carry out risk assessment and vulnerability analysis.

- Generate community awareness, and strengthen institutional mechanism for community mobilisation and participation in disaster management.

- Develop communication skills for disaster preparedness.

- Create greater awareness about effective disaster response in various emergency situations.

- Equip learners with tools for meeting emergency medical requirements.

- Incorporate gender sensitive disaster management approach; and

- Inculcate new skills and sharpen existing skills of government officials, voluntary activists, development professionals and elected representatives for effective disaster management.

Target Group

The Post Graduate Diploma in Disaster Management shall cater to the needs of the following target groups:

- Government functionaries
- NGO functionaries and Volunteers
- Military, Para-military, Police, Home Guards, and Civil Defence personnel
- Geologists, Scientists, Meteorologists, Engineers, Administrators, and other Government and Public Sector Undertakings officials
- Rural Development Functionaries, Primary Health Centres Functionaries, Relief Workers, Social Workers, Envionmentalists, etc. and

Programme Structure

- The Programme is of 32 credits and has two components: a) Courses and b) Project Work.

- The following eight Courses of four credits each shall be offered to the learners:

Course Code	Title of the Course	Credits
MPA1	Understanding Natural Disasters	4
MPA2	Understanding Man-made Disasters	4
MPA3	Risk Assessment and Vulnerability Analysis	4
MPA4	Disaster Preparedness	4
MPA5	Disaster Response	4
MPA6	Disaster Medicine	4
MPA7	Rehabilitation, Reconstruction and Recovery	4
MPAP1	Project Work	4
	OR	
MED4*	Towards Participatory Management	
	Total	32

* Course is available in English only

2.3.5 Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabilitation (PGDMRR) (online also)

The Post-Graduate Diploma Programme in Participatory Management of Displacement, Resettlement and Rehabilitation (PGDMRR) is a proactive initiative of the World Bank and Indira Gandhi National Open University for building the skills of both development practitioners, in general and resettlement and rehabilitation officers, field staff, desk staff and technical experts in participatory methods of managing the concerns and issues of displacement and working for satisfactory resettlement and rehabilitation (R&R) of those displaced by development projects, in particular.

The programme is of use to those who are engaged generally in the development sector and particular in R and R divisions of development projects of the government, private sector as project officers, technical experts, field staff or desk staff and those working with the NGOs, industrial establishments and other agencies involved in R and R of those displaced by development projects.

The objectives of the programme are to orient learners to:

- Contextualize development caused displacement and rehabilitation.
- Strategize participatory planning of resettlement and rehabilitation.
- Appreciate the particulatory implementation and monitoring of resettlement and rehabilitation.
- Understand theoretical perspectives in the study of R&R.
- Learn lessons from already executed development projects.
- Imbibe specialized knowledge on different phases of R&R process.

- Prepare an individual field work based Project work report that integrates the learning with specific activities of processes in a development project.

The programme consists of Eleven courses

(7 compulsory and one optional) listed below:

Course Code	Title of the Course	Credits
MRR101	Understanding Development-Caused Displacement	4
MRR102	Role of Participation in Sustainable Development	4
MRR103	Participatory Planning of Resettlement and Rehabilitation	4
MRR104	Participatory Implementation and Monitoring of Resettlement and Rehabilitation	4
MRR5	Theoretical Perspectives on R&R	4
MRR6	Illustrative R&R Case Studies from Different Development Sectors	4
MRRE7*	Economic Planning of R&R and Implementation	4
MRRE8*	Socio-Cultural and Infrastructural Planning and Relocation	4
MRRE9*	Economic Rehabilitation of PAPs	4
MRRE10*	Monitoring and Evaluation of R&R	4
MRRP111	Project Work to be completed by the learners	4

Note: * refers to optional courses. The learner is expected to specialize in one of the themes by opting for one of the four courses. All the other courses are compulsory. For online admission please visit

http://ignouonline.ac.in/pgdmrr

2.3.6 Post Graduate Diploma in Rural Development (PGDRD)

The Post Graduate Diploma in Rural Development provides comprehensive knowledge of socio-economic factors affecting the transformation of rural society. The contents are designed to impart an integrated understanding to learners about the crucial dimensions of rural development. It aims at enabling the learners to acquire skills related to planning, formulation, monitoring and evaluation of rural development projects and programmes. The Programme also introduces the learner to the basic aspects of research and project-work. The Project Work provides its learners an opportunity to study rural development problems, which enables them to develop necessary skills to undertake research work in rural development. The learners of PGDRD interested in Master of Arts (Rural Development) (MARD) are entitled for credit transfer except RDD-5. The programme consists of the following courses:

Course	Title of the Course	Credits	Credits to be acquired for Completion
A.	**Compulsory Courses**		
MRD101	Rural Development – Indian Context	6	6
MRD102	Rural Development – Programmes	6	6
MRD103	Rural Development – Planning and Management	6	6
B.	**Optional Courses** (Choose any one from the following electives)		
MRDE101	Rural Social Development	6	
RDD6	Rural Health Care	6	6
RDD7	Communication and Extension in Rural Development	6	
C.	**Project Work**		
RDD5	Research and Project Work	6	6
	Total (A+B+C)		30

2.3.7 Post Graduate Diploma in Translation (PGDT)

Post Graduate Diploma in Translation (PGDT) aims to teach Translation from English to Hindi and vice-versa. Translation is a major professional area in our country and plays an important role in our understanding of the diversity of Indian culture and society. Post Graduate Diploma in Translation is designed to develop the translation skills of the learners. Besides imparting the knowledge of the theory and practice of translation, it enables the students to understand the socio-cultural dimensions of translation. The programme consists of 4 Courses and a Project comprising Practical Translation.

Course Code	Title of the Course	Credits
PGDT1	Anuvad: Siddhant Aur Pravidhi	6
PGDT2	Anuvad Ka Bhashik Aur Samajik Paksh	6
PGDT3	Vyavaharik Anuvad Ke Vividh Star Aur Kshetra	6
PGDT4	Prashasanik Anuvad	6
PGDT5	Anuvad Pariyojana	6
	Total	30

2.3.8 Post Graduate Diploma in International Business Operations (PGDIBO)

School of Management Studies, the biggest business school in Open Learning System in the world has developed an innovative programme in the area of International Business. The main objective of this programme is to equip the students with necessary conceptual,

entrepreneurial and analytical skills required for handling the International Business Operations. The curriculum focusses on the applied aspects of International Business.

The salient features of this programme are as follows:

- Focus on operational areas of International Business
- Courses designed and prepared by top notch academia in the field of international business
- Strong Students Support Services
- Opportunity to interact with the leading experts through teleconferencing.

Programme Structure

PGDIBO is a one-year Post Graduate Diploma Programme, comprising of the following six courses of 6 credit each. All the following six courses are compulsory.

Course Code	Title of the Course	Credits
IBO1	International Business Environment	6
IBO2	International Marketing Management	6
IBO3	India's Foreign Trade	6
IBO4	Export-Import Procedures and Documentation	6
IBO5	International Marketing Logistics	6
IBO6	International Business Finance	6

2.3.9 Post Graduate Diploma in Environment and Sustainable Development (PGDESD)

Post Graduate Diploma in Environment and Sustainable Development has been developed by the School of Sciences, IGNOU in collaboration with the South Asia Foundation Learning Initiative (SAFLI) and other Open Universities of the SAARC region, namely, Open University of Sri Lanka (OUSL), Bangladesh Open University (BOU), Allama Iqbal Open University (AIOU), Pakistan, B.R. Ambedkar Open University (BRAOU), Hyderabad and BRAC University, Bangladesh. The objectives of the programme are to:

- Disseminate information and exchange knowledge and experiences gained in the pursuit of the goal of sustainable development.

- Strengthen regional co-operation in environmental capacity building especially in the area of environmental management.

- Educate and train individuals from different walks of life, viz. development functionaries, government officials, journalists, policy makers, farmers, industrialists, grassroots workers, environmentalists who have a stake in protecting the environment as well as ensuring a better quality of life for the people of their countries.

The programme is of 32 credits and comprises of 8 courses of 4 credits each as listed below:

Course Code	Title of the Course	Credits
MED1	Understanding the Environment	4
MED2	Sustainable Development: Issues and Challenges	4
MED3	Energy and Environment	4
MED4	Towards Participatory Management	4
MED5	Integrated Environment Management: Urban and Rural	4
MED6	Natural Resource Management: Physical and Biotic	4
MED7	Agriculture and Environment	4
MED8	Globalisation and Environment	4
	Total	**32**

2.3.10 Post Graduate Diploma in Analytical Chemistry (PGDAC)

Post Graduate Diploma in Analytical Chemistry (PGDAC) is a continuing education programme aimed for the enhancement of skills of the chemists employed in Industry, Research & Development and National Laboratories. It is also useful for all those Science Graduates who are aspiring to get employment in these labs. The main objectives of the programme are to provide training in modern analytical techniques to the learners and provide appropriate theoretical background and develop practical skills for analysing materials even in trace amounts using modern analytical methods and instruments.

Objectives

The broad objectives of the Programme are:

- To provide training in modern analytical techniques to the learners,
- To provide appropriate theoretical background and develop practical skills for analysing materials even in trace amounts using modern analytical methods and instruments,
- To enable students acquire the analytical data and interpret the same using statistical principles, and
- To inculcate a problem solving approach by coordinating different analytical techniques.

The **basic structure** of the programme is as follows:

Course code	Course Title	Credits
MCH1	Basic Analytical Chemistry	6
MCH2	Separation Methods	6
MCH3	Spectroscopic Methods	6
MCH4	Electroanalytical and Other Methods	6
MCHL1	Basic Analytical Chemistry Lab	2
MCHL2	Separation Methods Lab	2
MCHL3	Spectroscopic Methods Lab	2
MCHL4	Electroanalytical and Other Methods Lab	2

2.3.11 Post Graduate Diploma in Journalism and Mass Communication (PGJMC)

The Post Graduate Diploma in Journalism & Mass Communication (PGJMC) programme has been developed to meet the ever increasing demand for trained manpower in various media organizations. It provides a holistic view of the theoretical as well as practical aspects of journalism and mass communication. The programme is planned to upgrade the skills and competencies of those who are working in media organizations without a formal training.

Course Code	Title of the Course	Credits
JMC1	Introduction to Journalism and Mass Communication	8
JMC2	Mass Media and Society	8
JMC3	Reporting, Writing and Editing	8
JMC4	Public Relations	8
	Total	32

2.3.12 Post Graduate Diploma in Audio Programme Production (PGDAPP)

The Programme is being offered in collaboration with All India Radio. It has been designed to address the growing need for training in audio/radio production by imparting both theoretical and practical skills. The aim of the programme is to prepare students in planning and producing audio programmes and managing radio stations. They will be able to develop skills in production of effective audio programmes.

The programme is aimed at the following target groups:

- General students who want to develop skills in audio production to work as radio programmers, presenters, producers and managers;
- Professionals working in Prasar Bharati and private production houses who want to acquire theoretical knowledge of the subject to upgrade their skills;
- Students of Journalism and Mass Communication who want to specialise in audio production and management of radio station;
- Teachers for knowledge-enrichment;
- Institutions and individuals interested in setting up radio stations.

Course Code	Title of the Course	Credits
MJM1	Introduction to Broadcasting and Programming	6
MJM2	Production and Presentation	6
MJM3	Recording and Editing	4
MJML1	Practical	16
	Total	32

Practical Component

The programme is practical-based which will be conducted by All India Radio/Gyan Vani. A total of 12 practical sessions spread over fifteen working days will be conducted at select AIR/ Gyan Vani radio stations training centres located in cities where ten or more students are enrolled.

2.3.13 Post Graduate Diploma in Educational Technology (PGDET)

While classrooms with blackboards and printed textbooks are still quite common, we are fast moving towards a world where education is available anytime, anywhere with the help of technology. Revolutionary changes are taking place due to technology playing an important role in educational processes. Even within classrooms there is a paradigm shift and the teacher is becoming a facilitator and manager of learning as technology plays the role of a surrogate teacher. Therefore, from merely having technology at the periphery of the teaching-learning scenario and using it occasionally, now there are thoughts of integration of technology in teaching and training. In view of these changes in the educational scenario, it is important for teachers and trainers of the 21st century to be well conversant with the techniques of integrating technology into the instructional system. The programme, Post Graduate Diploma in Educational Technology (PGDET) launched by IGNOU introduces teachers, trainers and those involved in developing educational softwares, to the field of Educational Technology.

Objectives of the Programme

This programme aims to develop a cadre of teachers and other professionals equipped with the knowledge and skills for organizing teaching and training with the help of appropriate technologies. The objectives of the programme are as follows: -

The programme will help the learners to:

- Develop an understanding of the nature of educational technology and its impact on teaching and learning;
- Develop an awareness about the various educational technologies and their pedagogic uniqueness;
- Develop the skills needed for making optimum use of the technologies enabling collaborative practices and sharing of educational resources;
- Make judicious selection of technology and integrate it successfully in the instructional system;
- Develop the know-how of designing and developing courseware for various media.

Target Population

- Teachers teaching at different levels
- Developers of educational softwares for various media
- Educational administrators
- Others interested in the field of educational technology

Course Details

Course Code	Title of the Course	Credits
MES31	(ET-An Overview)	6
MES32	(Communication & Information Technology)	6
MES33	(Computer Technology)	6
MES34	(Designing Courseware)	6
MES35	(Project)	6

For the fifth course, Project, a manual has been designed with several activities. The learner has to   choose some of the activities. Every activity has been provided with detailed and step wise instructions and linked to relevant resources.

2.3.14 Post Graduate Diploma in School Leadership and Management (PGDSLM)

The programme aims at developing essential skills, competencies and values needed for effective school leadership and management. It also enables principals to create an effective and enabling environment, and aims to develop a cadre of talented and competent principals to improve the capacity and performance of schools. The programme has been developed in collaboration with the Education Section of the Commonwealth Secretariat, London.

Programme Objectives

The objectives of the programme are as follows:

- To develop essential skills, competencies and values needed for effective school leadership and management.
- To enable head teachers/principals to create an effective and enabling environment.
- To improve the overall performance of the school.
- To develop a trained and competent cadre of head teachers/principals.

Programme Structure

Course Code	Title of the Course	Credits
MES4	Head Teachers as School Leaders credits	6
MES5	Human Resource Development	6
MES6	Managing Teaching - Learning	6
MES7	School Governance and Financial Management	6
MES8	Leadership for Better Schools	6

Extended Contract Programme (ECP)

ECP is a non-credited but compulsory component of PGDSLM, based on theoretical components of PGDSLM. It aims at developing skills and competencies needed for effective school leadership and management. it consists of lectures, discussions, individual and group activities.

2.3.15 Post Graduate Diploma in Educational Management and Administration (PGDEMA)

The programme has been developed to meet the ever increasing demand for trained manpower in administrative and management position in various educational systems and organizations. The programme has been designed to provide a comprehensive view of the theoretical as well as practical aspects of educational management and administration in the existing and emerging educational scenario.

The programme has been devised considering the following **objectives:**

- To improve the individual performance as educational managers and leaders
- To enhance the effectiveness and efficiency of educational organizations
- To upgrade skills in such areas as interpersonal relationship, leadership and team building, strategic planning and decision-making, necessary for effective management.
- To provide an understanding of basic management concepts and their applications in an educational environment.

Programme Structure

Course Code	Course Title	Credits
Compulsory Courses : Educational Management		
MES41	Growth and Development of Educational Management	6
MES42	Dimensions of Educational Management	6
MES43	Organisational Behaviour	6
MES44	Institutional Management	6
Optional Courses (Any one from the following courses)		
MES45	School Education	4
MES46	Higher Education	4
MES47	Distance and Open Learning	4
MES48	Alternative Education	4
Project Work		
MESP49	Project Work	6
	Total Credits	**34**

2.3.16 Post Graduate Diploma in Higher Education (PGDHE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of Education (1986) and several other committees on higher education teachers (Rastogi Committee 1996) with a view to provide necessary knowledge, understanding

and skills pertaining to higher education for prospective and/or inservice university and college teachers. The Programme is meant for:

- regular teachers in universities, colleges and other institutions of higher learning.
- those having a postgraduate degree in any subject with at least IInd Division.
- professional degree holders in areas such as engineering, medicine and agricultural science.

The Programme consists of four theory courses, Practical Component of Contact Programme and a Project. They are:

Course Code	Title of the Course	Credits
MES101	Higher Education : Its Context and Linkages	6
MES102	Instruction in Higher Education	6
MES103	Higher Education: Socio Psychological Field	6
MES104	Planning and Management of Higher Education	6
MES105	Project Work	6
MES106	Extended Contact Programme	4
	Total	34

2.3.17 Post Graduate Diploma in Higher Education Management (PGDHEM)

The PGDHEM is, an innovative programme, on offer with a focus on educational management at the higher education level. The courses developed under the programmes are distinct as the knowledge modules are the base for the study materials. The concept of Knowledge Modules in Higher Education is an innovative initiative taken by the University through School of Education (SOE). Presently there are four modules and one related project on offer. These modules will add to the resource base in the area of Higher Education Management for working and prospective managers and administrators of the higher education system.

Salient Features of the Knowledge Modules are

These modules have been devised considering the needs of the higher education managers and themes have been visualised keeping this as the focus. The features are as follows:

- State of the art material,
- accumulation of credits into a programme of study,
- A training package leading to Post-graduate Diploma Programme.

Objectives

- To provide an overview of the evolution and growth of Indian Higher Education.
- To enable a broad understanding of several curricular models, issues involved in curriculum making and transaction and in managing emerging curricular innovations.

- To give an exposure in technology management in Higher Education in the context of IT applications.
- To enhance the managerial competence for creating a vibrant research culture in the campus.
- To sensitize educational managers in organizing student support services including co-curricular and extra-curricular activities.
- To give an exposure in the criteria and methodology of accreditation of quality in higher education.
- To analyze the issues of governance with special focus on management.

Target Group

- Academics, academic administrators and others who are already in some managerial/leadership positions in higher education institutions, and also those academic administrators who are aspiring to take up such positions in future.
- Those who are in pursuit of higher knowledge and are interested in pursuing this programme out of academic interest.
- Civil servants dealing with higher education.

Programme Structure

The total credit weightage for the entire programme is 30 credits.

Course Code	Title of the Course	Credits
MES71	Higher Education: An Overview	6
MES72	Management of Research Networking and Collaboration in Higher Education	6
MES73	Technology & Change Management	6
MES74	Governance & Leadership in Higher Education	6
MESP79	**Project Work**	6
	Total Credits	**30**

2.3.18 Post Graduate Diploma in Social Work Among the Tribals(PGDSWT)

The Post Graduate Diploma in Social Work among the Tribals (PGDSWT) is a Professional programme and the objectives of this programme among others are:

- To provide basic knowledge and information to the learners regarding the Tribes/Tribals in India
- To help the learners understand the relevance of social work in the tribal regions and/ for the tribals
- To provide trained professionals for tribal development in all respects
- To train social work professionals who would be able to address the issues and problems confronted by the tribals in India
- To enable employment of learners in the tribal development departments in NGOs or other institutions

The programme can be completed in one year although the maximum duration would be four years. This programme of 34 credits is being offered initially in English. However, a student can appear for examination in Hindi as well. The programme details are given below:

Course Code	Title of the Course	Credits
MSW1	Origin and Development of Social Work	4
MSWE41	Understanding the Tribals	8
MSWE42	Tribals In India	4
MSWE43	Tribal Society	4
MSWE44	Social Work Practice in Tribal Development	4
MSWL45	Social Work Practicum	10
	Total	34

2.3.19 Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)

The basic objective of this programme is to improve career opportunities of Science and non-science graduates. The programme is especially designed for thsoe seeking career as a Medical Representative or for the capacity building of those already in this profession. Science and non science graduates can take admission in the programme. It is offered twice a year in July as well as January Session.

The programme is of 32 credits and consists of 6 courses as given below:

Course Code	Course Title	Credits
MVE1	Introduction to Anatomy, Physiology, and Pharmaceutical Chemistry	6
MVE2	Pharmacology and Toxicology	6
MVE3	Pharmaceutics	4
MVE4	Drugs Regulatory Affairs	4
MVE5	Introduction to Management	6
MVE6	Sales Management	6

2.3.20 Post Graduate Diploma in Intellectual Property Rights (PGDIPR)

The Postgraduate Diploma in Intellectual Property Rights has been developed by IGNOU in collaboration with the World Intellectual Property Organization (WIPO). The objectives of this programme are to:

- Disseminate information on national and international IPR issues;
- Create IPR consciousness among scientists, professionals, academicians, government officials, entrepreneurs and other members of the society; and
- Familiarize the learners about the documentation and administrative procedures relating to IPR in India.

The programme is of 32 credits and comprises of 8 courses of credits each as listed below:

Course Code	Title of the Course	Credits
MIP1	General Overview of Intellectual Property	4
MIP2	Industrial Property: Patents, Designs, Plant Varieties	4
MIP3	Industrial Property: Trademarks, Geographical Indications, Trade Secrets and Unfair Competition	4
MIP4	Copyrights and Related Rights (International)	4
MIP5	Protection of Industrial Property at the National Level	4
MIP6	Protection of Copyright and Related Rights at the National Level	4
MIP7	Enforcement of Intellectual Property Rights	4
MIP8	Contemporary Intellectual Property Issues	4
	Total	32

2.3.21 PG Diploma in Criminal Justice (PGDCJ)

Objectives

The objectives of the programme are to:

- To keep pace with emerging developments in criminal justice
- To create well-informed citizens and professionals in the area of criminal justice
- To enhance the competencies of the professionals already working in the area of criminal justice system.

Course Code	Course Title	Nature of (Theory/Practica (Project/elective)	Credits
MLE11	Criminal Justice System	Theory	4
MLE12	Indian Penal Code	Theory	4
MLE13	Criminal Justice Processes	Theory	4
MLE14	Criminal Justice Administration	Theory	4
MLE15	Challenges to Criminal Justice System	Theory	4
MLE16	Criminal Justice Research and Advocacy	Theory	4
MLEP17	Project	Project	8
	Total		32

2.3.22 PG Diploma in Environmental Law (PGDENLW)

This programme is offered in association with Centre for Environmental Law, WWF-India. The details of prospectus and application are available at IGNOU website www.ignou.ac.in and WWF-India website www.wwfindia.org.

Objectives

The main objectives of the programme are to:

- Provide comprehensive knowledge to the learners in Environmental Law.
- Enable the learners to develop functional understanding of working of the Central and State Boards.
- Develop practical skills to' facilitate effective engagement with the Environmental Law.
- Prepare well-informed professionals in Environmental Law and to upgrade the professional competencies by augmenting the Environmental Law awareness

Course Syllabus

Course Credits	Course Code	Title Nature (Theory/Practical Project/elective)	
MLE21	Introduction to Environment	Theory	4
MLE22	Introduction to Environmental Law and Policy	Theory	4
MLE23	International Environmental Law and Policy	Theory	5
MLE24	National Environmental Law and Policy	Theory	4
MLE25	National Legal Frameworks and Processes	Theory	4
MLE26	Environment Protection Mechanisms	Theory	4
MLEP27	Project	Practical-Project	7
		Total	32

2.3.23 Post Graduate Diploma in Extension and Development Studies (PGDEDS)

Postgraduates Diploma in Extension and Development Studies has been designed with balanced blending of extension education and development subjects with two project works. The programme will be useful to working extension and development personnel across sectors and also to fresh interested in pursuing career as extension and development professionals. This Diploma holder can further continue for MA in Extension and Development Studies under modular approach.

Programme Objectives

- To impart knowledge on various aspects of extension and development.
- To train and develop qualified human resources in the professional area of extension and Development studies.
- To develop necessary professional skills among students in formulation, implementation, monitoring and evaluation of extension and development programmes.
- To conduct impact assessment and action research studies on extension and development issues and Programmes.

Course Code	Course Title	Credit
MEDS1	Introduction to Extension and Development	4
MEDS2	Dynamics of Extension and Development	4
MEDS3	Problems and Issues in Development	6
MEDSP4	Project Work I	4
MEDS5	Planning and Management of Extension and Development Programmes	4
MEDS6	Research Methods in Extension and Development Studies	6
MEDSP7	Project Work II	6
	Total Credits	34

Students will have an exit option at the end of 6 months to get PG Certificate in Extension and Development Studies (Course 1-4)

2.3.24 PG Diploma in Folklore and Culture Studies (PGDFCS)

The Programme **PG Diploma in Folklore and Culture Studies** primarily focuses on time, geography, space and literature of the folklore and culture of the world in general, and of India in particular. The Programme aims to find out the relation between folk culture and context through various frameworks borrowed from disciplines such as Literature, History, Sociology, Anthropology, Folklore Studies and emerging disciplines such as Culture Studies. This Programme is a result of the interdisciplinary approach to the paradigms of knowledge. The Programme focuses on themes such as oral literature, material culture, social customs, performing arts, the theories and methods of folklore employed so far such as historical-geographical, historical-re-constructional, ideological, functional, psycho-analytical, cross-cultural, structural and contextual — all of which demand an inter-disciplinary approach. The social relevance of the Programme may be categorized as:

- In a vast and diverse country like India, it is important that policy planners are sensitive to the impact of the developmental processes on the marginalized communities. This programme can contribute to that since it has two major concerns, first, to study the marginal society in their specificity, second, the impact of the contact with more complex societies on the marginal communities as tribes.

- This Programme seeks to address to that section of students who are not covered by formal education, mainly those students who seek to join the NGO circles or intend to pursue higher education in trans-disciplinary subjects such as Ethnography, Migration Studies, Marginal Studies, etc.
- It has the objective of appreciating culture and folklore in all their composite forms and of evaluating the social and political context in which culture manifests itself. It has the object of study and the location Iof political criticism by its focal points such as Marginal Studies, Tribal and Folklore Literature, Language Death and Preservation, etc.
- It has an obligation to an ethical appraisal of traditional as well as the modern society.
- Some of the important faculty in this Programme may be categorized as Critical Theory, Cultural Critic, Cultural Geography, Cultural History, Culture Theory, Ethnography, Feminism, Gender Studies, Museum Studies, Orientalism, Popular Culture Studies, Post-structuralism, Social Structuralism, Language Studies, History and Anthropology, etc.

Target Group

Any graduate who wants to enter tourism, archaeological development or management of museums, NGOs working for Tribal Rights, academic institutes offering programmes on Folklore and Culture Studies.

This 30 credits Programme has five courses:

Course Code	Title of the Course	Credits
MFC1	Folklore and Culture: Conceptual Perspectives	6
MFC2	Tradition, Identity and Cultural Production	6
MFC3	Cultural and Societal Transformation	6
MFC4	Tribes of India: Identity, Culture and Folklore	6
MFCI5	Project Manual	6
	Total	30

2.3.25 Post Graduate Diploma in Gandhi and Peace Studies (PGDGPS)

Programme Objectives

- To impact knowledge particularly young people on the thoughts and ideas of Gandhi on social economic, political, sustainable and environmental issues.
- To development skills on peace making and peace building.
- The develop peace methods from the interdisciplinary perspectives.
- To train the participants in pace making and conflict resolution in real life situations.
- To enable the Diploma holders to join Media, NGOs, Teaching and Research.

Course Code	Course Title	Credits
MGP1	Gandhi: The Man and His Times	4
MGP2	Philosophy of Gandhi	4
MGP3	Gandhi's Social Thought	4
MGP4	Gandhi's Political Thought	4
MGPE6	Gandhi's Economic Thought	4

Optional Courses

Course Code	Course Title	Credits
MGPE7	Non-violent Movements after Gandhi	4
MGPE8	Gandhi Approach to Peace and Conflict Resolutions	4
MGPE9	Gandhi in the 21st Century	4
MGPE10	Conflict Management, Transformation and Peace Building	4
MGPE11	Human Security	4
MGPE14	Gandhi, Ecology and Sustainable Development	4

To complete the programmer, students has to complete the 32 credits Students are advised to choose any of the three optional courses worth 4 credits each = 12 credits for the successful completion of the PGDGPS Programme.

2.3.26 Post Graduate Diploma in Corporate Governance (PGDICG)

The Centre for Corporate Education, Training and Consultancy (CCETC) in collaboration with the Institute of Company Secretaries of India (ICSI) – Knowledge Partner, has launched the PGDICG programme from January 2010 session.

This programme aims to provide students with the knowledge and skills to manage complex governance issues. In particular, learners will develop effective decision making skills, focus on strategic planning, sound financial and performance management and increased transparency and accountability in day to day operations.

Objectives

The objective of the programme is to provide:

- knowledge on the fundamentals of corporate governance and related areas;
- insight into the legal and regulatory frameworks of corporate governance;
- knowledge on the roles and responsibilities of company boards, committees and directors; and
- experience on corporate governance practices in different industries.

Prgramme Structure

The PG Diploma in Corporate Governance is a one-year programme comprising of 5 courses offered in two semesters. In the **first semester** three courses are offered, However, the **second semester** has two components in the form of training and project report, which are equivalent to two courses.

Course Code	Course Title	Credits
	SEMESTER - 1	
MCT1	Fundamentals and Framework of Corporate Governance	6
MCT2	Issues and Practices of Corporate Governance	6
MCT3	Compliance and Risk Management	6
	SEMESTER - 2	
MCTT1	Training Component	6
MCTP1	Project Work	6
	Total	**30**

Training Component – (MCTT1)

Students will be trained on different aspects and practices of corporate governance for five days.

This will be done by CCETC in collaboration with corporates. This will be followed by a seminar presentation. The student needs to make his/her own arrangements for attending the training programmes wherever it is conducted. The details about the training schedule and venue will be intimated to the students.

Project Work - (MCTP1)

In continuation with the training, the learner has to prepare a project report on a particular area related to corporate governance. Each learner will be required to undertake or will be assigned a project work with a view to develop his analytical skills in the subjects/ area identified by him/her or assigned by the CCETC. During the course of the project work he/she will be required to collect the data/information through the questionnaire mode or interview/survey method. Thereafter he/she will be expected to analyze the data using appropriate techniques and draw conclusions and his/her recommendations. Learner is also required to submit a written project report and attend viva voce on the project.

2.3.27 Post Graduate Diploma in Pre Primary Education (PGDPPED)

The Post Graduate Diploma in Pre Primary Education (PGDPPED) is a specialized programme for preparing teachers for the pre-primary level. The Programme has been developed to meet the ever increasing demand for trained manpower in pre-primary educational institutions. The programme has been designed to provide a comprehensive view of the theoretical as well as practical aspects of pre-school education in the existing and emerging educational scenario.

Objective of the Programme

- To systematize experiences and strengthen the pro fessional competencies of pre-school teachers.
- To enable teachers to organize meaningful learning ex- periences for pre-school children.

- To develop skills required in seleeting and organising learning experiences
- To understand the development needs of pre-school children.
- To gain knowledge and develop and understanding of various aspects of pre-school management.

Programme Structure:

Course Code	Course Titles	Credits
MES81	Introduction to Pre- School Education	4
MES82	Human Development during Early Childhood	4
MES83	Principles of Childhood Education	4
MES84	Practices in Modern Pre- School Education	4
MESP85	Project	16
	Total Credits:	**32**

2.3.28 PG Diploma in Information Security (PGDIS)

This PG Diploma in Information Security (PGDIS)(with an exit option of PG Certificate in Information Security (PGCIS) after successful completion of first semester) programme has been designed to bridge the gap in the awareness and competency required by various categories of people as the users of Internet and various IT enabled services about deeper aspects of Information Security, responsible use and management of IT services. This is a PG Diploma level programme with an exit option of PG Certificate in Information Security (PGCIS) after successful completion of first semester and total 32 credits of worth. Students can complete this programme in minimum period of one or maximum period of three years.

The Programme aims at imparting:

- To spread awareness of information security and protection.
- To provide protection and security to presonal data and to build data oriented infrastructure in the companies.
- To raise high professional ethics in the individuals and students towards providing information security.
- To experiment and learn the skills and techiques needed for providing protection and security to our informa- tion.

Programme Structure:

	Semester One	
Course Code	Course Title	Credits
MSEI21	Introduction to information Security	4
MSEI22	Network Security	4
MSEI23	Cyber Security	4
MSE24	Policy, Standards and Laws	4
	Total Credits	**16**

Semester Two		
Course Code	Course Title	Credits
MSEI25	Application and Business Security Developments	4
MSEI26	BCP, Dr Planning and Audit	4
MSEI27	Digital Forensics	4
MSEP28	Project	4
	Total Credits	16

2.3.29 Diploma in Youth in Development Work (DCYP)

The Commonwealth Youth Programme Diploma "Youth in Development Work" is offered by IGNOU in collaboration with Pan Commonwealth Office, London.

The programme is a breakthrough for international education - the first Commonwealth wide education to enable, ensure and empower youth in development work.

Objectives

A unique competency based programme that endeavours to develop the potential of youth in development work, the objectives are to:
● enable young people to act on their own behalf,
● ensure that the youth function in accordance with value systems which give a sense of purpose and meaning to how young people use their skills and knowledge; and
● empower youth with democratic principles so that young people can play an assertive and constructive role in decision making process of the country.

Course Contents

The course has been developed in modular form with each module focussing on specific areas of youth development.

Course Code	Title of the Course
CYP1	Commonwealth values in Youth in Development Work Young People and Society
CYP2	Principles and Practice of Youth in Development Work Working with People in their Communities
CYP3	Gender and Development Learning Processes
CYP4	Management Skills Project Planning, Monitoring and Evaluation
CYP5	Policy Planning and Implementation Conflict Resolution, Strategies and Skills
CYP6	Promoting Enterprise and Economic Development Youth and Health
CYP7	Sustainable Development and Environmental Issues Asia Regional Blocks : Part 1 : Personality Development and Communication Part 2 : Population and Family Life Education
CYP8	Project Work

Target Group of Programme

All students and community development functionaries both in government and non-government organizations including National Service Scheme (NSS), Nehru Yuva Kendra (NYK), Bharat Scouts and Guides and youth organizations etc.

Programme Credits : 32 (960 hours)

2.3.30 Diploma in Early Childhood Care and Education (DECE)

The Diploma in Early Childhood Care and Education is a unique holistic package that aims to help the learners develop the knowledge, attitudes and skills necessary for working with young children (i.e. children up to 6 years of age) and equip them to work in, organize and manage child care centres like creches, pre-schools, nursery schools and day care centres. The programme provides indepth theoretical and practical knowledge related to Early Childhood Care and Education. The Project Work and practicals that form a major component of the programme would help the learners develop the requisite attitudes and skills necessary for working effectively as early childhood educators. The Diploma Programme is very specifically vocational in nature, opening avenues for employment as well as self-employment.

Course Code	Title of the Course	Credits
DECE1	Organizing Child Care Services	8
DECE2	Child Health and Nutrition	8
DECE3	Services and Programmes for Children	8
DECE4	Project Work : Working with Young Children in a Child Care Setting	8
	Total	32

Project Work

For the Project Work, the learner is placed in a nursery school for 30 working days. The learner is required to carry out play activities with the children there. The play activities have to be planned and carried out by the learner based on the broad parameters indicated in the Project Manual. For the duration of the Project Work, the learner will be attached to a Guide, who will be a pre-school educator from the nursery school where the learner has been placed for the Project Work. The Guide will supervise as well as evaluate the learner. The Project Work has been designed to give the learners hands-on experience. Learning in the actual field situation under the guidance of a judiciously selected professional (pre-school educators) is expected to help the learner in imbibing and developing the requisite skills, leading to a better understanding of how the theoretical concepts may be translated into practice and make a major contribution to the development of the learner's competence.

2.3.31 Diploma in Nutrition & Health Education (DNHE)

The Diploma Programme is a holistic package which provides opportunities to the learner to gain knowledge about nutrition and public health. It also enables the learners to develop skills in communicating nutrition and health related information to the community. The aim of the programme is to develop a knowledge base in areas of nutrition and public health, promote awareness about concepts and principles in communication and their application in nutrition and health education and develop skill in playing the role of nutrition/health educators in the Community.

Learners with basic 10+2 qualification, and an interest in community work will find the Diploma very useful. It is a professional training programme. People working with both governmental and non-governmental sectors in the role of community workers would also benefit from this Programme. The Diploma will provide an additional qualification helping them to improve their professional competence and promotion chances. The Diploma in Nutrition and Health Educations a 32 credit

programme consisting of four courses.

Course Code	Title of the Course	Credits
DNHE1	Nutrition for the Community	8
DNHE2	Public Health and Hygiene	8
DNHE3	Nutrition and Health Education	8
DNHE4	Project Work : Nutrition and Health Education	8
	Total	32

Practicals : Practical Manuals are to accompany the course material.

Project Work is a vital component of the programme. Through the Project Work, the learner will be able to experience the "feel" of working as a nutrition and health educator in community settings. Such an interaction would provide good insight into the problems and possible solutions in community work. The Project will equip the learner to plan and conduct nutrition /health education compaigns and programmes in community settings.

2.3.32 Diploma in Tourism Studies(DTS)

The programme is aimed at famillarisms you with varied aspects of Tourism creating awareness about tourism,imparting basic training in organising Tourism services and opening career opportunities.

The Programme consists of **36 Credits** only.

Course Code	Title of the Course	Credits
i)	Compulsory Courses	
TS1	Foundation Course in Tourism	8
TS2	Tourism Development : Products, Operations and Case Studies	8
TS3	Management in Tourism	8

ii)	**Any one of the following groups of Electives**	
TS4	Indian Culture - A Perspective for Tourism	8
PTS4	**Project** on Indian Culture : Perspective for Tourism	4
	O R	
TS5	Ecology, Environment and Tourism	8
PTS5	**Project** on Ecology, Environment and Tourism	4
	O R	
TS6	Tourism Marketing	8
PTS6	**Project** on Tourism Marketing	4
	Total Credits	36

2.3.33 Diploma in Aquaculture (DAQ)

The Diploma in Aquaculture shall include the following courses

COURSES

(FOR BOTH THE STREAMS, FRESH WATER AQUACULTURE AND COASTAL AQUACULTURE)

COMPULSORY COURSES

Course 1 : Basics of Aquaculture (BAQ1) (8 credits theory)

Course 2 : Project (BAQP1) (6 credits)

OPTIONAL COURSES

FRESHWATER AQUACULTURE (STREAM-I)

Course 3 : Freshwater aquaculture (BAQ2) (8 credits theory)

Course 4 : Laboratory (BAQL1) (6 credits practical)

OR

COASTAL AQUACULTURE (STREAM-II)

Course 3 : Coastal aquaculture (BAQ3) (8 credits theory)

Course 4 : Laboratory (BAQL2) (6 credits practical)

To successfully complete Diploma in Aquaculture you have to compulsorily complete course 1 and course 2 as listed above and opt for either **STREAM I (courses 3 & 4)** or **STREAM II (courses 3 & 4).**

Let us explain to you more clearly in the following manner:

STREAM I : Course 1 + 2 + 3 + 4 (total 28 credits)
STREAM II : Courses 1 + 2 + 3 + 4 (total 28 credits)

Those interested in both the streams of Aquaculture (Freshwater as well as Coastal Aquaculture) would have to first finish the Diploma in one stream (either Stream I or Stream II) and then join the other stream

at half the fees and for half the duration of time as compulsory courses 1 and 2 would have already been completed with the first Stream. A **Certificate** would be given on completion of the second Stream apart from the Diploma.

Course Structure

Course Code	Name of the Course	Credits
BAQ1	Basics of Aquaculture	8
BAQP1	Poject Work	6
BAQ2	Freshwater Aquaculture	8
BAQL1	Freshwater Aquaculture Lab	6
BAQ3	Coastal Aquaculture	8
BAQL2	Coastal Aquaculture Lab	6
	Total	42

2.3.34 Diploma in Creative Writing in English (DCE)

The Programme provides understanding, skills and professional knowledge in the art of imaginative writing in order to develop the creative ability of those interested in taking up writing as a career. Applicants for this programme are expected to have a flair for writing. The Programme consists of two compulsory courses and four elective courses.

i)	**Compulsory Courses**	
	DCE1	General Principles of Writing
	DCE6	Guided Project Work
ii)	**Elective Courses (any three to be opted)**	
	DCE2	Feature Writing
	DCE3	Short Story
	DCE4	Writing for Media: Radio and Television
	DCE5	Writing Poetry

2.3.35 Diploma Programme in URDU (DUL)

The aim of this programme is to enable/acquire understanding of Urdu language and literature beyond Certificate level. It also covers that knowledge of the art of creative writing, technique of translation and editing and publishing etc. The programme comprises five courses: two compulsory and three elective. The objectives of this programme are also in provide historical background of Urdu language and literature and comprehension capabiilty of Urdu prose and poetry.

Compulsory Courses

Course Code	Course Title	Credits
OUL3	History of Urdu Language & Literature	8
OULP1	Project	4
Elective Courses		
OULE1	Contemporary Urdu Poetry	4
OULE2	Contemporary Urdu Fiction	4
OULE5	Principle of Translation	4
	Total Credits:	24

2.3.36 Diploma in HIV and Family Education (DAFE)

The Diploma in HIV and Family Education aims at providing basic and accurate information about HIV/ AIDS, sex and sexuality, family life education, alcohol and drugs and communication and counselling. The contents are designed to impart an integrated understanding to the learners about the issues involved in HIV / AIDS and behaviour modification. The main objective of this programme is to enhance the knowledge and skills of functionaries involved in HIV/AIDS and related issues. The main target groups include school teachers, NGO functionaries, para-medicals, parents of adolescents and those interested in acquiring knowledge on the subject. The Diploma in HIV and Family Education Programme has the following seven course:

Course Code	Title of the Course	Credits
BFE101	Basics of HIV / AIDS	4
BFEE101	Elective on HIV / AIDS	4
BFE102	Basics of Family Education	4
BFEE102	Elective on Family Education	4
BFEE103	Alcohol, Drugs and HIV	4
BFEE104	Communication and Counselling in HIV	4
BFEP101	Project Work	8
	Total	32

A student who has successfully completed CAFE can pursue DAFE by making payment of the remaining fee and requesting the university for credit tranfer from CAFE to DAFE.

2.3.37 Diploma in Women's Empowerment and Development (DWED)

The Diploma programme aims to sensitize development workers on gender issues and impart necessary expertise to enable learners to function as specialists on women's issues. The programme also imparts necessary expertise to enable learners to function as trainers and community organizers in addressing gender issues. It caters to the needs of persons employed in non-governmental organizations and governmental organizations engaged in gender planning and training. The courses can also be used as multiple media training packages for use in training contexts. The programme includes both national and international perspectives and concerns.

Programme Structure

The Diploma Programme consists of 32 credits. The programme structure is built around two streams focusing on social science perspectives and training perspectives. Each course carries a weightage of 4 credits, except for one course which carries a weightage of 8 credits.

Course Code	Title of Course	Credits
Social Science Perspectives		
BWEE12	Women and Society: Global Concerns and Local Issues	8
BWEE4	Strategies for Women's Development	4
BWEE5	Women and Development	4
Training Perspectives		
BWEF2	Gender Training Perspectives	4
BWEE6	Organization and Leadership	4
BWEE7	Work and Enterpreneurship	4
BWEE8	Credit and Finance	4

2.3.38 Diploma in Business Process Outsourcing — Finance and Accounting (DBPOFA)

About the Programme : IGNOU, in association with Accenture has designed and developed the Diploma in Business Process Outsourcing - Finance and Accounting, an innovative programme (the first of its kind) in the open and distance learning system. This programme will provide the opportunity to the students to develop their professional skills, to be eligible for employment in the growing BPO industry. This Diploma programme incorporates a unique blend of theory and practical courses, designed by eminent academicians, Accenture subject matter experts, BPO training organizations and e-learning organizations, to provide students with a comprehensive learning model.

Facts and Benefit of the Programme

- The IGNOU- Accenture BPO Diploma is targeted towards undergraduate, graduate and working professionals
- First of its kind BPO certification launched with academia & industry collaboration
- It ensures imbibing key skills related to F&A in BPO industry
- First time complimenting classroom counselling with e-learning sessions.
- It qualifies the student to apply to Accenture and other large BPO organizations

Programme Structure

This Programme comprises of Semester 1 and Semester 2, Sem 1: Finance and Accounting consists of 5 courses, having 16 Credits and Sem 2 consist of 2 courses: English Communications and IT skills having 16 Credits. To be eligible for the award of the Diploma in Business Process Outsourcing — Finance and Accounting, a student has to complete all the 7 courses as shown below and a candidate will also get an EXIT option after 6 months (Sem1) and upon successful completion he/she would get Certificate in Finance and Accounting.This option is only available for working professionals. Also all those students who have completed semester 2(under the

CCITSK programme) will get exemption from taking this semester to get the Diploma in BPO provided they full fill the other eligibility criteria.

Finance and Accounting (Semester 1)

Course Code	Course Title	Credits
BPOI1	Course 1: Introduction to Finance and Accounting BPO	2
BPOI2	Course 2: Fundamentals of Accounting	4
BPOI3	Course 3: Procure to Pay (P2P, Accounts Payable)	4
BPOI4	Course 4: Order to Cash (O2O, Accounts Receivable)	3
BPOI5	Course 5: Record to Report	3
	TOTAL	16

English Communications and IT skills (Semester 2)

Course Code	Course Title	Credits
BPOI6	Course 6: English Communication	8
BPOI7	Course 7: IT Skills	8
	Total	16

- Students will have an exit option at the end of 6 months (i.e. Semester 1). The successful candidates will get a '**Certificate in Finance and Accounting'**. This Exit option is available for only working professionals who are either working in a BPO industry or a relevant industry with a minimum of 6 months work experience.

- Regional Centers with less than 10 students enrolled in this Programme will undergo Extended Counselling Session (ECS) where students will take the course online through e-learning and will be invited to attend sessions in Delhi /Bangalore.

2.3.39 Diploma in Paralegal Practice (DIPP)

This programme aims to functional understanding of laws that affect individuals in their everyday life and to develop elementary skills in accessing legal and judicial institutions and processes, to enable individuals to use public advocacy.

The programme will be one year and this programme is open to those with 10+2 or its equivalent or BPP from IGNOU. It is of 32 credits. The courses are:

Course Code	Course Title	Credits
BLE1	Introduction to the Indian Legal System	5
BLE2	Introduction to Law: Substantive and Procedural	5
BLE3	Law and Vulnerable Groups	5
BLE4	Rural Local Self Governance	5
BLEP1	Project	12
	Total Credits:	32

2.3.40 Diploma in Panchayat Level Administration and Development (DPLAD)

Panchayati Raj system existed in India since long. After independence a number of committees were constituted to make recommendations for its revival. Conflicting interest at various level eclipsed the oncept as well as its practice. It was only after a long debate spread over decades that the Constitutional (73rd Amendment) Act, 1992, outlined the task of rejuvenating the Panchayati Raj System in India. As a result of this historic legislation and passing of Conformity Acts by various status and holding of elections in the country in mid 1990s , there were more than 3 million people elected at various levels of Panchayati Raj Institutions. While a numbers of steps are being taken by various organizations to develop awareness programmes, for these elected members, there are more than million development functionaries across the country surving these institutions and working shoulder to shoulder with elected representatives.There are exercisxes/activities entrusted to the Panchayats that need expertise and coordinated action by various development function aries. This diploma programme in Panchayat Level Development and Administration through distance mode of learning is addressed towards fulfilling this task.

Objective:

The major objective of this progamme are to:

- Equip panchayat level functionaries with the necessary knowledge, skills and talents needed for strengthening local democracy and the process of decentralized planning.
- Help them to work with elected representative in a cooperative and coordinated fashion.
- facilitate people,s participation through a denove approach, attitude and action by the panchayat.

Programme Structure
The diploma programme comprises of following five course. Each course is of six credits. A detailed programme structure is given in Annexure-I

Course Code	Course Details	Credits
BPR1	Panchayats in India The Context	6
BPR2	Decentralized Planning and Panchayati Raj	6
BPR3	Panchayati Raj Institutions and Anti Poverty Programme	6
BPR4	Project Work	6
BPR5	Basic Computer Literacy	6
	Total Credits	30

2.4 CERTIFICATE PROGRAMME

2.4.1 Advanced Certificate in Power Distribution Management (ACPDM)

The Advanced Certificate in Power Distribution Management has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power, USAID-India and the Power Finance Corporation under the Distribution Reform Upgrades and Management (DRUM) Project for professionals employed in electrical power utilities or the electricity sector to upgrade their skills, enhance systemic efficiency and deliver quality power to the satisfaction of the beneficiaries.

Objectives:

The objectives of this programme are to:

- Disseminate information about the current developments and reforms in the power distribution sector,
- Generate awareness about the applications of emerging technologies and trends in the sector, and
- Educate personnel employed in the sector about various aspects of power distribution management.

Course Code	Title of the Course	Credits
BEE1	Power Distribution Sector	6
BEE2	Energy Management and IT Applications	4
BEE3	Management of Power Distribution	6
	Total	16

2.4.2 Advanced Certificate in Information Security (ACISE)

This Advanced Certificate in Information Security (ACISE) (with an exit option of Certificate in Information Security (CISE) afte successful completion of first three courses of 12 credits) programme has been designed to prepare the youth to experiment and learn the skills and techniques needed for providing protection and security to our information available in the virtual environment and to make learners both responible and smart netism. This is an Advanced Certificate level programme with an exit option of Certificate in Information Sscurity (CISE) after successfully completion of first three courses of 12 credits and total 18 credits of worth. Student can complete this programme in minimum period of six months or the maximum period of two years.

This programme emphasized and specifically stressed on User's Security Awarness and Needs as follows:

1. Securing one's own desktop.
2. Securing one's own data.
3. Securing one's connectivity.
4. Secure browsing. (E-mail, Internet Application)
5. Secure Internet Connection
6. W3C Compliance.
7. Employee prespective of ISO 27000
8. Securing Web servers/services
9. Cyber Forensics.
10. Securing in the mobile world
11. Govt. rules in IT Security

Programme Structure

Course Code	Course Titles	Credits
OSEI41	Information Security	4
OSEI42	Securing Internet Access	4
OSE43	Information Technology Security	4
OSEI44	Server Security	6
	Total Credtis	**18**

2.4.3 Post-Graduate Certificate in Extension and Development Studies (PGCEDS)

Postgraduate Certificate Programme in Extension and Development Studies has been designed to develop capacities for middle level positions in Extension and Development organizations. It will be useful for fresh graduates as well as working professionals in Extension and development areas. This Certificate holder can further continue for Postgraduate Diploma as well as MA in Extension and Development Studies under modular approach.

Programme Objectives

- To impart knowledge on various aspects of extension and development.
- To train and develop qualified human resources in the professional area of extension and Development studies.
- To develop necessary professional skills among students in formulation, implementation, monitoring and evaluation of extension and development programmes.

Course Code	Title of the Course	Credits
MEDS1	Introduction to Extension and Development	4
MEDS2	Dynamics of Extension and Development	4
MEDS3	Problems and Issues in Development	6
MEDSP4	Project Work I	4
	Total Credits	**18**

2.4.4 Post Graduate Certificate in Adult Education (PGCAE)

This programme aims at providing an opportunity to all those interested in pursuing short-term professional development and capacity building programme in adult education. It will be useful to the graduates interested in working at the grassroots level as well as to those with higher qualification and interested in seeking career at middle or higher level in the field of adult education, extension and allied areas.

Programme Objectives

- To promote professional competency and capacity building of all those interested in the field of adult education, extension and allied areas.
- To develop their knowledge and understanding of various aspects of theory, policies and programmes of adult education..
- To promote their understanding of diverse approaches to organizing and managing an adult learning set up.
- To improve their knowledge and understanding of participatory curriculum planning, development and transaction as well as participatory training, evaluation and research in adult education.
- To enhance their ability to critically analyse, appreciate and promote the role of adult education in the emerging social, economic, political, cultural and other situations at different levels.

Programme Study Centres

All the Programmes Study Centres (PSCs) of IGNOU where either MA(Education) or MEd or BEd programme of IGNOU is on offer are provisionally the PSCs for PGCAE as well

Programme Structure

The programme consists of **15 credits.** The programme has 3 courses - 2 theory courses and one practical course. The course codes, titles, nature and credits are given below.

Course Code	Course Title	Nature	Credits
MAE1	Understanding Adult Education	Theory	6
MAE2	Policy Planning and Implementation of Adult Education in India	Theory	6
MAEL2	Practical Work: Community-based Practical Activities	Practical	3
	Total		**15**

2.4.5 Post Graduate Certificate in Cyber Law (PGCCL)

School of Law, IGNOU is offering the Post Graduate Certificate in Cyber Law in two modes: Virtual Education in Law (VEL) & Open Distance Learning(ODL).

The main objectives of the programme are:

- To enable learners to understand, explore, and acquire a critical understanding of Cyber Law
- To develop competencies for dealing with frauds, deceptions (confidence tricks, scams) and other cyber crimes such as child pornography, that are taking place via Internet.
- To make learners conversant with the social and intellectual property issues emerging from 'cyberspace'.
- To explore the legal and policy developments in various countries to regulate cyberspace.
- To develop an understanding of relationship between commerce and cyberspace.
- To provide learners an in-depth knowledge of Information Technology Act and legal framework of Right to Privacy Data Security and Data Protection.

Virtual Education in Law (VEL)

It is a virtual learning platform developed by IGNOU to offer the PGCCL online (PGCCLOL). It has several innovative features such as walk in admission, integrated multimedia courseware, e-counselling and online examination and Assignment Management System. Admission will be available throughout the year. Facility for online payment gateway is available for registration. Once registered, the learners will have access to personalized learning space (My Page). For more details please visit IGNOU Online at www.ignouonline.ac.in/vel

Open Distance Learning (ODL)

The Counselling session for ODL will be conducted in various Programme Study Centres in collaboration with National Law Schools and established law colleges all over India.

The programme is of 16 credits and consists of four courses. The programme is being launched in July, 2008.

Course Code	Title of the Course	Credits
MIR11	Cyber Space, Technology and Social Issues	4
MIR12	Regulation of Cyberspace	4
MIR13	Commerce and Cyberspace	4
MIR14	Privacy and Data Protection	4

2.4.6 PG Certificate in Patent Practice (PGCPP)

Patent is the most significant form of Intellectual Property to encourage creativity in science and technology and protect invention and development and creation of new technology and business expansion throughout the world.

The objective of the Programme is to provide learners in-depth knowledge of the Indian patent law, training in writing of patent application, and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR).

This course is open to those with Degree in Science/ Technology/Medicine, Law and Fourth & Fifth year students integrated LL.B. Course who passed three years. Learners with experience in dealing with patents and technology transfer will be preferred. It is of 16 credits and comprises of four courses. It consists the following four courses:

Course Code	Title of the Course	Credits
MIR21	Overview of Intellectual Property Rights	4
MIR22	International Framework for Patents Protection	4
MIR23	Indian Patent Law and Procedures	4
MIR24	Project	4

2.4.7 Post Graduate Certificate in Participatory Development (PGCEPD)

To facilitate inclusive and sustainable development. participatory development as an approach is integral to current national and international development practice and debate.

Those working in the development field need to take into consideration new realities of constitutional bodies like panchayats and municipalities, as well as promote participation of marginalised sections like tribals, dalits and women in development programmes and projects. They need to be aware of issues of democratic governance which have contributed to the empowerment of the poor and marginalised, women's political empowerment and recent governmental interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information (RTI).

In addition, the development agenda has generated a growing demand for trained workers to manage field-based development interventions. Many government agencies, national/international NGOs, donors as well as corporates are recruiting development workers and professionals to undertake challenging field responsibilities to ensure they are implemented in a manner that supports participation and ownership by local communities. Issues related to management of development organisations are also at the forefront of what is required of development sector professionals.

Responding to these trends to build quality human resources in the development sector, IGNOU and PRIA have entered into a unique collaboration to design and deliver PG certificate in Participatory Development.

The main objectives of the programme are:

- To enable critical analyses of development models, policies, processes and its implementation.
- To strengthen understanding of the concept and practice of participatory development.
- To develop knowledge and skills for managing development projects and programmes in a participatory manner.

- To provide opportunities to experience the process of participation in development and governance interventions.
- To strengthen understanding of key elements of managing development organisations.

Course	Title of the Course	Nature of Course	Credits
MDS1	Understanding Participatory Development	Theory	6
MDS2	Development Policies and Programmes	Theory	6
MDS3	Democratic Governance and Civil Society	Theory	6
		Total Credits	**18**

2.4.8 PG Certificate in Bangla-Hindi Translation (PGCBHT)

PG Certificate in Bangla-Hindi Translation programme is intended for those who have had graduation degree with knowledge of Hindi and Bangla and who aspire to make their career in the area of translation. The objectives of the programme are to facilitate inter-lingual, intra-lingual academic and cultural activity between these two Indian languages and to promote national integration. In addition to this the programme aims to create job potential and confidence in the people who work through these Indian languages.

The programme comprises of the following 4 courses of 4 credit each with a total of 16 credits.

Course Code	Title of the Course	Credits
MTT1	Bharatiya Bhashaon Mein Anuvad	4
MTT2	Bangla-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT3	Bangla Aur Hindi Ke Vibhinna Bhashik Kshetroa Mein Anuvad	4
MTTP1	Anuvad Pariyojana (Translation Project)	4
	Total Credits:	**16**

2.4.9 PG Certificate in Malayalam-Hindi Translation (PGCMHT)

PG Certificate in Malayalam-Hindi Translation programme is intended for those who have had graduation degree with knowledge of Hindi and Malayalam and who aspire to make their career in the area of translation. The objectives of the programme are to facilitate inter-lingual, intra-lingual academic and cultural activity between these two Indian languages and to promote national integration. In addition to this the programme aims to create job potential and confidence in the people who work through these Indian languages.

The programme comprises of the following 4 courses of 4 credit each with a total of 16 credits.

Course Code	Title	Credits
MTT1	Bharatiya Bhashaon Mein Anuvad	4
MTT4	Malayalam-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT5	Malayalam Aur Hindi Ke Vibhinna Bhashik Kshetron Mein Anuvad	4
MTTP2	Anuvad Pariyojana (Translation Project)	4
	Total Credits:	**16**

2.4.10 Post Graduate Certificate in Agriculture Policy (PGCAP)

The Post Graduate Programme in Agriculture Policy seeks to develop human resource for planning, development and implementation of national policies in agriculture. The objectives and salient features of the agriculture policy framework along with strategies and issues should be known to all the stakeholders of the system for an effective implementation of development programme. The Programme covers various aspects essential for the policy formulation in order to achieve overall economic development of the country. Some of the main aspects pertain to stages and factors in Indian agricultural development process, components of policy formulation, international and national trade policies, intellectual property rights, research and development policy. The target group includes persons/organizations involved in policy making and implementation at the state/regional and central levels having stake in agriculture and rural development. The programme is also offered online at www.ignouonline.ac.in.

Objectives:

The specific objectives of the programme are to:

- Create understanding of the salient features of the agriculture policy framework among policy makers, implementers and other stakeholders of the system for its effective implementation.
- Develop human resource for:
  - Identification of strategic issues with reference to national policies in agriculture;
  - Analysis of policy aspects and its operationalization; and
  - Development of an implementation framework for agriculture and rural development policies.

Programme Structure:

The programme consists of following four courses with a total of 16 credits:

Course Code	Course Title	Credits
MNR1	Indian Agricultural Development	4
MNR2	Agricultural Policy: Formulation, Components, Process, Implementation and Comparative Analysis	4
MNRE15	Cooperatives and Farmers' Organizations	4
MNRE16	Project Analysis	4

2.4.11 Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS)

Programme Objectives

- The development understanding on Gandhian concept of peace studies and social regeneration.
- To comprehend Gandhi's vision of peace and on-violent activism.
- To understand the Gandhi's concept of World Order for Global Peace and Security.
- To train the participants in pace making and conflict resolution in real life situations.
- To develop preventive strategies of Peace and Conflict Resolution from the Interdisciplinary perspective.

Course Code	Course Title	Credits
MGP1	Gandhi: The Man and His Times	4
MGP5	Introduction to Peace and Conflict Resolution	4
MGPE7	Non-violence Movements after Gandhi	4
MGPE8	Gandhian Approach to Peace and Conflict Resolution	4

To complete the PG Certificate programme, student has to complete all the four courses worth 16 credits.

2.4.12 Certificate in Indigenous Art Practices (CIAP)

This programme envisages a Traditional Master (Guru) imparting traditional Knowledge and expertise on various traditional art-forms especially the dying art-form to their disciples (Shishyas) in order to preserve the rare and vanishing art forms. The various art-forms which are covered under the Programme include folk/tribal arts, martial arts, oral traditions, etc.

Objectives :

- To Preserve, promote, project and disseminate the broad spectrum of the rich and varied traditions of folk cultural practices of India.
- To design and implement job oriented skill development programmes in the field of Art and Culture.

Programme Structure

Programme on offer through North Eastern Zonal Cultural Centre, Dimapur for the north-eastern states of the country:

The certificates programme is of 16 credits with credit distribution as follows:

Course Code	Course Title	Credits
OVA11	Folk Cultures and Traditions of India (Theory)	2
OVAL12	Indigenous Practices of Arts (Practical)	14
	Total	**16**

Programme on offer through North Central Zonal Cultural Centre, Allahabad for the north central states of the country:

The certificates programme is of 16 credits with credit distribution as follows:

Course Code	Course Title	Credits
OVA13 Theory	Folk cultures and Traditions of India	2
OVAL14 Practical	Indigenous Practices of Arts	14
	Total	**16**

* this programme is offered across the country under Guru Shishya Parampara Scheme, Ministry of Culture, Govt. of India through the Zonal Cultural Centres, Ministry of Culture, GOI.

2.4.13 Certificate Programme in Japanese Language (CJL)

This programme aims at introducing basic patterns of Japanese Language at the elementary level, develop the students' competence in the four skills of reading, writing, listening and speaking, and finally initiate the learner into basic essential aspects of Japanese culture.

The programme is Bilingual in medium, a blended multimedia package (A/V CDs), with printed material (SLMs), and a substantial component of teacher counselling is quite innovative. The programme comprises 4 courses; worth 16 credits and each credit amounting to 30 hours of study time.

Course code	Course title	Credits
BJL1	Basic Japanese:1	4
BJL2	Basic Japanese:2	4
BJL3	Basic Japanese:3	4
BJL4	Basic Japanese:4	4

2.4.14 Certificate in Visual Arts – Painting (CVAP)

The certificate programme in Painting aims to imparting basic knowledge and skill of drawing, medium and composition with the development of creative and aesthetics sensibilities. The course tends to inculcate creativity, precision and use of tool & materials.

Objectives:

- To develop the self observation, visualization and self motivation to create an art work.
- Introduce them to concept of Indian Art Practices and Aesthetics.
- To understand and use of Material and Technique.

Programme Structure:

Following is the courses structure (6 credits for theory and 10 credits for Practical):

Course code	Course Title	Credits
OVA1 (Theory)	Indian Cultural Heritage	2
OVA2 (Theory)	Understanding Indian Art Forms	2
OVA3 (Theory)	An Introduction to Indian Arts	2
OVAL4(Practical)	Direct study from Simple Objects	4
OVAL5(Practical)	Study from Still Life	3
OVAL6(Practical)	Composition in Painting	3
	Total Credits	**16**

2.4.15 Certificate in Visual Arts – Applied Art (CVAA)

The certificate programme in Applied Art aims to develop basic applied and design skills with creative and aesthetic understanding.

Objectives:

- To develop the visualization and Designing sensibility to create an art work.
- To understand and use of Material and Technique for graphic design.
- Introduce them to concept of Indian Art Practices and Aesthetics.
- To impart knowledge of Graphic designing and advertising.

Programme Structure:

Following is the courses structure (6 credits for theory and 10 credits for Practical):

Course code	Course Title	Credits
OVA1 (Theory)	Indian Cultural Heritage	2
OVA2 (Theory)	Understanding Indian Art Forms	2
OVA3 (Theory)	An Introduction to Indian Arts	2
OVAL4(Practical)	Direct Study from Simple Objects	4
OVAL7(Practical)	Geometrical Design	3
OVAL8(Practical)	Graphic Design	3
	Total credits	**16**

2.4.16 Certificate in Performing Arts – Theatre Arts (CPATHA)

Certificate course in Theatre Arts aims to provide basic introduction to the art of theatre to the learners. This course offers both theoretical and practical inputs to the students.

Objectives:

- To introduce the art of the theatre to the learners.
- To provide basic training in theatre.
- To provide knowledge of theatre appreciation to the enthusiasts.

Programme Structure:

Following is the courses structure (6 credits for theory and 10 credits for Practical):

Course code	Course Title	Credits
OVA1 (Theory)	Indian Cultural Heritage	2
OVA2 (Theory)	Understanding Indian Art Forms	2
OTH1 (Theory)	An Introduction to Theatre & Drama	2
OTHL2(Practical)	Voice & Speech	3
OTHL3(Practical)	Physical Aspects of Acting	3
OTHL4(Practical)	Method Acting- Stanislavisky	4
	Total credits	**16**

2.4.17 Certificate in Performing Arts - Hindustani Music (CPAHM)

Certificate in Hindustani Music is to enable the learner to receive the basic knowledge of theory and practical aspects of Hindustani music. This will also enable the learner to realize that basically there is only one music in our country. After passing through changes it converted into two distinct types of music – Hindustani & Karnatak.

Objective:

This programme is aimed to creating awareness and appreciation of Hindustani music. This will also help the learner to gain knowledge of practical as well theoretical aspect of the art form.

Programme Structure:

Following is the courses structure (6 credits for theory and 10 credits for Practical):

Course code	Course Title	Credits
OVA1 (Theory)	Indian Cultural Heritage	2
OVA2 (Theory)	Understanding Indian Art Forms	2
OMU1 (Theory)	An Introduction to Indian Music	2
OMUL2 (Practical)	Hindustani Music Performance-1	3
OMUL3 (Practical)	Hindustani Music Performance-2	3
OMUL4 (Practical)	Hindustani Music Performance-3	4
	Total credits	**16**

2.4.18 Certificate in Performing Arts - Karnatak Music (CPAKM)

Certificate Programme in Performing Arts (Karnatak Music) aims to provide basic knowledge of Indian Performing and Visual Arts in broad perspective with a particular focus on Karnatak Music to the learners.

Objective:

Indian Art forms, whether it is performing or visual, have a common historical background and also share a common source of principles. These are distinguished Art forms in context of their aesthetic and functional value. This programme is aimed at providing a holistic and integrated approach towards various Indian Art forms i.e. Music, Dance, Theatre and Visual Art to the learners.

Programme Structure:

Following is the courses structure (6 credits for theory and 10 credits for Practical):

Course code	Course Title	Credits
OVA1 (Theory)	Indian Cultural Heritage	2
OVA 2 (Theory)	Understanding Indian Art Forms	2
OMU5 (Theory)	An Introduction to Karnatak Music	2
OMUL6 (Practical)	Karnatak Music Performance-1	3
OMUL7 (Practical)	Karnatak Music Performance-2	3
OMUL8 (Practical)	Karnatak Music Performance-3	4
	Total Credits	**16**

2.4.19 Certificate in Performing Arts - Bharatanatyam (CPABN)

Indian classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Bharatanatyam, the classical dance of Tamil Nadu and provides a holistic and integrated approach to Indian performing arts through theory courses with 70% - 30% weightage for practical and theory. This is an innovative program from IGNOU which combines the strength of both IGNOU and its Programme Study Centres which are reputed Bharatanatyam dance schools located across the length and breadth of India and abroad. It combines the flexibility of distance and continuing education with conventional learning system and provides for face-to-face interaction through its program study centres, for both Theory and Practicals.

Objectives:

- To impart and create a holistic knowledge base of Indian cultural forms of expression like Dance, Music, Painting and Theatre.
- To improve culture sensitivity and develop cultural know how.
- To impart strong and solid basic practical training in dance that is fundamental for advanced learning.

Programme Structure:

The certificate programme is of 16 credits with credit distribution as follows

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits
OVA1 Theory	Indian Cultural Heritage	2
OVA2 Theory	Understanding Indian Art Forms	2
ODN1 Theory	Introduction to Indian Dance Forms	2
ODNL11 Practical	Bharatanatyam 1	4
ODNL12 Practical	Bharatanatyam 2	4
ODNL13 Practical	Music and Talas	2
	Total	**16**

2.4.20 Certificate in French Language (CFL)

The programme aims to introduce French to beginners and gradually builds skills in listening, reading, writing and speaking and to develop intercultural competence of the learners. The programme is based on the textbook Connexions, Methods de francais, Regine Merieux, Yves Merieux, Yves Laiseau. Dideir, 2001 based on the common European Framework of Reference for languages formulated by the Council of Europe for all European Languages. The book **Connexions** is being supplemented with wrap up materials by IGNOU in the form of user

manuel with study guide, added exercises, glossary and Phonetics as additional material to help the learner. The significant feature is that materials have been prepared for the learners in both French-Hindi for Hindi-phones and French English for Anglo Phones. The learners thereby have the choice of taking either of the two mediums.

Course	Course Title	Credits
CFL1	Talking about oneself	3
CFL2	Interaction	3
CFL3	Space	3
CFL4	Time	3
	Total	12

2.4.21 Certificate in Arabic Language (CAL)

This programme aims at acquainting the beginner with essential rudiments of Arabic Language, and gradually and systematically inculcates in them an ability to speak. write and read the language with a certain degree of accuracy and confidence. The programme is bilingual in medium and has self learning materials which are quite simple, innovative and learner friendly. The programme is worth 16 credits, each credits amounting to 30 hours of total study time.

Course	Course Title	Credits
BAL1	Basics of Arabic	8
BAL2	Communication Skills	8
	Total	16

2.4.22 Certificate in Disaster Management (CDM)

The Certificate in Disaster Management Programme aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation. The programme is of use to NGO functionaries and volunteers; military, para-military, police, home guards, civil defence personnel; professionals such as - Geologists, Scientists, Meterologists, Engineers, Foresters, Fire-service personnel, Administrators, Government and Public Sector Undertakings officials, Rural Development Functionaries; Urban Government Officials; Primary Health Centres Functionaries; etc. The Programme consists of 16 credits.

Course Code	Title of the Course	Credits
CDM1	Foundation Course in Disaster Management	8
CDM2	Disaster Management : Methods & Techniques	8
	Total	16

2.4.23 Certificate in Environmental Studies (CES)

The Programme is of use to general public, at every age and at all levels of formal and non-formal education. Professionals, ecologists, hydrologists, foresters, landscape architects administrators and planners, engineers, industrialists, agriculturists, etc. will benefit from this programme. The NGOs with their dissemination capabilities shall find it very useful.

Course Code	Title of the Course	Credits
AHE1	Human Environment (without AHE Project)	6
TS5	Ecology, Environment and Tourism	8
PES1	Project Work - Environmental Studies	4
	Total	18

2.4.24 Certificate Programme in NGO Management (CNM)

Non Governmental Organizations (NGOs) play an important role in various developmental issues across the states in India. VAN! (Voluntary Action Network India), an apex body of Indian voluntary organizations estimates that there are 1.2 million NGOs working in India. As per the data available with the planning commission, there are more than 12,000 NGOs in the country. In view of the increasingly important role of the voluntary sector in the developmental process, all levels of policy making have stressed the importance of building its capacity to face the developmental challenge.

The emphasis of the management education process hither to, had been limited to the private sector and or large public undertakings. The capacity building efforts for the voluntary sector have remained limited to organizing workshops and training programmes and formal course work in universities. However, given the size of the sector, and if we add to this the many socially spirited individuals involved in social activism, the capacity building needs of the sector can only be catered to by undertaking distance education programmes.

Objectives of the Programme

The objectives of the programme are as follows:

- To provide the basic managerial concepts to NGO workers;

- To give a first hand experience to the NGO workers or for that matter to the end users of the programme;

- To help and enhance the skills of end users at various levels of management.

Programme Structure

The programme consists of following three courses alongwith a contact programme. The detailed course outline is given under:

Course Code	Course Titles	Credits
BMS1	Introduction to NGO management	4
BMS2	Management functions	4
BMS3	Health care management	4
	Total	12

Contact programme is a compulsory component, will be of 7 days in identified NGOs. The contact programme is necessary to provide a platform for formal education to volunteers, community workers etc. working in NGOs or willing to work in NGOs.

2.4.25 Certificate in Business Skills (CBS)

This programme has been developed jointly by IGNOU, Rajiv Gandhi Foundation (RGF) and Commonwealth of Learning (COL) Canada, with an aim to enable NGOs and other agencies to develop business skills among the street children, unemployed youth, rural and urban disadvantaged sections and women, so that these groups can avail gainful self employment opportunities.

In order to be eligible for the award of the Certificate in Business Skills, one has to complete the following 4 courses equivalent to 16 credits :

Course Code	Title of the Course	Credits
ECO1	Business Organisation	4
PCO1	Preparatory Course in Commerce	4
BCOA1	Business Communication & Entrepreneurship	4
CITL1	Laboratory Course	6
	Total	18

2.4.26 Certificate in Teaching of English as a Second Language (CTE)

This Programme is based on the communicative approach to language teaching and is designed to enhance the teachers' understanding of the learners, the learning process, and the nature and structure of the English Language. It will also help the teachers to innovate strategies for teaching the skills of listening, speaking, reading and writing.

Students will need to study four courses in all - three compulsory and one optional.

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE1	The Language Learner	4
CTE2	The Structure of English	4
CTE3	Teaching Strategies	4

ii) Optional Courses (Select any one)			
CTE4	Teaching English-Elementary School		4
CTE5	Teaching English-Secondary School		4
	Total		16

2.4.27 Certificate in Functional English (Basic Level) (CFE)

The Programme will improve the learners proficiency in the English language. The objective of the Programme is to give the learners practice in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can function in English in the social and academic spheres. It will also acquaint the learners with some professional skills which will prepare them for a job. This course enables learners to engage in conversations and write with confidence in all the spheres of their daily life.

Course Code	Title of the Course	Credits
Course 1:	English in Daily Life	4
Course 2:	English in Education	4
Course 3:	Joining the Work Force	4
	Total	16

2.4.28 Certificate In Urdu Language (CUL)

This program is basically meant for Hindi and Urdu speakers who do not know how to read, write and correctly speak Urdu language. This introduces the script writing, prounciation skills,communicative Urdu and comprehension of Urdu prose and poetry. The student develops the competence in the areas and also the ability to extract socio-cultural information from the texts. Each course has 8 credits.

Course Code	Titles of Course	Credits
OUL1	Script & Pronunciation	8
OUL2	Communicative & Comprehensive Skills	8
	Total Credits:	16

2.4.29 Certificate in HIV and Family Education (CAFÉ)

The Certificate in HIV and Family Education provides comprehensive knowledge about what, why and how of HIV/AIDS, family life education, facts of life and substance abuse. The contents are designed to impart an integrated understanding to the learners about the issues involved in HIV/AIDS and behaviour modification. The target groups include School teachers, NGO functionaries, para-medicals, parents of adolescents and those interested in acquiring knowledge on the subject. The Certificate Programme has the following courses of 4 credits each. A learner has

to choose 2 compulsory courses and any 2 optionals from the 4 electives. One has to acquire 16 credits for a certificate. A student who has successfully completed CAFE can also pursue for DAFE by completing the remaining courses of 16 credits and request the university for credit transfer from CAFE to DAFE.

Course Code	Title of the Course	Credits	Credits Required
Compulsory Course			
BFE101	Basics of HIV/AIDS	4	4
BFE102	Basics of Family Education	4	4
Elective Courses (Choose any two)			8
BFEE101	Elective on HIV/AIDS	4	
BFEE102	Elective on Family Education	4	
BFEE103	Alcohol, Drugs & HIV	4	
BFEE104	Communication & Counselling in HIV	4	
Total	**24**		**16**

2.4.30 Certificate in Social Work and Criminal Justice System (CSWCJS)

The Certificate Programme in Social Work in Criminal Justice System is to train a cadre of graduate professionals interested in working in the correctional settings such as jails, family courts, beggars' home, special schools for boys and girls, observation home/rescue home etc. The programme would be also relevant for the various NGO professionals who are working in the correctional settings. The programme is offered for a period of six months both in English and Hindi. A learner has to acquire 16 credits for a certificate. Out of 16 credits, 8 credits will cover the theory and 8 credits will be practicum. Out of 8 credits in theory 4 credits will be on Social Work and 4 credits on legal aspects.

Course Code	Title of course	Type of compulsory optional	Credits
MSW31	Social Work Intervention in Correctional Settings	Compulsory	4
MSW32	Social Work and Criminal Justice	Compulsory	4
MSWL33	Social work Practicum in correctional Settings	Compulsory	8

2.4.31 Certificate in Health Care Waste Management (CHCWM)

The concern for bio-medical waste management has been felt globally with indiscriminate disposal of health care waste and the rise in deadly infections such as AIDS, Hepatitis-B. The need to educate different health care professionals/workers about health care waste management is thus very important. To cater to the needs of these health care professionals, the School of Health Sciences, IGNOU and WHO, SEARO have developed a Certificate Programme in Health Care Waste Management in the South-East Asia Region Countries.

The programme aims to:

- Sensitize the learners about health care waste and its impact on our health and environment.
- Acquaint the learner about the existing legislation, knowledge and practices regarding health care waste management practices in South-East Asia Region countries.
- Equip the learner with skills to manage health care waste effectively and safely.
- For hands on training, a contact session of 6 days is conducted in the identified programme study centre's (PSCs).

Programme Structure

The programme is of 14 credits and comprises of the following courses:

Course Code	Title of the Course	Credits
BHM1	Fundamentals: Environment and Health, Health Care Waste Management Regulations	4
BHM2	Health Care Waste Management: Concepts, Technologies and Training	6
BHMP3	Project	4
	Total	**14**

For hands on training, a contact session of 6 days is conducted in the identified programme study centres (PSCs).

2.4.32 Certificate in Newborn and Infant Nursing (CNIN)

Certificate in newborn and infant nursing is a six-months programme of 14 credits (4 credits in theory and 10 credits in practical) having 3 courses (1 theory and 2 practical courses).

Programme Objectives

The programme aims to:

- Enhance and update the knowledge, skills and practices of nursing personnel in care of newborn and infants
- Enable Nursing personnel to provide effective nursing care to normal, at risk and sick newborn and infants.

Target Group

The nursing professionals (RNRM) who have completed diploma in General Nursing and Midwifery GNM / B.Sc. Nursing or above.

Programme Structure

The programme consists of following courses.

Course Code	Title of the Course	Credits
Theory		
BNS15	Nursing Care of New Born and Infant	4
Practical		
BNSL15	Integrated Management of Sick Newborn and Infant	2
BNSL16	Nursing Practices and Procedures in Care of Newborn and Infant	8
	Total Hours (Theory: 120; Practical: 300) Credits (Theory: 4; Practical: 10)	14

The students are required to pay the programme fee along with application form.

2.4.33 Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate Programme in Maternal and Child Health Nursing is a 16 credits programme (8 credits in theory and 8 credits in practical) and has 2 theory courses and 1 practical course.

Programme Objectives

- Update the knowledge and skills of health care providers in reproductive and child health
- Enable the health care providers to render effective health care to mother & child

Target Group

Nursing Professionals of all categories (RNRM) with Diploma in General Nursing and Midwifery (GNM) or above. Health worker (F)/ANM/Health Supervisor Female/ LHV/PHN.

Programme Structure

The programme consists of following courses.

Course Code	Title of the Course	Credits
Theory		
BNS17	Community Health Management	4
BNS18	Reproductive and Child Health	4
BNSL17	Nursing Practices and Procedures in Maternal and Child Health	8
	Total Hours (Theory: 240; Practical: 240) Credits (Theory: 8; Practical: 8)	480 16

The students are required to pay the programme fee along with application form.

2.4.34 Certificate in Diabetes Care for Community Worker (CDCW)

Certificate in Diabetes Care for Community Worker Programme is developed by School of Health Sciences in collaboration with Regional Center Guwahati and support from North East Unit of Indira Gandhi National Open University. The certificate programme has been developed to build up a community level work force to work in diabetic clinics, health centers and at community level. Or any individual who is interested in understanding and helping diabetic patient at home can also do this programme.

Programme Objectives:

- To impart knowledge about epidemiology of diabetes.
- To provide an understanding of the causes leading to diabetes.
- To give detailed knowledge of the effect of diabetes on various organs of the body.
- To provide knowledge and skills about management of the disease in relation to diet, foot care, eye care etc.
- To equip the learners with interpersonal communication skills which will facilitate psychological well being of patients.

Target Group: 10+2 Preferably with Science.

The Programme consists of two courses i.e. one theory and one practical. 120 hrs academic counselling sessions are compulsory to attend. And 150 hrs of self activities and 150 hrs of supervised activities are mandatory.

Programme Structure:

Course Code	Title of the Course	Credits
CNSDC1	Theory -Concepts and Interventions of Diabetes Mellitus	4
CNSDCP1	Practical- Procedures related to Diabetes Mellitus	10
	Total	14

2.4.35 Certificate in Home Based Health Care (CHBHC)

Certificate Programme for Home Based Health Care is a 6 months programme of 14 credits (Theory 4 credits, Practical 10 credits) for 10th Passed students. This programme has been developed to prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses. This programme will help the family members and patients to cope with the stress of care to their long term ailing relatives which will add to the quality of life of patients as well as of relatives.

Programme objectives:

The broad objectives of this programme are to:-

- provide care to people at home setting after discharge from tertiary care.
- prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses.

Target group: 10th Pass

The programme consists of one theory and one practical course as gives below:

Programme Structure

Course Code	Title of the Course	Credits
CNS-HC1	Home Based Care	4
CNS-HCP1 Practical	Skills Related to Home Based Care	10
	Total Credits	**14**

2.4.36 Certificate in Community Radio (CCR)

The programme is offered in two languages English, Hindi.

Course Code	Title of the Course	Credits
A. Theory 2 Course(4 credits each)		**8**
1. Couse1	Introduction to Community Radio	4
2. Course2	Operating a Community Radio	4
3.	Practical Manual (1 No.) Internship : 10 days at any CRC/ Gyan Vani (With Practical Assignments 6) (Final Project = 2)	8
	Total	**16**
B. Internship : 10 days at any CRS 8 credit (with Practical Assignments = 6) Final Project - 2		
	Total	**16**

Course 1 "**Introduction to Community Radio**" describe the definition, nature, scope and functions, differentiate between CR and other Radios, helps in understanding the relations of CR and Society. It also talks about the nature and need of content, source of contents and the role of developmental agencies. One of the block also gives an understanding about managing a CR, organizational issues and about synergy and team work.

Course 2 "**Operating a Community Radio**" discusses about the technology to be used in setting up a Community Radio Station, about equipments and maintenance. It also discusses about programming and programme production techniques. It also touches upon the sustainability issues.

CEMCA is providing 150 scholarship of full tuition free waiver.

2.4.37 Certificate in Tourism Studies (CTS)

The Programme is aimed at familiarising you with varied aspects of Tourism, creating awareness about Tourism, imparting basic training in organising Tourism services and opening career opportunities. It consists of two courses of eight credits each.

Course Code	Title of the Course	Credits
TS1	Foundation Course in Tourism	8
TS2	Tourism Development : Products, Operations and Case Studies	8
	Total	**16**

2.4.38 Certificate in Food and Nutrition (CFN)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education, etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow. The programme consists of 16 credits.

Course Code	Title of the Course	Credits
CFN1	You and Your Food	6
CFN2	Your Food and its Utilisation	6
CFN3	Economics of Food	4
	Total	**16**

2.4.39 Certificate in Nutrition and Child Care (CNCC)

This programme of study would be of tremendous relevance and use to all those who need to have the knowledge, understanding and skills, both with regard to Nutrition and Child Development. The Certificate in Nutrition and Child Care is specifically vocational in nature, opening avenues for employment as well as self-employment. Doing a programme of this nature, combining knowledge and skill development in the areas of Nutrition and Early Childhood Care and Education would make the learner uniquely qualified to take up jobs as functionaries with Government and Non-Government organisations working for women and children.

Course Code	Title of the Course	Credits
CNCC1	Nutrition for the Community	8
CNCC2	Organising Child Care Services	8
	Total	**16**

2.4.40 Certificate in Rural Development (CRD)

This Programme in Rural Development provides a comprehensive knowledge of socio-economic factors affecting the transformation of rural society. The contents are designed to impart the integrated understanding about the crucial dimensions of rural development. It is primarily meant for those learners who, because of the limitations of time and resources are unable to take up Post Graduate Diploma in Rural Development but are still interested to have a comprehensive orientation in rural development within a short period of time. The learners who have completed CRD and further interested in programmes of rural development i.e., MARD and PGDRD are entitled for credit transfer.

Course Code	Title of the Course	Credits
MRD101	Rural Development : Indian Context	6
MRD102	Rural Development Programmes	6
MRD103	Rural Development Planning and Management	6

2.4.41 Certificate in Sericulture (CIS)

This programme has been developed with the support of Central Silk Board, Ministry of Textiles, Govt. of India. India occupies second position among the silk producing countries in the world besides being the largest silk consumer. The limited coverage is being made by the Central Silk Board under the educational and training component for the farmers, entrepreneurs and technicians through its institutional network. CSB and IGNOU aim to impart scientific & entrepreneurial principles to the farmers and technicians involved in mulberry cultivation and silkworm production through ODL.

The main objective of the programme is intended to:

- prepare the rural youth/farmers for accepting sericulture as profit making enterprise;
- impart knowledge and technical skills in various aspects of Sericulture; and
- create awareness about the opportunities and employment in Sericulture.

Programme Structure

In order to be eligible for the award of the certificate, a student has to complete the following 4 Courses equivalent to 16 credits (1 credit is equal to 30 study hours).

Course Code	Course Title	Credits
BLP1	Introduction to Sericulture	2
BLPI2	Host Plant Cultivation	6
BLPI3	Silkworm Rearing	6
BLP4	Crop Protection	2

A 20-days hands-on training will be conducted at the Programme Study Centre in which all the practical aspects of Host-Plant cultivation and silkworm rearing will be covered.

2.4.42 Certificate in Organic Farming (COF)

This programme has been developed with the support of APEDA.

Chemical fertilizers and pesticides rob the soil health, life, and vitality and thus produce crops that lack balance nutrition. These crops further contain residues of the poisonous chemicals that disrupt the healthy functioning of mind and body of the consumer. Now emphasis is being laid on organic agriculture which primarily depends on the On-farm resources and maintains the farm biodiversity for sustaining the production in long run without use of chemicals.

The present programme aims to tap the global market of organic by educating the farmers about various aspects of organic production and certification.

Objectives

- to impart knowledge and proficiency in Organic production practices, Certification process and Marketing of organically raised agricultural produces, and
- to promote self employment and income generation.

Programme Structure

Course Code	Course Title	Credits
BAP1	Introduction to Organic Farming	2
BAPI1	Organic Production System	6
BAPI2	Inspection and Certification of Organic Produce	4
BAPI3	Economics and Marketing of Organic Produce	4
	Total	**16**

2.4.43 Certificate in Water Harvesting and Management (CWHM)

Growing urbanisation and industrialisation, increasing demand for agriculture produce, has led to over-exploitation of limited surface as well as ground water resource. This has also resulted in sharp decline in ground

water table. The situation can be effectively reversed through rainwater harvesting which essentially means collection and storage of the rainwater from rooftop or from surface catchments for future use. Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. This certificate programme in Water Harvesting and Management intends to generate mass awareness and disseminate skills through trained human resources, about rain water harvesting techniques and management for the optimal use of harvested water by all concerned.

The main objectives of the programme are to:

- sensitize and educate learners on augmentation & utilization of water resources;
- impart necessary skills and expertise to understand water harvesting techniques; and
- enable learners to act as trainers and organizers at household and community levels for efficient water management in terms of its usage and also for water conservation.

Programme Structure

Course Code	Course Title	Credits
ONR1	Introduction to Water Harvesting	2
ONR2	Basics of Hydrology	4
ONR3	Water Harvesting, Conservation and Utilization	6
ONRL1	Practical Training at Water Harvesting Agency	4

2.4.44 Certificate in Poultry Farming (CPF)

Poultry Farming have been one of the most important subsidiary occupation of the farming community in India. Poultry Farming is a remunerative business both in rural and urban areas due to the requirement of small space, low capital investment and quick return throughout the year. It has a significant role in the eradication of malnutrition and poverty as well as eliminating un- and under-employment among the rural masses. However, due to lack of modern and updated method of farming, farmers are practicing their own way which has been found to be unproductive and not commercially viable. The present programme aims to impart knowledge and skill to make Poultry Farming a viable business. The target group includes: Rural youth, Women, Farmers and Entrepreneurs.

The main objectives of the programme are to:

- develop and strengthen Human Resource by infusing/imparting knowledge and skill in Poultry Farming through Open and Distance Learning (ODL) Mode;
- create awareness about the opportunities of employment and livelihood in Poultry Sector; and
- impart basic knowledge and technical proficiency in Poultry Breeding, Housing, Management and Nutrition.

Programme Structure

In order to be eligible for the award of the certificate, a student has to complete the following 5 courses equivalent to 16 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits
OLP1	Introduction to Poultry Farming	2
OLPI1	Poultry Housing and Management	6
OLPI2	Poultry Feeds and Feeding	4
OLPL1	Poultry Health Care and Bio-security Measures	2
OLPL2	Poultry Farm Training	2

A compulsory 10-days continuous hands-on training (OLPL2) will be conducted at the Programme Study Centres (PSCs).

2.4.45 Certificate in Beekeeping (CIB)

There is always an increasing demand for the honey across the world. Most of the honey is being collected from the wild resources (forest) and a limited population is engaged to rear the bees. Due to less technical knowledge and poor infrastructure, the honey production is less. A great potential exists in this area, where we may establish this unorganized sector into an organized one for the betterment of the society.

At village level, successful honey production provides nutritional and economic security and also empowerment to the farmers, farm women, and rural youth. Beekeeping also helps conserve the natural resources. There is a need to impart improved technical knowhow to the traditional beekeepers in order to facilitate the adoption of improved technologies available in this area.

The certification may be required to the beekeeper to seek any financial help from any bank, non-governmental or government agencies, etc.

The main objectives of the programme are to:

- impart education about modern beekeeping.
- build human resource in the beekeeping sector.
- diversification of apiculture to increase income of the farmers; and
- develop entrepreneurial skills in beekeeping.

Programme Structure

In order to be eligible for the award of the certificate, a student has to complete the following 3 courses equivalent to 16 credits (1 credit is equal to 30 self study hours)

Course Code	Course Title	Credits
OAPI11	Introduction to Beekeeping	4
OAPI12	Management of Honey Bee Colonies	8
OAPI13	Hive Products and Economics of Beekeeping	4
	Total	**16**

Course Code	Title of the Course	Credits
ACS1	Application Oriented Courses in Consumer Studies	8
CPI	Consumer Protection Issues and Acts	4
CCP	Project Work in Consumer Protection	4
	Total	**16**

2.4.46 Certificate in Human Rights (CHR)

Certificate in Human Rights Programme is an innovative learning package of 16 credits spread over 2 courses. It has been designed specifically to sensitize and educate professionals and workers who, as a part of their routine duty, interact with masses daily. Besides general students, specific target groups include law enforcement personnel (police, army, paramilitary forces) and functionaries of the lower judiciary and administrative officers, primary school teachers and NGO functionaries. In preparing the course material, special care has been taken to address the concerns raised by the UN High Commissioner for Human Rights at the time of launching of the UN Decade for Human Rights Education.

Programme Structure

The Programme consists of two courses. The courses are:

Course Code	Title of the Course	Credits
CHR11	Human Rights: Evolution, Concepts and Concerns	8
CHR12	Human Rights in India	8
	Total	**16**

2.4.47 Certificate in Consumer Protection (CCP)

This 16 Credit Programme on Consumer Protection is open to candidates with 10+2 qualifications or have done BPP from IGNOU. The Programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After going through this Programme the students can be consumer activists, work in industries, NGOs and government departments on consumer affairs. They can file and plead their own cases in Consumer Redressal forums created under consumer Protection Act, 1986. The programme consists of three courses as per details below:

2.4.48 Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL)

The main objective of the programme on have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, of acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

Course Code	Course Title	Nature of Course (Theory/ Practical/ Project/ Elective)	Credits
BLE11	Cooperation: Genesis, Principles, values, Policy, Growth and Development	Theory	4
BLE12	Co-operative Law	-Do-	4
BLE13	Business Law as applicable to Cooperative - I	-Do-	4
BLE14	Business Law as applicable to Cooperative - II	-Do-	4
	Total		**16**

2.4.49 Certificate in Anti Human Trafficking (CAHT)

Objectives

- To bring about awarence and provide comprehensive understanding to the learners in Anti Human Trafficking.

- To develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of

- Human Trafficking directly or Indirectly.
- Awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners.
- To develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking.
- Prepare well informed professionals, those working in the government agencies, civil society organisations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation and reintegration.

Course Code	Course Title	Nature of Course (Theory/Practical/ Project/Elective)	Credits
BLE31	Understanding Human Traficking	Theory	4
BLE32	Law policies and institutional Response to Human Trafficking	-Do-	4
BLE33	Rehabilitation and Prevention	-Do-	4
BLEP34	Project Work	Project	4
	Total		16

2.4.50 Certificate in International Humanitarian Law (CIHL)

This programme is offered in association with International Committee of Red Cross (ICRC), New Delhi.

The objective of the programme is to develop :

- Knowledge and skills in the area of international humanitarian law.
- To provide specialists understanding on contemporary issues international humanitarian law in South Asian Regions.
- To enhance the competencies of professional already working in the area of IHL.

Course Code	Course Title	Nature of Course	Credits
BLE35	Understanding International Humanitarian Law	Theory	4
BLE36	Application of IHL	Theory	4
BLE37	IHL Issues of Concern in South Asia	Theory	4
BLEP38	Project	Project	4
	Total		16

2.4.51 Certificate in Information Technology (CIT)

This is a programme which not only imparts fundamentals of Computer Systems and Information Technology but also introduces advanced technologies such as Multimedia and Internet. This programme is also having a dedicated practical course. Students get hands on experience in the areas of Word Processing, Spread Sheets, Presentation Tools, Databases and Web Site Development. One of the highlights of this programme is that student also learn Programming using 'C' language. They will also learn Internet Programming.

Programme Structure

Course Code	Course Title	Credits
CIT1	Fundamentals of Computer Systems	4
CIT2	Introduction to Information Technology	4
CIT3	Web based Technology & Multimedia Applications	4
CITL1	Laboratory Course	6
	Total	18

2.4.52 Certificate in Guidance (CIG)

The Certificate in Guidance Programme is a joint project of Indira Gandhi National Open University (IGNOU) and National Council of Educational Research and Training (NCERT). This Programme would enable the participants to:

- develop an understanding of child development and individual differences in the context of the educational processes,
- develop an understanding of the concepts and processes involved in guiding elementary school children for learning and socio-emotional development,
- identify children with special needs and problems, and
- suggest intervention strategies for parents, teachers, social workers, volunteers and other adults to facilitate all-round development of children.

The Programme is essentially for a target group comprising of teachers, parents, social workers, personnel from voluntary agencies or any individual who is interested in understanding and guiding children. The Programme consists of four courses of four Credits each.

Programme Structure

Course Code	Title of the Course	Credits
NES101	Understanding the Elementary School Child	4
NES102	Facilitating Growth and Development	4
NES103	Guiding Children's Learning	4
NES104	Guiding Socio-emotional Development of Children	4
	Total	**16**

2.4.53 Certificate in Communication Skills for BPO. ITeS & Related Sectors (CCSS)

The booming Information Technology (IT) segment comprising ITeS (IT -enabled services) and BPO (Business Process Outsourcing) have emerged as key employment generation sectors in the country. The BPOs offer different kinds of services which include Customer Support, Technical Support, Telemarketing, Insurance Processing, Data Processing, Internet/Online/Web Research and a whole lot of related services. This certificate will equip the participants to effectively communicate in English vis-a-vis the job requirements of the BPO industry. The programme comprises SIX courses:-

Course Code	Course Title	Credits
BCSSI1	Understanding BPO, and Related Sectors.	2
BCSSI2	English Proficiency	2
BCSSI3	Business Communication	4
BCSSI4	Cultural Sensitisation	2
BCSSI5	Customer Relationship Management	3
BCSSI6	Positive Incrementals	3
	Total	**16**

The target group include youth and job seekers in the BPO, ITeS and Related Sectors who have qualified 10+2 level. All the courses are combination of theory and practicals.

2.4.54 Certificate in Lifelong Learning (CELL)

This certificate course prepares the learners to be lifelong learners to adopt changes and learn new skills in accordance with the new demands posed by globalizagion. This is a capacity building course for adult/non-formal/lifelong learning functionaries through ODL system. Those

who have completed 10th class and have an interest in the adult / non- formal education sector can join this course .This course has the following components :-

Course code	Course Title	Credits
ODSI	Alternative System of Education	6
ODS2	Foundation of Lifelong Learning	6
	Total	**12**

The diploma in Lifelong Learning (DELL) is under development. A student who has successfully completed CELL can also pursue for DELL by requesting the university for credit transfer from CELL to DELL.

2.4.55 Certificate in Entrepreneurship (CIE)

Certificate in Entrepreneurship is an innovative learning package of 12 credits spread over five courses. This programme has been designed specifically to give necessary knowledge and skills for the young people to find new business opportunities; to empower the unemployed youth in both urban and rural India to become potential entrepreneurs and make them self-reliant; and also to spread entrepreneurship culture among the aspiring young students and facilitate them to take part in the main stream of community economic development. At present there are about 200 million unemployed youth in India. The aim of this short-term entrepreneurship programmes through ODL is to bring social and economic development through income generation of the individuals and community.

The programme is essentially for the target group comprising – those who are interested in starting a business enterprise, Rural un-employed youth and students in Higher Education stream and for preparing them as promising entrepreneurs in future.

Programme Structure of CIE

The programme consists of following courses:

Course Code	Title of the Course	Credits
CIE1	Introduction to Entrepreneurship	2
CIE2	Business Opportunity Identification	2
CIE3	Enterprise Creation and Legal Requirements	2
CIE4	Enterprise Management	3
CIE5	Computer for Entreprenuers	3
	Total	**12**

2.4.56 Certificate in Energy Technology and Management (CETM)

CETM aims at equipping all its students about various energy resources, energy conversion processes, energy use, energy conservation, energy planning and management.

Objectives:

The broad objectives of the Programme are:

- To give an over view of various energy resources, their avilability, energy and use pattern.
- To give an exposure about environmental effects of energy use
- To give an overview of renewable energy technologies
- To conduct an energy audit and implement energy conservation measures.
- To see the importance of Energy, Economy and Environment interaction.
- To how to rectify renewable energy technologies
- To know how to make energy plan
- To know about energy efficient devices for energy conservation.

Programme Structure:

There are four courses in the programme. The total credits are 20 and have been worked out on the basis of course content and their weightages. The details of CETM are as follows:

Course code	Course Title	Credits
OEY1	Energy Resources and Conversion Processes	4
OEY2	Renewable Energy Technologies and their Uses	6
OEY3	Energy Management: Audit and Conservation	6
OEYP4	Energy Projects	4

2.4.57 Certificate in Communication & IT Skills (CCITSK)

The Certificate in Communication and IT Skills is a 16 Credits progrmme. The course has been designed keeping in mind the BPO industry and other forms of industry. The communication skill course covers area of listening, reading, writing,grammar pronunciations, vovabulary and speaking. The IT skills course cover area

like MS Word, MS Powerpont, MS Access, MS Excel.

Course Code	Course Title	Credits
BPOI6	English Communication	8
BPOI7	IT skills	8
	Total Credits:	16

A student who has completed this Certificate Programme will be exempted from doing this course offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) provided they fulfill the other eligibility criteria.

2.4.58 Certificate Programme in Laboratory Techniques (CPLT)

This programme is designed to provide the know-how and skills needed to work as a laboratory technician in a school/college science laboratory. It will train learners to extend effective and efficient services to the science teachers and students in these laboratories. It is a highly skill-oriented programme and involves intensive practical work. The objectives of the programme are to help learners to know about basic facilities and equipment in school/college science laboratories, and train them in the skills of organising and managing these laboratories, maintaining simple instruments and taking care of laboratory safety aspects.

The programme consists of 4 courses listed below:

Course Code	Course Title	No. of Theory	Credits Practical	No. of Days of Practical Work
LT1	Good Laboratory Practices	4	2	7
LT2	Laboratroy Techniques in Biology	2	2	7
LT3	Laboratory Techniques in Chemistry	2	2	7
LT4	Laboratory Techniques in Physics	2	2	7
	Total	10	8	28

Learners working as regular employees in the laboratories of senior secondary schools/colleges/universities can do 12 days of practical work at their workplace under the supervision of the local teacher. The remaining 16 days of practical work is required to be done at identified study centres. All other learners will do practical work for 28 days at the study centres.

2.4.59 Certificate in AYUSH Nursing (Ayurveda) (CAY)

There is no ANM training in Ayurveda Nursing so far therefore Department of Ayurveda, Yoga, Unani, Sidha and Homeopathy (AYUSH), Government of India has planned to develop course for ANMs so that they can be trained to provide quality care to the patients undergoing treatment under Ayurvedic System of Medicine. Keeping in view the above and the vision and mission of Department of AYUSH, GOI, School of Health Science (SOHS), Indira Gandhi National Open University (IGNOU) took up the challenge in developing the

Certificate in AYUSH Nursing (Ayurveda) for ANMs. ANMs can provide basic health care in Ayurveda System of Medicine effectively after completing the Certificate in AYUSH Nursing (Ayurveda). As under NRHM Ayurvedic services are integrated in most of the hospitals, Community Health Centres, Primary Health Centres and Sub Centres all over the country.

Programme Objective

- . Discuss current issues and trends in Ayurveda
- Develop skills in giving nursing care to the patients under the treatment of Ayurveda system of medicine
- Develop understanding and depth in perform in skills, keeping in mind the principles of various Ayurveda medicine.
  Apply the knowledge of Ayurveda in in various settings i.e. hospital and community.

Target Group

In-services, Auxiliary Nurse Midwives
Programme has 3 theory courses (240 hours) and 1 practical course (180 hours)

Programme Structure

Course Code	Course Titles	Credits
CNSAY1	Maulika Siddhanta	2
CNSAY2	Aushadha and Rog Vigayana	2
CNSAY3	Chikitsa	4
CNSAYL4	Skills in Ayurveda Nursing	6
	Total Credits:	14

2.4.60 Certificate in Adolescent Health and Counselling (CAHC)

Certificate programme for Adolescent Health and counselling is a 6 months programme of 14 credits. (Theory 12 credits, practical 2 credits). The programme is for teachers who are teaching in primary, middle, secondary and higher secondary school and for graduates. This programme has been developed to prepare teachers and parents to help adolescents to develop healthy life style.

Programme Objective:

- Strength their knowledge in understanding needs and concern of adolescent.
- Build knowledge on physical, cognitive, emotional and psychological changes in adolescent.
- Develop skill in handling the challenges related to adolescent.
- Identify role of teacher in life skills education and preventive counselling of adolescent.

Programme Structure

Course Code	Titles of Course	Credits
CNSAH1	Fundamental of Adolescents	6
CNSAH2	Issues and Challenges during Adolescents	6
CNSAHL1	Skills related to Adolescent Health and Councelling	2
	Total Credits	14

2.4.61 Certificate in Telecentre/Village Knowledge Centre Management (CTVM)

You will have the job to make a difference in your village! The Government of India is planning to set-up 250,000 telecentre(CSCs) at every village Panchayat in India by 2012. Apart from this many NGOs, Social Enterprises are setting-up telecentres to bring change in rural villages. There is a need for 500,000 trained rural youths to manage these telecentres across india.

The Telecentre.org foundation and IGNOU have entered into a unique collaboration to design and deliver this Certificate in Telecentre/Village Knowledge Centre Management, a first-of-its-kind programme in India and internationally. This Certificate Programme aims to build the capacity of rural youths to manage telecentres effectively both in India and abroad. To be eligible for the award of Certificate, the learner is required to obtain 16 credits by learning four(4) Core Course (16 Credits).

Job Prospectus:
Common Services Centres of Government of India. Village knowledge Centres. Village Resource Centres, e-Choupals, KVKs, Drishtee, TARAKendras, etc.

Virtual Classes:
The learnes can participate in the virtual classes organised by CEE. The vitual classes will be handled by experts of the domain. The virtual class schedule will be made available on-line at www.ignou.ac.in.

Course Code	Titles of Course	Credits
OXE21	Telecentre & Community Informatics	4
OXE22	Planning & Management of Telecentre	4
OXE23	Content & Services in Telecentre	4
OXE24	Promoting Your Telecentre	4
	Total Credits	16

2.4.62 Certificate programme in Value Education(CPVE)

CPVE is six months certificate programme designed to inculate the importance of value education in teaching learning process among teachers, teacher educatiors, graduates, NGO'S and progessionals from the corporate and other sectors. This certificate holder can further contunue for Diploma, Bachelor's and Master's. In education an related disciplines.

Programme Objective

- To orient the target group of teachers (mostly elementary) for integrating values in their transactional process of teaching and learning.
- To generate awareness and interest for including positive

values among teachers, progessionals, students, parents an the community.

- To develop awareness an societal responsibility among NGO's, Government servants and civil society organizations.

Course Structure

Course Code	Course Titles	Credits
BEDS1	Overview and Perspectives of values (Theory)	4
BEDS2	Social Dynamics and Value Development (Theory)	4
BEDS3	Pedagogy of Values (Theory)	4
BEDS4	Application and Support Skills (Theory)	2
	Activity Report	2
	Total Credits:	**16**

Activity Report of 2 credits to be submitted before the TEE. List of Activities will be given in the Activity Manual from Courses 1,2,3 and 4. In order to complete the CPVE within the minimum period of six months, the learners has to take 16 credits of courses including the Activity Component.

2.4.63 Appreciation Course on Environment (ACE)

Environment is everybody's business. It has been observed that many individuals, who have the benefit of education and are actively engaged in their professions, often have strong desire to educate themselves on environmental matters. They also want to play a significant role in environmental management of their neighbourhood. Sometimes, due to misinformation or availability of excessive information on a subject, these individuals despite their enlightened background, are not in a position to appreciate significant environmental issues. They are also sometimes misled by adverse propaganda. Owing to these reasons, the Appreciation Course on Environment has been developed by the University in collaboration with the Ministry of Environment and Forests, Govt. of India, as a **non-credit awareness course.** The objectives of this course are to:

- disseminate information on national and international environmental issues;
- create environmental consciousness among professionals, academicians and other members of society who can play an active part in opinion making within the society so that corrective environmental action could be encouraged; and
- facilitate development of environmental leadership among individuals who may organize/participate in environment upgradation programmes.

The course comprises of printed blocks supported by contact programme having the following components: audio-visual inputs, teleconferencing and face-to-face interaction. The themes of the printed blocks are as follows:

Block No.	Block Titles
1.	Environmental Concerns
2.	Environment Management
3.	Improving the Environment

This course can be completed in two modes :

Mode 1 Awareness Mode – This mode gives one the flexibility to study the print materials as per ones convenience and pace. There is no formal assessment for this mode.

Mode 2 Certification Mode – For this mode, besides pursuing the study of print materials, one has to successfully complete a Project Work for earning the **Certificate of Participation.**

DETAILS OF THE PROGRAMMES

OFFERED ONLY FOR

JANUARY SESSION

3. PROGRAMMES OFFERED ONLY FOR JANUARY SESSION

3.1 MASTER DEGREE PROGRAMME

3.1.1 M.Sc. Mathematics with Applications in Computer Science (MSCMACS)

This programme has the following broad objectives:

- to emphasise the relevance and usefulness of mathematics from an application point of view;

- to equip the learners with the core mathematical knowledge and training necessary for use in many application areas;

- to expose the learner to real-life problems and promote the use of mathematics in industry and applied sciences;

- to develop a work force that is equipped with the mathematical skills that are necessary in the changing industrial and economic scenario of the country;

- to develop human resource in emerging disciplines such as Mathematical Biology, Computational Mathematics, Mathematical Economics, etc.;

- to promote collaborative research with industry and other user agencies.

To successfully complete this programme, you will have to earn 64 credits over a period of 2 to 4 years depending on your convenience. However, you will not be allowed to earn more than 16 credits in a semester. These 64 credits comprise

1.	**Core Courses**	34	credits
2.	**Elective Courses**	26	credits
3.	**Project**	4	credits
	Total	**64**	**credits**

Admission Procedure

Admission to the programme is based on merit. Fees has to be paid after admission to the programmes and only registration fee of Rs.100/- has to be paid with application form.

Core Courses

The core courses are designed to provide mathematical knowledge and techniques, necessary for use in many application areas. These core courses which you will be studying during the first two semesters of your studies, will prepare you well to study the courses offered during the third and the fourth semesters.

Elective Courses

The elective courses will expose you to the applications of mathematics in the area of computer sciences.

Project

Project work is compulsory for all of you. It aims to provide hands on work experience in some Industry/Organizations/R&D establishment/Institution. The project guide will give you all the details related to the project work.

Practical

Most of the courses of the programme have computer practical component. Practicals will be held at the programme centres. Attending practical sessions is **Compulsory** for each student. The total number of practical sessions per semester ranges between 11 to 36. The sessions are spread over the entire semester. Minimum 70% attendance in the practical sessions of a course qualifies the student to appear for the term-end practical exam of the course.

Scheme of Study

In order to enable you to complete your M.Sc (MACS) programme within the minimum period of two years, you will have to take 16 credits worth of courses in each of the four semesters. Registration to the programme is semester-wise. After the first/second/third semester, irrespective of whether you pass or not in all the courses of a semester, you can get registered for the second/

The candidates of MSCMACS should select the programme centre from the list as given

third/fourth semester courses respectively, by submitting the Course Registration Form with the requisite programme fee.

The semester-wise details of the courses of M.Sc (MACS) programmes are as follows:

S.No.	RC Code/ Name	Region	Programme Study Centre Code	Progamme Study Centre Address	Name of the Programme Facilitator/ Incharge
1	14 Cochin	South	1478-P	St. Paul's College Dept. of Mathematics, Kalamassery, Ernakulam, Kerala-683503	Ms. Manju K. Menon
2	25 Chennai	South	2578	Guru Nanak College Velachery Road, Chennai, Tamil Nadu-600042	Prof. Victor Anandam
3	06 Chandigarh	North	2240-P	Thapar University, Patiala School of Mathematics & Computer Applications, Patiala, Punjab-147004	Prof. S.S. Bhatia

4	29 Delhi-II	North	07107	Maharaja Agrasen College Vashundhara Enclave, Delhi-110096	Dr. T. N. Ojha
5	32 Ranchi	East	3645-P	Dept. of Mathematics Marwari College, Lake Road, Hindpiri Ranchi, Jharkhand-834001	Dr. B.P. Verma
6	28 Kolkata	East	2810	Maulana Azad College 8 Dharamtala. R A Kidwai Road, Kolkata, West Bengal-700012	Prof. Chandan Kumar Bhattacharyya
7	15 Jabalpur	West	15109-P	R.D. University Dept. of Mathematics and Computer Science, Saraswati Vihar, Pachpedi Jabalpur, Madhya Pradesh-482001	Prof. Sheel Sindhu Pandey
8	16 Pune	West	1675-P	University of Pune Dept. of Mathematics, Ganeshkhind Road Pune, Maharashtra-411007	Prof. M.M. Shikare

First Semester

S.No.	Course code	Title of the course	Type of course	Credits	Type of Material available
1	MMT1	Programming & Data Structures	Core	4	Print
2	MMT2	Linear Algebra	Core	2	Print
3	MMT4	Real Analysis	Core	4	Print
4	MMT5	Complex Analysis	Core	2	Wrap-around
5	MMT7	Differential Equations and Numerical Solutions	Core	4	Print

Second Semester

S.No.	Course code	Title of the course	Type of course	Credits	Type of Material available
6	MMT3	Algebra	Core	4	Wrap-around
7.	MMT6	Functional Analysis	Core	4	Wrap-around
8.	MMT8	Probability and Statistics	Core	8	Print

Third Semester

9	MMT9	Mathematical Modelling	Core	2	Print
10	MMTE1	Graph Theory	Elective	4	Wrap-around
11	MMTE2	Design & Analysis of Algorithms	Elective	4	Wrap-around
12.	MMTE3	Pattern Recognitions & Image Processing	Elective	4	Wrap-around
13.	MMTE4	Computer Graphics	Elective	2	Wrap-around

Fourth Semester

14.	MMTE5	Coding Theory	Elective	4	Wrap-around
15.	MMTE6	Cryptography	Elective	4	Print
16.	MMTE7	Soft Computing & Applications	Elective	4	Print
17.	MMTP1	Project	Compulsory	4	Project Guide

3.2 DIPLOMA PROGRAMMES

3.2.1 Post Graduate Diploma in Hospital and Health Management (PGDHHM)

The programme fulfils specified needs of a middle level administrators in hospital or health care departments. This comprehensive programme will provide a professional qualification and an insight in managerial functional for those serving graduates who wish to take up hospital and health administration as a career. It will also be of immediate benefit to those currently engaged in hospital administration at senior levels.

Eligibility Requirements

Eligibility criteria are as under:

a) Medical/Dental graduates from a Medical/Dental Institute of India or other countries recognised by Medical Council of India (MCI) or Dental Council.

b) Graduates in Indian System of Medicine (ISM) and Homeopathy, Nursing & Pharmacy recognized by the respective Council with three years of hospital experience.

c) Candidates holding MBA degree or PG Diploma in Financial, Material or Personnel Management with five years hospital experience.

Preference will be given to applicants working in a hospital/health care institution and holding administrative responsibilities.

Selection Procedure

Those satisfying the eligibility requirements will be selected on the basis of the criteria laid down by the School of Health Sciences, IGNOU. The criteria for selection will be developed taking into account hospital experience, years of service and educational qualification. Selection will be made on Regional Centre/PSC basis. In each Programme Study Centre (PSC) a maximum of 40 students will be admitted. At present PSCs for the programme are at Ahmedabad, Bangalore, Kolkata, Chandigarh, Cochin, Delhi, Hyderabad, Jaipur, Jammu, Lucknow, Nagpur, Patna,Raipur, Bhubaneshwar, Jabalpur, Srinagar.

Programme Design

PGDHHM is a multimedia package which includes General Management, Management of Human Resources, Finance, Logistics and Equipment in Hospitals; also includes Organisation and Management of Hospital and Planning, Organisation and Management of all types of services provided in a hospital; further it includes health system management including epidemiology and biostatistics. Each course is considered as a separate entity by itself, although interrelated when conceptually comprehended as issues of the hospital system.

Course Code	Name of the Course	No. of Credits Theory	Practical
PGDHHM1	Introduction to Management-I	3	2
PGDHHM2	Introduction to Management-II	3	2
PGDHHM3	Organisation and Management of Hospital	3	2
PGDHHM4	Clinical, Diagnostic and Therapeutic Services	3	2
PGDHHM5	Support and Utility Services and Risk Management	3	2
PGDHHM6	Health System Management	3	2
	Project Work		2
	Total	**18**	**14**

3.2.2 Post Graduate Diploma in Geriatric Medicine(PGDGM)

This programme has been developed to provide an opportunity to MBBS doctors in government and private sector for updating their knowledge and developing skills in the area of Geriatric Medicine for providing comprehensive care to the elderly.

Objective of the Programme

After completion of the programme, the learners should be able to:

- Upgrade their knowledge and skills for providing comprehensive health care to elderly;

- Inculcate the inter - disciplinary approach for diagnosing and managing of geriatric problems and

- Improve their clinical, social and communication skills by undergoing hands on training in medical colleges.

Programme Design

More than 50% of the credit hours is devoted for hands-on-training. The programme has two theory courses (MME4 and MME5) and two Practical courses (MMEL4 and MMEL5).

Course Code	Name of the Course	Credits
MME4	Basic Geriatrics	06
MME5	Clinical Geriatrics	08
MMEL4	Basic Geriatrics	06
MMEL5	Clinical Geriatrics	12
	Total	**32**

Selection Criteria

Five seats in each PSC are reserved for candidates sponsored by state/central govt. Selection will be made on the basis of merit. A separate merit list will be prepared for each Regional Centre on the basis of the total score of applicant. Separate merit lists will be prepared for different categories as per Central Govt. rules.

The scores will be calculated by considering two criteria:

- Total percentage of marks secured in all MBBS examinations.
- Total years of experience (Period from the date of completion of internship up to the date of beginning of session).

Programme Implementation

The students enrolled for the programme will be attached to the identified programme study centre which are medical colleges or a tertiary medical care set up (programme study centre). In addition, they will have to undergo the hands-on-training at identified district hospitals (Skill Development Centres) for 70 hours. The contact sessions at PSC will be of 30 days divided into four spells, spread over a period of one year. Programme Study Centres once allotted will not be changed except in case of vacancy and provided no practical training has been undertaken by the candidate.

3.2.3 Diploma in Nursing Administration (DNA)

Diploma in Nursing Administration (DNA) is for working nurses in hospital, community and health centre for upgrading their knowledge and skill in administration.

There has been expressed need of nursing personnel who are getting promotion after 5-10 years of experience as ward administrator without any formal training in nursing administration. This programme is designed and developed to update the in-service nurses in managerial skills to effectively work in the hospital, community or any other setting.

Programme Objectives

On successful completion of the programme, the learner will be able to:

- Strengthen the knowledge of administrative concepts and their application in improving nursing services.
- Develop an understanding of recent trends in health care systems nursing.
- participate co-operatively with an individual and groups for improvements of nursing services.
- Develop skills in maintaining administrative competence with effective supervision to provide quality nursing care.

Programme Structure

Course Code	Title of Course	Credits
BNS11	Principles of Practice of Nursing Administration	4
BNS12	Management of Educational Institute, Hospital & Community	4
BNS13	Group Dynamics	4
BNS14	Resource Management	4
BNSL11	Nursing Service Administration	
	Practical Manual-I	6
	Practical Manual-II	6

Admission

For GNM: The merit list will be made by taking 60% of the RNRM marks. To this weightage for experience will be added according to the following criteria.

For every year of experience, 2 marks weightage will be given, maximum up to 20 years of experience over and above the eligibility criteria.

For B.Sc. (Nursing): The merit list will be prepared on the basis of total marks obtained in B.Sc.(N.) 100% weightage to be taken for total marks obtained. No weightage will be given to experience.

Example: If you are a GNM nurse and scored 70% marks and have 5 years experience. You may calculate your marks as per the following example:

- 60% of 70% marks is 42
- For three years you will get 3 x 2 = 6 marks (two years are the eligibility criteria)
- Your merit on the list will be 42+6 = 48

3.2.4 Diploma in Critical Care Nursing (DCCN)

The Diploma in Critical Care Nursing is a one year programme comprising 32 credits(12 credits in theory and 20 credits in practical). The programme aims at enabling nursing professionals (RN and RNRM) to develop and apply advanced nursing care knowledge and skills for providing comprehensive nursing care to Critically ill patients in intensive care settings.

Objectives:

- Develop and apply advanced Nursing care knowledge in Critical Care settings.
- Acquire proficiency in applying advanced skills in Caring Critically ill patients.
- Function as Critical Care Nurse Specialist and Practitioner.
- Educate Nursing Professionals in Critical Care Nursing.

Programme Structure:

Theory

Course Code	Course Titles	Credits
BNS31	Concept and principles in Critical Care Nursing	6
BNS32	Nursing Management in Critical Care Conditions	6
	Total Credits:	**12**

Practical

Course Code	Course Titles	Credits
BNSL33	Clinical Nursing Practice in Critical Care-I	12
BNSL34	Clinical Nursing Practice in Critical care	8
	Total Credits:	**20**

DETAILS OF THE PROGRAMMES

OFFERED ONLY FOR

JULY SESSION

4. PROGRAMMES OFFERED ONLY FOR JULY SESSION

4.1 MASTER DEGREE PROGRAMME

4.1.1 Master of Science in Counselling and Family Therapy (MSCCFT)

The M.Sc. programme in the area of Counselling and Family Therapy is aimed at developing professionals in this vital field, which is gaining greater salience in the present times both from social and employment perspectives. The contemporary social scenario has resulted in an increased need and demand for professional support in terms of counselling and family therapy, which is being increasingly recognized as an effective approach both for promoting positives like strengthening family ties, fostering positive parenting, and increasing resilience of individuals in vulnerable situations as well as for addressing negative aspects such as socio-psychological problems, maladaptive behaviours, declining mental health, and psychosomatic disorders that are being increasingly witnessed in the present times. However, though the need for counselling and family therapy professionals is being increasingly felt, there is a dearth of professional support and experts who could lend a helping hand in promoting positive family processes and help individual family members in distress in a comprehensive way. As a result, there is a tremendous felt need for education and training in this area. By developing the requisite knowledge, understanding, attitudes and skills in the area of Counselling and Family Therapy, this unique programme of study would help to train professional cadres in the field, equipping them for both wage-employment and self-employment, and thus fill the existing lacuna.

A remarkable feature of this programme of study is its focus on the applied aspect and the thrust on opportunities for hands-on experience for the learner. In fact, almost half the credits of this Master's Degree Programme are ear-marked for application-oriented learning opportunities. In the second year of the programme, the learner has the option to be trained in Marital and Family Therapy and Counselling, Child and Adolescent Counselling and Family Therapy or Substance Abuse Counselling and Family Therapy. Yet another special feature of the programme is that it has a provision of exit point for learners (after one year) in the form of P.G. Diploma in Counselling and Family Therapy (PGDCFT).

The programme has theory, supervised practicum, internship, and dissertation as components. The courses that comprise the Master's programme, along with the credit weightage, are as follows:

Number of Courses:	11
Total Number of Credits:	64
Theory:	30 Credits
Practical:	34 Credits
First Year:	32 Credits
Second Year:	32 Credits

COURSES:

First Year of Master's Programme/ Post Graduate Diploma in Counselling and Family Therapy

Course Code	Title of Course	Credits
MCFT1	Human Development and Family Relationships	4
MCFTL1	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFT2	Mental Health and Disorders	4
MCFTL2	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFT3	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives	4
MCFTL3	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFT4	Counselling and Family Therapy: Applied Aspects	4
MCFTL4	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFT5	Counselling and Family Therapy: Research Methods and Statistics	4
MCFTL5	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFTL8	Reflective Journal (Supervised Practicum : 2 Credits)	2

Total Credits 32
(Theory 20; Practical 12)

Second Year of Master's Programme

Course Code	Title of Course	Credits
MCFT6	Applied Social Psychology	4
MCFTL6	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFT7	Counselling and Family Therapy: Applications and Interventions	4
MCFTL7	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	2
MCFTP1	Internship	6
MCFTP2	Dissertation	8
Optional Paper (any one of the following):		
MCFTE1 &	Marital and Family Therapy and Counselling	2
MCFTE4	(Theory: 2 Credits; Supervised Practicum: 4 Credits)	4
OR		
MCFTE2 &	Child and Adolescent Counselling and Family Therapy	2
MCFTE5	(Theory: 2 Credits; Supervised Practicum: 4 Credits)	4

MCFTE3 & MCFTE6	Substance Abuse Counselling and Family Therapy (Theory: 2 Credits; Supervised Practicum: 4 Credits)	2 4

Total Credits 32
(Theory 10; Practical 22)

4.1.2 Master of Arts in Adult Education (MAAE)

This programme is meant for all those interested in entering and seeking career in the field of adult education and allied areas as well as for those working with any institution in formal, non-formal or informal sector. It aims at promoting professional competency and capacity building of pre-service and in-service people in the field of adult education and allied areas.

Programme Objectives

- To develop in them the national and international perspective of various aspects of theory and practice of adult education.

- To upgrade their knowledge and understanding of policies and programmes of adult, continuing and extension education, development and welfare, among others.

- To enhance their understanding and skills of documentation, management and dissemination of knowledge and information on various aspects and processes of adult education.

- To improve their knowledge, understanding, skills and abilities related to organizing and managing an adult learning setup.

- To equip them with the skills of involving the community in participatory planning, development and transaction of curriculum as well as training, evaluation and research processes related to adult education and development.

- To enhance their understanding and skills of networking at local, state, national and international level for their personal, social, and professional development.

- To enable them to critically analyse, appreciate and promote the role of adult education in the emerging social, political, cultural, economic, developmental and other situations for effecting transformation at the national and international levels.

Programme Study Centres

All the Programme Study Centres (PSCs) of IGNOU where both MA (Education) and MEd programmes of IGNOU are simultaneously on offer are provisionally the PSCs for MAAE programme as well.

Programme Structure

The programme consists of **68 credits.** The programme has 10 courses out of which 8 are theory courses, one practical course and dissertation work. The course codes, titles, nature and credits for first and second year are given below.

1st Year courses (All are compulsory) **- 34 credits**

Course Code	Course Title	Nature	Credits
MAE1	Understanding Adult Education	Theory	6
MAE2	Policy Planning and Implementation of Adult Education in India	Theory	6
MAE3	Knowledge Management, Information Dissemination and Networking in Adult Education	Theory	6
MES16	Educational Research	Theory	6
MAEL1	Practical Work Components		10
	Total		**34**

2nd Year courses (Three courses are compulsory and others are optional as indicated against each course below) - **34 credits**

Course Code	Course Title	Nature	Credits
MAE4	Extension Education and Development (Compulsory)	Theory	6
MAE5	Population and Development Education (Compulsory)	Theory	6
MAEE1	Sustainable Development (Optional)*	Theory	6
MESE61	Open and Distance Learning Systems (Optional)*	Theory	6
MAEE2	Basics of Legal Awareness (Optional)**	Theory	6
MESE62	Vocational Education (Optional)**	Theory	6
MAEP1	Dissertation Work Thesis (Compulsory)		10
	Total		**34**

Note:

* indicates any one out of MAEE1 and MESE61 Courses.

** indicates any one out of MAEE2 and MESE62 Courses.

4.1.3 Master of Arts in Women's & Gender Studies (MAWGS)

Women's & Gender Studies are emerging and growing areas of academic inquiry today. The modular MAWGS programme is aimed at students with a Bachelor's degree in any discipline with an interest in this area. The programme will acquaint students with the academic area of women's and gender

studies and its history, theoretical premises and progression to present day status. It is expected that learners who have completed the MA programme would have a deeper understanding of formulations of empowerment. They would have been exposed to cultural, literary, political and socio-economic dimensions within gender frameworks through either one of the two specialisations. This degree will equip students with the ability to deconstruct the complex power hierachies and relationships operating in society, from the perspective of women and gender.

Career Options

Students completing the Master's Degree will be able to pursue careers in the areas of higher studies and research programmes, advocacy through national and international non-profit organisations, pursue careers in teaching, writing, editing, mass media or opt for other appropriate career options.

Modular Structure and Specializations

This is a 66 credit two year programme. The first year consists of core, foundational courses which will equip learners with an analytical and critical understanding of theoretical and conceptual issues related to women's and gender studies in an inter-disciplinary context. Due to the progressive nature of the programme, students are required to complete the core foundation courses to be offered sequentially in semester 1 and semester 2 before proceeding further. All learners who successfully complete the requirements of the 34 credit first year curriculum (32 credits of coursework + 2 credits for internship/ research project) will earn a P.G.Diploma in Women's & Gender Studies. Learners may exit at this point or continue for the 2nd year to earn the MA degree in Women's & Gender Studies.

After completion of the first year curriculum, learners may choose between **two optional specializations** namely, **"Gender, Literature &Culture"** (Stream1) and **"Women's Studies"**(Stream2). The courses offered in the third and fourth semesters will be specific to the individual specializations. The specialization in **Gender, Literature and Culture** will enable students to familiarize themselves with salient topics in the humanities from the perspective of gender. Courses in third and fourth semesters will enhance their critical understanding of important issues such as marginalized cultural spaces, relationship between gender and the nation, gender and discourse (especially literary), and the mutually constructive relationships between literature, culture and society. The specialization in **Womnen's Studies** will expose students to multidisciplinary approaches of addressing historical and contemporary women's issues. It will equip the students in conceptualizing and developing analytical skills required to understand women's issues through theory, praxis, research and practicum.

Programme Structure

First Year

Course Code	Course Title	Credits
Semester I		
MWG1	Theories of Women and Gender Studies	8
MWG2	Gender and Power	8
Semester II		
MWG4	Gendered Bodies & Sexualities	8
Second Year		
Specialization A: Gender, Literature, Culture		
Semester III		
MWG5	Research Methods	8
MWG6	Gendered Nation	8
Semester IV		
MWG7	Postmodernism & Gender	8
MWG8	Gender & Life Narratives	8
	OR	
Specialization B: Women's Studies		
Semester III		
MWG5	Research Methods	8
MWG9	Women & Social Structure	8
Semester IV		
MWG10`Women & Political Process		8
MWG11 Women in Economy		8

Research Project / Internship:

* Learners will have an option between a one month internship with an NGO/ other approved organization OR a Research Project depending on their individual interest/ preparation and employment circumstances.

4.2 BACHELOR DEGREE PROGRAMME

4.2.1 B.Sc. (Hons.) in Optometry and Ophthalmic Techniques (BSCHOT)

B.Sc.(Hons.) in Optometry and Ophthalmic Techniques (BSCHOT) is a four-year programme and is aimed to develop a multipurpose ophthalmic manpower in the country. This programme comprises of 128 credits (52 credits theory and 76 credits practical).

Objectives

The Programme is being launched with broad objective of training the students in various ophthalmic techniques. After going through this programme the students shall be able to:

- assist eye specialists in big eye hospitals, eye care health units, etc. as refractionists, orthoptists, theatre assistants and refractionists
- get themselves self employed as opticians, optometrists and refractionists estimate errors of refraction and be able to prescribe glasses
- maintain ophthalmic appliances and instruments
- assess ocular motility disorders and prescribe adequate treatment including eyeball exercises.

Details of Theory Practical credits of BSCHOT (4 years)

Year of Study	Theory Courses	Practical Courses	Total Credits
1st year	16 credits	16 credits	32 credits
2nd Year	16 credits	16 credits	32 credits
3rd Year	12 credits	20 credits	32 credits
4th Year	08 credits	24 credits	32 credits
TOTAL	**52 credits**	**76 credits**	**128 credits**

Compulsory Courses of (1st year)

Year	Title	Courses	Credits
	Communicative English	BOS1	4
	Basic Human Sciences	BOS3	4
	Basic Ocular Sciences	BOS4	4
	Optometry Practices	BOS5	4
	Visual Optics	BOS7	4
	Dispensing Optics	BOS8	4
	Basic Orthoptics	BOS9	4
	Ocular Diseases	BOS10	4
	Contact Lenses	BOS11	4
	Low Vision	BOS12	4
	Community Optometry	BOS13	4
	Optometry for Specific Groups	BAHI14	4
	Optometry Instruments and Procedures	BAHI15	4
		Total	**52**

PRACTICAL COURSE

Year	Title	Courses	Credits
	Computer Skills	BOSL2	4
	Basic Human Sciences	BOSL3	4
	Basic Ocular Sciences	BOSL4	4
	Optometry Practices	BOSL5	4
	Visual Optics	BOSL7	4
	Dispensing Optics	BOSL8	4
	Basic Orthoptics	BOSL9	4
	Ocular Diseases	BOSL10	4
	Contact Lenses	BOSL11	6
	Low Vision	BOSL12	4
	Community Optometry	BOSL13	10
	Optometry for Specific Groups	BOSL14	4
	Optometry Instruments and Procedures	BOSL15	4
	Practical Training		16
	Total		**76**

4.2.2 BBA in Retailing with the Modular Apporach (BBARL)

Programme Structure

The Programme is of 96 credits comprising compulsory courses with an Internship and On the Job Training (OJT) in the first, second and third year respectively. The programme will be offered with modular approach as given below:

a) First year-Diploma in Retailing (DIR)

b) Second Year—Advanced Diploma in Retailing (ADIR)

c) Third Year— Bachelor of Business Administration in Retailing (BBA)

d) Three months internship in the first year and OJT subsequently in the 2nd and 3rd year.

e) A Viva-Voce after submission of the Work Book for BRLT5, BRLT9 and BRLT16 under BBA.

f) DIR &ADIR are only exit points.

g) Programme will be offered once in July every year.

h) All DIR students will be offered admission into second year and subsequently in to third BBA Retailing.

The details of courses being offered under BBA Retail year-wise are given below:

Course Code	Course Title	Credits
BRL1	Overview of Retailing	4
BRL2	Retail Marketing and Communication	4
BRL3	Retail Management Perspective and Communication	4
BRL4	Customer Service Management	4
BRLT5	Internship and Viva-Voce	16
	TOTAL	**32**

Course Code	Course Title	Credits
BRL6	Buying and Merchandising-I	4
BRL7	Store Operations-I	4
BRL8	Human Resources	4
ECO1	Business Organization	4
BCOA1	Business Communication and Entrepreneurship	4
AMK1	Marketing	4
BRLT9	On the Job Training (OJT) and Viva-Voce	8
	TOTAL	**32**

Course Code	Course Title	Credits
BRL10	Buying and Merchandising II	4
BRL11	Retail Operations and Store Management II	4
BRL12	Visual Merchandising and Store Management	4
BRL13	Customer Value Management	4
BRL15	IT Application in Retail	4
BRLT16	On the Job Training (OJT) and Viva Voce	12
	TOTAL	**32**

INTERNSHIP

a) For Direct Entry (Category-A)

The Programme Coordinators and the Regional Director concerned in consultation with officials from the Retailers Association of India (RAI), Mumbai will arrange an Internship for a period of 3 months for all DIR students in the first year.

b) For Sponsored Admission (Category-B)

Employees of a retail company are only eligible. Under this category sponsored candidates can work and complete their internship in the same retail store/company where they are employed without leaving their jobs.

Opportunities for Students in Retail

- Opens the gate for 10+2 students to be a graduate without interruption to his/her professional career.

- Earn while they learn by taking training/full-time job in a retail store.

- BBA in Retailing arms a Customer Care Associate with specialized theoretical knowledge on retail practices. Since students will acquire lots of theoretical and practical skills in retail industry would certainly prefer them.

- Along with the practical work experience on the job, the student experiences fast track growth in his career towards managerial cadre over 3 years on successful completion of a degree.

- BBA Retail graduation will help students to go for further studies in Retail such as PG Diploma Retail, MBA Retail etc.

4.3 DIPLOMA PROGRAMMES

4.3.1 Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM)

Programme Objectives: The core objective of the PG Diploma Programme is to prepare professionals for development, implementation and auditing of Food Safety and Quality Management Systems in the country. The Programme has been developed in collaboration with the APEDA and is offered online. It seeks to develop India's capability to meet the global food safety and quality requirements and enhance the competitiveness of food products. In long term perspective, it would contribute to ensure consumer safety within and outside the country. The programme is offered online through **www.ignouonline.ac.in/safe.**

The PG Programme shall enable the students to:

- Comprehend the issues of safety and quality in food production, handling, processing and trade.

- Build technical proficiency in undertaking food safety and quality assurance in food processing chain i.e., from farm to fork.

- Ensure the safety and quality of food products as per mandatory legal requirements and voluntary standards including export regulations, if required.

- Design and implement: Good Hygienic Practices (GHP),Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point (HACCP),Quality Management Systems (QMS):ISO 9001,Food Safety Management Systems (FSMS): ISO 22000, Laboratory Management System :ISO 17025 and Retail Standards.

- Be able to effectively plan, conduct, report and audit as per the guidelines of the ISO 19011-2002.

- Undertake Standard Microbiological and Chemical analysis of Food Products.

- Apply Good Hygienic, Manufacturing, Laboratory, Transportation and Retail Practices in Food Processing / Hospitality industry and Retail outlets.

Target Group: The PG Diploma is intended for graduates in Science/Agriculture /Food Science/Food Technology or allied disciplines contemplating a career in Food Safety and Quality Management. It is also intended for professionals in food processing and quality control for strengthening their proficiency in design and implement new food act -Food Safety and Standards Act 2006. The programme shall also open new vista for entrepreneurs who intent to diversify in food safety and quality aspects.

Programme Structure

The PG Diploma is of 32 credits and consists of eight courses as given here:

Course Code	Course Title	Credits (Theory+Practical=Total)
MVP1	Food Fundamentals and Chemistry	4 + 0 = 4
MVPI1	Food Microbiology (Integrated)	2 + 2 = 4
MVP2	Food Laws and Standards	4 + 0 = 4
MVP3	Principles of Food Safety and Quality Management	4 + 0 = 4
MVP4	Food Safety and Quality Management Systems	4 + 0 = 4
MVPL1	Food Safety and Quality Auditing (Practical)	0 + 4 = 4
MVPL2	Chemical Analysis and Quality Assurance (Practical)	0 + 4 = 4
MVPP1	Project Work	0 + 4 = 4

Job opportunities for the pass out are as follows:

- Quality Control Officer or Quality Assurance/ Management professionals in food/hospitality/retail industry and laboratories,
- Food Safety Officer in the regulatory bodies,
- Food Auditor in Certification and Inspection bodies,
- Trainer/Counsellor in Food Safety & Quality Management Systems.

4.3.2 Post Graduate Diploma in Plantation Management (PGDPM)

The PG Diploma in Plantation Management is jointly developed by the School of Agriculture and Regional Centre, Cochin, Kerala. India is home to many plantations and is one of the largest contributors in the world. The sector has great significance due to its high employment potential and provides employment to the weaker section of the society, of which majority are women. In addition, the plantation industry offers lot of potential for earning foreign exchange by way of exporting plantation produce. The sector has scope for high-income generation, if managed well. The programme seeks to develop competent human resource for the plantations industry. The programme provides exposure to various management practices that are relevant and crucial for professional management of the sector as well as provides the technical know-how required to effectively managing different kinds of plantations.

The objectives of the programme are to:

- develop professionals in plantation industry;
- impart knowledge and skills in production, processing, marketing and finance management in the plantation sector, and
- upgrade the technical proficiency of professional working in the plantation Industry.

Target group: The programme would be of helpful to the supervisors/managers presently employed in the various plantation organizations such as tea, coffee, spices, rubber, etc. as well as to fresh graduate desirous of pursuing a challenging career in the plantation sector.

Job Opportunities:

- Managers/Supervisors/Technicians in production, post-harvest management and marketing of plantation products.
- Self-entrepreneur in plantation sector.
- Researchers and extension functionaries.
- Market functionaries.
- Trainer/Counsellor in plantation industry.

Programme Structure:

The programme consists of following five Courses; with four theory courses and one project works.

Course Code	Course Title	Credits
MAM1	Introduction to Plantation Management	4
MAM2	Crop Production Technology	8
MAM3	Post Harvest Management & Value Addition	8
MAM4	Human Resource, Marketing and Financial Management	4
MAMP1	Project Work	8

4.3.3 Post Graduate Diploma in Book Publishing (PGDBP)

The PG Diploma in Book Publishing is meant to provide an opportunity for :

Self employment to aspiring/practicing publishing professionals

OR

Skill-upgradation/skill-acquisition in the variou aspects of publishing

OR

Training aspiring publishing professionals in marketableskills in the various areas of publishing, including specialized editing, copyediting and proofreading online, marketing, distribution, sales etc.

The unique aspect of the programme is the month-long training/apprenticeship at a publishing house which carries a small stipend and the possibility of employment thereafter. This training is under the auspices of the Federation of Indian Publishers with whom IGNOU has a tie-up and trainees would get a Joint Certificate from both IGNOU and the FIB on successful completion of the training.

Programme Structure

This programme has eight courses, of which Courses 1-4 are compulsory and courses 5- 7 are electives (learners to choose any two). Course 8 is a compulsory course where learners would be attached to a publishing house and do a project for which they would be evaluated and get a separate 'Certificate of Completion'.

Course Code	Title of the Course	Credits
MBP1	Introduction to Publishing and Its Legal Aspects	4
MBP2	Editing and Pre-Press	4
MBP3	Production and Emerging Technologies	4
MBP4	Marketing, Promotion and Distribution of Books	4
MBP5	Editing Books for Children	4
MBP6	Editing Scientific, Technical and Medical Books	4
MBP7	Editing Textbooks	4
MBP8	Apprenticeship/Training	4

4.3.4 Post Graduate Diploma in District Health Management (PGDDHM)

National Rural Health Mission's vision of a national programme focused at the district and sub district level requires capacity building at all levels. Although many initiatives have been taken in this direction, however it

needs to supplement creative and massive endeavors from state governments, health resource centres, different professionals and different sections of the society.

The present programme aims to support public health practitioners working in the districts in all aspects of Public Health Systems. This distance learning programme compliments regular training programmes and thus contributes in meeting the immense training need of Public Health Practitioners.

PGDDHM programme is a 32 credit programme (24 credits for theory and 8 credits for practical). This programme aims to support-Public Health practitioners working in the districts in all aspects of public health systems. The role of public health practitioners working in the districts is very crucial in all aspects of district health management and public health management.

Objectives

The broad objectives of the programme are to:

- Acquire theoretical knowledge and develop practical skills to apply a scientific approach to management of district health services

- Learn newer management techniques required for making district health plans

- Capacity building to plan in advance how to face the problems of health delivery services and assess HR needs, understanding the administrative and technical requirements of different personnel for better implementation.

- Providing opportunity to learn through fixible learning methods especially for working professionals of health sector at all level.

Programme Structure

The PGDDHM programme consists of six courses.

The Courses are designed on the basis of learning hours required by an average student. As mentioned earlier, one credit represents 30 hours of learning. The design of the PGDDHM programme in terms of credit distribution of the courses is as per the following pattern:

Course Code	Name of Course	Nature of Course	No. of Credits
PGDDHM1	Public Health System	Theory	4
PGDDHM2	Women and Child Health	Theory/ Practical	6
PGDDHM3	Community Participation for Health	Theory/ Practical	6
PGDDHM4	Managing District Health Services	Theory/ Practical	6
PGDDHM5	Emerging issues in Health sector	Theory/ Practical	6
PGDDHM6	Special focus areas in health care	Theory	4
	Total		32

4.3.5 Post Graduate Diploma in Maternal and Child Health (PGDMCH)

The programme is intended to provide an opportunity to medical personnel and private practitioners for upgrading their knowledge and skills in Maternal and Child Health (MCH) for providing better quality of MCH services.

The programme covers the concepts, practices and application for knowledge in the field of MCH services and aims at improving the knowledge and skills of medical personnel working both in the governmental health care delivery system and the private sector.

Objectives

After completion of this programme, a student should be able to achieve the following objectives:

- imbibe comprehensive knowledge of ongoing Maternal and Child Programmes and be able to manage Health Care Services at different institutional levels;

- tackle the disease outbreaks and effectively manage the National Health Programmes especially in relation to MCH services;

- provide antenatal care including those of high risk pregnancy, conduct normal delivery, handle common emergency care related to pregnancy and its outcome and identify referral situations;

- manage common gynaecological morbidity and provide family planning services;

- provide newborn care, identify high risk babies, diagnose and manage common childhood morbidity including emergencies; and

- acquire knowledge on nutritional needs, assess growth and development of children and manage their respective problems.

Programme Design

The PGDMCH programme consists of six courses. These represent three broad disciplines of conventional medical education system. Course 1 (MME201), Course 2 (MME202) and Course 3 (MME203) represent the disciplines of Community Medicine, Obstetries and Gynaecology(O&G) and Paediatrics respectively. The respective practical component of these three courses are given in the Course 4 (MMEL201), Course 5 (MMEL202) and Course 6 (MMEL203)

Course Code	Title of the Course	Nature	Credit
MME201	Preventive MCH	Theory	6
MME202	Reproductive Health	Theory	6
MME203	Child Health	Theory	6
MMEL201	Preventive MCH Practical	Practical	6
MMEL202	Reproductive HealthPractical	Practical	6
MMEL203	Child Health Practical	Practical	6
	Total		36

Selection Criteria

Five seats in each PSC are reserved for candidates sponsored by state/central govt. Selection will be made on the basis of merit. A separate merit list will be prepared for each Regional Centre on the basis of the total score of applicants. Separate merit lists will be prepared for different categories as per Central Govt. rules.

The scores will be calculated by considering two criteria:

- Total percentages of marks secured in all MBBS examinations.
- Total years of experience (Period from the date of completion of internship up to the date of beginning of session).

Programme Implementation

The students will be compulsorily required to attend 28 days of contact sessions in five divided spells at allotted medical college in addition to carrying out practical activities at district hospitals for 180 hours. At present there are 32 medical colleges acting as PSCs which have been listed in the prospectus regional centrewise. There are a maximum of 30 seats at each Programme Study Centre.

Please note that students must send their forms to the Regional Centre as per their address of correspondence (refer the operational area of Regional Centres). **The programme Study Centre (PSC) once allotted will not be changed except in case of vacancy.**

4.3.6 Post-Graduate Diploma in Adult Education(PGDAE)

This programme is the result of collaborative efforts of IGNOU, UNESCO and JNU aimed at capacity building and professional development of adult education with an emphasis on participatory adult learning documentation, information dissemination and networking at national and international levels.

Programme Objectives

a) To promote professional competency and capacity building of the adult education functionaries as well as all those interested in the area of adult education;

b) To develop their knowledge and understanding of the various aspects of theory and practice of adult education;

c) To promote their understanding of adult education policies and programmes;

d) To enable them to document, manage and disseminate knowledge and information on various aspects and processes related to adult education;

e) To promote their knowledge, understanding and skills vis-a-vis diverse approaches to organizing and managing an adult learning set up;

f) To equip them with the skills of involving the community in participatory planning/development

of curriculum, teaching-learning materials, training, evaluation and research in adult education;

g) To enhance their understanding and skills of networking for their personal, social, and professional development; and

h) To develop in them the ability to critically analyse, appreciate and promote the role of adult education in the emerging social, cultural and educational situation at the national and international levels.

Programme Study Centres (PSCs)

All programme study centres of IGNOU where MA (Education) Programme of IGNOU is on offer are provisionally the PSCs for this programme also.

Programme Structure

The Programme consists of **34 credits** (one credit is equal to 30 study hours). The programme has 5 courses - 4 theory courses and one practical course. The course codes, titles, nature and credits are given below.

Course Code	Course Title	Nature	Credits
MAE1	Understanding Adult Education	Theory	6
MAE2	Policy Planning and Implementation of Adult Education in India	Theory	6
MAE3	Knowledge Management, Information Dissemination and Networking in Adult Education	Theory	6
MES16	Educational Research	Theory	6
MAEL1	Practical Work Components	Practical	10
		Total	34

4.3.7 Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)

The Post Graduate Diploma in Counselling and Family Therapy is aimed at developing professionals in this vital field, which is gaining greater salience in the present times both from social and employment perspectives. The contemporary social scenario has resulted in an increased need and demand for professional support in terms of counselling and family therapy, which is being increasingly recognized as an effective approach both for promoting positives like strengthening families, fostering positive parenting, and increasing resilience of individuals in vulnerable situations as well as for addressing negative aspects such as social-psychological problems, maladaptive behaviours, declining mental health and psychosomatic disorders that are being increasing witnessed in the present times. However, though the need for counselling and family therapy professionals is being increasingly felt, there is a dearth of professional support and experts who could lend a helping hand in promoting positive family processes and help individual family

members in distress in a comprehensive way. As a result, there is a tremendous felt need for education and training in this area. By developing the requisite knowledge, understanding, attitudes and skills in the area of Counselling and Family Therapy, this unique programme of study would help to train professional cadres in the field, equipping them for both wage-employment and self-employment, and thus fill the existing lacuna.

A unique feature of this programme of study is that on completing it the learner can enroll for the second year of M.Sc. in Counselling and Family Therapy [M.Sc. (CFT)] through credit transfer.

Programme Structure: The programme has theory and supervised practicum components. The courses that comprise the Post Graduate Diploma programme, all with the credit weightage, are as follows:

COURSES:

Course Code	Title of Course	Credits
I. MCFT1 MCFTL1	Human Development and Family Relationships (Theory: 4 Credits, Supervised Practicum: 2 Credits)	4 2
II. MCFT2 MCFTL2	Mental Health and Disorders (Theory: 4 Credits, Supervised Practicum: 2 Credits)	4 2
III. MCFT3 MCFTL3	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives(Theory: 4 Credits, Supervised Practicum: 2 Credits)	4 2
IV. MCFT4 MCFTL4	Counselling and Family Therapy: Applied Aspects (Theory: 4 Credits, Supervised Practicum:2 Credits)	4 2
V. MCFT5 MCFTL5	Counselling and Family Therapy: Research Methods and Statistics (Theory: 4 Credits, Supervised Practicum: 2 Credits)	4 2
VI. MCFTL8	Reflective Journal (Supervised Practicum: 2 Credits)	2

Total Credits 32
(Theory 20; Practical 12)

4.3.8 Post Graduate Professional Diploma in Special Education (PGPDSE)

National Centre for Disability Studies was established to undertake plethora of academic, research, extension and awareness activities for empowering the persons with disabilities and create a society that is friendly for them. The Post Graduate Professional Diploma in Special Education (PGPDSE) Programmes are being offered by the National Centre for Disability Studies (NCDS), IGNOU in collaboration with Rehabilitation Council of India (RCI). MoU has been signed between IGNOU and RCI in September, 2007. NCDS has received the approval of Academic Council, IGNOU to start the progames related to Disability Studies.

The inclusion in general education schools of all levels has led to more children with disabilities in General School Classrooms, the need for teachers to keep up to speed on how to best teach their increasingly-diverse students has grown. With distance learning, these general education teachers get a convenient and valuable opportunity to earn a special education Diploma. The programme aims to develop a broad perspective of the role of specially trained professionals and to develop professional competencies to educate the Children with Disabilities in inclusive classroom. This also introduces the understanding about various methods and approaches of organizing learning experiences of Children with Disabilities in an inclusive/integrated/special education set up. The programmes involve both theory and practical courses. The PGPDSE programmes are available in following disability areas:

1. **Post Graduate Professional Diploma in Special Education in Mental Retardation (PGPDSEMR)**
2. **Post Graduate Professional Diploma in Special Education in Hearing Impairment (PGPDSEHI)**
3. **Post Graduate Professional Diploma in Special Education in Visual Impairment (PGPDSEVI)**

Selection Procedure: Regional Centre wise/Special Study Centre wise Selection is done on the basis of merit as per % of B.Ed.

Contact Programme: There will be two contact programmes during the academic session and 75% of the total attendance is a pre-requisite for Term end examination.

Term End Examination: The first TEE will be held in June of subsequent year for learners enrolled in July session. Learners can appear in subsequent TEE held twice a year in June and December.

4.3.8.1 Post Graduate Professional Diploma in Special Education in Mental Retardation (PGPDSEMR)

Programme Structure:

Course code	Type of course	Course Title	Credit
MMD14	Core course	Introduction to Disabilities	4
MMD-33	Specialised course	Identification and Assessment of persons with Mental Retardation	4
MMDE34	Specialised course	Mental Retardation Identification and Assessment of persons with	4
MMDE35	Specialised course	Curriculum and teaching Stragegies	4

Course code	Type of course	Course Title	Credit
MMDE36	Practical Course	Training in Mental Retardation	4
		Project Work in Mental Retardation	4
		Training on Equipment related to Mental Retardation	4
MMDE37	Practice teaching	Teaching Practice in Mental Retardation	4
		Total	**32**

4.3.8.2 Post Graduate Professional Diploma in Special Education in Hearing Imparement (PGPDSEHI)

Course code	Type of course	Course Title	Credit
MMD14	Core course	Introduction to Disabilities	4
MMDE28	Specialized course	Foundation of Education of the Hearing Impaired	4
MMDE29	Specialized course	Aural and Oral Rehabilitation of the Hearing Impaired	4
MMDE30	Specialized course	Methodology of Teaching Language and other Subjects to the Hearing Impaired	4
			4
MMDE31	Practical course	Training in Hearing Impairment	4
		Project work in Hearing Impairment	4
		Training on Equipment related to Hearing Impairment	4
MMDE32	Practice teaching	Teaching Practice in Hearing Impairment	4
		Total	**32**

4.3.8.3 Post Graduate Professional Diploma in Special Education in Visual Impairment (PGPDSEVI)

Course code	Type of course	Course Title	credits
MMD-014	Core course	Introduction to Disabilities	4
MMDE-038	Specialized course	Introduction to the Education of Visually Impaired Children	4

Course code	Type of course	Course Title	Credit
MMDE-039	Specialized course	Educational Perspectives on Visual Impairment	4
MMDE-040	Specialized course	Instructional Methods	4
MMDE-041	Practical course	Training in Visual Impairment	4
		Project work in Visual Impairment	4
		Training on Equipment related to Visual Impairment	4
MMDE-042	Practice teaching	Teaching Practice in Visual Impairment	4
		Total Credits:	**32**

4.3.9 Post Graduate Diploma in Women's & Gender Studies(PGDWGS)

About the programme:
This post graduate diploma programme is meant for learners interested in acquiring conceptual, theoretical and analytical knowledge in the areas of women's and gender studies.

Programme Structure:

Course Code	Titles	Credits
MWG1	Theories of Women's & Gender Studies	8
MWG2	Gender & Power	8
MWG3	Constructing Gender Through Arts & Media	8
MWG4	Gendered Bodies & Sexualities	8

Total Credits: 34
(2 Credits for Internship / Research Project)

Students who have completed their undergraduate programme in any discipline, can join this programme.

After completing this programme successfully will be able to pursue their careers in higher studies and research work with Non-Profit Organisation/Non Government Organizations, both at National and International level, work as advocacy agents for national and international Government organizations/institutions, as well as pursue careers in specialized areas like Mass Media, Publishing House, Special Column Writing and Editing, and Gender Training Programmes.

4.3.10 Post Graduate Diploma in HIV Medicine Programme (PGDHIVM)

School of Health Sciences, IGNOU in collaboration with NACO has developed a one year Post Graduate Diploma in HIV Medicine for MBBS doctors. IGNOU will be act as an umbrella organization to coordinate the training programme

in the country. This programme will be offered through distance mode and there will be 28 days contact session for hands on skills training in this programme. At present there are only two doctors in each ART facility, One doctor in each Community Care Centre and one doctor as In-charge of link ART centre(ICTC) are directly involved in patient care and are potential candidates for one-year training programme in 'HIV Medicine'. Currently nearly 8 lakhpatients registered for ART and 2,70,000 eligible patients are on treatment at 226 ART Centres. NACO has nearly 300 ART centres 650 Link ART centres and 250 community care centres which are being scaled up further.About 2000 trained doctors would be needed to man these facilities. The qualification for SMO ART centres is MD while for MO it is MBBS. It is planned that MBBS doctors with PG Diploma in HIV Medicine shall be considered for the post of SMO at ART centres. The PG Diploma in HIV Medicine will help to standardize HIV Medicine training and also help to bridge the gap in trained man power for ART centre.

Objectives:

After completion of this programme, a student should be able to:

1. Imbibe comprehensive knowledge on basic of HIV as related to details of management of HIV/AIDS in tertiary care set up.
2. Management all com;oications as well as opportunistic infections due to HIV/AIDS at time of need and
3. Recognize and handle emergencies related to HIV/AIDS and its complication and take beside decision for management whenever is required.

Programme Structure:

Course Code	Course Title	Credits
MCMM1	Basic of HIV Infection	4
MCMM2	National AIDS Control Programme	4
MCMM3	Systemic Involvement in HIV and STI	4
MCMM4	Management of HIV/AIDS	6
MCMML5	Basic Practical	8
MCMML6	Clinical Practical	10
	Total Credits:	**36**

4.3.11 Diploma in Value Added Products from Fruits & Vegetables(DVAPFV)

The Diploma programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The Diploma in Value Added Products from Fruits and Vegetables aims to develop competent human resource in the field of post harvest management of fruits and vegetables and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers technicians in the fruits processing industries, NGO functionaries/trainers, entrepreneurs, staff of Food Processing Training Centre (FPTC)/ horticulture/ post harvest/ food processing departments of the states/ central, rural educators, farmers, etc.

Job opportunities for the pass outs of this programme include: procurement assistant, fruits/vegetables grader, post harvest technician, junior plant operator/production technician/ supervisor in fruit and vegetable processing industry, quality control assistant, packaging supervisor, fruit and vegetable cold storage supervisor, transport supervisor, retail supervisor, marketing assistant, store assistant, extension assistant, trainer, and self entrepreneur as procurer, trader, transporter, food processor, wholesaler, retailer and exporter of fresh and processed fruits and vegetables produce.

Objectives

- To provide the knowledge & skills for minimizing the post-harvest losses and production of value added food products,
- To develop human resource for post harvest management and for primary processing of fruits and vegetables produce at the production areas/ clusters,
- To develop youth as young entrepreneurs for self employment through food processing and associated activities,
- To impart knowledge and technical proficiency in
  - Procurement of raw materials,
  - Preparation of value added products,
  - Prevention of losses in fresh and processed horticulture produce,
  - Marketing and economical aspects, and
  - Managing small and medium enterprises.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credit (theory+practical)
BPVI1	Food Fundamentals	4 (2+2)
BPVI2	Principles of Post Harvest Management of Fruits and Vegetables	4 (2+2)
BPVI3	Food Chemistry and Physiology	4 (2+2)
BPVI4	Food Processing and Engineering-I	4 (2+2)
BPVI5	Food Microbiology	4 (2+2)
BPVI6	Food Processing and Engineering-II	4 (2+2)
BPVI7	Food Quality Testing and Evaluation	4 (2+2)
BPVI8	Entrepreneurship and Marketing	4 (2+2)

4.3.12 Diploma in Dairy Technology (DDT)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Dairy Technology aims to develop competent technician level human resource for dairy industry. Upgrading the technical proficiency of lower level workers/ technicians already working in the dairy and allied sectors is also intended. The focus shall be to develop competencies in procurement of milk, fluid milk processing, production of value added products and quality control aspects in dairy industry. It will also impart development of skills for entrepreneurship to encourage self employment in dairy processing activities. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The quality milk and milk products produced will have good market and export potential. The target group includes: youth, workers/ technicians working in dairy industry; dairy and food processors in unorganized sector, personnel working in dairy cooperatives, state dairy departments and dairy science institutions, small and medium entrepreneurs, NGO functionaries/ trainers and dairy farmers

For the pass outs of this programme the **job opportunities** include: secretary of dairy cooperative society, milk procurement supervisor, milk tester, dairy plant operator/ technician/supervisor, product technician (ice cream/ cheese/butter/indigenous dairy products unit), dairy assistant, chilling centre supervisor, quality control assistant, packaging assistant, marketing assistant, distribution assistant, retail supervisor, store assistant, extension assistant, trainer, and self entrepreneur as milk contractor, transporter, dairy products manufacture (indigenous and western), owner of milk parlour/milk booth/ ice cream parlour, wholesale distributor, retailer and exporter of milk and milk products

Objectives:

The objectives of the programme are to:

- develop technician level human resource for dairy industry;
- upgrade the technical proficiency of existing workers and lower level / technicians working in the dairy and allied sectors;
- develop skilled young entrepreneurs for self employment in milk processing and associated activities; and
- impart knowledge and technical proficiency in:
  - Clean milk production and handling
  - Processing of milk
  - Manufacture of western and indigenous dairy products
  - Testing and quality control of milk and milk products
  - Marketing and economical aspects
  - Managing small and medium enterprises

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credit (theory+practical)
BPVI11	Milk Production and Quality of Milk	4 (2+2)
BPVI12	Dairy Equipment and Utilities	4 (2+2)
BPVI13	Milk Processing and Packaging	4 (2+2)
BPVI14	Dairy Products - I	4 (2+2)
BPVI15	Dairy Products - II	4 (2+2)
BPVI16	Dairy Products - III	4 (2+2)
BPVI17	Quality Assurance	4 (2+2)
BPVI18	Dairy Management and Entrepreneurship	4 (2+2)

4.3.13 Diploma in Meat Technology (DMT)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Meat Technology aims for imparting basic knowledge and skills for quality production of meat and meat products. Development of human resource for industry is also part of it. Stress is on training of personnel for self employment and creating awareness and competency in the meat processing as well as poultry processing. The focus shall be to develop competencies in good slaughter practices, handling of meat on scientific lines, production of quality meat and meat products, and testing and quality control of meat and meat products. It also includes poultry processing. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The target group includes: youth, workers/ technicians working in meat and poultry industry, small and medium entrepreneurs, poultry and meat processors in unorganized sector, personnel working in slaughter houses, processing plants, NGO functionaries/ trainers and farmers.

Job opportunities for the pass outs of this programme includes: animal procurement supervisor, meat processing technician, laboratory assistant, byproduct plant technician, poultry processing technician, technician in egg industry, meat and egg grader, packaging supervisor, technician in leather industry, marketing assistant, distribution assistant, store assistant and self entrepreneur as manufacturer, wholesaler, retailer and exporter of fresh meat, meat products and egg products, byproducts handler like leather producer, casing producer, blood meal and bone meal producer.

Objectives:

The objectives of the programme are to:

- provide knowledge and skills for quality production of meat and meat products;
- develop human resource for meat industry and associated activities;
- train personnel for self employment; and
- impart knowledge and technical proficiency in
  - Good slaughter practices
  - Handling of meat on scientific lines
  - Production of quality meat and meat products
  - Testing and quality control of meat and meat products
  - Managing small and medium enterprises.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits
BPVI21	Fundamental of Food and Meat Science	4 (2+2)
BPVI22	Meat Animals and Abattoir Practices	4 (2+2)
BPVI23	Fresh Meat Technology	4 (2+2)
BPVI24	Processed Meat Technology	4 (2+2)
BPVI25	Meat Packaging and Quality Assurance	4 (2+2)
BPVI26	Poultry Products Technology	4 (2+2)
BPVI27	Utilization of Animal By-Products	4 (2+2)
BPVI28	Marketing and Entrepreneurship	4 (2+2)

4.3.14 Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma programme aims at providing technical support for the food processing industry specially engaged in Cereals, Pulses and Oilseeds as well as creating self employment opportunities for the rural youth. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The target group includes: urban/rural youth, farmers and senior secondary pass outs, skilled workers in food processing industries, food processors in unorganized sector, personnel working in food processing cooperatives, and food processing institutions/industries, small and medium entrepreneurs. NGO functionaries/ trainers and progressive farmers.

Job opportunities for the pass outs of this programme include: Self entrepreneurship, laboratory assistant, packaging supervisor, store house keeper, production line supervisor, distribution assistant, food processor, plant operator in cereals, pulses and oilseeds industries, procurer and retailer of food grain industry, plant operator, quality control supervisor and plant manager in the food industry (rice mill, flour mill, pulses mills and snacks manufacturing units etc).

Objectives:

- To provide knowledge and skills for minimizing the post-harvest losses and production of value added food products;
- To develop human resource for post harvest management and for primary/secondary/tertiary processing of cereals, pulses and oilseeds at the production areas/clusters;
- To develop young entrepreneurs for self employment through food processing and associated activities; and
- To impart knowledge and technical proficiency in:
  - Procurement of raw materials,
  - Preparation of value added products
  - Prevention of losses in raw and processed produce,
  - Marketing and economical aspects, and
  - Managing small and medium enterprises.

Programme Structure: In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits.

Course Code	Course Title	Credits
BPVI31	Food Fundamentals	4(2+2)
BPVI32	Food Microbiology	4(2+2)
BPVI33	Milling of Wheat, Maize and Coarse Grains	4(2+2)
BPVI34	Baking and Flour Confectionery	4(2+2)
BPVI35	Paddy Processing	4 (2+2)
BPVI36	Processing of Pulses & Oilseeds	4 (2+2)
BPVI37	Food Quality, Testing and Evaluation	4 (2+2)
BPVI38	Entrepreneurship and Marketing	4 (2+2)

4.3.15 Diploma in Fish Products Technology (DFPT)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. This Diploma programme aims to develop competent human resource in the field of post harvest management of fish and production of value added fish products. It is intended to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth, women and

the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers in the field of fish harvesting and processing. The programme caters to the educational needs of rural youth, workers/ technicians working in fish and fish processing industry including fishermen, small and medium entrepreneurs, fish processors in an unorganized sector, and personnel working in processing plants, NGO functionaries/ trainers and farmers.

The objectives of the Programme are to:

- develop and strengthen human resource by infusing and imparting knowledge and skill in Value Added Fish Products;
- training of personnel for self-employment and creating awareness and competency in the fish processing as well as fish products preparation; and
- impart basic knowledge and technical proficiency in Post-Harvest Management, primary processing of fish, value addition, quality control and marketing.

Programme Structure

In order to be eligible for the award of the diploma, a student has to complete the following 7 courses equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits (theory+practical)
BPVI41	Introduction to Fish, Processing, Packaging and Value Addition	6(4+2)
BPVI42	Mince and Mince Based Products	4(2+2)
BPVI43	Coated Products	6(2+4)
BPVI44	Fish By-products and Waste Utilization	6(2+4)
BPVI45	Quality Assurance	4(2+2)
BPV46	Marketing and Entrepreneurship Development	4(4+0)
BPVL47	Training and Field Visits	2(0+2)

Compulsory hands-on training for 15 days in a fish processing plant and field visit (BPVL-047).

4.3.16 Diploma in Watershed Management (DWM)

This programme has been developed with the support of Department of Land Resources, Ministry of Rural Development, Govt. of India. The Diploma in Watershed Management aims at developing competent human resource in the field of Watershed Development/Management. It intends to impart basic knowledge and skills for water harvesting, conservation and utilization, soil erosion and its management integrated farming systems including crop husbandry, animal husbandry, agro-forestry, fish farming, funding, monitoring, evaluation and capacity building of watershed development programmes besides extension

and communication skills for long term socio-economic development of the society. It will provide the basic understanding of various activities undertaken during the development of watershed programmes. The Diploma programme also intends to address the workforce requirement of the watershed management and focus on upgrading the knowledge and skills of existing personnel in the watershed development. The target group includes rural youth, social workers/volunteers working with NGOs/ government functionaries implementing watershed development programmes.

Job opportunities for the passouts of this programme include: Self Entrepreneurship, soil conservation and agriculture/horticulture inspectors, agro-forestry surveyors, water harvesting technicians/supervisors, livestock assistants in Government and Non-Governmental Organizations (NGOs) dealing with watershed projects, Urban Housing Boards, Private Real Estate Builders, Soil Conservation Departments and Ground Water Boards.

Objectives

- Develop human resource for watershed development;
  Introduce the principles of the watershed management approach and the value of working in a watershed;
- Generate awareness of sustainable development and maintenance of natural resources;
- Delineate different techniques for accessing and predicting physical, chemical and socio-economic conditions within a watershed including water quality;
- Mobilization and capacity building of rural youth, women and landless; and
- Develop skills for development of small scale irrigation and water supply structures for human and livestock through water and soil conservation strategies.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 7 Courses (integrated with practical) and one practical course on project formulation equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits (theory+practical)
BNRI101	Fundamental of Watershed Management	4 (2+2)
BNRI102	Elements of Hydrology	4 (2+2)
BNRI103	Soil and Water Conservation	4 (2+2)
BNRI104	Rainfed Farming	4 (2+2)
BNRI105	Livestock and Pasture Management	4 (2+2)
BNRI106	Horticulture and Agro-Forestry System	4 (2+2)
BNRI107	Funding, Monitoring, Evaluation and Capacity Building	4 (2+2)
BNRP108	Project Formulation	4 (0+4)

4.4 CERTIFICATE PROGRAMME

4.4.1 Post Graduate Professional Certificate in Special Education (PGPCSE)

National Centre for Disability Studies was established to undertake plethora of academic, research, extension and awareness activities for empowering the persons with disabilities and create a society that is friendly for them. The Post Graduate Professional Certificate in Special Education (PGPCSE) Programmes are being offered by the National Centre for Disability Studies (NCDS), IGNOU in collaboration with Rehabilitation Council of India (RCI). MoU has been signed between IGNOU and RCI in September, 2007. NCDS has received the approval of Academic Council, IGNOU to start the programes related to Disability Studies.

As inclusion in general education schools of all levels has led to more children with disabilities/special needs tudents in General School Classrooms, the need for teachers to keep up to speed on how to best teach their increasingly-diverse students has grown. It is required that the already trained special educators gain knowledge in different disability areas so as to become a cross-disability special educator through the Post Graduate Professional Certificate in Special Education. The programme aims to make the learners understand the nature and implications of various disabilities in inclusive classroom. This also provides a comprehensive idea about the diverse learning needs and intervention strategies of all children in inclusive setup. Therefore, the programmes are designed develop more competencies in handling the children with various disabilities. The programmes involve both theory and practical courses. The PGPCSE programmes are available in following disability areas:

1. **Post Graduate Professional Certificate in Special Education in Mental Retardation (PGPCSEMR)**

2. **Post Graduate Professional Certificate in Special Education in Hearing Impairment (PGPCSEHI)**

3. **Post Graduate Professional Certificate in Special Education in Visual Impairment (PGPCSEVI)**

Credit: Each programme consists of 28 credits.

Intake: Each Special Study Centre has 40 seats only.

Selection Procedure: Regional Centre wise! Special Study Centre wise Selection is done on the basis of merit as per % of B. Ed. Special Education or equivalent.

RCI Certification: Successful candidates will obtain add-on qualification / specialization in RCI certificate.

Contact Programme: There will be one contact programme during the academic session and 75% of the total attendance is a pre-requisite for Term end examination.

Term End Examination: The first TEE will be held in December for learners enrolled in July session.

Learners can appear in subsequent TEE held twice a year in June and December.

Programme Structure

4.4.1.1 Post Graduate Professional Certificate in Special Education in Mental Retardation (PGPCSEMR)

Course code	Type of course	Course Title	Credit
MMDE33	Specialized course	Identification and Assessment of persons with Mental Retardation	4 4
MMDE34	Specialized course	Mental Retardation Its Multidisciplinary Aspects	4
MMDE35	Specialized course	Curriculum and Teaching Strategies	4
MMDE36	Practical course	Training in Mental Retardation	4
		Project Work in Mental Retardation	4
		Training on Equipment related to Mental Retardation	4
MlMDE37	Practice teaching	Teaching Practice in Mental Retardation	4
		Total	**28**

4.4.1.2 Post Graduate Professional Certificate in Special Education in Hearing Impairment (PGPCSEHI)

Course code	Type of course	Course Title	Credit
MMDE28	Specialized course	Foundation of Education of the Hearing Impaired	4
MMDE29	Specialized course	Aural and Oral Rehabilitation of the Hearing Impaired	4
MMDE30	Specialized course	Methodology of Teaching Language and other Subjects to the Hearing Impaired	4

MMDE31	Practical course	Training in Hearing Impairment	4
		Project work in Hearing Impairment	4
		Training on Equipment related to Hearing Impairment	4
MMDE32	Practice	Teaching Practice teaching in Hearing Impairment	4
		Total	**28**

- imbibe comprehensive knowledge on basics of nephrology as related to detail of haemodialysis, reasonable adequate for peritoneal dialysis and brief of renal transplant;
- handle temporary vascular access at the time of need.
- dialyze stable patients adequately and safely on long-term basis and anticipate potential complication; and
- recognize and handle emergencies related to dialysis and take bedside decision for management

4.4.1.3 Post Graduate Professional Certificate in Special Education in Visual Impairment (PGPCSEVI)

Course code	Type of course	Course Title	Credits
MMDE38	Specialized course	Introduction to the Education of Visually Impaired Children	4
MMDE39	Specialized course	Educational Perspectives on Visual Impairment	4
MMDE40	Specialized course	Instructional Methods	4
MMDE41	Practical course	Training in Visual Impairment	4
		Project work in Visual Impairment Training on Equipment related to Visual Impairment	4
			4
MMDE42	Practice teaching	Teaching Practice in Visual Impairment	4
		Total	**28**

4.4.2 Post Doctoral Certificate in Dialysis Medicine (PDCDM)

School of Health Sciences, IGNOU and Directorate General of Health Services (DGHS) offer one year Post Doctoral Certificate in Dialysis Medicine in 15 designated Hospitals. The Programme is recognized by DGHS, MOHFW, Govt. of India. Six months hands-on-skills training with provision of stipend @70000/- per month for non sponsored candidates. Fifty percent seats are marked for sponsored candidates. Sponsorships form non-Govt.sector will also be considered.

Objectives

After completion of this programme, a student should be able to:

Programme Structure

Course Code	Course Title	Credit
MCMD1	Hemodialysis-Basics	4
MCMD2	Hemodialysis-Advanced	4
MCMD3	Peritoneal Dialysis and Renal Transplant	4
MCMDL1	Hemodialysis-Basics	12
MCMDL2	Hemodialysis-Access	8
MCMDL3	Peritoneal Dialysis and Renal Transplant Practical	4
	Total Credits	**36**

4.4.3 Certificate in Teaching of Primary School Mathematics (CTPM)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society by exposing them to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

The programme consists of two courses as detailed below:

Course Code	Title of the Course	Credits
AMT1	Teaching of Primary School Mathematics	8(6+2 credit project)
LMT1	Learning Mathematics	8
	Total	**16**

DETAILS OF THE PROGRAMMES

OFFERED THROUGH ONLINE MODE

5. PROGRAMMES OFFERED THROUGH ONLINE

5.1 DIPLOMA PROGRAMME

5.1.1 Post Graduate Diploma in Pediatric Nutrition (PGDPDN)

The Post Graduate Diploma in Pediatric Nutrition has been designed on a modular approach, keeping the major trrust of the University of provision of employment/career orientation in mind. The professional and career oriented modules prepared as part of this exercise will integrate education and training and upgrade the knowledge of healthcare practiners, nutritionist and other stakeholders in an important and expanding professional area of Pediatric Nutrition.

Objective

The main objectives of the programme are to:

- Develop a knowledge base, upgrade the knowledge, skills and improve the professional competencies ofhealthcare practiners, nutritionists and other stakeholders concerned with health and well-being of infants and children,
- Provide comprehensive and essentially practical guidance on all aspects of pediatric nutrition - from the promotion of nutrition/health to the management of deficiency/diseases,
- Cater to the needs of healthcare practiners, dietitians, diet counselors, paramedical staff employed in government, non-government institutions engaged in addressing the concerns associated with the health of infants and children,
- Equip healthcare practiners, dietitians etc. to start their own pediatric clinics, leading to entrepreneurship.

Target Group

The programme shall cater to the needs of the following target group:

- Individuals looking for expertise in pediatric nutrition. These could be healthcare practiners, dietitians, diet counselors, health administrators, paramedical personnel.
- Individuals, government and non-government organization functionaries, who are involved with maternal and child care in hospital/clinics/community settings etc
- Graduates (with B.Sc. degree) or the equivalent (MBBS,BHMS etc) from a variety of background - nutrition, dietetics, health care, pharmaceutical, food and drink industries, biochemistry etc.
- Government and NGO functionaries involved with community development programmes

Programme Structure:

The programmes is modular and worth 32 credits. The programme structure is as follows:

Course Code	Title of Course	Credits
MFN21	Childhood Nutrition: Basic concept and Physiological Requirements	8
MFN22	Childhood Nutrition: in Health and Disease	8
MFNL23	Practical Work	4
MFNP24	Internship	12
	Total	**32**

Practical Work: Practical mannual to accompany the course material.

Internship: A three month internship in Pediatric Nutrition in a Pediatric Unit of a hospital is a vital component of the programme. The internship will provide academic and clinical experience to adequately prepare learners for entry-level work in the field of pediatric nutrition.

(Student who successfully complete course MFN21 and MFN22 are eligibile to exit the programme with the P G Certificate in Pediatric Nutrition (PGCPDN).

5.1.2 Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabilitation (PGDMRR)

The Post-Graduate Diploma Programme in Participatory Management of Displacement, Resettlement and Rehabilitation (PGDMRR) is a proactive initiative of the World Bank and Indira Gandhi National Open University for building the skills of both development practitioners, in general and resettlement and rehabilitation officers, field staff, desk staff and technical experts in participatory methods of managing the concerns and issues of displacement and working for satisfactory resettlement and rehabilitation (R&R) of those displaced by development projects, in particular.

The programme is of use to those who are engaged generally in the development sector and particular in R and R divisions of development projects of the government, private sector as project officers, technical experts, field staff or desk staff and those working with the NGOs, industrial establishments and other agencies involved in R and R of those displaced by development projects.

The objectives of the programme are to orient learners to:

- Contextualize development caused displacement and rehabilitation.
- Strategize participatory planning of resettlement and rehabilitation.
- Appreciate the particulatory implementation and monitoring of resettlement and rehabilitation.
- Understand theoretical perspectives in the study of R&R.
- Learn lessons from already executed development projects.
- Imbibe specialized knowledge on different phases of R&R process.
- Prepare an individual field work based Project work report that integrates the learning with specific activities of processes in a development project.

The programme consists of Eleven courses

(7 compulsory and one optional) listed below:

Course Code	Title of the Course	Credits
MRR101	Understanding Development-Caused Displacement	4
MRR102	Role of Participation in Sustainable Development	4
MRR103	Participatory Planning of Resettlement and Rehabilitation	4
MRR104	Participatory Implementation and Monitoring of Resettlement and Rehabilitation	4
MRR5	Theoretical Perspectives on R&R	4
MRR6	Illustrative R&R Case Studies from Different Development Sectors	4
MRRE7*	Economic Planning of R&R and Implementation	4
MRRE8*	Socio-Cultural and Infrastructural Planning and Relocation	4
MRRE9*	Economic Rehabilitation of PAPs	4
MRRE10*	Monitoring and Evaluation of R&R	4
MRRP111	Project Work to be completed by the learners	4

Note: * refers to optional courses. The learner is expected to specialize in one of the themes by opting for one of the four courses. All the other courses are compulsory. For online admission please visit http://ignouonline.ac.in/pgdmrr

5.1.3 PG Diploma in Environmental Law (PGDENLWOL)

This programme is offered in association with Centre for Environmental Law, WWF-India. The details of prospectus and application are available at IGNOU website www.ignou.ac.in and WWF-India website www.wwfindia.org.

Objectives

The main objectives of the programme are to:

- Provide comprehensive knowledge to the learners in Environmental Law.
- Enable the learners to develop functional understanding of working of the Central and State Boards.
- Develop practical skills to' facilitate effective engagement with the Environmental Law.
- Prepare well-informed professionals in Environmental Law and to upgrade the professional competencies by augmenting the Environmental Law awareness

Course Syllabus

Course Credits	Course Code		Title Nature (Theory/Practical Project/elective)	
MLE21	Introduction to Environment		Theory	4
MLE22	Introduction to Environmental Law and Policy		Theory	4
MLE23	International Environmental Law and Policy		Theory	5
MLE24	National Environmental Law and Policy		Theory	4
MLE25	National Legal Frameworks and Processes		Theory	4
MLE26	Environment Protection Mechanisms		Theory	4
MLEP27	Project		Practical-Project	7
			Total	**32**

5.2 CERTIFICATE PROGRAMMES

5.2.1 Post Graduate Certificate in Pediatric Nutrition (PGCPDN)

The Post Graduate Diploma in Pediatric Nutrition has been designed on a modular approach, keeping the major trrust of the University of provision of employment/career orientation in mind. The professional and career oriented modules prepared as part of this exercise will integrate education and training and upgrade the knowledge of healthcare practiners, nutritionist and other stakeholders in an important and expanding professional area of Pediatric Nutrition.

Objective

The main objectives of the programme are to:

- Develop a knowledge base, upgrade the knowledge, skills and improve the professional competencies ofhealthcare practiners, nutritionists and other stakeholders concerned with health and well-being of infants and children,

- Provide comprehensive and essentially practical guidance on all aspects of pediatric nutrition - from the promotion of nutrition/health to the management of deficiency/diseases,
- Cater to the needs of healthcare practiioners, dietitians, diet counselors, paramedical staff employed in government, non-government institutions engaged in addressing the concerns associated with the health of infants and children.

Target Group

The programme shall cater to the needs of the following target group:

- Individuals looking for expertise in pediatric nutrition. These could be healthcare practiioners, dietitians, diet counselors, health administrators, paramedical personnel.
- Individuals, government and non-government organization functionaries, who are involved with maternal and child care in hospital/clinics/community settings etc
- Graduates (with B.Sc. degree) or the equivalent (MBBS,BHMS etc) from a variety of background - nutrition, dietetics, health care, pharmaceutical, food and drink industries, biochemistry etc.
- Government and NGO functionaries involved with community development programmes

Programme Structure:

The programmes is modular and worth 32 credits. The programme structure is as follows:

Course Code	Title of Course	Credits
MFN21	Childhood Nutrition: Basic concept and Physiological Requirements	8
MFN22	Childhood Nutrition: in Health and Disease	8
	Total	16

Students have an option to continue with the programme (after successfully completing the 16 credit courses) and obtain a Post Graduate Diploma in Pediatric Nutrition (PGDPDN) after completing additional 16 credit course work (Total 32 credits).

5.2.2 Post Graduate Certificate in Cyber Law (PGCCL_OL)

School of Law, IGNOU is offering the Post Graduate Certificate in Cyber Law in two modes: Virtual Education in Law (VEL) & Open Distance Learning(ODL).

The main objectives of the programme are:

- To enable learners to understand, explore, and acquire a critical understanding of Cyber Law
- To develop competencies for dealing with frauds, deceptions (confidence tricks, scams) and other cyber crimes such as child pornography, that are taking place via Internet.

- To make learners conversant with the social and intellectual property issues emerging from 'cyberspace'.
- To explore the legal and policy developments in various countries to regulate cyberspace.
- To develop an understanding of relationship between commerce and cyberspace.
- To provide learners an in-depth knowledge of Information Technology Act and legal framework of Right to Privacy Data Security and Data Protection.

Virtual Education in Law (VEL)

It is a virtual learning platform developed by IGNOU to offer the PGCCL online (PGCCLOL). It has several innovative features such as walk in admission, integrated multimedia courseware, e-counselling and online examination and Assignment Management System. Admission will be available throughout the year. Facility for online payment gateway is available for registration. Once registered, the learners will have access to personalized learning space (My Page). For more details please visit IGNOU Online at www.ignouonline.ac.in/vel

Open Distance Learning (ODL)

The Counselling session for ODL will be conducted in various Programme Study Centres in collaboration with National Law Schools and established law colleges all over India.

The programme is of 16 credits and consists of four courses. The programme is being launched in July,2008.

Course Code	Title of the Course	Credits
MIR11	Cyber Space, Technology and Social Issues	4
MIR12	Regulation of Cyberspace	4
MIR13	Commerce and Cyberspace	4
MIR14	Privacy and Data Protection	4

5.2.3 Post Graduate Certificate in Agriculture Policy (PGCAP)

The Post Graduate Programme in Agriculture Policy seeks to develop human resource for planning, development and implementation of national policies in agriculture. The objectives and salient features of the agriculture policy framework along with strategies and issues should be known to all the stakeholders of the system for an effective implementation of development programme. The Programme covers various aspects essential for the policy formulation in order to achieve overall economic development of the country. Some of the main aspects pertain to stages and factors in Indian agricultural development process, components of policy formulation, international and national trade policies, intellectual property rights, research and development policy. The target group includes persons/organizations involved in policy making and implementation at the state/regional

and central levels having stake in agriculture and rural development. The programme is also offered online at www.ignouonline.ac.in.

Objectives:

The specific objectives of the programme are to:

- Create understanding of the salient features of the agriculture policy framework among policy makers, implementers and other stakeholders of the system for its effective implementation.
- Develop human resource for:
  - Identification of strategic issues with reference to national policies in agriculture;
  - Analysis of policy aspects and its operationalization; and
  - Development of an implementation framework for agriculture and rural development policies.

Programme Structure:

The programme consists of following four courses with a total of 16 credits:

Course Code	Course Title	Credits
MNR1	Indian Agricultural Development	4
MNR2	Agricultural Policy: Formulation, Components, Process, Implementation and Comparative Analysis	4
MNRE15	Cooperatives and Farmers' Organizations	4
MNRE16	Project Analysis	4

5.2.4 Post Graduate Certificate in Climate Change and Sustainable Development (PGCCSD)

The climate has always been changing since the earth was formed. Since the industrial revolution, a new era has arisen, the Anthropocene, in which human action have become the main driver of global envionmental change. Climate change is increasingly recognized as a critical challenge to ecological health, human well-being and future sustainable development. The develpments in science and technolody have enriched our understanding on climate change science and interaction between man and environment. The interaction between society an climate is among the important consideration pertinenet to the the quest of nations for sustainable development. In the backdrop importance placed on creating awareness on climate change science and adaptation strategies by varous ministries under the Government of India, the programme was tailor-made to incorporate the developments in the domain of climate change with respect to human influences on climate, the consequences of climate change, climate change conventions and protocols will be delivered to athe learners. The learners

will also be enriched with knowledge on the impact of climate change on terrrestrial and aquatic ecosystems. The potential threats of climate change on sectors like agriculture forest, fisheries, livestock and natural resources are covered in teh programme. The learners will be capacitated with the response options to the climate change like mintigation and adaptiation strategies. For sustainable future, mitigation and adaptation measures are required to be mainstreamed into the national policies and programmes.

Programme Objectives

- To provide knowledge to the participants on Climate Change Science and challenges to Sustainable Development.
- To equip the learners with appropriate tools and techniques for interpreting the impacts of climate change, and evaluating & implementing measures that reduce vulnerability of systems.
- To empower the learners with the mitigation and adaptation stragegies against climate change.

Job Opportunity

As the effects of global climate change are felt, the demand for progessionals able to address the challenge increases. The problem of climate change transcends traditional academic boundaries and demanda realistic and holistic solutions. This programme is aimed at both recent graduates wishing to specialize in climate change and sustainability and professionals wishing to extend their knowledge and expertise or seeking a career change. Carrer opportunities in this wide and growing field are numerous: in industry, academics, consultancies and environmental agencies.

Course Code	Course Title	Credits
MSD1	Introduction to Climate Change and Sustainable Development	4
MSD2	Potential Threats of Climate Change	4
MSD3	Response options:Mitigation and Adaptation	4
MSDP4	Case Studies/Project Work	4

5.2.5 Certificate in Food Safety (CFS)

IGNOU in collaboration with the Ministry of Health and Family Welfare (MoHFW), Government of India has launched this professional upgradation and career upgradation on-line programme in the area of food safety and quality that would integrate education and training and address the needs of training the workforce/developing human manpower in this sector. The programme will be offered as online mode. The on-line programme will be supported by programme guide and supplement course materials in print. The programme will focus on knowledge upgradation and enrichment in the area of food safety especially for government functionaries, food industry workers and

catering industry workers. The Directorate General of Health Services, Ministry of Health and Family Welfare has made this certificate a compulsory qualification for a supervisor in establishments (employing 20 persons or more) engaged in manufacturing, packing, processing of food as well as food service.

The 16 credit programme consists of three courses:

Course Code	Title of the Course	Credits
BFN1	Introduction to Food Safety	4
BFN2	Hazards to Food Safety	6
BFN3	Food Safety and Quality Assurance	6
	Total	16

5.3 NON-CREDIT PROGRAMMES

5.3.1 Appreciation Programme on Sustainable Management of Ganga (APSMG)

Programme Cycle

February, May, August and November

The River Ganga has been since tiem immemorial, a unique National River System representing the tremendous socio-cultural, socio-economic, ecological and livelihood opportunities for millions of Indians specially thsoe residing in the states in which the rever flows. Indians have worshipped the river; have studied all aspects of its flora and fauna, tourism, trade and environment related aspects. However, inspite of commendable efforts of the Central and State Governments the river ahs become extremely polluted. The purpose of this appreciation programme is to inculcate awareness and sensitize particularly the youger generation about the importance of this river in every context. This programme wouild facilitate and strengthen the ongoing, government supported research programmes, activates of NGOs, Industry and progessional societies and the implementing agencies. Appropriate monitoring mechanisms would be put in place.

A sustainable science and technology base strategy for the management of this great river is called for. This Appreciation Programme would provide a conceptual frame work for launching many inter-disciplinary projects and woiuld energise even individual initiatives. Once the overall population of our country is made aware of the special features of Ganga, it woiuld be an automatic swing towards keeping the rever clean and enjoy its natural beauty and continue to use the river water on a sustainable basis for our future generation.

Programme Objectives

- To sensitize the younger generation about the significance of the National river Ganga and its connectivity with our civilization and culture.

- To study the Source, Origin and Journey of the Ganga - tributaries, upstream and downstream linkages.
- To understand ecology and environemtn (hydrogeolgy, biodiversity - flora, fauna and microbes)
- To understand economic issues, livelihood security adn demographic dimensions.
- To describe INdo-Gangetic Plain covering agriculture and industrial development and related issues.
- To bring out Public Health issues - water and vector born diseases, sanitation and wast edisposal systems (sewage, industrial effluents, agricultural run-off, solid and hazardous waste etc.)
- To consider the scope for research and development and use of technologies.
- To outline various measures for capacity building for implementation of various programmes largely covering the above objectives.
- To highlight Socia-cultural aspects.
- To bring out issues related to policies, programmes legislations, regulations and various nodal institutional arrangements.
- To elaborate the role of public, media (electronic and print), NGOs, research and academic institutions, industrial houses and other stake holders.

5.3.2 Appreciation Programme on Sustainability Science (APSS)

Programme Cycle

January, April, July, October

Our planet is now in an era of climate change and environmental decay. The basic life support systems essential for sustainable advances in farm productivity are now facing threats because of the enlargement of the ecological foot print of human beings. Therefore, it is essential for all concerned with both sustainable human security and the helath of our environment to understand the relationships between human kind and nature. Only then, living in harmony with nature will become possible. It is only in this manner that we can ensure that all development programmes help not only the present generation but also the future generations. This is the purpose of sustainability science, which aims to provide the theoretical foundations and practical strategies for achieving the goal of concurrent progress in economic and ecological security. IGNOU has therefore introduced this Appreciation Programme as part of its efforts to help our country to achieve the goal set by Mahatma Gandhi that we should live in a manner keeping in view that "nature provieds for everybody's need but not for everyone's greed".

Programme Objective

● . The core objective of this programme is to build the capacity of policy makers, administrators, scientists and educators as well as the general public in the science and art of environmentally, economically and socially sustainable development.

● The course will help the paticipants to develop an Agenda 21 plan of Action for their respective village/town/city.

● To help those involved in agriculture to launch an era of ever-green revolution which can help to enhance productivity in perpetuity without ecological harm.

5.3.3 Appreciation Programme on Sustainable Management of Wetlands (APSMW)

Programme Cycle

January, April, July and October.

Wetlands are one of the most productive ecosystems and play a singnificant role in the ecological sustainability of a region. The values of wetlands on the cultural, economical and ecological factors are immense. The geomorphological, climatic, hydrological and biotic diversity across continents have contributed to wetland diversity.

India is blessed with water resources in the form of numerous rivers, streams and estuaries. By virtue of its geopraphical position and varied terrain and climatic zones, it supports a rich diversity of inland and coastal wetlands. Unfortunately, across the blobe, wetlands are getting degraded due to manifold reasons, including anthropogenic and natural processes. Indian wetlands are no exception to this. Burgeoning population, developmental activities with harmful impact on wetlands, absence of management structure, lack of proper legislation and lack of awareness about the vital roles played by wetland ecosystems are some of the important causes that have contributed to their decline and extinction.

This Appreciation Programme provides strategies and appraches to link livelihood security to the local communities with teh ecological security of the wetland ecosystem in a mutually-reinforcing manner. It also shows the way for sustainable management of wetlands.

Programme Objectives

● To provide introduction to the importance of wetlands, the cause of their degradation, restoration efforts and sustainable management.

● To enhance awareness on the role of wetlands on social, cultural and livelihood dimensions of the dependent communities.

● To build capacity to meet the challenges of global warming, sea level rise and safeguarding live and livelihoods of the coastal communities.

● To enhance preparedness to mitigate harmful influences of chnges in hydrological conditions due to altered rainfall both in pattern and intensity.

● To emphasize the uniqueness of the "below sea level farming" in Kuttanad, Kerala, as an example of tradtional adaptation to sea level rise elsewhere.

5.3.4 Appreciation Programme on Sustainable Management of Biodiversity (APSMBIO)

Programme Cycle

July, October, January and April

Biodiversity provides building blocks for sustainable food, health and livelihood security systems. The sustainable managment of biodiversity is one of the most important challenges facing humanity; which seeks to conserve the diversity of life on earth at all levels - genetic, population, species, habitat, and ecosystem. India is a biodiversity rich country. Valuable genetic resources occur in a wide range of crops and farm animals. Unfortuantely there is a serious loss of genetic diversity caused by ahbitat destruction, invasive alien species, pollution and changing agricultural practices. There is need for greater efforts in spreading biodiversity literacy. This is particularly important in the context of the emerging changes in temperature, precipitation and sea level as a result of global warming. By conserving and enhancing its natural resource base and using its resources sustainable we can improve the resource efficiency of tis economy and reduce its dependence on biodiversity. This course promotes an improved quality of life, sustainable use, the protection of biodiversity and equitable economic prosperity.

The programme is of one month duration and consists of four blocks. The block deals with the biodiversity and its importance, agrobiodiversity, threats to bioverity and sustainable use of biodiversity. The course will provide an appreciation/understanding of the science underpinning biodiversity and will target the growing need for expertise in sustainable management of biodiversity in a changing climate and the need for mainstreaming these issues in the development planning and proverty reduction.

Programme Objectives

● To promote awareness and capacity building for sustainable management of biodiversity for mainstreaming biodiversity into the dialy lives of individuals, recreating and securing linkages between people and nature and taling actions in a global context.

● To sensitize the people to the issues around biodiversity, ecosystem services, threats posed to it and will promote the conservation of biological diverstiy of ecosystems.

- To give an insight to the indigenous traditional related knwoledge base that can compliment scientific knowledge and can provide a basis to address issues of sustainable development.
- To enable the professionals with innovative knowledge, skill and values in sustainable management of biodiversity through national and international level policies and action plans across the globe of and urgency of action to address ecosystems degradation and biodversity loss.

5.3.5 Leadership Programme On Nutrition Security & Sustainable Development (LPNSSD)

Programme Cycle

February, May, August and November.

Nutrition security is broadly defined as physical, economic and social access to and utilisation of an appropriate, balanced diet, safe drinking water, environmental hygiene, and primary health for all. On the other hand, the costs of malnutrition are very high: a vicious intergenerational cycle of poor health, high death rates, poor quality of life, decreased mental capacity and reduced worker productivity that can be estimated at more than 10 per cent of lifetime earnings for individuals and 2-3 percent gross domestic product for the nation. This means that improvement in nutrition is important for a healthy and productive life as well as for continued economic growth and development.

In order to improve nutrition security in the country, the Government has been implementing a number of direct as well as cross-cutting programmes related to nutrition. There are, however significant gaps in public sector efforts underlining the need for greater focus on the household and community level rather than merely at he national or state level.

The programme on Nutrition Security and Sustainable Development undertakes to review the current situation in India, the complex causes of poor nutrition, and evidence of what works to improve nutrition.

Programme Objectives

This Nutrition Security Programme is intended to sensitize and guide policy and programme leaders to rely more on evidence based programming for achieving nutrition security and sustainable development.

5.3.6 Leadership Programme on Himalayan Ecosystmes (LPHECO)

Programme Cycle

February, May, August and November.

The issues of global ecological deterioration and recent impacts of global climate change has drawn the attention over the importance of Himalayan ecosystem which is first to be hit by these changes. Therefore, it is essential to upgrade people's awareness and concern through short educational programs with objectives to advance scientific knowledge, to evolve integrated manangement strategies, demonstrate their efficacy for conservation of natural resources and to ensure envionmentally shound development in the entire Indian Himalayan Region (IHR). THe educational modules would also encourage undertaking research and technology development linking with various National and International Organizations committed for the Himalayan and other mountainous regions.

Programme Objectives

- To sensitize the strengthen awareness about the Himalayan ecosystems in the context of Sustainable Development.
- To link and evolve the linkages of livelihood and ecological security in teh mountain region.
- To improve the awareness among the stakeholders about the impact of climate change and management.

(Programmes Offered January Session Only)

5.4 DIPLOMA PROGRAMME

5.4.1 Post Graduate Diploma in E-Learning(PGDEL)

Staff Training and Research Institute of Distance Education (STRIDE) has been offering the online Post Graduate Diploma in E-Learning (PGDEL) to develop professional competencies in offering online education in the country. http://www.ignouonline.ac.in/stride/Stride.html. The objective of the programme are to develop competencies in design, development, implementation and management of online education and training programme at all levels of education, including corporate training. Thus, the target group of the programme includes teachers, trainers, training managers, instructional designers and course developers in schools, colleges, universities and business and industry.

Programme Structure:

Course Code	Title of the Course	Credits
MDE1	Introduction of E-Learning	4
MDE2	Design and Facilitation of E-Learning Courses	4
MDE3	Management of E-Learning Projects	4
MDEI4	Technologies for E-Learning (Face to Face Compulsory Course)	4
MDEP5	Project Work	8
	Total	**24**

5.5 DIPLOMA PROGRAMME

5.5.1 Post Graduate Diploma in Food Science and Technology (PGDFT)

The PG Diploma in Food Science and Technology(PGDFT)is offered in online mode through www.ignouonline.ac.in/safe. The theory counseling will be conducted online and the practical classes will be conducted at IGNOU, Headquarters at New Delhi

Programme Objective

The major objectives of the programme are to:

- To develop human resource for the fast growing food processing sector.

- To provide knowledge & technical competencies to address the emerging issues of processing, product development, food safety, marketing, export & sustainable use of resources.

- To train the professionals for entrepreneurship in the various specialized areas of food processing viz fruits & vegetables, dairy, poultry, meat, fish, cereals and pulses.

Programme Structure:

A learner has to earn 36 credits to complete the Programme. There will be four compulsory theory courses, two compulsory practical courses and one specialized course. The learners will be given an option of specialisation in four different food groups viz Dairy; Fruits and Vegetables; Meat, fish and poultry; and Cereal, pulses and oilseeds. The learners will also have to attend 1 month hands-on training in food industry.

Compulsory Courses

Course Code	Title of Course	Credits (theory+practical)
MFT1	Food Chemistry and Nutrition	4 (4+0)
MFT2	Food Microbiology	4 (4+0)
MFT3	Food Processing and Engineering	4 (4+0)
MFTL5	Practical-1	4 (0+4)
MFT4	Food Packaging, Safety and Quality Management	4 (4+0)
MFTL6	Practical-2	4 (0+4)

Specialized Course (one out of the following)		
Course Code	Title of Course	Credits
MFT7	Dairy Technology	4 (4+0)
MFT8	Meat, Fish & PoultryTechnology	4 (4+0)
MFT9	Fruits & Vegetables Technology	4 (4+0)
MFT10	Technology of Cereals, Pulses & oilseeds	4 (4+0)
MFTP11	30 days Industrial Training*	8 (0+8)

* The candidates shall be associated with a food industry.

Job Opportunities:

- Food technologist in food processing industries,educational & research institutes.

- Food Science & Technology professional in R&D units/Quality Control/Quality Assurance Management departments in food/hospitality/retail industry and laboratories

- Production and Marketing Executives in food production industries

- Food Safety Officers in Government regulatory bodies

- Self employment as entreprenuers in Dairy; Meat,fish and puultry; Fruits and Vegetables; Cereals,pulses and oilseeds processing

5.5.2 Post Graduate Diploma in Sustainability Science (PGDSS)

Sustainability Science is defined as the study of dynamic interactions between nature and society. For planet Earth, humanity, and all other living beings at crossroads, the most urgent need is to reconcile environment and development in a mutually - reinforcing manner, in the view of the ever-increasing which is inter-and multidisciplinary in development and dissemination would therefore have contents drawn from environmental sciences, ecology, energy economics, ethics, equity, population, anthropogenic pressure on planet Earth etc. Also, the threats such as climate change, free but not fair trade etc. would also receive attention. Emphasis on essential policy requirements will also be laid with reference to the ecological, social and economic dimensions of sustainable development.

Programme Objective

- To enhance awareness and impart knowledge on urgnt measures to be taken to limit population explosion, unsustainable lifestyle, and generation of non-and slowly recyclable e-waste, synthetic chemicals, etc.

- To transform green revolution into evergreen revolution, so that agriculture is no longer a destroyer of forests and biodiversity.

- To put "ecology" in the centre of economic development - Principles of ecological economics as well as newer areas such as social economics would be taught along with essential integration with ethics, and equities.

- Since climate change has emerged as a major threat/challange for sustainable development, appropriate methods towards adaptation and mitigation will also be covered.

Programme Structure:

Course Code	Title of Course	Credits
MSD11	Sustainability Science	4
MSD12	Ecosystem and Natural Resources	4
MSD13	Socio-Cultural Systems	4
MSD14	Ecological Economics	4
MSD15	Institutions, Governance and Policies	4
MSD16	Strategies and Models for Sustainability	4
MSD17	Challanges to Sustainable Development	4
MSDP18	Project/Dissertation	4
	Total	**32**

5.5.3 Post Graduate Diploma in Food Safety snd Quality Management (PGDFSQM)

Programme Objectives: The core objective of the PG Diploma Programme is to prepare professionals for development, implementation and auditing of Food Safety and Quality Management Systems in the country. The Programme has been developed in collaboration with the APEDA and is offered online. It seeks to develop India's capability to meet the global food safety and quality requirements and enhance the competitiveness of food products. In long term perspective, it would contribute to ensure consumer safety within and outside the country. The programme is offered online through **www.ignouonline.ac.in/safe.**

The PG Programme shall enable the students to:

- Comprehend the issues of safety and quality in food production, handling, processing and trade.
- Build technical proficiency in undertaking food safety and quality assurance in food processing chain i.e., from farm to fork.
- Ensure the safety and quality of food products as per mandatory legal requirements and voluntary standards including export regulations, if required.
- Design and implement: Good Hygienic Practices (GHP),Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point (HACCP),Quality Management Systems (QMS):ISO 9001,Food Safety Management Systems (FSMS): ISO 22000, Laboratory Management System :ISO 17025 and Retail Standards.

- Be able to effectively plan, conduct, report and audit as per the guidelines of the ISO 19011-2002.
- Undertake Standard Microbiological and Chemical analysis of Food Products.
- Apply Good Hygienic, Manufacturing, Laboratory, Transportation and Retail Practices in Food Processing / Hospitality industry and Retail outlets.

Target Group: The PG Diploma is intended for graduates in Science/Agriculture /Food Science/Food Technology or allied disciplines contemplating a career in Food Safety and Quality Management. It is also intended for professionals in food processing and quality control for strengthening their proficiency in design and implement new food act -Food Safety and Standards Act 2006. The programme shall also open new vista for entrepreneurs who intent to diversify in food safety and quality aspects.

Programme Structure

The PG Diploma is of 32 credits and consists of eight courses as given here:

Course Code	Course Title	Credits (Theory+Practical=Total)
MVP1	Food Fundamentals and Chemistry	4 + 0 = 4
MVPI1	Food Microbiology (Integrated)	2 + 2 = 4
MVP2	Food Laws and Standards	4 + 0 = 4
MVP3	Principles of Food Safety and Quality Management	4 + 0 = 4
MVP4	Food Safety and Quality Management Systems	4 + 0 = 4
MVPL1	Food Safety and Quality Auditing (Practical)	0 + 4 = 4
MVPL2	Chemical Analysis and Quality Assurance (Practical)	0 + 4 = 4
MVPP1	Project Work	0 + 4 = 4

Job opportunities for the pass out are as follows:

- Quality Control Officer or Quality Assurance/Management professionals in food/hospitality/retail industry and laboratories,
- Food Safety Officer in the regulatory bodies,
- Food Auditor in Certification and Inspection bodies,
- Trainer/Counsellor in Food Safety & Quality Management Systems.

6. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of their registration.

6.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the *"Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniyam), Adhiniyam, 2002"* are non-existent and cannot be considered for admission any of programme in IGNOU.

6.2 Validity of Degree for Admission

6.2.1 Master's Degree awarded without a first degree is not recognised for purposes of admission to IGNOU's Academic Programmes.

6.2.2 Similarly, degrees acquired from an **'Off Campus' Centre** of Private Universities outside the territorial jurisdiction of the concerned State is also not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the Distance Education Council.

6.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required certificates duly attested by a Gazetted Officer. **The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date mentioned in the admission notification**. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

6.4 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

6.5 Walk in Admission

The University provides opportunity for taking admission in any non-entrance based programmes any point of the year. The admission sought under this scheme shall be governed by the Academic Cycle of the University. This means, if you take admission prior to last date for July Cycle, your admission will be for July Cycle (provided programme is on offer in July Cycle) and if you apply after admission is closed, your admission will be for subsequent cycle. The benefit is that you will get study material much before commencement of an academic cycle. Please consult www.ignou.ac.in for further details.

6.6 Online Admission

Applicants can submit their admission/application forms 'online' round the year. However, as indicated at Para 6.5 above, such online applications shall be processed for January/July session depending upon the date of submission by the student. Payment of programme fee can be made through Credit Card, Debit Card, Cash Challan, Demand Draft and any such other method in designated banks as specified in the online application form.

All other schedules viz. the submission of Examination Form, Assignment(s) and Date(s) for Examination(s) will remain as notified by the University from time to time.

6.7 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

6.8 Re-Registration

Learners are advised to **submit the Re-Registration forms only at the respective Regional Centre and nowhere else**. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

Schedule for Re-Registration

	For July Session	For January Session	Late fee
1.	1st February to 31st March	1st August to 1st October	NIL
2.	1st April to 30th April	3rd October to 31st October	200.00
3.	1st May to 31st May	1st November to 30th November	500.00
4.	1st June to 20th June	1st December to 20th December	1000.00

6.9 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration Period	Re-admission Period
Certificate Programmes	6 Months	6 Months
Diploma Programmes with one year duration	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to completed. For further details, please see the website.(www.ignou.ac.in>student zone)

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

6.10 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission on forged certificate under any category shall lead not only cancellation of admission but also be legally implicated as per Govt. of India rules.

6.11 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority directly.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes.

The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;

b) the urban students below the poverty line may be given a 50% fee concession subject to production of an income certificate.

6.12 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee if any, **through A/c Payee Cheque Only.**

6.13 Waiver of IGNOU Programme fee to Inmates Loged in Prisons

Inmates loged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The **under-trial/short term prisoners** are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for Re-admission, registration fee for Convocation etc.

6.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. **In case a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** For non-receipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

6.15 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.200/-** for a **4 credit course or part thereof**, **Rs.400/- for a 8 credit course for under-graduate courses**. For Master's Degree Programme it is **Rs.400/-** for 2/4 credits and **Rs.800/-** for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of "**IGNOU**" payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the **concerned Regional Centre only** as per schedule.

6.16 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY**, on payment of **Rs.200/- plus** Rs.200/- per 2/4 credit course and Rs.400/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is **Rs.200/- plus** Rs.400/- per 2/4 credit course and Rs.800/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "**IGNOU**" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the **concerned Regional Centre only** as per schedule.

6.17 Change of Programme

Change of programme from B.A. to B.Com./BTS **or** B.Com to B.A./BTS **or** B.Sc. to B.A./B.Com is **permitted only in the first year of study within 30 days from the receipt of first set of course material** on payment of **Rs.400/- plus** Rs.200/- per 2/4 credits course and Rs.400/- per 6/8 credit course by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS, the student will be required to pay the difference of fee in addition to Rs.400/- stated above. No change is permitted from B.A./B.Com to B.Sc.

Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/MARD/M.Com) is **permitted only in the first year of study.** A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre. **Students are not required to return the old course material.**

6.18 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.

6.19 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learner alongwith the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi - 110068. **Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website** www.ignou.ac.in. **Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

6.20 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

6.21 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student**

visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website **www.ignou.ac.in**). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

6.22 Term-end Examination

The learner are instructed to refer to Page No. 14-15, para 1.10 Evaluation System sub-head **'Term-end Examination and Payment of Examination Fee'** before submitting Examination Form for appearing in the **June as well as December** Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/sought re-admission for the same. Otherwise, the result would be withheld in such cases.

6.23 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on the prescribed proforma addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.300/-.

6.24 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the scheduled examination.

6.25 Correction/Change of Name/Surname of Learner

6.25.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish

legal evidence of having changed his/her name/surname while submitting the admission form.

6.25.2 For **Change of Name/Surname**, after confirmation of admission, the learners are required to submit the following documents at the **Regional Centre,** for onward transmission to Registrar,SRD:

(i) Original copy of Notification in a daily newspaper notifying the change of name;

(ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;

(iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;

(iv) Gazette Notification, in original, reflecting the change of name/surname;

(v) Demand Draft of Rs.200/- drawn in favour of IGNOU payable at New Delhi.

6.25.3 Request for correction and/or **change of Name/Surname** will be entertained only **before completion of the programme.**

6.26 KVS Employees

As per agreement with KVS, 100 no of students are entitled to get 50% fee concession in the programmes offered by university during a year. All the KVS employee seeking admission in any programme of the university are requested to forward their application through their respective institutions directly to Kendriya Vidyalaya Sangathan, New Delhi for onward transmission to SRD, HQ, New Delhi. SRD Shall forward these applications to their respective Regional Centres for necessary scrutiny.

6.27 Disputes on Admission & other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

6.28 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.(See Annexure-I,II & III)

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Anu Aneja Chairperson, SOGDS	011-29571614	anuaneja@ignou.ac.in
Dr. Zeba Khan DD, EMPC	011-29573394	zkhan@ignou.ac.in
Ms. Kalyani Menon Sen Feminist Activist		kmenonsen@gmail.com
Prof. Pravin Sinclair Director, NCERT	011-26519154	

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Srilatha Chairperson, SOMS	011-29573009	srilatha@ignou.ac.in
Prof. Malati Mathur SOH	011-29572783	malati_mathur@ignou.ac.in
Ms. Poonam Bhushan SOE	011-29572934	pbhushan@ignou.ac.in
Prof. Dolly Mathew SOSS	011-29572728	umamedury@ignou.ac.in
Ms. Santosh Gogia AR. SOEDS	011-29571666	sgogia@ignou.ac.in
Ms. Rajni A. Jeet AR, IUC	011-29571518	rajinijeet@ignou.ac.in
Mr..Praveen Kumar Sharma SPA, SOPVA	011-29571651	praveenkumarsharma@ignou.ac.in
Ms. Neelam Rawat SO, Admn.	011-29571422	neelamrawat@ignou.ac.in
Ms. Sandhya Chopra RTA, SOSS	9312731589	sandhyachopra@hotmail.com
Ms. Chitra Mudgal Writer, Novelist		
Ms.Kalpana Vishvanathan Jagori NGO	9810341103	

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Asha Khare Chairperson & Dy. Director, EDNERU	011-29534034	ashakhare@ignou.ac.in
Dr. Neeta Kapai Dy.Director, CCETC	011-29572108	nkapai@ignou.ac.in
Ms. Seema Chandok D. Librarian	011-29571909	seemachandhok@ignou.ac.in
Ms. Sharda JAT, Gen.Admn.	011-29571418	
Ms. Mridula Tandon Sakshi NGO		

7. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit   (Tele: 2953 4336)
2. Director, SSC   (Tele: 2953 5714)
3. Director, RSD   (Tele: 2953 2118)
4. Registrar, SED   (Tele: 2953 5828)
5. Registrar, SRD   (Tele: 2953 2741)
6. Registrar, MPDD   (Tele: 2953 4521)
7. Deputy Registrar, F&A   (Tele: 2953 4934)
8. Deputy Registrar (SRD)   (Tele: 2957 1112)

Alternatively complaints may be faxed on 29536588 29532312.

Email : ignouregistrar@ignou.ac.in

Website: http://www.ignou.ac.in

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligibile as per the eligibility criteria. Therefore, the candidates should not be mislead by the false promises of admission made by any private individuals or institution.

LIST OF PROGRAMMES
OFFERED FOR
JANUARY & JULY (BOTH)
SESSIONS

8. LIST OF PROGRAMMES OFFERED IN JANUARY & JULY (BOTH)SESSIONS

The eligibility, duration, programme and medium of instruction for these programmes are given in the following Table.

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration		
				Min.	Max.	
1	2	3	4	5	6	
MASTER'S DEGREE PROGRAMMES						
1.	Master of Computer Applications	MCA	"Any Bachelor's degree of minimum 3(three) year duration from a recoganized University" AND "Mathematicsas as one of the subject at 10+2 level or graduation level; else the student is required to pursue and pass the BCS12 course concurrently with IGNOU MCA	3 Years	6 Years	
2.	Master of Science (Dietetics and Food Services Management)	MSCDFSM	B.Sc(Home Science) specialization in Food and Nutrition, Dietetics and Clinical Nutrition or PG Diploma in Dietetics and Public Health Nutrition or its equivalent **or** Graduate (B.Sc) or equivalent (MBBS,BHS etc) from the following background-Home Science /Food Science and Technology, Science, Health Care, Medical, Pharmaceutical Catering alongwith the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted)	2 Years	5 Years	
3.	Master of Arts (Rural Development)	MARD	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years	
4.	Master of Commerce	MCOM	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years	
5.	Master of Arts (Tourism Management)	MTM	Category 1: BTS,BA (Tourism); B.Sc. Hospitality and Hotel Administration(BHM); Bachelor's in Hotel Management (approved by AICTE) 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 2 : A Bachelor's Degree in any field. (However, all students of Category 2 will have to pass four additional Tourism foundation courses during their period of study.)	2 Years	4 Years	
6.	Master of Arts (English)	MEG	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years	
7.	Master of Arts (Hindi)	MHD	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years	

Programme Fee*	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.9000/- 1st semester + Rs1200/- for BCS12 for non-Maths students. Rs.9000/- per Sem. (2nd Sem. onwards)	English	Sh. Akshay Kumar	mca@ignou.ac.in 011-29572914	SOCIS
Rs.13500/- (I year) Rs.13500/- (II year)	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/011-29572960	SOCE
Rs.4500/-(I year) Rs.4500/-(IIyear)	English & Hindi	Ms.Santosh Tanwer	santosh_tanwer@hotmail.com 011-29536347/011-29572955	SOCE
Rs.5500/-(I year Rs.5500/-(IIyear)	English & Hindi	Prof. Madhu Tyagi	mtyagi@ignou.ac.in 011-29535747	SOMS
Category I Rs.4500/- (I year) Rs.4500/- (II year) Category II Rs.6500/- (I year) Rs.4500/- (II year)	English	Ms.Tangjakhombi Akoijam	mtm@ignou.ac.in 011-29571113	SOTHSSM
Rs.4500/- (I year) Rs.4500/-(IIyear)	English	Dr. Amiya Bhushan Sharma	absharma@gnou.ac.in 011-29572766	SOH
Rs.4500/- (I year) Rs.4500/- (IIyear)	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29534661	SOH

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
8.	Master of Social Work	MSW	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
9.	Master of Arts (Philosophy)	MAPY	Bachelor's Degree or Equivalent	2 Years	5 Years
10.	MA (Gandhi and Peace Studies)	MGPS	Graduate in any discipline	2 years	5 years
11.	Master of Arts (Education)	@MAEDU$	A Bachelor's Degree in any Discipline with or without a Degree in Education from a recognised University	2 Years	5 Years
12.	MA in Participatory Development	MAPD	Bachelor's degree in any discipline	2 Years	5 Years
13.	Master of Arts (Economics)	MEC	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
14.	Master of Arts (History)	MAH	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
15.	Master of Arts (Political Science)	MPS	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
16.	Master of Arts (Public Admn.)	MPA	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
17.	Master of Arts (Sociology)	MSO	Bachelor's Degree or a higher degree from a recognized University	2 Years	5 Years
18.	Master of Arts (Psychology)	MAPC	Graduate in any subject	2 Years	5 Years
19.	Master of Arts (Extension and Development Studies)	MAEDS	Any Graduate	2 Years	5 Years
20.	Master of Arts in Gender & Development Studies	MAGD	Graduation in any discipline	2 Years	5 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.13500/-(I year) Rs.13500/-(II year)	English & Hindi	Dr. Rose Nembiakkim	rosenembiakkim@ignou.ac.in 011-29571695	SOSW
Rs. 4500/- (1st yr) Rs. 4500/- (2nd yr)	English	Prof. Gracious Thomas	gthomas@ignou.ac.in 011-29571692	SOITS
Rs.4500/- (1st yr) Rs.4500/- (2nd yr)	English	Prof. D. Gopal	dgopal@ignou.ac.in 29572704, 29535515	SOSS
Rs.13500/-	English	Prof. N.K.Dash	nkdash123@rediffmail.com 011-29531302	SOE
Rs. 14000/-(I year) Rs. 14000/-(II year)	English	Dr.M.C. Nair	mcnair@ignou.ac.in 011-29534104	CEE
Rs.6000/- (I year) Rs.6000/- (IIyear)	English & Hindi	Dr. Kaustuva Barik	kbarik@ignou.ac.in 011-29572734	SOSS
Rs.4500/-(I year) Rs.4500/-(IIyear)	English & Hindi	Prof. Swaraj Basu	basuswaraj@gmail.com 011-29535737 / 011-29572716	SOSS
Rs.4500/-(I year) Rs.4500/-(IIyear)	English & Hindi	Prof. D.Gopal	dgopal@ignou.ac.in 011-29535515/29572704	SOSS
Rs.4500/-(I year) Rs.4500/-(IIyear)	English & Hindi	Prof. E.Vayunandan Prof. Alka Dhameja	evayunandan@ignou.ac.in 9810333831 alkadhameja@yahoo.com 9811101033	SOSS
Rs.4500/-(I year) Rs.4500/-(II year)	English & Hindi	Prof. Debal K. Singharoy Prof. Tribhuwan Kapur	dksingharoy@ignou.ac.in 29536874/29572953/29534715 tksociology@yahoo.com 011-29532467/011-29572711	SOSS
Rs.6500/-(I year) Rs.6500/-(II year)	English	Prof Vimala Veeraraghwan	psychology@ignou.ac.in 011-29572102/29572773/29572707 011-29572781/29573170/29572757	SOSS
Rs.4500/-(I year) Rs.4500/-(II year)	English	Prof. B. K. Pattanaik Dr. P.V.K. Sasidhar Dr. Nehal. A Farooquee	bkpattanaik@ignou.ac.in 011-29571983 pvksasidhar@ignou.ac.in 011-29571984 nafarooquee@ignou.ac.in 011-29571988	SOEDS
Rs.4500/- (I year) Rs.4500/- (II year)	English & Hindi	Prof.Annu J.Thomas Prof. Savita Singh	athomas@ignou.ac.in 011-29571611 savitasingh@ignou.ac.in 011-29571613	SOGDS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
21.	Master of Arts in Distance Education	MADE	Graduate in any discipline OR Those who have earlier completed DDE/ PGDDE can have lateral entry for second year of M.A (Distance Education) and after completion will claim a M.A. (Distance Education) Degree. OR Those who get admission to M.A (Distance Education) two year programme may decide to complete 05 courses (30 Credits) of the first year, and may get an exit with PGDDE, if so desire.	2 Years	6 Years
22.	Master of Library and Information Science	MLIS	BLIS Degree from any recognized university or its equivalent.	1 Year	4 Years
23.	Master in Anthropology	MAAN	Graduate in any discipline	2 Years	5 Years
BACHELOR'S DEGREE PROGRAMMES					
24.	Bachelor of Arts (Tourism Studies)	BTS	10+2 or its equivalent or BPP from IGNOU	3 Years	6 Years
25.	Bachelor of Computer Applications	BCA	10+2 or its equivalent	3 Years	6 Years
26.	Bachelor of Arts	BA	10+2 or its equivalent or BPP from IGNOU	3 Years	6 Years
27.	Bachelor of Science	BSC	10+2 with Science subject or its equivalent qualification	3 Years	6 Years
28.	Bachelor of Commerce	BCOM	10+2 or its equivalent or BPP from IGNOU	3 Years	6 Years
29.	Bachelor of Social Work	BSW	10+2 or its equivalent or BPP from IGNOU	3 Years	6 Years
30.	Bachelor of Library & Information Science	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science OR iii) Bachelor's Degree with two years of working experience in a Library & Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	1 Year	4 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.4500/-(I year) Rs.4500/-(II year)	English	Prof. P.k.Biswas	pkbiswas@ignou.ac.in 011-29572602	STRIDE
Rs.9000/-	English	Prof. Uma Kanjilal	ukanjilal@ignou.ac.in 011-29532565, 011-29572714	SOSS
Rs.7000/- (I year) Rs.7000/- (II year)	English	Dr. Rashmi Sinha	rashmisinha@ignou.ac.in 09818389771	SOSS
Rs.2500/- (I year) Rs.2500/-(II year) Rs.2500/-(III year)	English & Hindi	Dr.Arvind Kumar Dubey	arvindkrdubey@ignou.ac.in 011-29571756	SOTHSSM
Rs. 5000/- per sem.	English	Dr. P. V. Suresh	bca@ignou.ac.in 011-29572908	SOCIS
Rs.2000/- (I year) Rs.2000/- (II year) Rs.2000/- (III year)	English & Hindi	Dr. Monika Mishra	7monika.mishra@gmail.com 011-29572759	SOSS/SOH
Rs.3500/- (I year) Rs.3500/- (II year) Rs.3500/- (III year)	English & Hindi	Dr. Sanjay Gupta	drsgupta@ignou.ac.in 29572836	SOS
Rs.2000/- (I year) Rs.2000/- (II year) Rs.2000/- (II year)	English & Hindi	Prof.M.S.S.Raju	mssraju@ignou.ac.in 011-29535747/011-29573032	SOMS
Rs.4000/- (I year) Rs.4000/- (II year) Rs.4000/- (III year)	English & Hindi	Ms. N. Ramya	ramya@ignou.ac.in sosw@ignou.ac.in 011-29571693	SOSW
Rs.5000/-	English & Hindi	Prof.Neena Talwar Kanungo Dr.Zuebano Yanthan	neena@ignou.ac.in 011-2957273 zuebano@ignou.ac.in 011-29572723	SOSS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
31.	Bachelor Preparatory Programme	BPP^^	No formal qualification Minimum age 18 years.	6 months	2 years
DIPLOMA PROGRAMMES					
32.	Advanced Diploma in Participatroy Development	ADPD	Bachelor's Degree in any discipline	1 years	4 years
33.	PG Diploma in Participatory Development	PGDPD	Bachelor's Degree in any discipline	1 year	4 years
34.	Post Graduate Diploma in Library Automation and Networking	PGDLAN	Bachelor's Degree in Library and Information Science	1 year	4 years
35.	Post Graduate Diploma in Disaster Management	PGDDM	Graduate in any discipline	1 year	4 years
36.	Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabiliation (online also)	PGDMRR	Bachelor of Arts or equivalent Degree	1 year	4 years
37.	Post Graduate Diploma in Rural Development	PGDRD	Bachelor's Degree	1 year	4 years
38.	Post Graduate Diploma in Translation	PGDT $^+$	Bachelor's Degree	1 year	4 years
39.	Post Graduate Diploma in International Business Operation	PGDIBO	Bachelor's Degree in any discipline or equivalent	1 year	3 years
40.	Post Graduate Diploma in Environment and SustainableDevelopment	PGDESD	Graduate from a recognized university/ institution	1 year	3 years
41.	Post Graduate Diploma in Analytical Chemistry	PGDAC	Science Graduate with Chemistry as one of the subejcts B.Sc. (Biotech) B. Pharma, Chemical Engineering	1 year	3 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.1000/-	English, Hindi, Oriya, Tamil, Bengali, Marathi, Telgue, Malayalam, Gujarati	Dr. Nita Mathur	nitamathur@ignou.ac.in 011-29572720	SOSS
Rs.14000/ (Ist Instalment) Rs.7000/- (IInd Instalment)	English	Dr. M.C. Nair	mcnair@ignou.ac,in 011-29534104 / 011-29572225	CEE
Rs.14000/-	English	Dr. M.C. Nair	mcnair@ignou.ac.in 011-29534104 / 011-29572225	CEE
Rs.15000/-	English	Prof. Jaideep Sharma Dr. Archana Shukla	jaideep@ignou.ac.in 011-29572740 archana@ignou.ac.in, 011-29572771	SOSS
Rs.5000/-	English & Hindi	Prof. Uma Medury Dr. Dolly Mathew	umamedury@gmail.com 011-29572741/9868101096 dolly.mathew9@gmail.com 011-29572728	SOSS
Rs.7000/-	English	Prof. Madhu Bala	mbala@ignou.ac.in 011-29572712, 011-29532230	SOSS
Rs.2000/-	English & Hindi	Prof.Gurchain Singh	gurchainsingh@hotmail.com 011-29536347/011-29572951	SOCE
Rs.3000/-	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29536441/011-29572751	SOTST
Rs.6500/-	English & Hindi	Prof. Nawal Kishor	nkishor@ignou.ac.in 011-29535266	SOMS
Rs.5500/-	English	Prof. Sunita Malhotra Dr. Amrita Nigam	smalhotra@ignou.ac.in, 011-29572823 anigam@ignou.ac.in, 011-29572809	SOS
Rs.8000/-	English	Dr. Lalita S. Kumar Prof. J.A. Farooqi	lalitaskumar@ignou.ac.in 011-29572808 javed_farooqi@rediffmail.com 011-29572822	SOS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
42.	Post Graduate Diploma in Journalism and Mass Communication	PGJMC[b]	Bachelor's Degree with 2 years experience in a media/communication organisation	1 year	4 years
43.	Post Graduate Diploma in Audio Programme Production	PGDAPP	Graduation in any discipline	1 year	4 years
44.	Post Graduate Diploma in Educational Technology	PGDET	Graduation from a recognised University	1 year	3 years
45.	Post Graduate Diploma in School Leadership and Management	PGDSLM	i) Prospective and Inservice Head Teachers/Principal with with Graduate Degree from a recognized university OR ii) Graduate/Post Graduate Teachers	1 year	2 years
46.	Post Graduate Diploma in Educational Management & Administration	PGDEMA	Bachelor's Degree	1 year	4 years
47.	Post Graduate Diploma in Higher Education	PGDHE	Teachers in an Institution of Higher learning or Post Graduate Degree holders in any subject or Professional Degree	1 year	4 years
48.	Post Graduate Diploma in Higher Education Management	PGDHEM	Postgraduation in any discipline	1 year	3 years
49.	Post Graduate Diploma in Social Work Among the Tribals	PGDSWT	Graduation in any discipline from recognized university	1 year	4 years
50.	Post Graduate Diploma in Pharmaceutical Sales Management	PGDPSM	Graduate degree in any discipline with Science in 10+2 **OR** Graduate degree in any discipline without Science in 10+2 but with 2 years of working experience as a medical representative in a pharma industry	1 year	3 years
51.	Post Graduate Diploma in Intellectual Property Rights	PGDIPR	Graduate	1 year	3 years
52.	Post Graduate Diploma in Criminal Justice	PGDCJ	Any Graduate, Graduate in Criminology, Social Work & Functionaries of Criminal Justice Administration	1 year	3 years
53.	Post Graduate Diploma in Enviromental Law	PGDENLW	Graduate in any discipline	1 year	3 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.3500/-	English	Prof. S.Dhuliya	sdhuliya@gmail.com 011-29571603	SOJNMS
Rs.10000/-	English Hindi	Dr. O.P.Dewal	opdewal@ignou.ac.in 011-29572103	SOJNMS
Rs.5500/-	English	Dr. Sutapa Bose	sbose@ignou.ac.in 011-29572942	SOE
Rs.5000/-	English/ Hindi	Prof. M.C.Sharma	mcsharma@ignou.ac.in 011-29531302	SOE
Rs.5500/-	English	Prof. Vibha Joshi Dr. Vandena Singh	vjoshi@ignoc.ac.in 011-29535519 vandana@ignou.ac.in 011-29572939	SOE
Rs.2500/-	English	Ms.Poonam Bhushan	poonambhushan14@gmail.com 011-29572934	SOE
Rs.9000/-	English	Prof. Vibha Joshi Dr. K.S.D. Nair Prof. D.S. Bhattacharjee	vjoshi@ignou.ac.in 011-29535519 rccochin@ignou.ac.in 0484-2340203 dsbhattacharjee@hotmail.com 0361-2343786, 2662834	SOE
Rs.7000/-	English	Dr. Rose Nembiakkim	rosenembiakkim@ignou.ac.in 011-29571695	SOSW
Rs.7000/-	English	Prof. Javed A. Farooqi Dr. Rachna Agarwal	javed_farooqi@rediffmail.com 011-29572822 rachna_agarwal@ignou.ac.in 011-29571647	SOVET
Rs.8500/-	English	Dr. Suneet Kashyap	suneetkashyap@ignou.ac.in 011-29572990	SOL
Rs.9000/-	English	Ms. Mansi Sharma	mansisharma@ignou.ac.in 011-29572992	SOL
Rs.11000/-	English	Ms. Mansi Sharma	mansisharma@ignou.ac.in 011-29572992	SOL

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
54.	Post Graduate Diploma in Extension and Development Studies	PGDEDS	Any Graduate	1 Year	3 Years
55.	Post Graduate Diploma in Folklore and Culture Studies	PGDFCS	Graduate in any discipline	1 year	4 years
56.	Post Graduate Diploma in Gandhi and Peace Studies	PGDGPS	Graduate in any discipline	1 year	3 years
57.	Post Graduate Diploma in Corporate Governance	PGDICG	Graduate with 5 years of relevant work experience	1 year	4 years
58.	Post Graduate Diploma in Pre Primary Education	PGDPPED	Bachelor's Degree or a higher degree from any recognised university	1 Year	4 Years
59.	PG Diploma in Information Security	PGDIS	i) B.Sc.(Computer Science)/ BCA/ B.Tech(Computer Sc.)/ B.Tech(IT) or its equivalent ii)Bachelor Degree in any Discipline or its equivalent from the recognized university/ Institute with CIT/CIC from IGNOU or a Certificate in ComputerScience/ Computer Application from a Govt.recognized institute with a minimum duration of 6 months or studied Computer Course as a part of the curriculum in Bachelor/PG Degree iii)Bachelor Degree in any discipline or its equivalent from the recognized university/institute with 1 year working experience in Computer Application/IT	1 Year	3 Years
60.	Diploma in Youth in Development Work	DCYP	10+2 or its equivalent	1 year	4 years
61.	Diploma in Early Childhood Care and Education	DECE	10+2 or its equivalent	1 year	4 years
62.	Diploma in Nutrition & Health Education	DNHE	10+2 or its equivalent	1 year	4 years
63.	Diploma in Tourism Studies	DTS	BPP from IGNOU or 10+2 or its equivalent	1 year	4 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.4500/-	English	Dr. P.V.K. Sasidhar Dr. Nehal A. Farooquee Prof. B.K. Pattanaik	pvksasidhar@ignou.ac.in 011-29571984 nafarooquee@ignou.ac.in 011-29571988 bkpattanaik@ignou.ac.in 011-29571983	SOEDS
Rs.2200/-	English	Dr. Nandini Sahu	nandinisahu@ignou.ac.in kavinandini@rediffmail.com 011-29535399	SOITS
Rs.3500/-	English	Prof. D. Gopal	dgopal@ignou.ac.in 29572704, 29535515	SOSS
Rs.9000/-	English	Dr. Neeta Kapai Dr. (Ms.) Nayantara Padhi	ccetc@ignou.ac.in 011-29572101 nayantara@ignou.ac.in 011-29572104	CCETC
Rs.8000/-	English	Dr. Sutapa Bose Dr. Vandana Singh	sbose@ignou.ac.in 29572942 vandana@ignou.co.in 011-29572953	SOE
Rs.9000/-(I Sem.) Rs.9000/-(II Sem.)	English	Ms.Urshla Kant	urshlakant@ignou.ac.in 011-29571648	SOVET
Rs.3000/-	English	Dr. M.C.Nair	mcnair@ignou.ac.in 011-29572225/011-29534104	CEE
Rs.2000/-	English, Hindi & Tamil	Prof. Neerja Chadha	neerja_chadha@ignou.ac.in 011-29572959	SOCE
Rs.2000/-	English & Hindi	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960	SOCE
Rs.3500/-	English & Hindi	Dr. Arvind Kumar Dubey	arvindkrdubey@ignou.ac.in 011-29571756	SOTHSSM

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
64.	Diploma in Aquaculture	DAQ	10+2 Pass	1 year	3 years
65.	Diploma in Creative Writing in English	DCE	10+2 or anyone without 10+2 but age should be 20 years and above Minimum 20 years	1 year	4 years
66.	Diploma in Urdu Language	DUL	10th Pass with Urdu as one of the subjects or its equivalent or Certificate in Urdu Language from IGNOU	1 year	3 years
67.	Diploma in HIV and Family Education	DAFE	10+2 or its equivalent or BPP from IGNOU OR Matriculation with higher qualification recognized by Central/State Govt.	1 year	4 years
68.	Diploma in Women's Empowerment & Development	DWED	10+2 or its equivalent OR Non 10+2 with three years working experience as development workers at any level	1 year	4 years
69.	Diploma in Business Process Outsourcing-Finance and Accounting	DBPOFA	10+2 or its equivalent with English as compulsory subject & 50% aggregate OR Bachelors degree and above (with English as compulsory subject at 10+2 level)	1 year	3 years
70.	Diploma in Paralegal Practice	DIPP	10+2 or its equivalent or BPP from IGNOU	1 year	3 years
71.	Diploma in Panchayat Level Administration and Development	DPLAD	10+2 or equivalent	1 Year	4 years
CERTIFICATE PROGRAMMES					
72.	Advanced Certificate in Power Distribution Management	ACPDM	Engineering graduates/Engineering Diploma Holders, or Science/Commerce /Arts Graduates or equivalent with 2 years experience in power utilities or the electricity sector	6 months	2 years
73.	Advance Certificate in information Security	ACISE	10th or its equivalent	6 months	2 Years
74.	Post Graduate Certificate in Extension and Development Studies	PGCEDS	Any Graduate	6 months	2 years
75.	Post-Graduate Certificate in Adult Education	PGCAE	Bachelor's Degree from any recognised University/Institute.	6months	2 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.6500/-	English	Prof. S.S.Hassan	sshasan9@hotmail.com 011-29572810	SOS
Rs.3000/-	English	Prof. Renu Bhardwaj Dr. Neera Singh	renub@ignou.ac.in 011-29532054/011-29572768 neerasingh@yahoo.com	SOH
Rs.1500/-	Urdu	Dr. Gulshan Ara Prof. Rita Rani Paliwal	gulshanara247@gmail.com 9868337542 rrpaliwal@hotmail.com 011-29572751	SOH
Rs.3000/-	English and Hindi	Dr. Rose Nembiakkim	rosenembiakkim@ignou.ac.in 011-29571695	SOSW
Rs.3000/-	English & Hindi	Prof. Annu J. Thomas Prof. Debal K Singha Roy	athomas@ignou.ac.in 011-29571611 dksingharoy@ignou.ac.in 011-29534715	SOGDS
Rs. 11000/- (Ist Instalment) Rs. 5000/- (IInd Instalment)	English	Dr. Geetika.S.Johry	geetikajohry@ignou.ac.in 011-29571646	SOVET
Rs.7000/-	English & Hindi	Mr. Anand Gupta 011-29572983	anandgupta@ignou.ac.in	SOL
Rs.3000/-	English	Prof. M. Aslam	maslam@ignou.ac.in 011-29536347/29572957	SOCE
Rs.4500/-	English	Ms. Rakhi Sharma	ignou.pfc.mop@gmail.com 011-29572923	SOET
Rs.4500/-	English	Ms.Urshla Kant	urshlakant@ignou.ac.in 011-29571648	SOVET
Rs.2500/-	English	Dr. Nihal A. Farooquee Prof. B. K. Pattanaik Dr. P. V. K. Sasidhar	nafarooquee@ignou.ac.in 011-29571988 bkpattanaik@ignou.ac.in 011-29571983 pvksasidhar@ignou.ac.in 011-29571984	SOEDS
Rs.3000/-	English	Dr. M. V. Lakshmi Reddy	lakshmireddymv@gmail.com 011-29572935	SOEDS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
76.	Post Graduate Certificate in Cyber Law	PGCCL	Graduate in any discipline or fourth and fifth year students of five year integrated LLB course who passed three years.	6 months	2 years
77.	Post Graduate Certificate in Patent Practice	PGCPP	Degree in Science/Technology/ Medicine/Law and fourth & fifth year students of five year integrated LLB Course who passed three years. Learners with experience in dealing with patents and Technology transfer will be preferred.	6 months	2 years
78.	PG Certificate in Participatory Development	PGCEPD	Bachelor's Degree in any discipline	6 months	2 years
79.	Post Graduate Certificate in Bangala-Hindi Translation	PGCBHT	Graduation	6 months	2 years
80.	Post Graduate Certificate in Malayalam-Hindi Translation	PGCMHT	Graduation	6 months	2 years
81	Post Graduate Certificate in Agriculture Policy (Offered online also at www.ignouonline. ac.in/soa)	PGCAP	Graduation in any discipline	6 months	2 years
82.	Post Graduate Certificate in Gandhi and Peace Studies	PGCGPS	Graduate in any discipline	6 months	2 years
83.	Certificate in Indigenous Art Practices (offered across the country through the Zonal Cultural Centres, Ministry of Culture GOI)	CIAP	Functionl literate	1 year	3 years
84.	Certificate in Japanese Language (Offered only in Bangalore, Delhi and Imphal)	CJL	10+2 with knowledge of English Minimum 18 years	1 year	2 years
85.	Certificate in Visual Arts-Painting	CVAP	10th pass	1 year	3 years	Rs.13500/-

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.7000/-	English	Dr.Gurmeet Kaur	gurmeetkaur@ignou.ac.in 011-29531115	SOL
Rs.8000/-	English	Dr. Suneet Kashyap	suneetkashyap@ignou.ac.in 011-29572990	SOL
Rs.7000/-	English	Dr. M.C. Nair	mcnair@ignou.ac.in 011-29534104	CEE
Rs.1500/-	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29536441/29572751	SOTST
Rs.1500/-	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29536441/29572751	SOTST
Rs.3000/-	English	Dr. P.K.Jain	pkjain@ignou.ac.in 011-29573091/011-29533167	SOA
Rs.2000/-	English	Prof. D. Gopal	dgopal@ignou.ac.in 011-29572704/29535515	SOSS
Rs.100/-	English/ Hindi As per regional requirement of the zonal cultural	Prof. Debjani Roy	dbjnr8@gmail.com debjaniroy@ignou.ac.in 011-29534184 011-29571114/1115	SOPVA
Rs.5500/-	Bilingual Japanese, (Eng)	Dr.Sushant Kumar Mishra	sushant_mishra@hotmail.com 011-29571640/011-29571635	SOFL
English (4500 x 3) instalments		Mr. Lakshaman Prasad	lakshaman.mau@ignou.ac.in, 011-29571653	SOPVA

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
86.	Certificate in Visual Arts-Applied Art	CVAA	10th pass	1 year	3 years
87.	Certificate in Performing Arts - Theatre Arts	CPATHA	10th pass	1 year	3 years
88.	Certificate in Performing Arts - Hindustani Music	CPAHM	10th pass	1 year	3 years
89.	Certificate in Performing Arts - Karnatak Music	CPAKM	10th pass	1 year	3 years
90.	Certificate in Performing Arts Bharatnatyam	CPABN	10th pass	1 year	3 years
91.	Certificate in French Language (Offered only in Delhi, Lucknow, Agra, Rajkot, Nagpur, Pune Guwahati, Karnal and Shimla)	CFL	10+2 with knowledge of English and Hindi	6 months	2 years
92.	Certificate in Arabic Language	CAL	10+2 or 18 years of age	6 months	2 years
93.	Certificate in Disaster Management	CDM	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
94.	Certificate in Environmental Studies	CES	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
95.	Certificate in NGO Management	CNM	10+ 2 OR Matriculate with at least three years of work experience in NGO sector	6 months	2 years
96.	Certificate in Business Skills	CBS	10+2 or its equivalent	6 months	2 years
97.	Certificate in Teaching English as a Second Language	CTE	Graduates or 3 years of B.EL.ED. OR 2 years PTT, ETT or 10+2 with 2 years teaching experience	6 months	2 years
98.	Certificate in Functional English (Basic Level)	CFE	10+2 or its equivalent	6 months	2 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.13500/- (4500 x 3) instalments	English	Mohd. Tahir Siddiqui	tahir.sid@ignou.ac.in, 011-29571658	SOPVA
Rs.13500/- (4500 x 3) instalments	English	Dr. Govindaraju Bhardwaza	dr.g_bhardwaza@ignou.ac.in, 011-29571654	SOPVA
Rs.13500/- (4500 x 3) instalments	English	Dr. Seema Johari	dr.seemajohari@ignou.ac.in, 011-29571655	SOPVA
Rs.13500/- (4500 x 3) instalments	English	Dr. Mallika Banerjee	mallikabanerjee@ignou.ac.in 011-29571656	SOPVA
Rs.13500/- (4500 x 3) instalments	English	Dr. Mallika Banerjee	mallikabanerjee@ignou.ac.in 011-29571656	SOPVA
Rs.5500/-	French/ Hindi French/ English	Dr. Deepanwita Srivastava	deepan@ignou.ac.in 011-29571636	SOFL
Rs.1500/-	English/ Arabic	Dr. Mohd. Saleem	Saleem@ignou.ac.in 011-29572765	SOFL
Rs2000/-	English & Hindi	Prof. Pardeep Sahni	paradeepsahni@gmail.com 011-29535140/011-29572735	SOSS
Rs2000/-	English & Hindi	Prof. Ravindra Kumar	profravin@yahoo.com 011-29535140/011-29572733	SOSS
Rs.1500/-	English	Dr. Neeti Agarwal	neeti@ignou.ac.in 011-29532073/011-29573020	SOMS
Rs.2500/-	English	Prof. M.. S. S. Raju Dr. Subodh Kesharwani	mssraju@ignou.ac.in 011-29535747 skesharwani@ignou.ac.in 011-29573018	SOMS
Rs.2000/-	English	Prof. Anju S. Gupta	anjusgupta7@gmail.com 011-29572776	SOH
Rs.2500/-	English	Prof. Anju S. Gupta	anjusgupta7@gmail.com 011-29572776	SOH

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
99.	Certificate in Urdu Language	CUL	Any one interested in studying Urdu. Minimum age 18 Years	6 months	2 years
100.	Certificate in HIV and Family Education	CAFE	10+2 or its equivalent or BPP from IGNOU OR Matriculation with higher qualification recognized by Central/State Government	6 months	2 years
101.	Certificate in Social Work and Criminal Justice Work	CSWCJS	Any Graduate	6 months	2 years
102.	Certificate in Health Care Waste Management	CHCWM	Doctors, Nurses, Paramedics, Health Managers and other professional workers with a minimum of 10+2 qualification	6 months	2 years
103.	Certificate in Newborn & Infant Nursing	CNIN	Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) / B.Sc.(N) or above	6 months	2 years
104.	Certificate in Maternal and Child Health Nursing	CMCHN	Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) and above OR Auxiliary Nurse Midwife (ANM) /Female Health Worker (FHW)/Health Supervisor (HS)/ Lady Health Visitor (LHV)/ Public Health Nurse (PHN)	6 months	2 years
105.	Certificate in Diabetes Care for Community Worker	CDCW	10+2 Preferably with Science or its equivalent	6 Months	2 years
106.	Certificate in Home Based Health Care	CHBHC	10th Pass (Matriculation)	6 Months	2 years
107.	Certificate in Community Radio	CCR	10+2 or its equivalent	6 months	2 years
108.	Certificate in Tourism Studies	CTS	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
109.	Certificate in Food & Nutrition	CFN$^{\text{π}}$	No formal qualification Minimum 18 years	6 months	2 years
110.	Certificate in Nutrition and Child Care	CNCC	10+2 or its equivalent or BPP from IGNOU	6 months	2 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.1000/-	Bilingual Hindi/Urdu	Dr. Gulshan Ara Prof. Rita Rani Paliwal	gulshanara247@gmail.com 9868337542 rrpaliwal@hotmail.com 011- 29536441 / 29572751	SOH
Rs.1500/-	English & Hindi	Dr. Rose Nembiakkim	rosenembiakkim@ignou.ac.in 011-29571695	SOSW
Rs.1100/-	English & Hindi	Dr. Sayantani Guin	sayantaniguin@ignou.ac.in 011-29532044	SOSW
Rs.3000/-	English & Hindi	Dr. Ruchika Kuba	ruchika@yahoo.com 011-29572813	SOHS
Rs.5500/-	English	Prof. Pity Koul	pkoul@ignou.ac.in 011-29572807	SOHS
Rs.5500/-	English	Prof. Pity Koul	pkoul@ignou.ac.in 011-29572807	SOHS
Rs.2500/-	English	Ms. Neerja Sood Dr. Vardhini Bhattacharjee	neerjasood@ignou.ac.in 011-29572805 vardhniyerbh@gmail.com	SOHS
Rs.2000/-	English/ Hindi	Prof. Bimla Kapoor	bkapoor@ignou.ac.in 011-29533078/29572801	SOHS
Rs.5500/-	English / Hindi	Dr. O.P.Dewal	opdewal@ignou.ac.in 011-29571603	SOJNMS
Rs.1500/-	English & Hindi	Dr. Arvind Kumar Dubey	arvindkrdubey@ignou.ac.in 011-29571756	SOTHSSM
Rs.1100/-	English, Hindi & other language	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/011-29572960	SOCE
Rs.1500/-	English & Hindi	Prof. Deeksha Kapur Prof. Neerja Chadha	deekshakapur@ignou.ac.in 011-29536347/011-29572960 neerja_chadha@ignou.ac.in 011-29572959	SOCE

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
111.	Certificate in Rural Development	CRD	Bachelor's Degree	6 months	2 years
112.	Certificate in Food Safety	CFS	10+2 or its equivalent	6 months	2 years
113.	Certificate in Sericulture	CIS[++]	10th pass out OR Non-10th pass-out having two years experience in the field of Sericulture. The experience certificate should be from the extension officials of the Dept of Sericulture/Agriculture/Extension/ Recognized NGOs/Industry	6 months	2 years
114.	Certificate in Organic Farming	COF[++]	10+2 or its equivalent or BPP from IGNOU Minimum 18 years	6 months	2 years
115.	Certificate in Water Harvesting and Management	CWHM[++]	i) 10th pass ii) BPP from IGNOU	6 months	2 years
116.	Certificate in Poultry Farming	CPF[++]	8th Pass	6 months	2 years
117.	Certificate in Beekeeping	CIB[++]	8th Pass OR Professional Beekeepers	6 months	2 years
118.	Certificate in Human Rights	CHR	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
119.	Certificate in Consumer Protection	CCP	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
120.	Certificate Programme on co-operation, Cooperative Law and Business Law	CCLBL	i) 10+2 for in-service personnel (with minimum three years service) ii) Any degree for fresher	6 months	2 years
121.	Certificate in Anti Human Trafficking	CAHT	10+2 or its equivalent or BPP from IGNOU	6 months	2 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.1500/-	English & Hindi	Prof. Gurchain Singh	gurchainsingh@hotmail.com 011-29572951	SOCE
Rs.2600/-	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960 / 011-29536347	SOCE
Rs.3500/-	English	Dr. P. Vijayakumar	pvkumar@ignou.ac.in 011-29573092/011-29533167	SOA
Rs.4000/-	English & Hindi	Dr. S. K. Yadav	skyadav30@gmail.com, sky30@mail.com 011-29573088/011-29533167	SOA
Rs.2000/-	English & Hindi	Dr. Sanjeev Pandey Er. Mukesh Kumar	rcdelhi1@ignou.ac.in 23392274/76/77 mkumar@ignou.ac.in 011-29533167,29572971	SOA
Rs.3000/-	English, Hindi, Telugu, Mizo	Dr. P. Vijayakumar	pvkumar@ignou.ac.in 011-29573092	SOA
Rs.1100/-	English Hindi	Dr. S.K.Yadav Dr. Didey Laloo	skyadav30@mail.com 011-29573088/011-29533167 ignou18@sancharnet.in	SOA
Rs.2000/-	English Hindi	Mr. Anand Gupta	anandgupta@ignou.ac.in 011-29572983	SOL
Rs.1500/-	English & Hindi	Prof. K. Elumalai	nicmkel@rediffmail.com 011-29532525/9717249316	SOL
Rs.7000/-	English	Prof. K. Elumalai	nicemkel@ignou.ac.in 011-29532525/29572985	SOL
Rs.1100/-	English	Ms. Mansi Sharma	mansisharmal@ignou.ac.in 011-29572992	SOL

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
122.	Certificate in International Humanitarian Law	CIHL	10+2 or its equivalent or BPP from IGNOU	6 months	2 years
123.	Certificate in Information Technology	CIT	Passed 10th or SSC or BPP from IGNOU or DLC from Microsoft or equivalen	6 months	2 years
124.	Certificate in Guidance	CIG	Teachers of recognised Institutions OR Pass in Matriculation/SSC OR BPP from IGNOU	6 months	2 years
125.	Certificate in Communication Skills for BPO,ITeS and Related Sectors	CCSS	10+2 Pass	6 months	1 year
126.	Certificate in Life Long Learning	CELL	10th pass	6 months	1 year
127.	Certificate Programme in Entrepreneurship	CIE	10+2	6 months	2 years
128.	Certificate in Energy Technology and Management	CETM	10th Pass	6months	2 years
129.	Certificate Programme in Laboratory Techniques	CPLT	10+2 with Science Subjects or equivalent OR Pass in higher secondary with science subject or equivalent and one year of experience of working in a school/ college/university science laboratory OR 10th Pass or equivalent with Science subjects and two years experience of working in a school/college/university science laboratory	6 months	2 years
130.	Certificate in AYUSH Nursing (AYURVEDA)	CAY	In service, Auxiliary Nurse Midwives	6 months	2 years
131.	Certificate in Adolescent Health and Counselling	CAHC	Teachers who are teaching in Primary Middle, Higher Secondary & Secondary School and Graduates	6 months	2 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.2200/-	English	Mr. Anand Gupta	anandgupta@ignou.ac.in 011-29572983	SOL
Rs.4000/-	English	Sh. V.V.Subrahmanyam	cit@ignou.ac.in 011-29572909	SOCIS
Rs.1100/-	English & Hindi	Prof.Vibha Joshi Dr. Eisha Kannadi	joshivibha2009@gmail.com joshi_vibha@yahoo.com 011-29535519	SOE
Rs.9000/-	English	Dr. M.C.Nair	mcnair@ignou.ac.in 011-29534104/ 011-29572225	CEE
Rs.2500/-	English	Dr. M. C. Nair	mcnair@ignou.ac.in 011-29534104/ 011-29572225	CEE
Rs.1100/-	English	Dr. K. Paneersekvan	rcchennai@ignou.ac.in 044-22542499	RC Chennai
Rs.2500/-	English	Prof. Ajit Kumar	ajit@ignou.ac.in 011-29532863	SOET
Rs.3500/-	English & Hindi	Dr. Kamalika Banerjee	kamalika@ignou.ac.in 011-29572841	SOS
Rs.2000/-	English	Prof. Bimla Kapoor Ms. Neerja Sood	bkapoor@ignou.ac.in 011-29572815 neerjasood@ignou.ac.in 011-29572805	SOHS
Rs.2000/-	English	Prof. Bimla kapoor Mrs. Laxmi	bkapoor@ignou.ac.in 011-29572815/ laxmi@ignou.ac.in 29572846	SOHS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
132.	Certificate in Telecentre/ Village Knowledge Centre Management	CTVM	10+2 or Operators/Managers of telecentres run by organisations across the nation.	6 Months	2 Years
133.	Certificate Programme in Value Education	CPVE	10+2 or its equivalent	6 months	2 years
134.	Certificate in Communi- cation and IT Skills	CCITSK	10+2 pass with English as one of the subject	6 Months	2 Years
135.	Appreciation Course on Environment	ACE	Graduation from a Recognized University or equivalent qualification	3 months	-

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.4500/-	Hindi/English Tamil, Malyalam	Dr. M.C.Nair	mcnair@ignoua.ac.in 011-29572225/29534104	CEE
Rs.1500/-	English	Dr. Silima Nanda	snanda@ignou.ac.in 011-29585258/ 011-29572608	SOEDS
Rs.4500/-	English	Dr. Geetika Johry	geetikajohry@ignou.ac.in 011- 29571646	SOVET
Rs.1000/-	English & Hindi	Dr. Jaswant Sokhi	ace@ignou.ac.in 011-29572850	SOS

LIST OF PROGRAMMES

OFFERED ONLY IN

JANUARY SESSION

9. LIST OF PROGRAMMES OFFERED ONLY IN JANUARY SESSION

The eligibility, duration, programme and medium of instruction for these programmes are given in the following

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
MASTER DEGREE PROGRAMMES					
1.	M.Sc.(Mathematics with Applications in Computer Sciences)	MSCMACS@	1. Graduates with a Major, or Honours in Mathematics with at least 50% marks in aggregate. **If the seats at a centre remain vacant then** 2. Graduate with a BA/B.Sc. degree with Mathematics as one of the three main subjects with equal weightage, having atleast 50% in aggregate and 55% in aggregate in the Mathematics courses will be considered for admission.	2 years	4 years
DIPLOMA PROGRAMMES					
2.	Post Graduate Diploma in Hospital & Health Management	PGDHHM@	A) Medical/Dental graduates from a Medical/Dental Institute of India or other countries recognized by Medical Council of India(MCI) or Dental Council B) Graduates in Indian System of Medicine. Homeopathy, Nursing and Pharmacy recognized by the respective councils with three years of hospital experience. (C) Candidates holding MBA degree or PG Dip. in Financial, Material or Personnel Management with five years hospital experience	I year	3 years
3.	Post Graduate Diploma in Geriatric Medicine	PGDGM@	MBBS	1 year	3 years
4.	Diploma in Nursing Administration	DNA@	General Nursing and Midwifery (GNM), with two years of experience in the profession. (For male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery). OR B.Sc.(Nursing) with no experience	1 year	3 years
5.	Diploma in Critical Care Nursing	DCCN	Registered Nurse (RN) and (RNRM) at all levels (GNM/BScN/ or above)	1 Year	3 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.5500/- Per Semester	English	Prof. Poornima Mital Dr. S. Venkataraman	pmital@ignou.ac.in 011-29534251 svenkat@ignou.ac.in 011-29572812	SOS
Rs.21000/-	English	Prof. S.B. Arora	sbarora@ignou.ac.in 011-29532965/29572811	SOHS
Rs.21000/-	English	Rs. Ruchika Kuba	rkuba@ignou.ac.in 011-28572813	SOHS
Rs.9000/-	English	Prof. Bimla Kapoor Ms. Laxmi	bkappor@ignou.ac.in 29572815/29533078 011-29572846	SOHS
Rs.5000/-	English	Prof. Pity Koul	pkoul@ignou.ac.in 011-29532231 / 011-29572807	SOHS

LIST OF PROGRAMMES

OFFERED ONLY IN

JULY SESSION

10. LIST OF PROGRAMMES OFFERED ONLY IN JULY SESSION

The eligibility, duration, programme and medium of instruction for these programmes are given in the following Table.

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
MASTER'S DEGREE PROGRAMMES					
1.	Master of Science in Counselling and Family Therapy	MSCCFT	Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development and Family Relationships, Home Science, Psychology, Social Work, Medicine or other allied disciplines. *"Allied disciplines"* include Anthropology, Sociology, Education, Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University. Or Bachelor's degree with a higher degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counselling from a recognized University.	2 Years	5 Years
2.	Master of Arts in Adult Education	MAAE	Bachelor's Degree from any recognised University/Institute.	2 Years	5 Year
3.	Master of Arts in Women's & Gender Studies	MAWGS	Bachelor's degree in any discipline	2 Years	5 Year
BACHELOR'S DEGREE PROGRAMMES					
4.	B.Sc. (Hons.) in Optometry and Ophthalmic Techniques	BSCHOT	10+2 or its equivalent with science subjects (English, Physics, Chemistry, Biology with minimum 45% marks. Minimum 17 Years	4 Years	6 Years
5.	BBA in Retailing with the Modular Apporach	BBARL	Category A -DIRECT ENTRY a) + 2/equivalent based on merit of physically fit candidates. b) University provides reservation of seats as per Government of India rules. c) There will be a Personal Interview at the Regional Centre prior to selection of the candidate. The Regional Director of the Regional Centre in consultation with the Programme Coordinator will conduct the personal interview. d) Candidates will be selected based on the personal interview during which a candidate will be judged on the following:- Appearance, Ability to communicate, Attitude, Mental Alertness, and General Knowledge. Each of these shall carry maximum of 10 marks allotted for personal Interview. Candidate is required to secure 25 out of 50 marks to qualify. Minimum age 18-24 years.	3 Years	6 Years

Programme Fee*	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.14000/- 1st year Rs.14000/- 2nd year	English	Prof. Neerja Chadha Dr. Amiteshwar Ratra	neerja_chadha@ignou.ac.in 011-29572959 amiteshwar@ignou.ac.in	SOCE
Rs.6000/- (I year) Rs.6000/- (II year)	English	Dr. M. V. Lakshmi Reddy	lakshmireddymv@gmail.com; 29572935/29535519	SOEDS
Rs.3000/-(I Sem) Rs.3000/-(II Sem) Rs.3000/-(III Sem) Rs.3000/-(IV Sem)	English	Prof. Anu Aneja Dr. Nilima Srivastava	anuaneja@ignou.ac.in 011-29571614 nilimasrivastav@ignou.ac.in 011-29571612	SOGDS
Rs.27000/-(I year) Rs.27000/-(II year) Rs.27000/-(III year) Rs.27000/-(IV year)	English	Prof. S.B. Arora	sbarora@ignou.ac.in 29532965/29572811	SOHS
Rs.9000/-(I year) Rs.9000/-(II year) Rs.9000/-(III year)	English	Prof. Naval Kishore Prof. N.V. Narasimham Dr. Madhulika Lal Dr. Rashmi Bansal Dr. V. Venugopal Reddy	nkishor@ignou.ac.in 011-29535266 nvnarasimham@ignou.ac.in 29535266 madhulikalal@gmail.com 011-29573006 011-29532073 rashmiibansal@ignou.ac.in 29573023, 29532073 researchunit@ignou.ac.in 011-29534326, 011-29571525	SOMS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
DIPLOMA PROGRAMMES					
6.	Post Graduate Diploma in Food Safety & Quality Management	PGDFSQM	i) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's Academic Programmes. ii) Graduation/Post Graduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects. iii) Degree/ Post Graduation Degree in allied sciences like Agriculture/ Food Science/ Food Technology/ Post Harvest Technology/Engineering/ Home Science/ Life Science/ Microbiology/ Biochemistry/Biotechnology/ Horticulture/Dairy Technology/ Veterinary/ Fisheries/Hotel Management and Catering/Hospitality Management etc. iv) Science graduate in discipline like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control. These students should have minimum I year experience in quality control activities. v) Arts/Commerce graduate with diploma in food science/hotel management disciplines viz. fruits and Vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc.with minimum 5 years experience in Food Processing/Food Quality Control/Hotel Management(food preparation/food catering) and out of which 2 years experience should be in quality control activities. This shall provide vertical mobility to diploma holders. vi) BA/B.Com Graduates with minimum 7 years experience in Food Processing/ Food Quality Control/Hotel Management (food preparation/ foodcatering) or holding senior position in Govt./ Semi Govt.Units involved in Food Quality Control.	1 year	4 years
7.	Post Graduate Diploma in Plantation Management	PGDPM	Graduation in any discipline	1 year	4 years
8.	Post Graduate Diploma in Book Publishing	PGDBP	Bachelor Degree + knowledge of English & knowledge of Word Processing	1 year	4 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs. 12000/-	English	Prof. M. K. Salooja	mksalooja@ignou.ac.in 011-29572976/29533167	SOA
Rs.5500/-	English	Dr. P.K. Jain Ms. Sindhu P. Nair	pkjain@ignou.ac.in 011-29573091 sindhunair@ignou.ac.in 0484-2340203	SOA
Rs.7500/-	English	Prof. Sunaina Kumar	sunainak@ignou.ac.in 011-29533657/011-29572785	SOH

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
9.	Post Graduate Diploma in District Health Management	PGDDHM	Graduate with minimum 2 years experience in public health or Medical Doctors, District Health Programme Managers (Health Related)	1 year	3 years
10.	Post Graduate Diploma in Maternal and Child Health	@PGDMCH◊	MBBS	1 year	3 years
11.	Post Graduate Diploma in Adult Education	PGDAE	Any Graduate	1 Year	4 years
12.	Post Graduate Diploma in Counselling and Family Therapy	PGDCFT	Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development and Family Relationships, Home Science, Psychology, Social Work, Medicine or other allied disciplines. *"Allied disciplines"* include Anthropology, Sociology, Education. Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University OR Bachelor's degree with a higher Degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counselling from a recognized University	1 year	4 years
13.	Post Graduate Professional Diploma in Special Education in Mental Retardation	PGPDSEMR@	B.Ed.	1 years	3 years
14.	Post Graduate Professional Diploma in Special Education in Hearing Impairment	PGPDSEHI@	B.Ed.	1 years	3 years
15.	Post Graduate Professional Diploma in Special Education in Visual Impairment	PGPDSEVI@	B.Ed.	1 years	3 years
16.	Post Graduate Diploma in Women's and Gender Studies	PGDWGS	Graduation in any discipline	1 Year	3 years
17	Post Graduate Diploma in HIV Medicine	PGDHIVM	MBBS Doctors (MCI Recognised)	1 Year	3 Years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs.11000/-	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29532965/29572811	SOHS
Rs.23000/-	English	Prof. T.K. Jena	tkjena@ignou.ac.in 011-29572849/29532231	SOHS
Rs.6000/-	English	Dr. M.V. Lakshmi Reddy	lakshmireddymv@gmail.com 29572935/29535519 lakshmireddy_m_v@hotmail.com	SOEDS
Rs.14000/-	English	Prof. Neerja Chadha Dr. Amiteshwar Ratra	neerja_chadha@ignou.ac.in 011-29572959 amiteshwar@ignou.ac.in	SOCE
Rs.9000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.9000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.9000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.3000/- (I Sem.) Rs.3000/- (II Sem)	English	Prof. Anu Aneja Dr. Himadri Roy	anuaneja@ignou.ac.in 011-29571614 himadriroy@ignou.ac.in 011-29571615	SOGDS
Rs.50,000/-	English	Prof.T.K.Jena Dr. Biplab Jamatia	hivmedicine@ignou.ac.in 011-29572802	SOHS

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
18.	Diploma in Value Added Products from Fruits & Vegetables	^^DVAPFV++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii)10th pass may enroll simultaneously for the BPP and Diploma Programme	1 Year	4 years
19.	Diploma in Dairy Technology	^^DDT++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
20.	Diploma in Meat Technology	^^DMT++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
21.	Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds	^^DPVCPO++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
22.	Diploma in Fish Products Technology	^^DFPT++	i) 10+2/Senior Secondarypass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme.	1 year	4 years
23.	Diploma in Watershed Management	^^DWM++	i) 10+2 pass ii) BPP from IGNOU iii) 10th pass may enroll simultaneously for the BPP and the Diploma Programme	1 year	4 years
CERTIFICATE PROGRAMMES					
24.	Post Graduate Professional Certificate in Special Education in Mental Retardation	PGPCSEMR®	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years
25.	Post Graduate Professional Certificate in Special Education in Hearing Impairment	PGPCSEHI®	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years
26.	Post Graduate Professional Certificate in Special Education in Visual Impairment	PGPCSEVI®	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years
27.	Post Doctoral Certificate in Dialysis Medicine	PDCDMᵞ	MD/DMB in Medicine Pediatricts	1 Year	3 Years
28.	Certificate in Teaching of Primary School Mathematics	CTPM	Adult with 10th pass	6 months	2 years

Programme Fee	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
i)Rs.12000/- ii)Rs.12000/- iii)Rs.13000/-	English & Hindi	Prof. M.K. Salooja	mksalooja@ignou.ac.in 011-29572976/29533167	SOA
i) Rs.12000/- ii)Rs.12000/- iii)Rs.13000/-	English & Hindi	Prof. M.K. Salooja	mksalooja@ignou.ac.in 011-29572976/29533167	SOA
i)Rs.12000/- ii)Rs.12000/- iii)Rs.13000/-	English & Hindi	Dr. Mita Sinhamahapatra	mitasmp@yahoo.co.in 011-29572973	SOA
i) Rs.11000/- ii)Rs.11000/- iii)Rs.12000/-	English & Hindi	Dr. Mukesh Kumar	mkumar@ignou.ac.in 011- 29572971	SOA
i)Rs.9000/- ii)Rs.9000/- iii)Rs.10000/-	English	Dr. P. Vijayakumar	pvkumar@ignou.ac.in 011-29573092	SOA
i) Rs.10000/- ii)Rs.10000/- iii)Rs.11000/-	English & Hindi	Dr Mukesh Kumar	mkumar@ignou.ac.in 011-29572971	SOA
Rs.6000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.6000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.6000/-	English	Dr. Hemlata	hemlata@ignou.ac,in 011-29573077/29573081	NCDS
Rs.50,000/-	English	Dr.T.K.Jena	tkjena@ignou.ac.in 011-29572849/011-29532231	SOHS
Rs.1500/-	English & Hindi	Prof. Parvin Sinclair Prof. Sujatha Varma	ctpm@ignou.ac.in 011-29535091/011-29571806	SOS

LIST OF PROGRAMMES

OFFERED THROUGH

ONLINE MODE

11. LIST OF PROGRAMMES OFFERED IN ONLINE MODE

The eligibility, duration, programme and medium of instruction for these programmes are given in the following Table.

Srl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
(PROGRAMMES OFFERED IN JANUARY & JULY (BOTH) SESSION)					
DIPLOMA PROGRAMMES					
1.	Post Graduate Diploma in Pediatric Nutrition	PGDPDN	i) B.Sc (Home-Science) Degree with specialization in Foods and Nutrition, Clinical and Therapeutic Nutrition ii) PG Diploma in Dietetics & Public Health/Nutrition iii) Master of Science(M.Sc.Degree) in Nutrition OR Dietetics OR Public Health. iv) B.Pharma Degree OR B.Sc.Nursing v) M.B.B.S. vi) AYUSH (Unani, Ayurveda, Homeopathy, Sidha) Degree vii) B.Sc. Degree in Home Science, Food Science, Life Science, (Botany, Zoology), Microbiology, Biochemistry, and Physiotherapy with Diploma in Nutrition and Health Education(DNHE) degree from IGNOU	1 Year	4 Years
2.	Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabiliation	PGDMRR	Bachelor of Arts or equivalent Degree	1 year	4 years
3.	Post Graduate Diploma in Enviromental Law	PGDENLWOL	Graduate in any discipline	1 year	3 years
CERTIFICATE PROGRAMMES					
4.	Post Graduate Certificate in Pediatric Nutrition	PGCPDN	i) B.Sc (Home-Science) Degree with specialization in Foods and Nutrition, Clinical and Therapeutic Nutrition ii) PG Diploma in Dietetics & Public Health/Nutrition iii) Master of Science(M.Sc.Degree) in Nutrition OR Dietetics OR Public Health. iv) B.Pharma Degree OR B.Sc.Nursing v) M.B.B.S. vi) AYUSH (Unani, Ayurveda, Homeopathy, Sidha) Degree vii) B.Sc. Degree in Home Science, Food Science, Life Science, (Botany, Zoology), Microbiology, Biochemistry, and Physiotherapy with Diploma in Nutrition and Health Education(DNHE) degree from IGNOU	1 Year	4 Years

Programme Fee*	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
R.11,000/-	English	Prof.Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960, 011-29536347	SOCE
Rs.7,000/-	English	Prof. Madhu Bala	mbala@ignou.ac.in 011-29572712/ 011-29532230	SOSS
Rs.11,000/-	English	Ms. Mansi Sharma	mansisharma@ignou.ac.in 011-29572992	SOL
R.5,500/-	English	Prof.Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960, 011-29536347	SOCE

Sl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
5.	Post Graduate Certificate in Cyber Law	PGCCL_OL	Graduate in any discipline or fourth and fifth year students of five year integrated LLB course who passed three years	6 months	2 years
6.	Post Graduate Certificate in Agriculture Policy	PGCAP	Graduate in any discipline	6 months	2 years
7.	Post Graduate Certificate in Climate Change and Sustainable Development (Online)	PGCCSD	The eligibility for the Programme is a Graduation degree in any subject. Post-graduate students, researches, scientists, stake holders, policy makers, administrators and other professionals with requisite educational qualifications will be given preference.	6 months	2 years
8.	Certificate in Food Safety	CFS	10+2 or its equivalent	6 months	2 years
NON-CREDIT PROGRAMMES					
9.	Appreciation programme on "Sustainable Management of Ganga" A Scientific approach	APSMG	The eligibility for the Programme is a Graduation degree in any subject. Post-graduate students, researches, scientists, engineers, medical doctors, stake holders, policy makers, administrators and other professionals with requisite educational qualifications will be given preference.	1-1/2 months	8 months
10.	Appreciation programme on Sustainability Science	APSS	Graduate in any discipline or its equivalent. preference will be given to the postgraduate scholar, scientists and Policy makers working in the area of agriculture, rural development, environmental science and sustainable development.	1 month	6 months
11.	Appreciation Programme on "Sustainable Management of Wetlands" (Online)	APSMW	The programme is open to the candidates who are Graduate in any discipline or its equivalent from any recognized University. The preference wil be given to the post graduate students and policy makers working in the area of environmental science, agriculture, urban and rural development and sustainable development.	1 month	6 months

Programme Fee* Instruction	Medium of Programme Co-ordinator	Names of the e-mail address	Telephone No. / School	Name of the
7	8	9	10	11
Rs. 7,000/-	English	Ms. Gurmeet Kaur	gurmeetkaur@ignou.ac.in 011-29531115	SOL
Rs. 3,000/-	English	Dr. P.K. Jain	pkjain@ignou.ac.in 011-29573091/011-29533167	SOA
Rs. 2,500/-	English	Dr. V. Venkat Ramanan	vvramanan@ignou.ac.in apsmg@ignou.ac.in 29532374/29571121	CSD/SOA
Rs. 2,600/-	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960 / 011-29536347	SOCE
Rs.1,000/-	English	Dr. V. Venkat Ramanan	apsmg@ignou.ac.in 29532374/29571121	CSD/SOA
Rs. 600/-	English	Dr. Y. S. C. Khuman	apss@ignou.ac.in 29532374/29571122	CSD/SOA
Rs. 600/-	English	Dr. Sushmitha Baskar	apsmw@ignou.ac.in 29532374/29571122	CSD/SOA

Sl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
12.	Appreciation Programme on Sustainable Management of Biodiversity (Online)	APSMBIO	The eligibility for joining this course would be a Graduation degree in any subject. The post graduate students, researchers, scientists, engineers, medical doctors, stake holders, policy makers, administrators and other professionals with requisite educational qualification wil be given preference.	1 month	6 months
13.	Leadership programme on "Nutrition Security and Sustainable Development" (Online)	LPNSSD	The programme is open to candidates who are graduates or equivalent in any discipline from any recognized University. There is a special focus on candidates working in the health and nutrition scetor , including policy makers and programme implements, civil society and public health nutrition professionals.	1 month	6 months
14.	Leadership Programme on Himalayan Ecosystems (Online)	LPHECO	The programme is open to the candidates who are Graduate in any discipline or its equivalent from any recognized University. The preference will be given to the post graduate students, researchers, scientists and policy makers working in the areas of environmental science, agriculture, urban and rural development and sustainable development.	1 1month	6 months

(PROGRAMME OFFERED IN JANUARY SESSION ONLY)

DIPLOMA PROGRAMME

15.	Post Graduate Diploma in E-Learning	PGDEL	Graduation in any discipline	1 Year	2 Years

(PROGRAMME OFFERED IN JULY SESSION ONLY)

DIPLOMA PROGRAMME

16.	Post Graduate Diploma in Food Scinece and Technology	PGDFT	● Graduates in Agriculture/Food Technology/ Dairy Technology/ Horticulture/ Home Science/ Agriculture Engineering ● Science graduates with Chemistry/ Life Science/ Biotechnology/ Microbiology	1 Year	4 Years

	Programme Fee*	Medium of Instruction Co-ordinator	Names of the Programme	Telephone No. / e-mail address	Name of the School
	7	8	9	10	11
	Rs. 600/-	English	Dr. Shachi Shah	apsmb@ignou.ac.in 29532374/29571103	CSD/SOA
	Rs. 600/-	English	Dr. Boyina Rupini	lpnssd@ignou.ac.in 29532374/29571121	CSD/SOA
	Rs. 600/-	English	Dr. Y.S.C Khuman	lpheco@ignou.ac.in 29532374/29571122	CSD/SOA
	Rs.17000/-	English	Prof. Santosh Panda Ms.G.Mythili	spanda@ignou.ac.in 011-29572615 gmythili@ignou.ac.in 011-29572604	STRIDE
	Rs.14,000/-	English	Dr.M.K.Saluja Dr. M.Sinhamahapatra	mksalooja@ignoulaclin 011-29572976, 011-29572973	SOA

Sl. No.	Name of the Programme	Programme Code	Eligibility***	Duration	
				Min.	Max.
1	2	3	4	5	6
17.	Post Graduate Diploma in "Sustainability Science"	PGDSS	All Graduate from social and natural science streams. or Policy makers, administrators, scientists and educators as well as general public interested in paradigm shift from the present unsustainable to sustainable development.	1 year	4 years
18.	Post Graduate Diploma in Food Safety & Quality Management	PGDFSQM	i) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's Academic Programmes. ii) Graduation/Post Graduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects. iii) Degree/ Post Graduation Degree in allied sciences like Agriculture/ Food Science/ Food Technology/ Post Harvest Technology/Engineering/ Home Science/ Life Science/ Microbiology/ Biochemistry/Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/Fisheries/ Hotel Management and Catering/ Hospitality Management etc. iv) Science graduate in discipline like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control.These students should have minimum I year experience in quality control activities. v) Arts/Commerce graduate with diploma in food science/hotel management disciplines viz. fruits and Vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc.with minimum 5 years experience in Food Processing/Food Quality Control/Hotel Management(food preparation/food catering) and out of which 2 years experience should be in quality control activities. This shall provide vertical mobility to diploma holders. vi) BA/B.Com Graduates with minimum 7 years experience in Food Processing/ Food Quality Control/Hotel Management (food preparation/ foodcatering) or holding senior position in Govt./ Semi Govt.Units involved in Food Quality Control.	1 year	4 years

Programme Fee*	Medium of Instruction	Names of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
7	8	9	10	11
Rs. 7,000/-	English		Dr. Y. S. C Khuman pgdss@ignou.ac.in 29532374/29571122	CSD/SOA
Rs. 12,000/-	English	Prof. M. K. Salooja	mksalooja@ignou.ac.in 011-29572976/29533167	SOA

Explanation:

$ Candidates seeking admission to the MAEDU programme are advised not to pay the programme fee along with the filled in application form. They will get a separate communication about their admission and payment of fee from the concerned Regional Centre. They are required to pay only the Registration fee of Rs.200/ alongwith the filled in application form. The admission to MAEDU programme will be made on the basis of a merit list of candidates to be prepared by the concerned RC.

β Professional means a person holding a degree in Engineering, Law, Medicine, and nursing etc. For PGJMC experience may be as Scriptwriter, Reporter, Editor, Photographer, Technical Assistant, PRO etc.

φ For PGDMCH, the experience does not necessarily mean work experience in Government service. It will be counted as period between the date of completion of internship and June 30 irrespective of place of work. PGDMCH is being offered through Programme Study Centre (Medical Colleges) and Skill Development Centres (District Hospitals) which would be allocated by the Regional Centre after finalisation of the admission.

@ **The Candidates of (MSCMACS) should select the programme centre** from the list as given on page no. 63-64 under 3.1.1. The candidates of PGDMCH, PGDHHM, PGDGM, DNA , MSCMACS, MAEDU, PGPDSEMR, PGPDSEVI, PGPDSEHI, PGPCSEMR, PGPCSEVI, PGPCSEHI should deposit only the Registration Fee of Rs. 200/- with the application form. Their selection will be determined by way of a merit list and they will be duly informed. Only selected candidates will be required to pay the Programme Fee within a stipulated date. PGDMCH & PGDGM students also to fill the Form-B, PGDHHM students to fill the Form-C.

+ PGDT is a Programme of Translation from English-to-Hindi and vice-versa. It is advisable for students seeking admission in it to have proficiency in both languages.

π CFN programme is also offered in Assamese, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil and Oriya.

*** The student should complete 18 years of age for January session by 1st April and for July session by 1st October in the year of admission.

++ All the candidates from rural areas shall be entitled for 50% fee concession seeking admission for the programmes mentioned from Sl.No.113 to 117 at Page No.122 and 18 to 23 at Page No.140 subject to production of domicile certificate; and

The urban students below the poverty line may also be given 50% fee concession subject to production of income certificate.

^^ BPP is a **Bridge Course** of six months' duration for those who do not have 10+2, but attained the age of 18 years as on 1st April and 1st October for January and July Session respectively, and seeking admission to IGNOU's first degree B.A./B.Com etc. **under non-formal stream**.

γ Relevant PG medical qualifications will be considered in case less number of applications are received fulfilling the mentioned criteria.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the university has recently established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

WHOM TO CONTACT FOR WHAT

No.	Subject	Contact
1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4.	Schedule/Infomation regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
5.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 npsingh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
6.	Non-reflection of Assignment Grades/Marks	Deputy. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in Ph. : 011-29571312, 011-29571319, 011-29571325
7.	Status of Project Reports of all programmes	Asstt(Projects), SED,IGNOU Maidan Garhi, New Delhi-68 Ph.: 011-29532294 Ext. 1313/1320/1321 Email : projectssed@ignou.ac.in
8.	Original Degree/Diploma/Verfication of Degree/Diploma	Assistant Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213 email: convocation@ignou.ac.in
9.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068
10.	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
11.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
12.	Academic Content	Director of the School concerned
13.	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
14.	Submission of Project Reports Except BCA & MCA	Asstt.Registrar(Projects), SED, Block-12, Telephone Nos.: 29535924-32 Extn. : 2216
15.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.inTel.Nos.:29535714,29533869Fax: 29533129 Dy.Director, City Centre, YMCA,Tourist Hostel, 1 Jai Singh Road, New Delhi 011-23344914, 011-23344915

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002
_____

No.F.1-8/92(CPP)   February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.
_____

Sub: Recognition of Degrees/Diplomas awarded by
     Indira Gandhi National Open University, New Delhi.

Sir,

     I am directed to say that Indira Gandhi National
Open University, New Delhi has been established by
Sub-Section (2) of Section (1) of the IGNOU Act, 1985
(50 of 1985) vide notification No.F.13-12/85-Desk(U)
dated 19.9.1985 issued by the Government of India,
Ministry of Human Resource Development (Department of
Education), New Delhi and is competent to award its
own degrees/Diplomas.

     The Certificates, diplomas and degrees awarded by
Indira Gandhi National Open University are to be
treated equivalent to the corresponding awards of the
Universities in the country.

                                   Yours faithfully,

                                   (Gurcharan Singh)
                                   Under Secretary

R.P. Gangurde
Additional Secretary
Tel.No.3319659

D.O.No.F.1-25/93(CPP-II)   July, 1993

Dear Vice Chancellor,   2 8 JUL 1993

     As you are aware, the Open Universities have been
established in the country by an Act of Parliament or State
Legislature in accordance with the provisions contained in
Section 2(f) of University Grants Commission Act, 1956.
These universities are, therefore, empowered to award degrees
in terms of Section 22 (1) of the UGC Act, 1956.

     It has been brought to the notice of the Commission that
the students who have   done their M.A. from open
universities are debarred by universities from registration
for Ph.D. studies. This is most unfair in view of the
importance attached to the Open University and distance
learning in National Policy on Education, 1986. The Programme
of Action-92 also aims at promoting the mobility of students
among open universities and among the traditional
universities. This can be made possible only when there is a
workable understanding between open universities and
traditional universities for recognition of each other's
degrees on reciprocal basis. A Memorandum of Understanding
has already been signed between University of Pondicherry and
Indira Gandhi National Open University which provides for
recognition of each other's degrees and diplomas as well as
transfer of credits for courses successfully completed by
students between the two universities. The other universities
may also make similar arrangements so that the mobility of
students from Open University stream to traditional
universities is ensured without any difficulty.

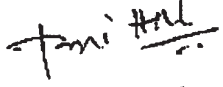   I hope that your university will make necessary efforts
in this direction and let the Commission know the progress.

     With regards,

                                        Yours sincerely,

                                        (R.P. Gangurde)

विश्वविद्यालय अनुदान आयोग
महादुरशाह जफर मार्ग
नई दिल्ली-' 10 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

ज्ञान-विज्ञान विमुक्तये

F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

The Registrar
Indira Gandhi National Open University
• Maidan Garhi
New Delhi - 110 068

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February,1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

Contd......./-

May, I therefore request you to treat the Degrees /Diploma /Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,

(Dr.[Mrs.]Pankaj Mittal)
Joint Secretary

Encl : As above

Copy to: -

1. The Secretary. Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan,Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan.
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

(V.K. Jaiswal)
Under Secretary

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
3310059, 3312429

Gram : ASINGU
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA)
Joint Secretary

अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)
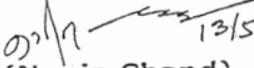
F. No. AICTE/Academic/MOU-DEC/2005
May 13, 2005

To

The Secretaries/Directors,
Technical Education,
All State Governments/Union Territories.

Subject: **Recognition of MBA, MCA programmes awarded by Indira Gandhi National Open University, (IGNOU) New Delhi.**

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk(U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Yours faithfully,

13/5
(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

INDIRA GANDHI NATIONALOPEN UNIVERSITY
REGIONAL SERVICES DIVISON
NAMES & ADDRESSES OF IGNOU REGIONALCENTRES

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1.	**AGARTALA** RC CODE : 26 NO OF LSC:48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	MS. NAMRATA HAGJER, ARD (SEL. GRADE)	**STATE OF TRIPURA** (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2.	**AHMEDABAD** RC CODE: 09 NO OF LSC:83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT PH.OFF : 02717-242975, 242976, 241579 FAX : 02717-241580 E-MAIL : rcahmedbad@ignou.ac.in	DR. SUJIT KUMAR GHOSH,RD DR. PATEL JAYESH, ARD SH. VED A. KUMAR, AR SH. J. B. DABHAI, AR	**STATE OF GUJARAT** (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) **DAMAN (U.T.)**
3.	**AIZWAL** RC CODE: 19 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL – 796 001 MIZORAM PH.OFF : 0389-2311693 / 2311692 FAX : 0389-2311789 E-MAIL : rcaizwal@ignou.ac.in	DR. S.R. ZONUNTHARA, RD	**STATE OF MIZORAM** (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4.	**ALIGARH** RC CODE: 47 NO OF LSC:37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH – 202 001 UTTAR PRADESH PH.OFF : 0571-2700120/2701365 FAX : 0571-2402147 E-MAIL : rcaligarah@ignou.ac.in	DR. ANIL KUMAR DIMRI, RD SH. BHANU PRATAP, ARD DR. ATAUR RAHMAN, ARD SH. A K PANDEY, AR	**STATE OF UTTAR PRADESH** (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5.	**BANGALORE** RC CODE: 13 NO OF LSC:100	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	DR. M. PARATHASARATHY, RD MR. G.H. IMRAPUR, ARD MS. P.M. SOWJANYA, ARD DR. M. SHANMUGAM, ARD SH. J. THIRUMURUGAN, AR MS. SHANTHALAKSHMI. R., AR	**STATE OF KARNATAKA** (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, GADAG, HAVERI, BELLARY, CHAMARA JANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
6.	**BHAGALPUR** RC CODE: 82 NO OF LSC:9	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR SUMAN PLAZA TILKAMANJHI, CENTRAL JAIL ROAD BHAGALPUR BIHAR 812001 PH.OFF: 0641-2905028/2905029 E-MAIL : rcbhagalpur@ignou.ac.in	DR. K.S. TIWARI, RD DR. S. SAUNAND, ARD DR. SHALINI, ARD	**STATE OF BIHAR** (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	**BHOPAL** RC CODE: 15 NO OF LSC:142	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF : 0755-2578455 / 2578452,2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	DR. U.C. PANDEY, RD DR. SMRITI GARGAVA , ARD DR. SHIREESH P. SINGH, ARD SH. SUBASH R. KAYAK, ARD SH. NIKHIL KANT, AR MS. SANDHAYA MISHRA, AR	**STATE OF MADHYA PRADESH** (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8.	**BHUBANESHWAR** RC CODE: 21 NO OF LSC:129	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR- 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	DR. S.K. TRIPATHY, RD DR. S. MOHANTI, DD, MR. S.K. PANIGRAHI, ARD (SR SCALE) DR BIJAYA K. SAHOO, ARD DR. P.K. JENA, ARD SH. R.K. RATH, AR (*on deputation*)	**STATE OF ORISSA** (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9.	**BIJAPUR** RC CODE: 85 NO OF LSC:11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR- 586101 KARNATAKA PH. OFF : 08352-258417 E-MAIL : rcbijapur@ignou.ac.in	DR. B. SUKUMAR, RD DR. (MS) J.S.DOROTHY, DD DR. S. VIJAYA RAGAVAN, ARD	**STATE OF KARNATAKA** COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR)

SI. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
10.	**CHANDIGARH** RC CODE: 06 NO OF LSC:29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA PH.OFF : 0172-2590277, 2590278 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	DR. D.B. NEGI, RD DR. JOGINDER S.YADAV, DD DR. SAVITA PANWAR, ARD DR. PRATIBHA BAI, ARD DR. PAPU S. SAPRIBAIN, AR	**STATE OF PUNJAB** (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), **CHANDIGARH (U.T.)**
11.	**CHENNAI** RC CODE: 25 NO OF LSC:128	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU PH.OFF: 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	DR. P. ASHOK KUMAR, RD DR. A. VARADARAJAN, DD DR. S. K. ZAREENA, ARD SH. Z. F. RAHMAN, AR SH. S. SENTHILRAJ, AR	**STATE OF TAMIL NADU** (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), **PONDICHERRRY (U.T.)**
12.	**COCHIN** RC CODE: 14 NO OF LSC:112	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203 /2348189/ 2330891 FAX : 0484-2340204 E-MAIL : rccochin@ignou.ac.in	DR.M RAJESH,RD MS. SINDHU P. NAIR, ARD DR. K. SASICOUMAR.BARUMAT, ARD DR. JALAJA KUMARI. V.T., ARD SH. N.V. SHREEDHARAN, DR SH. GUJALA ASHOK, AR	**STATE OF KERALA** (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, **LAKSHADWEEP (U.T.)**
13.	**DARBHANGA** RC CODE: 46 NO OF LSC:27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF : 06272-251833 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	DR. S.S. SINGH, RD DR. SHAILINI DIXIT, ARD DR. MEETA , ARD SH. ANAND KUMAR, AR	**STATE OF BIHAR** (DISTRICT:BEGUSARAI, DARBHANGA,EAST CHAMPARAN,GOPA LGANJ,SARAN,SIWAN, SHEOHAR,SITAMARHI, SAMISTIPUR, MADHUBANI,MUZAFFARPUR & WEST CHAMPARAN)
14.	**DEHRADUN** RC CODE: 31 NO OF LSC:66	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF : 0135-2789205 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	DR. ASHA SHARMA, RD DR. RANJAN KUMAR, DD DR. RAJEEV KUMAR, ARD DR. N.R. RAJENDRA PRASAD, ARD DR. JAGDAMA PRASAD, ARD SH. I.M. DHIWAN, AR	**STATE OF UTTARAKHAND** (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) **STATE OF UTTAR PRADESH** (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)

SI. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
15.	**DELHI 1** RC CODE: 07 NO OF LSC:86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF : 011-26990090, 26990091 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	DR. SANJEEV PANDEY, RD DR. PURNENDU TRIPATHI,DD DR. V.P. RUPAM, ARD (SEL. GRADE) DR. BIR ABHIMANYU, ARD (SEL.GRADE) SH. RAM KISHAN, AR	**STATE OF DELHI** (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
16.	**DELHI 2** RC CODE: 29 NO OF LSC:73	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF : 011-23392374 / 23392376 -77 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	DR. R.P. SINGH, RD DR. D.B. DAMLE, DD DR. SIRAN. MUKHERJI, DD DR (MRS) MEENA SINGH, ARD MS. KUMUD VERMA, ARD DR. MANOJ TIRKEY, ARD MR. RAJBIR SINGH RANA, AR	**STATE OF DELHI** (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
17.	**DELHI 3** RC CODE: 38 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045 PH.OFF : 011- 25088964 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	DR. MANOJ KUMAR DASH, RD DR. NAVITA ABROL, ARD SH. K. C. DALAI, ARD DR. S. K. MOHANTY, ARD MS. GEETA SHARDA, AR	**STATE OF DELHI** (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), **STATE OF HARYANA** (DISTRICT: GURGAON)
18.	**DEOGHAR** RC CODE 87 NO OF LSC:21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH ROHINI ROAD JASIDIH DEOGHAR JHARKHAND 814142 JHARKHAND PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	DR. (MS) SARAH NASREEN, RD (I/C) SH. KAMAL KANT SAHAY, AR	**STATE OF JHARKHAND** COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR,DU MKA,J AMTARA, DHANBAD, BOKARO & GIRIDIH)

Sl. No	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
19.	**GANGTOK** RC CODE: 24 NO OF LSC: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANTOK – 737 102 SIKKIM PH.OFF : 0359-2270923 FAX : 0359-2212501 E-MAIL : rcgangtok@ignou.ac.in	DR. YONAH BHUTIA, RD DR. SHER SINGH, ARD	**STATE OF SIKKIM** (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	**GUWAHATI** RC CODE: 04 NO OF LSC:173	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM PH.OFF : 0361-2343783 / 2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	DR. ILA DAS, RD DR. M.D. BANIYAMUDDIN, ARD DR. GOBIND SINGH BISHT, AR	**STATE OF ASSAM** (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21.	**HYDERABAD** RC CODE: 01 NO OF LSC:82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	DR. KAMESWARI MOORTY, RD DR. M. KRISHNAIAH, DD DR. RAJU BOLLA, ARD SH. K.K. MOHAN, AR	**STATE OF ANDHRA PRADESH** (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	**IMPHAL** RC CODE: 17 NO OF LSC:36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795 001 MANIPUR PH.OFF : 0385-2421190 / 2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in	DR. SALAM DILAN SINGH, RD	**STATE OF MANIPUR** (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	**ITANAGAR** RC CODE: 03 NO OF LSC:25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH PH.OFF : 0360-2247536 / 2247538 FAX : 0360-2247537 E-MAIL : rcitanagar@ignou.ac.in	DR. JOSEPH KUBA, (ARD) (I/C)	**STATE OF ARUNACHAL PRADESH** (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
24.	**JABALPUR** RC CODE: 41 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH.OFF : 0761-2600411 / 2609896 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	DR. MASOOD PARVEEZ, RD (SR. SCALE) DR. HARISH KUMAR KEWAT, ARD DR. VIVEK SHRIVASTAVA, ARD DR. ANITA TANWAR ARD	**STATE OF MADHYA PRADESH** (DISTRICT: JABALPUR, BALAGHAT, CHHINDWARA, DINDORI, MANDLA, KATNI, NARSINGHPUR ANNUPPUR, SEONI, SHAHDOL, SIDHI, UMARIA, SINGRAULI, CHHATARPUR, DAMOH, SATNA, TIKAMGARH, PANNA, REWA, SAGAR
25.	**JAIPUR** RC CODE: 23 NO OF LSC:70	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785763 / 2785750 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	DR. MAMTA BHATIA, RD (I/C) DR. INDU RAVI, ARD DR. KAMLESH MEENA, ARD SH. B.L. MEENA, AR	**STATE OF RAJASTHAN** STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN,BHARAT PUR,BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, , SAWAI, SIKAR, SRI GANGANAGAR TONK, TONK MADHOPUR, BANSWARA & PRATAPGARH
26.	**JAMMU** RC CODE: 12 NO OF LSC:63	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU-180001 JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2561154 E-MAIL : rcjammu@ignou.ac.in	ER. K.K. BHAT, RD DR. SANDEEP GUPTA, ARD DR. VIKRAM SINGH, ARD	**STATE OF JAMMU & KASHMIR** (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	**JODHPUR** RC CODE 88 NO OF LSC:24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ONKAR MALL SUNMANI COLLEGE OF COMMMERCE JODHPUR RAJASTHAN 342008 PH.OFF : 0291-2753989 E-MAIL : narasimhabpr@gmail.com	DR. B. P. NARASIMHA RAO, RD DR. AJAY VARDHAN ACHARYA, ARD	**STATE OF RAJASTHAN** STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR & PALI,
28.	**JORHAT** RC CODE: 37 NO OF LSC:	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM E-MAIL: rcjorhat@ignou.ac.in	DR. SANJIB KATAKY,DD	**STATE OF ASSAM** (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) *Note: Currently under Guwahati RC*
29.	**KARNAL** RC CODE: 10 NO OF LSC:36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF : 0184-2271514 / 2260075 FAX : 0184-2255738 E-MAIL : rckarnal@ignou.ac.in	DR. ASHOK SHARMA, RD SH. AMIT KR. SHRIVASTAVA, ARD DR. AMIT KUMAR JAIN, ARD DR. VINITA KATIYAR, ARD SH. CHUNI LAL SHARMA, AR	**STATE OF HARYANA** (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

SI. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
30.	**KHANNA** RC CODE: 22 NO OF LSC:55	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB PH.OFF : 01628-229993 / 237361 FAX : 01628-238284 E-MAIL : rckhanna@ignou.ac.in	DR. SANTOSH KUMARI, RD DR. ANJANA, ARD DR. DHARAM PAL, ARD SH. TEJINDER PAL SINGH, AR	**STATE OF PUNJAB** (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	**KOHIMA** RC CODE: 20 NO OF LSC:32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU KOHIMA – 797 001 NAGALAND PH.OFF : 0370-2260366 / 2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	DR. T. IRALU, RD DR. IMNAINLA, ARD	**STATE OF NAGALAND** (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	**KOLKATA** RC CODE: 28 NO OF LSC:107	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719 FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	DR. K.S. CHAKRABORTY, RD MR. SANTANU MUKHERJEE, ARD DR. NAVITA CHOUDHARY,ARD SH. AJAY KUMAR BEHERA, ARD MR. SAPAN KUMAR RAM, AR MR. ALOK KUMAR DAS, AR	**STATE OF WEST BENGAL** (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	**KORAPUT** RC CODE: 44 NO OF LSC:57	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD,BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA PH.OFF : 06852-252982 / 251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	DR. ABHILASH NAYAK, RD DR. LATIKA KUMARI MISHRA ARD SH. MADHABA KR BISOY ARD SH. SANZAYA PATEL, AR	**STATE OF ORISSA** (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), **STATE OF CHHATTISGARH** (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34.	**LUCKNOW** RC CODE: 27 NO OF LSC:108	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR – H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF : 0522-2746120/2745114 FAX : 0522-2746145 E-MAIL : rclucknow@ignou.ac.in	DR. MANORMA SINGH, RD DR. ASHWINI KUMAR, DD DR. ANIL KUMAR MISRA, DD SH. ANSHUMAN UPADHAYA, ARD DR. PARMESH CHANDRA, ARD SH. MOHD. RAIS SIDDIQ, AR	**STATE OF UTTAR PRADESH** (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANAN-PUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, SULTANPUR, UNNAO)

Sl. No	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
35.	MADURAI RC CODE: 43 NO OF LSC:141	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU PH.OFF : 0452-2380387 / 2380733 FAX : 0452-2370588 E-MAIL : rcmadurai@ignou.ac.in	DR. MOHANAN, RD DR. S. KISHORE, DD SH. P. NAMBOOTHIRIPAD, ARD DR. OM PRAKASH TIWARI, ARD SH. S. BALASUBRAMANIAN, AR (PRESS)	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMA-NATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
36.	MUMBAI RC CODE: 49 NO OF LSC:62	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI – 400 081 PH.OFF : 022-25633159/ 25635540 FAX : 022-25635540 E-MAIL : rcmumbai@ignou.ac.in	DR. M. SHANMUGHAM, RD DR. RAGHAVENDRA TRIPATHI, ARD SH SANDEEP A SANE, AR	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37.	NAGPUR RC CODE: 36 NO OF LSC:61	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033 PH.OFF : 0712-2536999, 2537999 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	DR. P. SIVASWAROOP, RD DR. VIKAS SINGHAL, ARD DR. Y VENKATESWARLU, ARD	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39 NO OF LSC:48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH PH.OFF : 0120-2405012 / 2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	DR. GULAB JHA, RD DR. HEMA PANT, DD DR. A. M. SAKLANI, DD DR. EKTA SHARMA, ARD SH. N.D. SHARMA, AR	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
39.	PANAJI RC CODE: 08 NO OF LSC:37	REGIONAL DIRECTOR IGNOU REGIONAL CENTE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM – 403 521 GOA PH.OFF : 0832-2462315 FAX : 0832-2414552 E-MAIL : rcpanaji@ignou.ac.in	DR. S. RADHA, RD DR. HEMAMALINI H.C., ARD DR. GODUGU SHRINIVAS, ARD	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA RC CODE: 05 NO OF LSC:100	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	DR. Q. HAIDER, RD MS. MONI SAHAY, ARD DR. D.P. SINGH, ARD DR. ASIF IQBAL, ARD SH. RAJESH KUMAR SHARMA, AR	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD,KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA & VAISHALI)

Sl. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
41.	**PORT BLAIR** RC CODE: 02 NO OF LSC:11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS PH.OFF : 03192-242888/230111 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	DR. KASTURI S. PESALA,RD (Incharge)	**ANDAMAN & NICOBAR ISLANDS (U.T.)** (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42.	**PUNE** RC CODE: 16 NO OF LSC:72	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	DR. KALPANA S. GUPTE, DD MS. S.T. SHAMSU, ARD (SEL. GRADE) ON DEPUTN. SH. S.G. SWAMY, DR (EVALUATION) SH. CHENNU BALACHANDRA, AR	**STATE OF MAHARASHTRA** (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
43.	**RAGHUNATHGANJ** RC CODE: 50 NO OF LSC:12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK, FULTALA RAGHUNATHGANJ DT.MURSHIDABAD - 742 225 WEST BENGAL PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	DR. S. SRINIVAS, RD SH. PARVEEN KUMAR, ARD DR. UPENDRA NABH TRIPATHI, ARD SH. OJHA JAI PRAKASH, AR	**STATE OF WEST BENGAL** (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	**RAIPUR** RC CODE: 35 NO OF LSC:158	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH PH.OFF : 0771-2428285/5056508 FAX : 0771-2445839 E-MAIL : rcraipur@ignou.ac.in	DR. H. SANGEETA MAJHI, RD SH. BIMAL CH. NANDA, ARD (ON STUDY LEAVE) DR. ARSHIA HUSSAIN,ARD DR. SAROJ KUMARI MISHRA, ARD	**STATE OF CHHATTISGARH** (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45.	**RAJKOT** RC CODE: 42 NO OF LSC:40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	DR. AVANI TRIVEDI, DD DR. KUBAVAT RUPAL MANHARBHANI, ARD DR. VIJAY AVINASHILINGAM, ARD SH. SANJEEV KUMAR VARMA, AR	**STATE OF GUJARAT** (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), **DIU (U.T.)**
46.	**RANCHI** RC CODE: 32 NO OF LSC:71	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	DR. G.N. SHIV KUMAR, RD SH. ARVIND MANOJ KR. SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, DR	**STATE OF JHARKHAND** (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA) KHUNTI, RAMGARH)

Sl. No	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
47.	SHILLONG RC CODE: 18 NO OF LSC:75	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF : 0364-2521117 / 2521271 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	DR. (MRS) DIDCY LALOO, RD SH. JOSEPH SOMI, ARD (SEL. GRADE) DR. LALCHHARLINI, ARD SH. K.D. HYNNICTWA, AR	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
48.	SHIMLA RC CODE: 11 NO OF LSC:77	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	DR. ASHA UPADHYAY, ARD DR. V.B. NEGI, DR SH. MOHAN SHARMA, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
49.	SILIGURI RC CODE: 45 NO OF LSC:29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526819 E-MAIL : rcsiliguri@ignou.ac.in	DR. B. BHOWMIK, DD DR. ANAMIKA SINHA, ARD DR. PRAVIN PRALAYANKAR, ARD	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
50.	SRINAGAR RC CODE: 30 NO OF LSC:38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251 / 2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	DR. NURUL HASAN, RD (I/C) DR. MOHAMMAD SAFDARE AZAM, ARD	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA,SHOPIAN,SRINAGAR)
51.	SAHARSA RC CODE: 86 NO OF LSC:15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KAUSHALYA MANSION NEAR DR GOPAL SHARAN'S CLINIC NAYA BAZAR SAHARSA, BIHAR 582201 PH.OFF : 06478-219014,219015 E-MAIL : rcsaharsa@ignou.ac.in	DR. PUNAM KUMARI SINGH, RD DR. MIRZA NEHAL AHMED BAIG, ARD SH. AJAY KUMAR LAKARA, AR	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
52.	TRIVANDRUM RC CODE: 40 NO OF LSC:49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX, OPP PRS HOSPITAL, KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 PH.OFF : 0471-2344113/2344115 FAX : 0471-2590700 E-MAIL : rctrivandrum@ignou.ac.in	DR. V.GIRIJA DEVI, RD DR. T. R. SATYAKEERTHY ARD DR. M. S. PRIYAMOL, ARD SH. JOJY S. PATTATHIL, AR DR. M. T. SULEKHA, DIRECTOR (DEC.) TEMP.	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM)

SI. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE PHONE, FAX & E-MAIL	SENIOR STAFF	JURISDICTION
53.	VARANASI RC CODE: 48 NO OF LSC:42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	DR. AMIT CHATURVEDI, RD DR. REENA KUMARI, ARD DR. SANJAY KUMAR, ARD DR. KIRTI VIKRAM SINGH, ARD SH. BANMALI SINGH, AR	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54.	VIJAYAWADA RC CODE: 33 NO OF LSC:25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA - 520 001 ANDHRAPRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	DR. V. VENUGOPAL REDDY, RD DR. D.R. SHARMA, DD DR. S. FIAYAZ AHMED, DD SH. DHARMA RAO GONIPATI, ARD DR. B. PRASAD BABU, ARD	STATE OF ANDHRA PRADESH COVERING DISTRICTS KRISHNA, GUNTUR, PRAKASHAM, NELLORE & CHITTOOR
55.	VATAKARA RC CODE: 83 NO OF LSC:13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) MVATAKARA 673101 KERALA PH.OFF : 0496-2525281 E-MAIL : rcvatakara@ignou.ac.in	DR. S. J. NEETHIRAJAN, RD DR. PRAMEELA, O., ARD DR. SEETHA KAKKOTH, ARD MR. PRAVEEN KUMARA B, AR	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND) Note: Currently under Cochin RC
56.	VISAKHAPATNAM RC CODE:84 NO OF LSC:26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, VUDA COMPLEX, USHODAYA JUNCTION, SECTOR 12, MVP COLONY, VISAKHAPATNAM-530017 ANDHRA PRADESH PH.OFF : 0891-2511200, FAX : 0891-2511300 E-MAIL:rcvisakhapatnam@ignou.ac.in	DR. S. RAJA RAO, RD DR. DOMBARA ANANDA, ARD DR. BANSIDHAR BARIK, ARD SH. G. ANBALAGAN, ARD SH. A LAKSHMI PATHI RAO, AR	STATE OF ANDHRA PRADESH COVERING (DISTRICTS KHAMMAM ,EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

LIST OF CODES

STATE CODE

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
32	C/o 99 APO or C/o 56 APO
33	Learners Abroad
34	Chattisgarh
35	Jharkhand
36	Uttaranchal

EDUCATIONAL QUALIFICATION CODE

Code	Description
000	Below Matriculation, SSC / No Formal Education
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent
012	B.Ed. General Education or equivalent
013	B.Ed. Special Education or equivalent

LIST OF BOARD CODES

(FOR 10 +2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Insititue of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

Banks & Branches designated to collect the fee in cash from IGNOU student

A – INDIAN BANK

1. **New Delhi**
   106.& 107 Aurbindo Place, Hauz Khas,
   New Delhi-110016
   011-26963543, 26562973.

   G-27, DDA Community Centre, Near Sonia
   Cinema, Vikas Puri, New Delhi-110018,
   011-2597250

   1336, Arya Samaj Road, Karol Bagh,
   New Delhi-110005
   011-25721486, 25739821

   D-1/1, Rana Partap Bagh,
   New Delhi-110007.
   011-27002540, 27231401

   33, Partap Nagar, Mayur Vihar, Phase-I,
   New Delhi-110092
   011-22750845,22757391

2. **Chennai**
   41-42, First Main Road, Gandhi Nagar,
   Adyar, Chennai-600020
   Ph.: 044-24912616, 24413430

3. **Hyderabad**
   3-6-943/2A, 1st Floor, Narayanguda,
   Hyderabad,
   Andhra Pradesh-500029
   Ph.: 23224575, 23225373

4. **Pune**
   495, Mantri Heights, Shaniwar Peth,
   Pune, Maharastra-411030
   Ph.: 020-24452673. 24450907

5. **Patna**
   P.B. No. 627, Jhauganj, Patna City,
   Bihar-800008
   Ph.: 0612-2265814

6. **Karnal**
   Guru Tegh Bahadur Market, G.T. Road, Karnal
   Haryana-132001
   Ph.: 0184-2272139

7. **Thiruvanthapuram**
   P.B. No. 45, Indian Bank Towers, M.G. Road,
   Thiruvanthapuram, Kerala-695001
   Ph.: 0471-2461058, 2471378

8. **Pondichery**
   288, M.G. Road, Pondichery-605001
   Ph.: 0413-2336403, 2221299

9. **Ahmedabad**
   P.B. No. 275, Mission Road, Bhandra,
   Ahemdabad-380001
   Ph.: 079-25506641, 25506583

10. **Jaipur**
    Mirza Ismail Road, Jaipur, Rajasthan-302001
    Ph.: 0141-2366603, 2368204

11. **Chandigarh**
    SCO 38-39, Madhya Marg, Sector 7C,
    Chandigarh-160019
    Ph.: 0172-2793225

12. **Mumbai**
    11/12, Madhav Nagar, S V Road, Andheri
    (West), Mumbai, Maharashtra-400058
    Ph.: 022-26205900. 26205800

13. **Guwahati**
    S.S. Road, Lakhotia, Guwahat, Kamrup Distt.,
    Assam-781001
    Ph.: 0361-2540529, 2548805

14. **Lucknow**
    1-2, Ashok Mart, Lucknow, Uttar Pradesh-
    462001
    Ph.: 0522-2280496, 2280098

15. **Bhopal**
    473, Hamidia Road, Bhopal Madhya Pradesh-
    462001
    Ph.: 0755-2730045

16. **Shimla**
    17, The Mall, Shimla, Himachal Pradesh-
    171001
    Ph.: 0177-2658133

17. **Kolkata**
    P.B. No. 717,3/1, R.N. Mukharjee Road, Shree
    Ram Chambers, Koldata, West Bengal-700001
    Ph.: 033-22482597, 22484325

18. **Bhubneshwar**
    32, Janpath, Ashok Nagar, Unit-II,
    Bhubneshwar, Khurda Distt., Orrissa-751009
    Ph.: 0674-2531645

19. **Banglore City**
    P.B. 9725, 10 K.G. Road, Banglore
    Ph.: 080-22263162, 2223163,22263164

20. **Khanna**
    G T Road (Near Old Bus Stand), Khanna,
    Ludhiana District, Punjab-141401
    Tel: 01628-334817

21. **Shillong**
    G. S. Road Burra Bazaar, Shillong, East Khasi
    Hills, Meghalaya 793002
    Tel: 0364-2243408

22. **Agartala**
    Amulya Market, Mantribari Road, Agartala,
    West Tripura Dist, Tripura
    Tel:0381-2326642

23. **Siliguri**
    Hillcart Road,
    Air View Moor Siliguri.

B - I.D.B.I BANK

1. **Ahmedabad**
   Lal Bunglow. Off. C.G. Road,
   Ahmedabad-380006
   Ph.: 079-26431902/1296

2. 23-25, Ruda Square, Nr. Judges Bunglow,
   Bodakdev, Ahmedabad-380015
   Ph.: 079-26872345, 268730024

3. Aishwarya Complex, Yash Kunj Society, Prabhat
   Chowk, Ghatlodia, Ahmedabad-380061
   Ph.: 079-27430337, 27430344

4. **Bangalore**
   26/1 Sowbhagya Complex, 24th Mian,
   5th Phase, J.P. Nagar, Sarraki Lake,
   Bangalore-560078 :6595777, 26595800

5. IDBI House, 58 Mission Road,
   Banglore-560027

6. **Bhopal**
   Plot No. 43, Opposite Rang Mahal,
   New Market, T. T. Nagar, Bhopal-462003

7. **Bhubaneshwar**
   IDBI House, Janpath, Unit IX,
   Bhubaneshwar-751022, Ph.: 044-2541695

8. **Chennai**
   P.M. Towers, 37, Greams Road,
   Chennai-600006
   Ph.: 044-28292371/72n3n4

9. Soan Building, 37, C.P. Ramaswamy Road,
   Alwarpet, Chennai-600018
   Ph.: 044-24661204/7

10. Nelson Towers, New No. 15, Nelson Manickkam
    Road, Chennai-600029
    Ph.: 044-23745802-05

11. **Cochin**
    Near Padma Theater, M.G. Road,
    Cochin-682035
    Ph.: 0484-2382519-21

12. **Dehradun**
    59/4, Rajpur Road, Dehradun-248001,
    Uttranchal
    Ph.: 0135-2744477/2741225-27

13. **Hyderabad**
    Mahavir House, Basheerbagh Square,
    Hyderabad-500029
    Ph.: 040-23260000, 23228517, 23222688

14. Plot No.9, Near L. V. Prasad Eye,
    Hospital, J.R. House, Road No.2,
    Banjara Hills, Hyderabad-500034
    Ph.: 040-23548762n9i83

15. **Jaipur**
    D24, Durlabh Niwas, C Scheme, Jaipur
    Ph.: 0141-2367929/30/379955

16. **Kolkata**
    Siddha Point, Ground Floor, 101 Park Street,
    Kolkata- 700016
    Ph.: 033-22175040/5003/5008

17. Mookerjee House, 17 Brabourne Road,
    Kolkata- 700001
    Ph.: 033-22437964/65/66/67

18. **Lucknow**
    15, Ashoka Marg, Lucknow-226001
    Ph.: 0522-2287104/105/287259

19. **New Delhi**
    1/6 Sirifort Institutional Area, Khel Gaon
    Marg, New Delhi 110049
    Ph.: 011-26499681-85

20. Surya Kiran Building, Ground Floor,
    19, K.G. Marg, New Delhi-110001
    Ph.: 011-23357800/01/02

21. J-13/17, Rajouri Garden, New Delhi-110027
    Ph.: 011-25911478/82/83

22. Plot No. 8m C D Block. Local Shopping Centre,
    Pitampura, Delhi-110034
    Ph.: 011,27314623, 27312625, 27315629

23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,
    New Delhi-11 0019
    Ph.: 011-6231169/3415

24. Khasra No. 550, Vasant Kunj Road, Mahipalpur
    Ph.: 011-26787116, 26787118

25. **Faridabad**
    Ground Floor, SCO-99, Sector-16, Faridabad
    Ph. : 0129-25225128/29,25225027

26. **Ghaziabad**
    C-78, Raj Nagar District Centre, Raj Nagar,
    Ghaziabad-201001
    Ph.: 01220-24753000, 24755408/09

27. **Gurgaon**
    Sikanderpur Brach, Mehrauli-Gurgaon Road,
    Sikanderpur, Gurgaon-122002
    Ph.: 0124-26357449

28. **Patna**
    Kashi Palace Complex, Oak Bunglow Road,
    Opp. Heera Palace, Patna
    Ph.: 0612-2204141

29. **Pune**
    Dynaneshwar Paduka Chowk,
    Fergusson College Road, Pune-411004
    Ph.: 020-25678585

30. Plot No. 128, Ground Floor, Blue Hills Avenue,
    Kalyani Nagar, Nagar Road Yerawada,
    Pune-411 006
    Ph.: 020-6612036/37/38

31. Rajas Apt, Plot No. 13, Abhimanshree Road,
    Off Baner Road, Aundh, Pune-411007
    Ph.: 020-25893535-36

32. **Ranchi**
    Arjan Place, 5, Main Road, Ranchi-834001
    Ph.: 0651-2315984, 2315971, 2315980

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(For credit to the account of Indira Gandhi National Open University, New Delhi)

Control No. ☐☐☐☐☐

Programme Code   Region Code   Bank & Branch Code   Computerised No.
(To be filled in by the Candidate)   (To be filled by the Bank)

Programme Name   Year :

Session: (January/July)

Semester :

Enrolment No. (if already allotted)

Programme Fee   Rs._____

Late Fee   Rs._____

Any other Fee   Rs._____

Service Charges   Rs._____

Total Rs.

Amount in words (_____)

Name and Address of the Student

(City)   (State)   (Pin Code)

Mobile No. _____   Signature of Guardian/Student

Seal of the Bank

Instructions to the Depositor

1. Two copies will be returned to the depositor out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.

PLEASE NOTE:

1. The next pages comprise the admission application form.

2. Before you start filling in the form make sure that you have read the Sections and the instructions for filling up the form very carefully. Please note that change of category code shall not be entertained after the submission of application form.

3. Remember that making wrong entries in the application form will lead to rejection.

4. An electronic version of the Prospectus is also available on the internet at: http://www.ignou.ac.in

5. Applicants can submit their admission application form through 'online' also round the year. For this, please visit IGNOU Website at : http://www.ignou.ac.in.

15. APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional centre within stipulated dates mentioned in the Advertisement notification in the newspaper and website of IGNOU.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 102 to 151 of this Prospectus.

2. Leave it blank. University will allot the Enrolment No.

3. Code of Regional Centres is given at Pages 161 to 171. You have to write the code of that Regional Centre which your Study Centre falls. List of Study Centres is attached in separate booklet.

4. For Study Centre Code refer to Supplementary Booklet to Common Prospectus.

5. For State Code, refer page no. 172.

6. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

B	2

7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.

8. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5		0	6		1	9	7	6

9. 9-17 write the relevant code in the appropriate Box. For example, if you are male, put (A1) in box against Sl. No. 10. For female it is B2 and C3 for others who do not want to disclose their Gender(like Transgenders etc.) Please fill up category code carefully at 11. No request for change of category code shall be entertained afterwards

18. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A							

    Please Note: Name of the candidate should be as mentioned in the High School/ +2 Certificate. In case the name is written other than one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with Admission Form.

19. Please write your Father's/Husband's/other's name. If the name is KEDAR NATH HASIZA, then write it as follows :

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A						

20. (a) For **MSCDFSM,** Add Rs 1000/- extra for opting CFN or Rs 1100/- for opting CNCC. See Details. If you have filled CFN & Write A1 & For CNCC write B2 in the coloumn on page no.6(Section 2.1.2)

    (b) For **MTM,** you have to write your category as A1 or B2. See details on (Section 2.1.5) page 7 for explanation.

    (c) For **MLIS,** students have to opt **two** courses from MLIE101, MLIE102, MLIE103, MLIE104, MLIE105 and MLIE106. For titles, see Section 2.1.22 page no 16. Fill the course code in relevant column. For MAPY Student have to opt Six Courses see section 2.1.9 P-8-9.

    (d) **BA/B.Com/B.Sc./BSW/BTS FOUNDATION Courses.**

    BSHF101 & FST1 are compulsory; you have to choose from the following options only:
    (i)   FEG1 or FHD2
    (ii) FEG2 or BHDF101 or any one of the Modern Indian Languages. For details, see section 2.2.3.1 page no. 19 and fill in appropriate box.

    (e) **B.A. Elective Courses**

    You have to choose 8 credits from Gr. I and 8 credits from Gr. 2. For course title & credits see page 19-23. Do not take more than 8 credits from one group.

    Group -1:   BEGE101, EHD1, EHD5, EPS11, EHI1, EHI7, EEC11, EPA1, ESO11,(MTE1, MTE4, MTE5 to be taken together),(ECO1, ECO2 To be taken together), BSWE4, (BPY1, BPY2 to be taken together), (BPC1, BPC2 to be taken together) & BULE1

    Group-2: EHD2, BHDE108, BEGE102, BPSE212, EHI2, BPAE102, ESO12, (MTE2, MTE6 To be taken together), ERD1, BECE2, (BPY3, BPY4 To be taken together), (BPC3, BPC4 to be taken together) & BULE2.

    Please write codes of courses carefully in the boxes as shown below :

    For EHD1 write as For TS1, write as

E	H	D	1		T	S	1

B.Com Elective Courses

You have to choose Elective Courses of 8 credits from group 1 or group 2 under the elective courses from other disciplines above in the first year, see page no. 21.

B.Sc. Elective Courses

B.Sc. students have to choose course worth 16 credits from the available courses for the 1st year, See page no. 21-22.

(f) For MA (Edu), Please choose any one specialised area. See details on page no. 10(Section 2.1.11)

(g) (i) For CTE, CTE1, CTE2 and CTE3 are compulsory. You have to choose one from CTE4 or CTE5. For titles, see section 2.4.26 page no. 50.

(ii) For DTS, TS1, TS2 and TS3 are compulsory. You have to choose one from TS4 or TS5. For titles, see section 2.3.32 page 39.

(iii) For PGDRD, you have to choose one from MRDE101, RDD6 and RDD7. For titles, see section 2.3.6 page no 29.

(iv) For PGDDM, students have to choose between MPAP1 and MED4. For course title see section 2.3.4 page no 28.

(v) For PGDMRR, you have to opt One Course from MRRE7, MRRE8, MRRE9, MRRE10. Refer page No.28-29 see section 2.3.5.

(vi) For PGDBP, you have to choose two out of three elective courses. Refer page No. 73. see section 4.3.3.

(vii) For DUL, you have to choose three out of seven elective courses. Refer page No. 40. see section 2.3.35.

(h) For CAFE, BFE101 and BFE102 are compulsory. Students have to opt any two more courses from BFEE101, BFEE102, BFEE103 and BFEE104. For titles, see section 2.4.29 page no. 50-51.

(i) For DCE, DCE1 and DCE6 are compulsory. Students have to opt any three more courses from DCE2, DCE3, DCE4 and DCE5. For titles, see section 2.3.34 page no. 40. For PGDGPS & PGDEMA please see Section 2.3.25 P-36 & 2.3.15 P-32.

(j) For BPP you have to choose only two courses out of three i.e. OMT101, OSS101 & PCO01. For course title see Section 2.2.6 page no. 26.

DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it has to fill their option for BPP Programme also.

(k) If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the

Box, against BCS12 and **add Rs.1200/- extra** in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 or graduation level, you must attach copy of marks sheet along with other testimonials. Refer page no. 5. See Section 2.1.1.

21. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.

22. Write the relevant code in the box.

23. Furnish the details of scholarship, if any received by you.

24. Note that

(a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012 and 013. You have to write only highest qualification code which could be found on page 172.

(b) Write your main subjects in short form.

(c) Fill in the year of passing.

(d) Write division - 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.

(e) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.

(f) Fill the Board Code which the list is given on page No 173.

25. For fee details, refer to pages 102 to 151 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. For PGDHHM, PGDGM, PGDMCH, DNA, MSCMACS, MAEDU, PGPDSEMR, PGPDSEVI, PGPDSEHI, PGPCSEMR, PGPCSEVI & PGPCSEHI only Registration Fee (Rs.200/-) is to be paid.

26. The Programme fee can also be remitted in cash in the branches of Indian Bank, IDBI Bank . The list of branches which are authorised for fee collection are given in Annex-V. For this, Rs. 5/- (Five only) is chargeable from the students per single transaction in cash while depositing the fees with the Indian Bank or IDBI Bank.

27. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 97. See section 6.21.

28. 29&30 and 31. Write down your landline telephone No. Fax No. Mobile No. E-mail Address if any.

CHECKLIST

Before sending the filled in form to concerned Regional Centre, please check whether you have :

(a) Affixed your Photograph.

(b) Enclosed the following **attested** certificates,

i) Certificates in support of your educational qualification(s). If you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.

ii) Experience certificate wherever required.

iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates.

iv) Age certificate wherever required.

v) Student Card duly filled in along with photograph.

vi) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.

(c) Attach a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, Challan Form issued by bank (in case of fee deposited through cash challan at Indian Bank/IDBI Bank only).

d) In case of below poverty line students, documentry proof (photocopy of BPL ration card) is to be attached separately.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ignou THE PEOPLE'S UNIVERSITY

APPLICATION FORM

To be Submitted only at the Concerned Regional Centre

(JANUARY / JULY SESSION)

[Strike out the Session whichever is not applicable]

Application Number

Control Number

Name of the Programme Applied :

1. Programme Code		**2. Enrolment No.** (For office use only)

3. Regional Centre Code	**4. Study Centre Code**	**5. State Code**

6. Medium Code
(Write code in the box)
A1 English
B2 Hindi
C3 Others
If other please specify

7a. Are you already registered with IGNOU
(Write the relevant code in the box)
A1 Yes
B2 No

7b. If yes write the Enrol. No. & Program Code in the boxes below:
Enrolment No.   Programme Code

PHOTOGRAPH

Affix
your latest
passport size
photograph
(4 cm x 5 cm)
duly attested by you

Signature of Candidate

8. Date of Birth
Date   Month   Year

9. Nationality
A1 Indian
B2 Others

10. Gender
(Write the relevant code in box)
A1 Male
B2 Female
C3 Others

11. Category
(Write the relevant code in the box)
A1 - GEN   C3 - ST
B2 - SC   D4 - OBC
(In case of OBC student, Please also indicate code either)
D4 - A or D4 - B
(i) Creamy Layer - D4-A
(ii) Non-Creamy Layer D4-B

12. Territory Code
(Write the relevant code in the box)
A1 Urban
B2 Rural
C3 Tribal

13. Marital Status (Write the relevant code in the box)
A1 Married
B2 Unmarried

14. Religion
A1 Hindu   D4 Sikh   G7 Parsi
B2 Muslim   E5 Jain   H8 Jews
C3 Christian F6 Budhist   I9 Others

15. Whether Minority
(Write the relevant code in the box)
A1 Yes
B2 No

16. Social Status
(Write the relevant code in the box)
A1 Ex-serviceman
B2 War widow
C3 Not applicable

17. Whether Kashmiri Migrant
(Write the relevant code in the box)
A1 Yes
B2 No

18. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)

19. Father's/Husband's Name/Mother's Name (Strick out whichever is not applicable)

20. Course Codes: M.Sc.(DFSM)/MTM/MLIS/MA (Edu)/MCA/MAPY/BA/B.Com/B.Sc./BSW/BTS/PGDDM/PGDMRR/CTE/PGDRD/PGDBP/PGDGPS/PGDEMA/CAFE/DCE & BPP (Students who are simultanously opting BPP along with DMT, DDT, DPVCPO, DFPT, DWM and DPVAPFV)

(a) M.Sc. (DFSM)
(Write the relevant code in the box)
A1 CFN
B2 CNCC

(b) MTM
(Write the relevant code in the box)
A1 Category 1
B2 Category 2

c) MLIS/MAPY (Optional Courses)

(d) BA/B.Sc./B.Com/BSW/BTS
(Foundation Courses)

(e) BA/B.Sc./B.Com.
(Elective Courses)

(f) MA (Edu)   Specialised Area
A1 Higher Education   A3 Educational Technology   A5 Adult Education
A2 Distance Education A4 Educational Management

(g) CTE/DTS/PGDRD PGDDM/PGDMRR   Optional Courses

(h) CAFE/PGDBP   Optional Courses

(i) DCE/PGDGPS/DUL/ PGDEMA   Optional Courses

(j) BPP   Optional Courses

(k) MCA   BCS12   A1

21(a) Whether a person with disability
(Write the relevant code in the box)

A1 Yes
B2 No

21(b) If a person with disability (nature of disability)
(Write the relevant code in the box)

A1 Speech and Hearing Impairment
B2 Locomotor Impairment
C3 Visual impairment
D4 Low Vision
E5 Any other, Please specify

22. Employment Status
(Write the relevant code in the box)

A1 Unemployed   C3 Employed
B2 IGNOU Employee   D4 KVS Employee

23. Details of Scholarship being received if any:

(a) Annual Scholarship Amount

(b) Deptt. Offering Scholarship
(Write the relevant code in the box)
A1 Govt. Deptt.
B2 Other

(c) Family Income (yearly)

(d) Below Poverty Line
A1 Yes
B2 No

(e) In case of Jail inmates
A1 Yes
B2 No

24. Relevant Qualifications: (Which makes you eligible for the programme)

(a) Qualification Code	(b) Main Subjects	(c) Year of passing (Last 2 Digits only)	(d) Division (01, 02, 03 or 04) for pass	(e) % of marks (Do not use Decimals)	(f) Board Code (Wherever required)

25. Details of Fees
(Write the relevant code in box)
A1 Cash Challan of Bank
B2 Bank Draft

26. Amount
(Add Rs. 200/- in case of Late fee)

DD/Challan No.

DD/Challan Date

Bank Name :

27. Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.

City

District

State

Pin Code

28. Landline Telephone Number (if any) with STD Code
STD Code   Telephone No.

29. Fax No. (if any with STD code)

30. Mobile Number (if any)

31. E-mail address/ID (if any)

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date

Signature of Candidate

CHECKLIST

Tick the relevant boxes
Affix photograph and enclose the following attested copies:

(i)   Demand Draft/Challan Form for Programme fee/fee for 1st Year/1st Semester.
(ii)   Certificates in support of your educational qualification(s).
(iii) Experience Certificate wherever required.
(iv)   Category Certificate for SC/ST/Non- Creamy layer of OBC/PH/Kashmiri Migrant/War Widow candidates wherever required.
(v)   Age Certificate wherever required.
(vi)   Student Card duly filled in along with photograph.
(vii) Acknowledgement Card duly stamped.
(viii) Copy of ID Card if employee of IGNOU/KVS.

ANNEXURE I
AFFIDAVIT BY THE STUDENT
(TO BE SUBMIITED ALONGWITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/ enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

    a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

    b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

<div align="right">

_____

Signature of deponent

</div>

Name :

Address:

Tel./Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

<div align="right">

_____

Signature of deponent

</div>

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

<div align="right">

OATH COMMISSIONER

</div>

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN
(TO BE SUBMIITED ALONG WITH APPLICATION FORM)

I, Mr./Mrs./Ms._____ (full name of parent/guardian/father/ mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari*_____Son/daughter* of _____ of village/town*_____in District/ Division*_____of the State/Union Territory*_____ belongs to the_____

Caste/Tribe* which is recognized as a Scheduled Caste Scheduled Tribe*
Under:
The Constitution (Scheduled Castes)Order, 1950.
*The Constitution (Scheduled Tribes) Order, 1950.
*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.
(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order)1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders(Amendment) Act, 1976.)

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
*The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders(Amendment)Act, 1976;
*The constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
*The Constitution (Nagaland) Scheduled Tribes Order,1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*_____ father/mother*of Shri/Shrimathi/Kumari*_____of village/town*_____in District/Division*_____of the State/Union Territory*_____who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*_____ issued by the _____dated_____.

3. Shri/Shrimathi*/Kumari*_____and /or* his/her* family ordinarily reside(s) in village/town*_____of _____District/Division* of the State/Union Territory* of _____

District Magistrate
Deputy Commissioner, etc.
Dated:
SEAL _____
*Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
* Please delete the words which are not applicable.
** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONGWITH APPLICATION FORM

This is to certify that_____, son/daughter of_____, of village_____District/Division_____in the State_____belongs to the_____community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare-

*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

*(ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

*(iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.

*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

*Shri_____ and/or his/her family ordinarily reside(s) in the_____ District/Division of the_____State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form

(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(c) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka   Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii)Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii)Revenue Officer not below the rank of Tehsildar; and

(iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.

EXPERIENCE CERTIFICATE

(PGJMC / CIG/CTE / PGDHE / PGDHHM / DNA)

This is to certified that Mr./Ms./Mrs. _____ is employed with this school/Institution/Organisation/Office/Hospital as _____ since _____

Place : _____

Date: _____

Signature : _____

Name : _____

(in Block letters)

Designation : _____

Name of School/Institution/
Organisation/Office/Hospital _____

(Seal/Stamp) _____

(Self employed professional may certify on their own behalf, but they should attach copies of their Registration Certificates)

FORM - A
(For those seeking admission to DNA Programme)

1) **Professional Qualification General Nursing & Midwifery**

a) **Completion State Board/ Nursing Council Examination**   [   ] Year   [   ] % of marks

b) **General Nursing**   [   ] Year   [   ] % of marks

c) **Midwifery Nursing**   [   ] Year   [   ] % of marks

d) **Name of Registration Council**   [   ] Year of Regn.   [   ] Reg. No. RN

[   ] Reg. No. RM

Students applying in Delhi must have the proof of Registration with Delhi Nursing Council (DNC).

2) **Marks Obtained**

Years	Total Marks Obtained	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
Total			

3) **Male Nurses to mention course done in lieu of Midwifery (recognized by INC)**

Psychiatric Nursing		**Opthalmic Nursing**	
Tuberculosis		**Leprosy**	
Operation Theatre		**Oncology**	
Cancer Nursing		**Occupational Health**	
Neurology			

4) **Working Experience (Please give details chronologically) :**

S. No.	Name of Organization	Designation	Dates of service		Length of Experience	
			From	To	Years	Months
				Total		

FORM – B

(For those seeking admission to PGDMCH/PGDGM Programme)

1. Date of Completion of Internship. [ ][ ] [ ][ ] [ ][ ][ ][ ]

2. Number of completed years as on December 31, 2007
   Since the date of completing of Internship [ ][ ] yrs [ ][ ] months

3. Details of M.B.B.S. Marks:

Examination	Number of Attempts	Maximum Marks	Marks Obtained	Percentage	Enclosure No.	For Official Use
1st M.B.B.S.						
2nd M.B.B.S.						
3rd M.B.B.S.						
4th M.B.B.S. (if any)						
Grand Total						

4. If MBBS marks in grade system, mention the above all grade for total MBBS ....

5. Mention if sponsored by the State/ Central Government ....

FORM - C

(For those seeking admission to PGDHHM)

1.   Educational Qualifications

Degree (s)/Diploma(s) held	Date of Completion	University
i)	....	....
ii)	....	....
iii)	....	....
iv)	....	....

2.   Date of Completion of Internship (where applicable) ....

3.   Medical   Council/States/Other Council Registration Number (indicate if not applicable)

     ....

4.   Work Experience in chronological order starting from present (indicate if self employed)

Name of Organisation	Designation	Nature of work	No. of years
....	....	....	....
....	....	....	....
....	....	....	....

ignou
THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR ASSOCIATE STUDENTSHIP
ADMISSION

Enrolment No. | A | S | | | | | | |

(for office use only)

Regional Centre Code | | | Study Centre Code | | | | | State Code | | |

1.   Name of the Student (in capital letters): _____

a)   Father's Name _____

2.   Complete Address (in capital letters) _____
_____

3.   Details of fee paid: Pro-rata as per course(s) opted (total amount Rs._____). Draft is to be made in the name of **IGNOU** payable at the city of the concerned **Regional Centre.**

   a.   Name of the Bank _____   Place _____

   b.   Bank Draft No. _____   Dated _____

   c.   Total Amount **Rs.** _____

4.   **Educational Qualification** :
     (attach copies of the mark sheet and certificate)

5.   Date of Birth   Date   Month   Year   6.   Gender   Male ☐   Female ☐
     | | | | | | | | | |

7.   Opted Course Code : | | | | | | | | | | | |
     | | | | | | | | | | | |

Please (3) the appropriate box only

8.   Medium Code: English ☐   Hindi ☐   9.   Marital Status: Married ☐   Unmarried ☐

10.   Nationality: Indian ☐   Others ☐   If other, please specify: |_____|

11.   Category: SC ☐   ST ☐   OBC ☐

12.   Location Code: Urban ☐   Rural ☐   Tribal ☐

13.   Religion: ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐   ☐
          Hindu   Muslim   Christian   Sikh   Jain   Buddhist   Parsi   Jews   Other
                                                                            (Please specify)

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Checklist

Affix photograph and sign over it, Attach the following:

i   Demand Draft towards Programme fee.   ☐

ii   Certificates in support of your Educational Qualification(s)   ☐

iii   Category Certificate for SC/SC/OBC(Non Creamy Layer)/PH   ☐
      candidates wherever required

iv   Age Certificate wherever required   ☐

v   Student Card duly filled-in alongwith photograph   ☐

vi   Acknowledgement Card duly stamped   ☐

_____
Signature of Candidate

Date _____

Send this filled-in Form alongwith fee to:
The Regional Director,
IGNOU Regional Centre
…………………………………
…………………………………

NOTES

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination / practical without it.

2. The facilities would be available only relating to the course or courses for which the student is actually registered.

3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.

4. Loss of Identity Card is to be reported immediately to the nearest Police Station & Concerned Regional Centre.

5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student

Course Applied for   : ....

DD/Challan No.   : ....

DD/Challan Date   : ....

Amount   : ....

DD Drawn on   : ....

For Office Use Only
Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's/Mother's Name _____

_____

Address (in Capital Letters) _____

_____

_____

Pin Code_____Mobile No. _____

Full Signature of the Candidate _____

PASTE

LATEST PHOTOGRAPH TO
BE PASTED WHICH WILL
BE
ATTESTED BY
UNIVERSITY OFFICERS

ATTESTED BY
REGIONAL DIRECTOR_____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE

Please mention your full postal address at the space allocated

Affix
Postage
stamp for
Rs 6/-

To

_____

_____

_____

CITY: _____

STATE: _____

From
The Regional Director,
IGNOU Regional Centre
_____

_____

PIN: ☐☐☐☐☐☐