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COMMON PROSPECTUS

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Master's Degree
Bachelor's Degree
Diplomas
Certificates

Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068, INDIA | www.ignou.ac.in

Electronic version of the prospectus is available for download at: http://www.ignou.ac.in

RECOGNITION
IGNOU is a NATIONAL OPEN 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.

Student Registration Division
Compiled & Composed by:
Ms. Vibha Verma, PA, SRD

Prepared & vetted at:
Student Registration Division
Compiled & Composed by:
Ms. Vibha Verma, PA, SRD

Cover Design:
Mr. K. Vishwanathan,
Deputy Director, EMPC

Print Production
Mr. S. Burman, DR (P) MPDD
Mr. K. N. Mohanan, AR (P) MPDD
Mr. Babu Lal Rewadia, SO (P) MPDD

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

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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

FOREWORD

IGNOU is the world's largest university, with nearly 30 lakh students on its rolls. It is destined to grow even bigger with the use of digital technology and the geographical reach extending in the hitherto difficult or even inaccessible areas. IGNOU is now on its journey from distance learning to the new and momentous digital learning system.

Today, the University offers 232 academic programs. IGNOU's ever growing enrolment and popularity has encouraged us to diversify our courses. Our curriculum is on par with the best.
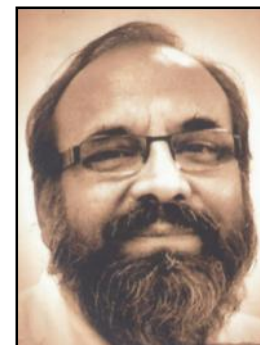
We are fully geared to help digital learners joining the University realize their educational needs and career ambitions. IGNOU has a dense network of 56 Regional Centers and over 3,000 Study Centers across the country to assist students. The University has introduced online admission for students. They can register online, upload the documents required for the admission and pay their fees online and thus enter the IGNOU database smoothly. This really helps us address student matters elaborately well.

IGNOU is the national coordinator for the Study Web of Active Learning by Young Aspiring Minds (SWAYAM) – a project that offers Massive Open Online Courses (MOOCs). IGNOU is preparing to add a large number of MOOCs to the SWAYAM platform and rapidly reach out to rural areas. As part of its new initiative the IGNOU is planning to set up Digital Learning Centers (DLCs) in many rural and semi-urban areas to increase IGNOU's reach. IGNOU is also augmenting Gyan Darshan telecast and Gyan Vani broadcast and effectively use them for nationwide academic counselling thus providing quality teaching support across the country surmounting, in this process, all kinds of physical, social and economic barriers.

I take great pride and a sense of fulfilment as I say that IGNOU has truly entered the digital age and that we want to share our prowess with our learners.

Best wishes,

Ravindra Kumar

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6. UNIVERSITY RULES

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

- 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 around 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.

1.4 The Schools of Studies

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)

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 specialized Institutions in the area spread throughout the country as well as inhouse faculty. The material are scrutinized 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, inhouse 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, practical's projects and the term-end examination of each course in a programme.

1.8 Support Services

The student Service Centre (SSC), at IGNOU headquarters provides student support services at every stage of learning and is an interface between the learner and the University. Queries and grievances received at SSC through various modes, namely, by fax, post, in person, e-mails/SMS, telephone calls and different e-Portals are attended to and addressed/redressed.

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 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	V.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 following conditions :-

1. Your registration for these courses is valid and not time barred.

2. You have submitted the required number of assignments in the courses by due date wherever applicable.

3. You have completed the minimum time to pursue these courses as per the provision of your programme.

4. You have paid the examination fee for all the courses you are appearing in the examination.

in the case of non compliance of any of the above conditions, the result of all such courses will not be declared.

Examination Fee

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course.

Examination fee @ Rs. 120/per course is required to be paid through Bank Draft in favour of IGNOU payable at city under which the examination centre falls. The student can also submit On-line examination form as per guidelines through IGNOU website at www.ignou.ac.in during submission of examination schedule and payment can done by credit/debit card of any nationalized banks.

Submission of Examination Form

Dates for submission

For June TEE	Late Fee	For December TEE	Late Fee
1st March to 31st March	NIL	1st September to 30th Sept.	NIL
1st April to 30th April	Rs. 500/-	1st October to 31st October	Rs. 500/-
1st May to 15th May	Rs.1000/-	1st November to 15th November	Rs. 1000/-

Where to submit

Examination form must be submitted only at the concerned Regional Centre under which your examination centre falls.

Please write your correct enrolment number, programme code and name at the back of the Demand draft. The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket on www.ignou.ac.in website only at least two weeks before the commencement of Term-end Examination. The same could also be downloaded from the University's website www.ignou.ac.in, in case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the student can download the hall ticket from the website and approach the exam centre for appearing in the exam.

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 at Annexure VIII on page 189 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 B.A, B.Com, B.Sc., BSW and BTS programmes. The fee is irrespective of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits. For rest of the programmes, the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of credits of the programme = fee for 1 credit, multiplied by the credit assigned to the specific course (rounded off to the next Fifty Rs.). Associate students choosing courses of B.A. can exercise their option for 'one course' only from a Group. If a student wants to opt four courses of 8 credits each, he/she can opt one each from Group-1 to 6 as per his/her choice. Grouping of courses are given in the Prospectus under B.A. (General).

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 should 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 cycles. 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 consecutive cycle unless the prescribed minimum duration is completed.

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 re-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 this scheme. Similarly, re-admission facility is not extended to Associate Students. Separate Enrolment No., i.e. 'AS - - - - - - -' would be allotted to such students. <u>The filled-in forms of 'Associate Studentship' are to be sent to the Regional Director concerned.</u> Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

1.12   International Students Residing in India

Such students are advised to visit (INTERNATIONAL STUDENTS icon) on IGNOU's website (www.ignou.ac.in) for the programmes on offer for them; programme fee and other fees applicable for them.

1.13   Provisional Admission

The University has a provision for Provisional Admission to the programmes offered through Common Prospectus (except Certificate programmes of six month duration, Awareness programmes, non-credit programmes and Merit-based/Entrance Test based programmes). Those candidates who otherwise fulfil the prescribed eligibility criteria, but are unable to apply for want of declaration of result of the qualifying examination and/or for want of final Mark-sheet and Provisional Certificate, but desirous of seeking admission in July/January) admission cycle, as the case may be, can submit the prescribed admission form with requisite fee, as per schedule. Such candidates are also required to submit the 'Undertaking' given Annexure II on page 176.

Other terms and conditions for seeking Provisional Admission are :

i)   All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by 30th September (for July admission cycle) and 31st March (for January admission cycle).

ii)   Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and forfeiture of 25% of fee paid.

iii)   Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students

iv)   Regional Directors will confirm the final admission only on fulfilment of the condition at (i) above.

v)   Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

1.14   Online Admission System

The Admission Forms can be submitted online through Onlie Admission System at http://onlineadmission.ignou.ac.in. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission confirmed.

The Online Admission System follows the same schedule for receipt of admission forms during the academic cycle as is prepared for the offline system of receipt of Amdission Forms. The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website http://www.ignou.ac.in. However, an amount of Rs. 100/- is changed as processing fee along with the programme fee is this case.

1.15   eGyanKosh

The IGNOU eGyanKosh (http://www.egyankosh.ac.in) – one of the world's largest repositories of educational resources in higher education – is available for the learners and teachers, and public at large for free. The eGyanKosh houses the self-learning material of around 2565 courses and over 2389 video programmes of IGNOU. The resources available on the eGyanKosh can be accessed through Login ID and Password which need to be created by the user at the initial login. The IGNOU learners are encouraged to make use of these resources for their learning.

1.16   Vidya Lakshmi Portal

Subsequent to the announcement of Hon'ble Finance Minister, Vidya Lakshmi Portal has been set up from 15.08.2015. The Portal has been development by National Securities Depository Limited (NSDL) e-Governance Infrastructure Ltd. The principal purpose of the Portal is to have facilities of education loan, scholarship and other student friendly facilities through one link. The Portal is gateway to Banks for education loan and also has linkages with National e-Scholarship Portal (NeSP) inaugurated by the Prime Minister on 01.07.2015 as a part of Digital India initiative managed by Centre for Good Governance under DEITY. The Portal is information friendly with relevant information for students. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere by accessing the Portal. The Portal would be useful for students, parents, educational institutions, bankers, employers, researchers, etc. 26 banks have been registered so far and 52 loan schemes have been uploaded in Vidya Lakshmi Portal.

2. MASTER'S DEGREE PROGRAMMES

2.1 Master of Computer Applications (MCA)
School of Computer & Information Sciences (SOCIS)

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 emphasizes the application of software technology to solve mathematical, computing, communications/networking and commercial problems.

The 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 focused on core courses providing a conceptual framework and the third year provides the specialization and the project work. After the successful completing of first year courses, the student will receive the PGDCA (Post Graduate Diploma in Computer Applications) certificate.

Eligibility: ᵅAny Bachelor's degree of minimum 3 (three) year duration from a recognized University AND Mathematics 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.

Medium of Instruction: English

Duration: Minimum 3 years and Maximum 6 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 54,000/- for full programme to be paid semester wise @Rs. 9,000/- per semester. Non Maths students have to pay Rs.1,200/- additional in the first semester.

Programme Details:

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 is December for the July to December semester courses. The students are at liberty to appear 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		
MCS 11	Problem Solving and Programming	3
MCS 12	Computer Organization and Assembly Language Programming	4
MCS 13	Discrete Mathematics	2
MCS 14	Systems Analysis and Design	3
MCS 15	Communication Skills	2
MCSL 16	Internet Concepts and Web Design	2
MCSL 17	C and Assembly Language Programming Lab	2
II Semester		
MCS 21	Data and File Structures	4
MCS 22	Operating System Concepts and Networking Management	4
MCS 23	Introduction to Database Management Systems	3
MCS 24	Object Oriented Technologies and Java Programming	3
MCSL 25	Lab (based on MCS21, MCS22, MCS23 and MCS24)	4
Second Year		
III Semester		
MCS 31	Design and Analysis of Alogrithms	4
MCS 32	Object Oriented Analysis and Design	3
MCS 33	Advanced Discrete Mathematics	2
MCS 34	Software Engineering	3
MCS 35	Accountancy and Financial Management	3
MCSL 36	Lab (based on MCS32, MCS34 and MCS35)	3

IV Semester		
MCS 41	Operating Systems	4
MCS 42	Data Communication and Computer Networks	4
MCS 43	Advanced Database Mathematics Management Systems	4
MCS 44	Mini Project	4
MCSL 45	Lab (UNIX and Oracle)	2
Third Year		
V Semester		
MCS 51	Advanced Internet Technologies	3
MCS 52	Principles of Management and Information Systems	2
MCS 53	Computer Graphics and Multimedia	4
MCSL 54	Lab (based on MCS 51 and MCS 53)	2
Elective Courses		
MCSE 3	Artificial Intelligence and Knowledge Management	3
MCSE 4	Numerical and Statistical Computing	3
MCSE 11	Parallel Computing	3
VI Semester		
MCSP 60	Project	16
Total Credits		108

Programme Coordinator: Sh. Akshay Kumar, mca@ignou.ac.in, Ph. 011-29572914

2.2 Master of Science (Dietetics and Food Services Management) (MSCDFSM)

School of Continuing Education (SOCE)

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 three months internship programme (16 credits).

Eligibility: α 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, BHHS etc) from the following background – Home Science/ Food Science and Technology, Life Science, Microbiology Health Care, Medical, Pharmaceutical Catering alongwith the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted).

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 27,000/- for full programme to be paid year wise @Rs. 13,500/- per year.

Programme Details:

Course Code	Title of the Course	Credits
MFN 1	Applied Physiology	4
MFN 2 MFNL 2	Nutritional Biochemistry	2 2

MFN 3 MFNL 3	Food Safety and Food Microbiology	2 2
MFN 4 MFNL 4	Advance Nutrition	4 2
MFN 5 MFNL 5	Clinical and Therapeutic Nutrition	4 2
MFN 6 MFNL 6	Public Nutrition	4 2
MFN 7 MFNL 7	Entrepreneurship and Food Service Management	4 2
MFN 8 MFNL 8	Principles of Food Science	2 2
MFN 9	Research Methods and Biostatistics	6
MFN 10	Understanding Computer Applications	2
MFNP 11	Internship Programme	16*
MFNP 12	Dissertation	8
Total Credits		72

* Three Months Internship

> For MSc. (DFSM) Programme:
>
> 1st Year Courses : MFN 1, MFN 2, MFNL 2, MFN 3, MFNL 3, MFN 6, MFNL 6, MFN 8, MFNL 8 and MFN 10
> 2nd Year Courses : MFN 4, MFNL 4, MFN 5, MFNL 5, MFN 7, MFNL 7, MFN 9, MFNP 11 and MFNP 12
>
> For PGDDPN Programme:
>
> Courses : MFN 1, MFN 2, MFN 3, MFN 4, MFN 5, MFNL 5, MFN 6, MFNL 6, MFN 7, MFNL 7 and MFNP 11

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 recognized institutions/ university in the last 5 years.

Programme Coordinator : Prof. Deeksha Kapur, deekshakapur@ignou.ac.in
Ph. 011-29536347, 29572960

2.3 Master of Arts in Rural Development (MARD)
School of Continuing Education (SOCE)

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.

Eligibility: ªBachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year (Compulsory)		
MRD 101	Rural Development – Indian Context	6
MRD 102	Rural Development Programmes	6
MRD 103	Rural Development – Planning and Management	6
MRD 4	Research Methods in Rural Development	6
MRDP 1	Dissertation	12
II Year (Choose any five)		
RDD 6	Rural Health Care	6
RDD 7	Communication and Extension in Rural Development	6
MRDE 101	Rural Social Development	6
MRDE 2	Voluntary Action in Rural Development	6
MRDE 3	Land Reforms and Rural Development	6
MRDE 4	Entrepreneurship and Rural Development	6
Total Credits		66

Programme Coordinator: Ms. Santosh Tanwer, santosh_tanwer@hotmail.com Ph. 011-29572955

2.4 Master of Science in Counselling and Family Therapy (MSCCFT)
School of Continuing Education (SOCE)

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.

Eligibility: [a] 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

[a] 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.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered only in July cycle of admissions.

Fee Structure: Rs. 28,000/- for full programme to be paid year wise @Rs. 14,000/- per year.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MCFT 1	Human Development and Family Relationships	4
MCFTL 1	Human Development and Family Relationships – Supervised Practicum	2
MCFT 2	Mental Health and Disorders	4
MCFTL 2	Mental Health and Disorders – Supervised Practicum	2
MCFT 3	Counselling and Family Therapy: Basic Concepts & Theoretical Perspectives	4
MCFTL 3	Counselling and Family Therapy: Basic Concepts & Theoretical Perspectives Supervised Practicum	2
MCFT 4	Counselling and Family Therapy: Applied Aspects	4
MCFTL 4	Counselling and Family Therapy: Applied Aspects – Supervised Practicum	2
MCFT 5	Counselling and Family Therapy: Research Methods and Statistics	4
MCFTL 5	Counselling and Family Therapy: Research Methods and Statistics – Supervised Practicum	2
MCFTL 8	Reflective Journal	2
II Year		
MCFT 6	Applied Social Psychology	4
MCFTL 6	Applied Social Psychology-Supervised Practicum	2
MCFT 7	Counselling and Family Therapy: Applications and Interventions	4
MCFTL 7	Counselling and Family Therapy: Applications and Interventions – Supervised Practicum	2
MCFTP 1	Internship	6
MCFTP 2	Dissertation	8
Optional Paper (any one of the following):		
MCFTE 1	Marital and Family Therapy & Counselling	2
MCFTE 4	Marital and Family Therapy & Counselling – Supervised Practicum	4
	OR	
MCFTE 2	Child and Adolescent Counselling and Family Therapy	2
MCFTE 5	Child and Adolescent Counselling and Family Therapy – Supervised Practicum	4
	OR	
MCFTE 3	Substance Abuse Counselling and Family Therapy	2
MCFTE 6	Substance Abuse Counselling and Family Therapy – Supervised Practicum	4
	Total Credits	64

Programme Coordinators: Prof. Neerja Chadha, neerja_chadha@ignou.ac.in
Ph. 011-29572946, 29536347
Dr. Amiteshwar Ratra, amiteshwar@ignou.ac.in

2.5 Master of Tourism and Travel Management (MTTM)
School of Tourism and Hospitality Services Management (SOTHSM)

The MTTM 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:

Eligibility :
ᵅCategory 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.

ᵅCategory 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.)

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year for Category-I & for Category-II Rs.11,000/- for full programme to be paid year wise @Rs.6,500/- for 1st Year & Rs.4,500/- for 2nd Year.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
I Semester		
MTTM 1	Management Functions and Behaviour in Tourism	4
MTTM 2	Human Resource Planning and Development in Tourism	4
MTTM 3	Managing Personnel in Tourism	4
MTTM 4	Information Management Systems and Tourism	4
II Semester		
MTTM 5	Accounting and Finance for Managers in Tourism	4
MTTM 6	Marketing for Tourism Managers	4
MTTM 7	Managing Sales and Promotion in Tourism	4
MTTM 8	Managing Entrepreneurship and Small Business in Tourism	4
II Year		
III Semester		
MTTM 9	Understanding Tourism Markets	4
MTTM 10	Tourism Impacts	4
MTTM 11	Tourism Planning and Development	4
MTTM 16	Dissertation	8
IV Semester		
MTTM 12	Tourism Products: Design and Development	4
MTTM 13	Tourism Operations	4
MTTM 14	Tourist Transport Operations (Road Transport)	4
MTTM 15	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
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
TS 3	Management in Tourism	8
TS 6	Tourism Marketing	8
Total Credits		32

Programme Coordinator: Ph. 011-29571756

2.6 Master of Arts in English (MEG)

School of Humanities (SOH)

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.

Eligibility: ˜Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MEG 1	British Poetry	8
MEG 2	British Drama	8
MEG 3	British Novel	8
MEG 4	Aspects of Language	8
II Year		
Compulsory Course		
MEG 5	Literary Criticism and Theory	8
Optional Courses (Choose any three)		
MEG 6	American Literature	8
MEG 7	Indian English Literature	8
MEG 8	New Literatures in English	8
MEG 9	Australian Literature	8
MEG 10	English Studies in India	8
MEG 11	American Novel	8
MEG 12	A Survey Course in 20th Century Canadian Literature	8
MEG 14	Contemporary Indian Literature in English Translation	8
Total Credits		64

Programme Coordinator: Ms. Mridula R Kindo, mridulak@ignou.ac.in, Ph. 011-29572768

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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।

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एम.एच.डी. 3	उपन्यास एवं कहानियां	8
एम.एच.डी. 4	नाटक एवं अन्य गद्य विधाएँ	8
एम.एच.डी. 6	हिन्दी भाषा और साहित्य का इतिहास	8
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एम.एच.डी. 1	हिन्दी काव्य–1 (आदि काव्य, भक्ति काव्य एवं रीति काव्य)	4
एम.एच.डी. 5	साहित्य सिद्धांत और समालोचना	8
एम.एच.डी. 7	भाषाविज्ञान और हिन्दी भाषा	4

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एम.एच.डी. 09	कहानी : स्वरूप और विकास	4
एम.एच.डी. 10	प्रेमचंद की कहानियाँ	4
एम.एच.डी. 11	हिंदी कहानी	4
एम.एच.डी. 12	भारतीय कहानी	4
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एम.एच.डी. 13	उपन्यासः स्वरूप और विकास	4
एम.एच.डी. 14	हिन्दी उपन्यास–1 (प्रेमचन्द का विशेष अध्ययन)	4
एम.एच.डी. 15	हिन्दी उपन्यास–2	4
एम.एच.डी. 16	भारतीय उपन्यास	4
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एम.एच.डी. 18	दलित साहित्य की अवधारणा एवं स्वरूप	4
एम.एच.डी. 19	हिन्दी दलित साहित्य का विकास	4
एम.एच.डी. 20	भारतीय भाषाओं में दलित साहित्य	4
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2.8 Master of Social Work (MSW)
School of Social Work (SOSW)

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.

Eligibility: Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 27,000/- for full programme to be paid year wise @Rs. 13,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MSW 1	Origin and Development of Social Work	4
MSW 2	Professional Social Work: Indian Perspectives	4
MSW 3	Basic Social Science Concepts	4
MSW 4	Social Work and Social Development	4
MSW 5	Social Work Practicum and Supervision	4
MSW 6	Social Work Research	6
MSWL 1	Social Work Practicum-I (Practical)	10
II Year		
Compulsory Courses		
MSW 7	Casework and Counselling: Working with Individuals	4
MSW 8	Social Group Work: Working with Groups	4
MSW 9	Community Organisation Management for Community Development	4
MSWL 2	Social Work Practicum-II (Practical)	10

Elective Courses (Choose any two)		
MSWE 1	HIV/AIDS: Stigma, Discrimination and Prevention	4
MSWE 2	Women & Child Development	4
MSWE 3	Disaster Management	4
MSW 10	Introduction to Philanthropic Social Work	4
MSWP 1	Dissertation (Project work)	4
Total Credits		66

Programme Coordinator: Dr. Saumya, saumya@ignou.ac.in, Ph. 011-29571696

2.9 Master of Social Work (Counselling) (MSWC)
School of Social Work (SOSW)

Masters in Social Work (Counselling) would provide both academic learning and professional education and training in Counselling, extending beyond theoretical knowledge. This programme is tailored to suit counselors working in a wide range of organizational and community contexts as well as individuals in a family. With the fast changing social scenario, the problems being faced by people across the board are numerous. Unlike in the western world, Counselling services are very inadequate in India. There is a growing demand for counselors in schools, corporate sector, health care setting, social and welfare sectors, correctional settings etc. However, schools/universities where Counselling course/ programme are taught in India are very few. There is a good potential for employment in government as well as NGO sectors. There is an urgent need for specially trained counselors to handle the stress of employees working with call centres, corporate sectors, families, family courts, correctional settings, school, universities and educational institutions, rehabilitation centres, refugee camps, institutions for the differently abled, aged, child care and adoption centres, family planning, voluntary Counselling and testing centres, rural sectors especially where farmers are driven to commit suicide, de-addiction centres etc.

MSW(C) Programme would be offered initially through one or two study centres under each Regional Centre. The programme can be taken only through activated study centres or special study centres through each Regional Centre. This Programme is being offered only in English. For Field Work in the MSW (Counselling) programme much focus is given on specialization in Counselling and 40 percent weightage is given for the practicum.

Eligibility: ᵅBachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 30,000/- for full programme to be paid year wise @Rs. 15,000/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MSW 1	Origin and Development of Social Work	4
MSW 2	Professional Social Work: Indian Perspectives	4
MSW 5	Social Work Practicum and Supervision	4
MSW 8	Social Group Work: Working with Groups	4
MSW 9	Community Organisation Management for Community Development	4
MSWL 46	Social Work Practicum-I	8
MSWL 47	Block Placement	8
II Year		
MSW 12	Introduction to Life Characteristics and Challanges	4
MSW 13	Introduction to Psychological Basis of Counselling	4
MSW 14	Relevance of Social Case Work in Counselling	4
MSW 15	Basics of Counselling	4
MSW 16	Fields of Counselling	4
MSWL 48	Social Work Practicum-II	8
MSWL 49	Internship	8
Total Credits		72

Special Instruction, if any

Students of MSW are urged to opt for Associate Studentship Scheme of IGNOU as explained under clause 1.11 on Page 12. One of the important and useful courses would be MSW 6 : Social Work research. This course may be taken along with any of the suggested 4 credit courses which will be of great help to those intending to go for research leading to M.Phil./Ph.D in Social Work.

List of Courses in Social Work Discipline for Associate Studentship

Course Code	Title of the Course	Credits
MSW 6	Social Work Research	6
MSWE 1	HIV/AIDS : Stigma, Discrimination and Prevention	4
MSW 10	Introduction to Philanthropic Social Work	4
MSW 11	Working Among the Poorest of the Poor	4
MSWE 3	Disaster Management	4

Programme Coordinator: Ms. N. Ramya, ramya@ignou.ac.in, Ph. 011-29571693

2.10 Master of Arts in Philosophy (MAPY)
School of Inter-disciplinary & Trans-disciplinary Studies (SOITS)

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-16 credits; 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.

Eligibility: ᵃ Bachelor's Degree or equivalent.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits	
I Year			
Compulsory Course			
MPY 1	Indian Philosophy		8
Elective Courses (Choose any six)			
MPYE 1	Logic		4
MPYE 2	Ethics		4
MPYE 3	Epistemology		4
MPYE 4	Philosophy of Human Person		4
MPYE 5	World Religions		4
MPYE 6	Dalit Philosophy		4
MPYE 7	Research Methodology in Philosophy		4
MGP 5	Introduction to Peace and Conflict Resolution		4
II Year			
Compulsory Courses			
MPY 2	Western Philosophy		8

Elective Courses (Choose any six)		
MPYE 8	Metaphysics	4
MPYE 9	Philosophy of Science and Cosmology	4
MPYE 10	Philosophy of Religion	4
MPYE 11	Philosophy of Art (Aesthetics)	4
MPYE 12	Tribal Philosophy	4
MPYE 13	Philosophy of Technology	4
MPYE 14	Philosophy of Mind	4
MPYE 15	Gandhian Philosophy	4
MPYE 16	Philosophy of Sri Aurobindo	4
MPYP 1	Dissertation	4
Total Credits		66

Programme Coordinator: Prof. Gracious Thomas, gthomas@ignou.ac.in, Ph. 011-29571692

2.11 Master of Arts in Education (MAEDU)[@$]
School of Education (SOE)

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.

Eligibility: [α] Bachelor's Degree in any discipline with or without a Degree in Education from a recognized University.

Medium of Instruction: English, However, students can write assignments, Term-end-Examination and Dissertation in Hindi.

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 13,500/- for full programme (Rs. 7,500/- for 1st year & Rs. 6,000/- for 2nd year respectively).

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

Programme Details:

Group A: Basic Course on Education (4 Credits)

This course provides a concise but comprehensive articulation of education. The course familiarizes 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	Title of the Course	Credits
MES 11	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	Title of the Course	Credits
MES 12	Education: Nature and Purposes	6
MES 13	Learning, Learner and Development	6
MES 14	Societal Context of Education	6
MES 15	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	Title of the Course	Credits
MES 16	Educational Research	6
MESP 1	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. You have to choose one out of five specialized areas. 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, Educational Management and Adult Education.

Course Code	Title of the Course	Credits
Higher Education		
MES 101	Higher Education: Its Context and Linkages	6
MES 102	Instruction in Higher Education	6
MES 103	Higher Education: The Psycho-social Context	6
MES 104	Planning and Management of Higher Education	6
Distance Education		
MES 111	Growth and Philosophy of Distance Education	4
MES 112	Design and Development of Self-Learning Print Materials	4
MES 113	Learner Support Services	4
MES 114	Management of Distance Education	6
MES 115	Communication Technology for Distance Education	6
Educational Technology		
MES 31	ET -An Overview	6
MES 32	Communication and Information Technology	6
MES 33	Computer Technology	6
MES 34	Designing Courseware	6
Educational Management		
MES 41	Growth and Development of Educational Management	6
MES 42	Dimensions of Educational Management	6
MES 43	Organizational Behaviour	6
MES 44	Institutional Management	6
Adult Education		
MAE 1	Understanding Adult Education	6
MAE 2	Policy Planning and Implementation of Adult Education in India	6
MAE 3	Knowledge Management, Information Dissemination and Networking in Adult Education	6
MAE 4	Extension Education and Development	6

Course to be offered in 1st Year of the programme (Total 34 Credits) (All Compulsory)

Course Code	Title of the Course	Credits
MES 11	Understanding Education	4
MES 12	Education : Nature and Purposes	6
MES 13	Learning, Learner and Development	6
MES 14	Societal Context of Education	6
MES 15	Operational Dimensions of Education	6
MES 16	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)

Programme Coordinator: Prof. N. K. Dash, nkdash@ignou.ac.in, Ph. 011-29572944

2.12 Master of Arts in Economics (MEC)
School of Social Sciences (SOSS)

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, MEC7, MEC8 and MEC109) are Compulsory while rest are optional.

Eligibility: α Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 12,000/- for full programme to be paid year wise @Rs. 6,000/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MEC 101	Microeconomic Analysis	6
MEC 2	Macroeconomic Analysis	6
MEC 103	Quantitative Methods	6
MEC 4	Economics of Growth and Development	6
MEC 105	Indian Economic Policy	6
II Year		
Compulsory Courses		
MEC 6	Public Economics	6
MEC 7	International Trade and Finance	6
MEC 8	Economics of Social Sector and Environment	6
MEC 109	Research Methods in Economics	6

Optional Courses (Choose 12 credits only)		
MECE 1	Econometric Methods	6
MECE 3	Actuarial Economics: Theory and Practice	6
MECE 4	Financial Institutions and Markets	6
MECP 101	Project Work	6
MPA 15	Public Policy and Analysis	8
MPA 17	Electronic Governance	4
Total Credits		66

(MPA 15 and MPA 17 To be taken together)

Programme Coordinator: Prof. G. Pradhan, gpradhan@ignou.ac.in, Ph. 011-29572745

2.13 Master of Arts in History (MAH)
School of Social Sciences (SOSS)

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.

Eligibility: " Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MHI 1	Ancient and Medieval Societies	8
MHI 2	Modern World	8
MHI 4	Political Structures in India	8
MHI 5	History of Indian Economy	8
II Year		
Compulsory Courses		
MHI 3	Historiography	8
Optional Courses (Choose24 credits only)		
MPSE 3	Western Political Thought	4
MPSE 4	Social and Political Thought in Modern India	4
MHI 6	Evolution of Social Structures in India through the Ages	8
MHI 8	History of Ecology and Environment : India	8
MHI 9	Indian National Movement	8
MHI 10	Urbanization in India	8
Total Credits		64

Programme Coordinator: Prof. Abha Singh, programmecoordinatiorhistory@gmail.com, Ph. 011-29572717

2.14 Master of Arts in Political Science (MPS)
School of Social Sciences (SOSS)

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.

Eligibility: ᵃ Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MPS 1	Political Theory	8
MPS 2	International Relations: Theory and Problems	8
MPS 3	India: Democracy and Development	8
MPS 4	Comparative Politics: Issues and Trends	8
II Year (Choose 32 credits only)		
MPSE 1	India and the World	4
MPSE 2	State and Society in Latin America	4
MPSE 3	Western Political Thought	4
MPSE 4	Social and Political Thought in Modern India	4
MPSE 5	State and Society in Africa	4
MPSE 6	Peace and Conflict Studies	4
MPSE 7	Social Movements and Politics in India	4
MPSE 8	State Politics in India	4
MPSE 9	Canada: Politics and Society	4
MPSE 11	The European Union in World Affairs	4
MPSE 12	State and Society in Australia	4
MPSE 13	Australia's Foreign Policy	4
MED 2	Sustainable Development: Issues and Challenges	4
MED 8	Globalisation and Environment	4
MGP 4	Gandhi's Political Thought	4
MGPE 7	Non-Violent Movements after Gandhi	4
MGPE 8	Gandhian Approach to Peace and Conflict Resolution	4
MGPE 10	Conflict Management, Transformation & Peace Building	4
MGPE 11	Human Security	4
MGPE 13	Civil Society, Political Regimes and Conflict	4
Total Credits		64

Programme Coordinators: Prof. S.V. Reddy, svreddy@ignou.ac.in, Ph. 011-29572733
Prof. Jagpal Singh, jagpal@ignou.ac.in, Ph. 011-29572729

2.15 Master of Arts in Public Administration (MPA)
School of Social Sciences (SOSS)

The aim of the Master's Degree in Public Administration is to provide comprehensive knowledge to the learners on the nature of public administration in India in the globalization context with focus on the role of the State, Public Sector and Public Private Interface. The growing role of Civil Society groups, human resources, e-governance and Public systems management will be the central focus. The programme would be able to develop the conceptual faculties of the learners on various administrative theories, postulates, models, processes, methods, instruments, techniques, etc.

Eligibility: ª Bachelor's Degree or a higher degree from a recognised University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MPA 11	State, Society and Public Administration	8
MPA 12	Administrative Theory	8
MPA 13	Public Systems Management	8
MPA 14	Human Resource Management	8
II Year		
Compulsory Courses		
MPA 15	Public Policy and Analysis	8
MPA 16	Decentralisation and Local Governance	8
Optional Courses		
MPA 17	Electronic Governance	4
MPA 18	Disaster Management } (To be taken together)	4
MSO 2	Research Methodologies and Methods	8
MPS 3	India : Democracy and Development	8
MPAP 2	Project Work	8
Total Credits		64

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.

Programme Coordinators: Prof. E. Vayunandan, evayunandan@ignou.ac.in, Ph. 9810333831
Prof. Alka Dhameja, alkadhameja@yahoo.com, Ph. 9811101033

2.16 Master of Arts in Sociology (MSO)

School of Social Sciences (SOSS)

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, urbanization, 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, urbanization, globalization and such other social processes.

Eligibility: ª Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MSO 1	Sociological Theories and Concepts	8
MSO 2	Research Methods and Methodologies	8
MSO 3	Sociology of Development	8
MSO 4	Sociology in India	8
II Year (choose 32 credits only)		
MSOE 1	Sociology of Education	8
MSOE 2	Diaspora and Transnational Communities	8
MSOE 3	Sociology of Religion	8
MSOE 4	Urban Sociology	8
MPA 16	Decentralization and Local Governance	8
MPS 3	India: Democracy and Development	8
Total Credits		64

Programme Coordinators: Prof. Debal K. Singharoy, dksinghroy@ignou.ac.in, Ph. 011-29572718
Prof. Tribhuwan Kapur, tksociology@yahoo.com, Ph. 011-29572711

2.17 MA in Gandhi and Peace Studies (MGPS)
School of Social Sciences (SOSS)

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.

Eligibility: α Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English and Hindi.

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year.

Programme Details:

Course Code	Title of the Course	Credits
1 Year		
MGP 1	Gandhi: The Man and His Times	4
MGP 2	Philosophy of Gandhi	4
MGP 3	Gandhi's Social Thought	4
MGP 4	Gandhi's Political Thought	4
MGPE 6	Gandhi's Economic Thought	4
MGPE 7	Non-violent Movements after Gandhi	4
MGPE 9	Gandhi in the 21st Century	4
MGPE 14	Gandhi, Ecology and Sustainable Development	4

2nd Year			
	(Compulsory)		
MGP 5	Introduction to Peace and Conflict Resolution		4
	(Optional) Choose only 28 credits		
MGPE 8	Gandhi Approach to Peace and Conflict Resolutions		4
MGPE 10	Conflict Management, Transformation and Peace Building		4
MGPE 11	Human Security		4
MGPE 12	Women and Peace		4
MGPE 13	Civil Society, Political Regimes and Conflict		4
MGPE 15	Introduction to Research Methods		4
MGPE 16	Human Rights: Indian Perspective		4
MGPE 17	*Project Work		8
Total Credits			64

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

Programme Coordinator: Prof. D. Gopal, dgopal@ignou.ac.in, Ph. 011-29572704/29535515

2.18 Master of Arts in Psychology (MAPC)
School of Social Sciences (SOSS)

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

In the present scenario psychologists are in great demand ranging from educational institutions, rehabilitation centres, hospitals to various organizations and industries, both in public and private sector. Psychology is also being applied to various new and emerging areas like sports, forensic, military, police, aviation, etc.

Keeping the above in view and the commitment of IGNOU to provide 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 as fresh graduate students as well as those who want to enter the employment arena and those already employed but do not possess the necessary qualification in Psychology.

Eligibility: " Bachelor's Degree in any subject from a recognized University.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 13,000/- for full programme to be paid year wise @Rs. 6,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MPC 1	Cognitive Psychology, Learning and Memory	4
MPC 2	Life Span Psychology	4
MPC 3	Personality: Theories and Assessment	4
MPC 4	Advanced Social Psychology	4
MPC 5	Research Methods in Psychology	4
MPC 6	Statistics in Psychology	4
MPCL 7	Practicum in Experimental Psychology & Psychological Testing	8
II Year (choose any one group)		
Group A: Clinical Psychology		
MPCE 11	Psychopathology	4
MPCE 12	Psychodiagnostics	4

MPCE 13	Psychotherapeutic methods	4
MPCE 14	Practicum in Clinical Psychology	6
MPCE 15	Internship	8
MPCE 16	Project	6
Group B: Counselling Psychology		
MPCE 21	Counselling Psychology	4
MPCE 22	Assessment in Counselling and Guidance	4
MPCE 23	Interventions in Counselling	4
MPCE 24	Practicum in Counselling Psychology	6
MPCE 25	Internship	8
MPCE 26	Project	6
Group C: Industrial and Organizational Psychology		
MPCE 31	Organisational Behaviour	4
MPCE 32	Human Resource Development	4
MPCE 33	Organisational Development	4
MPCE 34	Practicum in Industrial and Organisational Psychology	6
MPCE 35	Internship	8
MPCE 36	Project	6
Total Credits		64

Programme Coordinators: Dr. Swati Patra & Dr. Smita Gupta, psychology@ignou.ac.in,
Ph. 011-29572707, 011-29572761

2.19 Master of Library and Information Science (MLIS)
School of Social Sciences (SOSS)

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).

Eligibility: ᵃBachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January and July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
MLI 101	Information, Communication and Society	4
MLII 101	Information Sources, Systems and Services	4
MLI 102	Management of Library and Information Centres	4
MLII 102	Information Processing and Retrieval	4
MLII 103	Fundamentals of Information Communication Technologies	4
MLII 104	Information Communication Technologies: Applications	4
MLIP 2	Project	4
Elective Courses (Choose any two only)		
MLIE 101	Preservation and Conservation of Library Materials	4
MLIE 102	Research Methodology	4
MLIE 103	Academic Library System	4
MLIE 104	Technical Writing	4
MLIE 105	Informetrics and Scientometrics	4
MLIE 106	Public Library System and Services	4
Total Credits		36

Programme Coordinator: Prof. Uma Kanjilal, ukanjilal@ignou.ac.in, Ph. 011-29572714

2.20 Masters in Anthropology (MAAN)
School of Social Sciences (SOSS)

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.

Eligibility: " Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 14,000/- for full programme to be paid year wise @Rs. 7,000/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MANI 1	Anthropology and Methods of Research (Theory and Projectl)	8
MANI 2	Physical Anthropology (Theory and Practical)	8
MAN 1	Social Anthropology (Theory)	8
MAN 2	Archaeological Anthropology (Theory)	8
II Year		
Compulsory Courses		
MANP 1	Fieldwork Dissertation	8
MANI 3	Practicing Anthropology (Theory and Project)	8
Elective Courses (Choose any two only)		
MANE 1	Human Genetics (Theory and Practical)	8
MANE 2	Human Growth & Development (Theory and Practical)	8
MANE 3	Comparative Ethnography	8
MANE 4	Gender and Society	8
MANE 5	Environmental Anthropology	8
Total Credits		64

Programme Coordinator: Dr. Rashmi Sinha, rashmisinha@ignou.ac.in, Ph. 09818389771, 011-29572775

2.21 Master of Arts in Extension and Development Studies (MAEDS)
School of Extension & Development Studies (SOEDS)

This 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 professionals 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.

Eligibility: ^αAny Graduate.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MEDS 1	Introduction to Extension and Development	4
MEDS 2	Dynamics of Extension and Development	4
MEDS 3	Problems and Issues in Development	6
MEDSP 4	Project Work I	4
MEDS 5	Planning and Management of Extension and Development Programmes	4
MEDS 6	Research Methods in Extension and Development Studies	6
MEDSP 7	Project Work II	6
II Year		
MEDS 8	Extension Communication and Diffusion of Innovations for Development	4
MEDS 9	Development in India – Pre and Post Liberalization Period	6
MEDS 10	Training for Development	4
MEDS 11	Local Self Governance	4
MEDSE 15	Family Healthcare Education	4
MEDSP 17	Dissertation	10
Total Credits		66

Programme Coordinators: Prof. B.K.Pattanaik, bkpattanaik@ignou.ac.in, Ph. 011-29571662
Dr. P.V.K.Sasidhar, pvksasidhar@ignou.ac.in, Ph. 011-29571665
Dr. Nehal A. Farooquee, nafarooquee@ignou.ac.in, Ph. 011-29571664

2.22 Master of Arts in Adult Education (MAAE)
School of Education (SOE)

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.

Eligibility: ^αBachelor's Degree from any recognized University/Institute

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered only in July cycle of admission.

Fee Structure: Rs. 12,000/- for full programme to be paid year wise @Rs. 6,000/- per year. Students admitted for first year shall re-register themselves for the second year by duly filling in the prescribed Re-Registration form of that year and submitting it to the Regional Centre concerned along with requisite fee.

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 Details:

Course Code	Title of the Course	Credits
I year		
MAE 1	Understanding Adult Education	6
MAE 2	Policy Planning and Implementation of Adult Education in India	6
MAE 3	Knowledge Management, Information Dissemination and Networking in Adult Education	6
MES 16	Educational Research	6
MAEL 1	Practical Work Components	10
II year		
Compulsory Courses		
MAE 4	Extension Education and Development	6
MAE 5	Population and Development Education	6
MAEP 1	Dissertation	10
Optional Courses		
MAEE 1*	Sustainable Development	6
MESE 61*	Open and Distance Learning Systems	6
MAEE 2**	Basics of Legal Awareness	6
MESE 62**	Vocational Education	6
Total Credits		68

* indicates that the student should select only one out of MAEE 1 and MESE 61 Courses.

** indicates that the student should select only one out of MAEE 2 and MESE 62 Courses.

After successful completion of all courses of first year, the student shall be awarded Post Graduate Diploma in Adult Education (PGDAE).

Programme Coordinator: Dr. M.V.Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph. 011-29572935 / Mobile: 9868956537

2.23 Master of Arts in Gender and Development Studies (MAGD)
School of Gender & Development Studies (SOGDS)

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 mainstreaming 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 sustainable 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.

Eligibility: " Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year.

Programme Details:

Course Code	Title of the Course	Credits	
I Year			
MGS 1	Gender and Development: Concepts, Approaches and Strategies	6	
MGS 2	Gender, Development Goals and Praxis	6	
MGS 3	Gender Analysis	4	
MGS 4	Gender-Sensitive Planning and Policy Making	8	
MGS 5	Research Methodologies in Gender and Development Studies	8	
MGSP 1	Internship-I / Field based Research Project-I	4	
II Year			
Compulsory Course			
MGSP 2	Internship-II / Field based Research Project-II	4	
Elective Courses (Choose any eight(8) courses only)			
MGSE 1	Gender Planning and Development Policies	4	
MGSE 2	Gender Audit and Gender Budgeting	4	
MGSE 3	Gender Mainstreaming	4	
MGSE 4	Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management		
MGSE 6	Gender, Resources and Entitlements	4	
MGSE 7	Gender, Organization and Leadership	4	
MGSE 9	Gender Issues in Work, Employment and Productivity	4	
MGSE 10	Gender and Entrepreneurship Development	4	
MGSE 13	Gender Training and Empowerment	4	
MGSE 20	Gender and Financial Inclusion	4	
Total Credits		72	

Of the ten electives on offer (MGSE 1, MGSE 2, MGSE 3, MGSE 4, MGSE 6, MGSE 7, MGSE 9, MGSE 10, MGSE 13 and MGSE 20), eight electives have to be completed. Learners who enroll for the MA (Gender & Development Studies) could exit with a Post-Graduate Diploma in Gender and Development Studies if they successfully complete the first year courses (MGS 1, MGS 2, MGS 3, MGS 4, MGS 5 and MGSP 1).

Programme Coordinators: Prof. Annu J. Thomas, athomas@ignou.ac.in, Ph. 011-29571614
Prof. Savita Singh, savitasingh@ignou.ac.in, Ph. 011-29571613

2.24 Master of Arts in Women's & Gender Studies (MAWGS)
School of Gender & Development Studies (SOGDS)

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 socioeconomic dimensions within gender frameworks through either one of the two specialisations. This degree will equip students with the ability to deconstruct the complex power hierarchies 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 higher studies and research programmes, find employment with government agencies, corporate sector, advocacy assignments 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. Learners who successfully complete the requirements of the 34 credit first year curriculum (32 credits of coursework + 2 credits for Project Work) may exit with P.G.Diploma in Women's & Gender Studies. Thus, 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 one of two specializations namely, "Gender, Literature & Culture" or "Women's Studies". 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 "Women'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.

Eligibility: " Bachelor's Degree from any recognized University/Institute

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 5 years; offered only in July cycle of admissions.

Fee Structure: Rs. 12,000/- for full programme. Fee must be paid yearwise-Rs. 6,000/- for 1st year (for Semester 1 & 2) at the time of taking admission to the Programme and Rs. 6,000/- for 2nd year (for semesters 3 & 4) at the time of taking admission to 2nd year through Re-registration.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
Semester I		
MWG 1	Theories of Women and Gender Studies	8
MWG 2	Gender and Power	8
Semester II		
MWG 3	Constructing Gender through Arts & Media	8
MWG 4	Gendered Bodies & Sexualities	8

MWGP 1	Project Work*	2
II year		
Specialization : Gender, Literature, Culture		
Semester III		
MWG 5	Research Methods (Common course for both specializations)	8
MWG 6	Gendered Nation	8
Semester IV		
MWG 7	Postmodernism & Gender	8
MWG 8	Gender & Life Narratives	8
OR		
Specialization : Women's Studies		
Semester III		
MWG 5	Research Methods (Common course for both specializations)	8
MWG 9	Women & Social Structure	8
Semester IV		
MWG 10	Women & Political Process	8
MWG 11	Women in Economy	8
Total Credits		66

* 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.

Programme Coordinators: Prof. Anu Aneja, anuaneja@ignou.ac.in, Ph. 011-29571611
Dr. Nilima Srivastava, nilimasrivastav@ignou.ac.in, 011-29571612

2.25 Master of Arts in Distance Education (MADE)
Staff Training & Research Institute of Distance Edcuation (STRIDE)

This Programme has been designed to develop human resource in various specialised areas of Distance Education.

Eligibility: Graduates in any discipline may take admission into this 2 years programme OR those who have earlier completed PGDDE from IGNOU, may take lateral entry directly into the second year of MA (Distance Education).

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 6 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year*		
MDE 411	Growth and Philosophy of Distance Education	6
MDE 412	Instructional Design	6
MDE 413	Learner Support Systems and Services	6
MDE 414	Management of Distance Education	6
MDE 418	Educational Communication Technologies	6
II Year		
MDE 415	Research Methods for Distance Education	6
MDE 416	Curriculum Development in Distance Education	6

MDE 417	Distance Education: Economic Perspective	6
MDE 419	Staff Training and Development in Distance Education	6
MDE 420	Project Work	6
Total Credits		60

* Those who get admission into M.A. (Distance Education) two years programme may exit with Post Graduate Diploma in Distance Education (PGDDE) after completion of 5 courses (30 credits) of the 1st year.

\# Students who are seeking lateral entry have to follow the procedure and payment for credit transfer as laid down by Student Registration Division.

Programme Coordinator: Mr. Tata Ramakrishna; tataramakrishna@ignou.ac.in, Ph. 011-29572608

2.26 Master of Commerce (MCOM)
School of Management Studies (SOMS)

The programme meets 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 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.

Eligibility: $^\alpha$ Bachelor's Degree or a higher degree from a recognized University.

Medium of Instruction: English & Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 11,000/- for full programme to be paid year wise @Rs. 5,500/- per year.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
IBO 1	International Business Environment	6
IBO 2	International Marketing Management	6
IBO 3	India's Foreign Trade	6
IBO 4	Export Import Procedures and Documentation	6
IBO 5	International Marketing Logistics	6
IBO 6	International Business Finance	6
II Year		
MCO 1	Organization Theory and Behaviour	6
MCO 3	Research Methodology and Statistical Analysis	6
MCO 4	Business Environment	6
MCO 5	Accounting for Managerial Decisions	6
MCO 6	Marketing Management	6
MCO 7	Financial Management	6
Total Credits		72

Programme Coordinator: Prof. MSS Raju, mssraju@ignou.ac.in, Ph. 011-29573032

2.27 M.Sc. Mathematics with Applications in Computer Science (MSCMACS)@
School of Sciences (SOS)

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.

Eligibility:

- α Graduate with a Major, or Honours in Mathematics with at least 50% marks in aggregate.

If the seats at a centre remain vacant then:

- α 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.

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 4 years; offered only in January cycle of admissions.

Fee Structure: Rs. 22,000/- for full programme to be paid semester wise @Rs. 5,500/- per semester

Admission Procedure

Admission to the programme is based on merit. Fee has to be paid after admission to the programmes and only registration fee of Rs. 200/- 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 session will be held at the programme centres. Attending and completing the practical sessions is compulsory for each student. The total number of practical sessions per semester ranges from 11 to 36. The sessions are spread over the entire semester. In order to be eligible for attending the Term-end-Examination of the practicals in a course, the student has to complete at least 70% of the practical sessions prescribed for 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 have to register for the second/ third/fourth semester courses respectively, by submitting the Course Registration Form with the requisite programme fee.

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

S. No.	RC Code/ Name	Region	Prog. Study Centre Code	Programme Study Centre Address	Name of the Programme Facilitator/ Incharge
1	14 COCHIN	South	1478P	St. Paul's College, Deptt of Mathematics, Kalamassery, Ernakulam, Kerala-683503	Dr. Manju K Menon
2	25 CHENNAI	South	2578	Guru Nanak College, Velachery Road, Chennai, Tamil Nadu-600042	Dr. Sadanand Patra

3 39 NOIDA	North	07107	Maharaja Agrasen College Vashundhara Enclave, DelhI 110096	Dr. T. N. Ojha
4 32 RANCHI	East	3645P	Deptt. of Mathematics, Marwari College, Lake Road, Hindpiri, Ranchi,Jharkhand-834001	Dr. B.P. Verma
5 28 KOLKATA	East	2810	Maulana Azad College, 8, Dharamtala, R A Kidwai Road, Kolkata, West Bengal-700012	Prof. D.C. Ghosh
6 15 JABALPUR	West	1502P	RDVV University, Rajshekher Bhavan, Art's Block, Jabalpur, MP	
7 16 PUNE	West	1675P	University of Pune, Deptt. of Mathematics, Ganeshkhind Road, Pune, Maharashtra-411007	Prof. B.N. Waphare

Programme Details:

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

Course Code	Title of the Course	Credits
I Semester		
MMT 1	Programming & Data Structures	4
MMT 2	Linear Algebra	2
MMT 4	Real Analysis	4
MMT 5	Complex Analysis	2
MMT 7	Differential Equations and Numerical Solutions	4
II Semester		
MMT 3	Algebra	4
MMT 6	Functional Analysis	4
MMT 8	Probability and Statistics	8
III Semester		
MMT 9	Mathematical Modelling	2
MMTE 1	Graph Theory	4
MMTE 2	Design & Analysis of Algorithms	4
MMTE 3	Pattern Recognition & Image Processing	4
MMTE 4	Computer Graphics	2
IV Semester		
MMTE 5	Coding Theory	4
MMTE 6	Cryptography	4
MMTE 7	Soft Computing & Applications	4
MMTP 1	Project (Compulsory)	4
Total Credits		64

Programme Coordinators: Prof. Poornima Mittal, pmittal@ignou.ac.in, Ph. 011-29534251
Dr. S. Venkataraman, svenkat@ignou.ac.in, Ph. 011-29572812

2.28 Master of Arts in Translation Studies (MATS)
School of Translation Studies & Training (SOTST)

The MATS programme intends to familiarise the learners with the theory and practices of translation. It is built around the concept of integrating learning with research in the vast areas of translation practices in the contemporary time. The programme provides opportunity for translators to explore job opportunities as academics and translators by honing their translation skills. As a fundamental act of cultural and knowledge exchange, it has become a key issue for accessing and managing knowledge as its various aspects: Acquisition, Preservations, Creation, Dissemination and Application among others. It underscores the importance of Translation Training as vital for knowledge dissemination in the global world. This programme consists of

12 courses and a major project comprising practical component.

Eligibility: ªGraduate in any discipline with adequate knoweldge of Hindi and English.

Medium of Instruction: Hindi

Duration: Minimum 2 years and Maximum 5 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme to be paid year wise @Rs. 4,500/- per year.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MTT 10	Anuvad Sidhhant	4
MTT 11	Anuvad : Itihas aur Parampara	4
MTT 12	Anuvad aur Bhashavigyan	4
MTT 13	Anuvad ke Kshetra	4
MTT 14	Anuvad Evam Bhartiya Bhashayen	4
MTT 15	Anuvad aur Sahitya	4
MTT 16	Anuvad aur Jansanchar	4
MTT 17	Koshvigyan, Takniki Shabdavali aur Anuvad	4
II Year		
MTT 18	Anuvad Evam Antarsanskritik Adhyayan	4
MTT 19	Anuvad ki Rajniti	4
MTT 20	Anuvad Prakriya	4
MTT 21	Anuvad Prashikshan	4
MTT 22	Pariyojana (Pariyojana Karya aur Maukhiki)	16
Total Credits		64

Programme Coordinators: Dr. R. P. Pandey, rajendrapandey@ignou.ac.in, Ph. 011-29571628/29571624
Dr. Jagdish Sharma, jagdishsharma@ignou.ac.in, Ph. 011-29571625

3. BACHELOR'S DEGREE PROGRAMMES

3.1 Bachelor of Arts in Tourism Studies (BTS)
School of Tourism and Hospitality Services Management (SOTHSM)

BTS is a 3-year Degree Programme. The programme is of 96 credits. The BTS Programme is designed for those students who are interested in pursuing a career in travel and tourism sector at different level. The Programme is aimed at familiarizing you with varied aspects of Tourism, creating awareness about tourism, imparting basic training in organizing Tourism services and opening career opportunities. The programme will be of use to those, who are already employed (direct or indirect in Tourism Industry), intend to make career in Tourism Industry, are providing tourism related services through own enterprises or planning to become such entrepreneur. The programme is also useful for those who are associated with tourism awareness programmes/research and would like to update their knowledge and skills in the field of travel and tourism.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 3 years and Maximum 6 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 7,500/- for full programme to be paid year wise @Rs. 2,500/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		32 Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
BSHF101	Foundation Course in Humanities & Social Sciences	8
BEGF101	Foundation Course in English	4
FEG 2	Foundation Course in English-2	4
OR		
Modern Indian Language (Choose any one)		
FAS 1	Foundation Course in Assamese	4
FBG 1	Foundation Course in Bengali	4
FGT 1	Foundation Course in Gujarati	4
BHDF 101	Foundation Course in Hindi	4
FKD 1	Foundation Course in Kannada	4
FML 1	Foundation Course in Malayalam	4
FMT 1	Foundation Course in Marathi	4
FOR 1	Foundation Course in Oriya	4
FPB 1	Foundation Course in Punjabi	4
FTM 1	Foundation Course in Tamil	4
FTG 1	Foundation Course in Telugu	4
FUD 1	Foundation Course in Urdu	4
II Year		32 Credits
TS 4	Indian Culture: Perspective for Tourism	8
TS 5	Ecology, Environment and Tourism	8
FST 1	Foundation Course in Science and Technology	8
PTS 4	Project on Indian Culture: Perspective for Tourism	4
PTS 5	Project on Ecology, Environment and Tourism	4
III Year		32 Credits
TS 3	Management in Tourism	8
TS 6	Tourism Marketing	8
PTS 6	Project on Tourism Marketing	4

Application Oriented Course (Choose any one)		
BHDA 101 or BEGA1	Samachar Patra aur Feature Lekhan (Hindi) OR Introduction to the Media	4
BPRA 101 or BEGA102	Radio Lekhan (Hindi) OR Writing for Radio	4
AOM 1	Office Organization Management	4
ASP 1	Secretarial Practice	4
Elective Course (Choose any one)		
TS 7	Human Resource Development	8
AHE 1	Human Environment (includes a 2 credit project)	8
EHI 1	Modern India : 1857-1964	8
EHI 2	India: Earliest Times to 8th Century A.D.	8
EHI 3	India: From 8th to 15th Century A.D.	8
EHI 4	India: From 16th to Mid 18th Century A.D.	8
ESO 15	Society and Religion	8
BEGE 103	Communication Skills in English	8
Total Credits		96

Programme Coordinator: Ph. 011-29571754

3.2   Bachelor of Computer Applications (BCA)
School of Computer & Information Sciences (SOCIS)

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.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

Duration: Minimum 3 years and Maximum 6 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 30,000/- for full programme to be paid Semester wise @Rs. 5,000/- per semester

Programme Details:

Course Code	Title of the Course	Credits
I Semester		
FEG 2	Foundation course in English -2	4
ECO 1	Business Organization	4
BCS 11	Computer Basics and PC Software	3
BCS 12	Mathematics	4
BCSL 13	Computer Basics and PC Software Lab	2
II Semester		
ECO 2	Accountancy-I	4
MCS 11	Problem Solving and Programming	3
MCS 12	Computer Organization and Assembly Language Programming	4
MCS 15	Communication Skills	2
MCS 13	Discrete Mathematics	2
BCSL 21	C Language Programming Lab	1
BCSL 22	Assembly Language Programming Lab	1
III Semester		
MCS 21	Data and File Structures	4
MCS 23	Introduction to Database Management Systems	3
MCS 14	Systems Analysis and Design	3
BCS 31	Programming in C++	3

BCSL 32	C++ Programming Lab	1
BCSL 33	Data and File Structures Lab	1
BCSL 34	DBMS Lab	1
IV Semester		
BCS 40	Statistical Techniques	4
MCS 24	Object Oriented Technologies and Java Programming	3
BCS 41	Fundamentals of Computer Networks	4
BCS 42	Introduction to Algorithm Design	2
MCSL 16	Internet Concepts and Web Design	2
BCSL 43	Java Programming Lab	1
BCSL 44	Statistical Techniques Lab	1
BCSL 45	Algorithm Design Lab	1
V Semester		
BCS 51	Introduction to Software Engineering	3
BCS 52	Network Programming and Administration	3
BCS 53	Web Programming	2
BCS 54	Computer Oriented Numerical Techniques	3
BCS 55	Business Communication	2
BCSL 56	Network Programming and Administration Lab	1
BCSL 57	Web Programming Lab	1
BCSL 58	Computer Oriented Numerical Techniques Lab	1
VI Semester		
BCS 62	E-Commerce	2
MCS 22	Operating System Concepts and Networking Management	4
BCSL 63	Operating System Concepts & Networking Management Lab	1
BCSP 64	Project	8
Total Credits		99

Programme Coordinator: Dr. Naveen Kumar, bca@ignou.ac.in, Ph. 011-29572912

3.3   Bachelor of Social Work (BSW)
School of Social Work (SOSW)

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 defense, women, children, disability etc. With globalization, market economy and liberalization, 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.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 3 years and Maximum 6 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 12,000/- for full programme to be paid year wise @Rs.4,000/- per year.

Programme Details:

Course Code	Title of the Course	Credits
I Year		
BSWE 1	Introduction to Social Work (Theory)	8
BSWL 1*	Social Work Practicum-1 (Practical)	8
BSHF 101	Foundation Course in Humanities & Social Sciences	8
BEGF101	Foundation Course in English - 1	4
OR		
FHD 2	Foundation Course in Hindi - 2	4
OR		
	Modern Indian Language (MIL)	4

Modern Indian Language (Choose any one)		
FEG 2	Foundation Course in English-2	4
FAS 1	Foundation Course in Assamese	4
FBG 1	Foundation Course in Bengali	4
FGT 1	Foundation Course in Gujarati	4
BHDF 101	Foundation Course in Hindi	4
FKD 1	Foundation Course in Kannada	4
FML 1	Foundation Course in Malayalam	4
FMT 1	Foundation Course in Marathi	4
FOR 1	Foundation Course in Oriya	4
FPB 1	Foundation Course in Punjabi	4
FTM 1	Foundation Course in Tamil	4
FTG 1	Foundation Course in Telugu	4
FUD 1	Foundation Course in Urdu	4
II Year		
BSWE 2	Social Work Intervention with Individuals and Groups (Theory)	8
BSWL 2*	Social Work Practicum-II (Practical)	8
BSWE 4	Introduction to Family Life Education (Theory)	8
FST 1	Foundation Course in Science and Technology	8
III Year		
BSWE 3	Social Work Intervention with Communities and Institutions (Theory)	8
BSWL 3*	Social Work Practicum-III (Practical)	8
BSWE 5	Introduction to HIV/AIDS (Theory)	8
BSWE 6	Substance Abuse and Counselling (Theory)	8
Total Credits		96

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

Programme Coordinator: Dr. Sayantani Guin, sayantaniguin@ignou.ac.in, Ph. 011-29571697

3.4 Bachelor of Library and Information Science (BLIS) (Revised)
School of Social Sciences (SOSS)

The programme comprises of 9 courses of which five courses (BLI 224, BLIE 225, BLIE 227, BLIE 228 and BLIE 229) are having practical component and four courses (BLI 221, BLI 222, BLI 223 and BLI 226) are theory based courses. The programme is currently being offered in English medium only. However, the students can write their assignments and term-end examination in Hindi medium also.

Eligibility: i) ᵃBachelor's Degree with 50% marks and 45% for General and for the SC/ST/OBC/PH category respectively. OR

ii) ᵃBachelor's Degree with Diploma (one year) in Library Science OR

iii) ᵃBachelor's Degree with 2 years of working experience in Library and Information Centre

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January and July cycle of admissions.

Fee Structure: Rs. 5,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLI 221	Library, Information and Society	4
BLI 222	Information Sources and Services	4
BLI 223	Organising and Managing Information	4
BLI 224	ICT Fundamentals	4
BLI 225	Communication Skills	4
BLIE 226	Management of Library and Information Centre	4
BLIE 227	Document Processing Practice	4
BLIE 228	Information Products and Services	4
BLIE 229	ICT in Libraries	4
Total Credits		36

Programme Coordinators: Prof. Jaideep Sharma, jaideep@ignou.ac.in, Ph. 011-29572740

3.5 Bachelor's Degree Programmes (BDP)-B.A./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's 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 students 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.A.   – 10+2 or its equivalent or BPP from IGNOU

For B.Com – 10+2 or its equivalent or BPP from IGNOU

For B.Sc.   – 10+2 with science subjects or its equivalent qualification.

Medium of Instruction: English & Hindi

Duration: Minimum 3 years and Maximum 6 years; offered in both January & July cycle of admissions.

Fee Structure: For B.A. & B.Com Rs. 6,000/- for full programme to be paid year wise @Rs. 2,000/- per year.

For B.Sc. Rs. 10,500/- for full programme to be paid year wise @ Rs.3,500/- per year.

The university follows the credit system. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree (BA, BCOM, BSC), a learner has to earn 96 credits in minimum three years with 32 credits per year. For earning 96 credits, a student has to opt for courses from three categories.

(1) Foundation Course (2) Elective Courses and (3) Application-Oriented Courses as given hereunder.

Programme	Foundation Courses	Elective Courses	Application Oriented Courses
BA	24 Credits	56 Credits or 64 Credits	16 or 8 Credits
BCOM	24 Credits	56 Credits or 64 Credits (not less than 48 credits from Commerce)	16 or 8 Credits
BSC	24 Credits	56 Credits or 64 Credits from Chemistry, Life Sciences, Mathematics and Physics (At least 25% of the total credits in Physics, Chemistry & Life Science have to be obtained from Laboratory Courses)	16 or 8 Credits

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.

The list of courses available under each of the three categories is given in the tables follow.

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

[Compulsory 24 Credits (1st year 16 credits, IInd year 8 credits)]

Course Code	Title of the Course	Credits
Compulsory Courses		
BSHF 101	Foundation Course in Humanities & Social Sciences	8
FST 1	Foundation Course in Science & Technology	8
BEGF 101	Foundation Course in English-1	4
	OR	
FHD 2	Foundation Course in Hindi-2	4
Optional Courses (Choose any one)		
FAS 1	Assamese	4
FBG 1	Bengali	4
FEG 2	English	4
FGT 1	Gujarati	4
BHDF 101	Hindi	4
FKD 1	Kannada	4
FML 1	Malayalam	4
FMT 1	Marathi	4
FOR 1	Oriya	4
FPB 1	Punjabi	4
FTM 1	Tamil	4
FTG 1	Telugu	4
FUD 1	Urdu	4
BSKF 1	Sanskrit	4
BBHF 1	Bhojpuri	4
BMAF 1	Maithilee	4
Total Credits of Foundation Course		24

3.5.2 ELECTIVE COURSES B.A./B.Com./B.Sc.

Course Code	Title of the Course	Credits
Hindi		
BHDE 101	Hindi Gadya (Revised couse of EHD-1)	8
EHD 2	Hindi Kavya	8
EHD 3	Hindi Sahitya ka Itihas evam Sahitya Parichaya	8
EHD 4	Madhya Kaleen Bhartiya Sahitya: Samaj aur Sanskriti	8
EHD 5	Adhunik Bhartiya Sahitya: Rashtriya Chetna aur Navjagran (Revised Course)	8
BHDE 106	Hindi Bhasha : Itihas aur Vartman (Revised Course EHD-6)	8
BHDE 107	Hindi Sanrachna (Revised Course EHD-7)	8
BHDE 108	Prayojanmoolak Hindi (Revised Course EHD-8)	8

English			
BEGE 101	From Language to Literature	8
BEGE 102	The Structure of Modern English	8
BEGE 103	Communication Skills in English	8
BEGE 104	English for Business Communication	8
BEGE 105	Understanding Prose	8
BEGE 106	Understanding Poetry	8
BEGE 107	Understanding Drama	8
BEGE 108	Reading the Novel	8
Urdu		
BULE 1	Elements of Urdu Structure	8
BULE 2	History of Urdu Language	8
BULE 3	Urdu Poetry	8
BULE 4	Urdu Fiction	8
BULE 5	Urdu Non-Fiction Prose	8
BULE 6	History of Urdu Literature	8
Political Science		
EPS 11	Political Ideas and Ideologies	8
BPSE 212	Government and Politics in India	8
EPS 3	Modern Indian Political Thought	8
EPS 15	South Asia: Economy, Society and Politics	8
EPS 6	Government and Political in East and South East Asia	8
EPS 7	International Relations	8
EPS 8	Government and Politics in Australia	8
EPS 9	Comparative Government and Politics	8
History		
EHI 1	Modern India: 1857-1964	8
EHI 2	India: Earliest Times to the 8th Century A.D.	8
EHI 3	India: From 8th Century to 15th Century A.D.	8
EHI 4	India: From 16th to Mid 18th Century	8
EHI 5	India: From Mid 18th to Mid 19th Century	8
EHI 6	History of China and Japan : 1840-1949	8
BHIE 107	Modern Europe: Mid Eighteenth to Mid Twentieth Century	8
Economics		
BECE 15	Elementary Mathematical Methods in Economics	8
BECE 16	Economic Development: Comparative Analysis & Contemporary Issues	8
BECE 107	Industrial Development in India	8
EEC 11	Fundamentals of Economics	8
BECE 2	Indian Economic Development: Issues and Perspectives	8
EEC 13	Elementary Statistical Methods and Survey Techniques	8
BECE 214	Agricultural Development in India	8
Public Administration		
EPA 1	Administrative Theory	8
BPAE 102	Indian Administration	8
EPA 3	Development Administration	8

BPAE 104	Personnel Administration		8
EPA 5	Financial Administration		8
EPA 6	Public Policy		8
Sociology			
ESO 11	The Study of Society		8
ESO 12	Society in India		8
ESO 13	Sociological Thought		8
ESO 14	Society and Stratification		8
ESO 15	Society and Religion		8
ESO 16	Social Problems in India		8
Philosophy			
BPY 1	Indian Philosophy: Part I	} To be taken together	4
BPY 2	Logic: Classical and Symbolic		4
BPY 3	Ancient and Medieval Philosophy	} To be taken together	4
BPY 4	Religions of the World		4
BPY 5	Indian Philosophy: Part II	} To be taken together	4
BPY 8	Modern Western Philosophy		4
BPY 6	Metaphysics	} To be taken together	4
BPY 7	Ethics		4
BPY 9	Contemporary Western Philosophy	} To be taken together	4
BPY 10	Epistemology		4
BPY 11	Philosophy of Human Person	} To be taken together	4
BPY 12	Philosophy of Science and Cosmology		4
BPYE 1	Philosophy of Religion	} To be taken together	4
BPYE 2	Tribal and Dalit Philosophy		4
Psychology			
BPC 1	General Psychology	} To be taken together	4
BPC 2	Developmental Psychology		4
BPC 3	Research Methods in Psychology	} To be taken together	4
BPC 4	Statistics in Psychology		4
BPC 5	Theories of Personality	} To be taken together	4
BPC 6	Social Psychology		4
BPCL 7*	Practicals in Psychological Testing	} To be taken together	4
BPCL 8*	Practical in Experimental Psychology		4
BPCE 11	School Psychology		4
BPCE 13	Motivation and Emotion		4
BPCE 14	Psychopathology		4
BPCE 15	Industrial and Organisational Psychology		4
BPCE 17	Introduction to Counselling Psychology		4
BPCE 18	Neuropsychology		4
BPCE 19	Environmental Psychology		4
BPCE 21	Forensic Psychology		4
BPCE 22*	Practicals in Clinical Psychology OR Practicals in Industrial & Orgnisational Psychology OR Practicals in Counselling	} To be taken together	4
BPCE 23*	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 BPCE 22 should be related to theory course BPCE 14/BPCE 15/BPCE 17.
3. The student is required to choose one 4 credit course from BPCE 14/BPCE 15/BPCE 17.
4. The student is required to choose one 4 credit course from BPCE 11/BPCE 13/BPCE 18/ BPCE 19/BPCE 21
5. Psychology courses are available in English medium only.

Rural Development		
*** BRDE 101	Rural Development : Indian Context	8

*** (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 and MTE9 (in all worth 28 credits)

Gender Studies		
**** BGSE 001	Gender Sensitisation: Society, Culture and Change	8

**** This is an interdisciplinary elective course which can be taken by any learner of BDP to satisfy the requirements of an elective course from Grouop I.

Commerce		
ECO 1	Business Organization	4
ECO 2	Accountancy-1	4
ECO 3	Management Theory	4
ECO 5	Mercantile Law	4
ECO 6	Economic Theory	4
ECO 7	Elements of Statistics	4
BCOE108	Company Law	4
ECO 9	Money, Banking & Financial Institutions	4
ECO 10	Elements of Costing	4
ECO 11	Elements of Income Tax	4
ECO 12	Elements of Auditing	4
ECO 13	Business Environment	4
ECO 14	Accountancy-II	4
Mathematics		
MTE 1	Calculus	4
MTE 4	Elementary Algebra	2
MTE 5	Analytical Geometry	2
MTE 2	Linear Algebra	4
MTE 6	Abstract Algebra	4
MTE 7	Advanced Calculus	4
MTE 8	Differential Equations	4
MTE 9	Real Analysis	4
MTE 10	Numerical Analysis	4
MTE 11	Probability and Statistics	4
MTE 12	Linear Programming	4
MTE 13	Discrete Mathematics	4
MTE 14	Mathematical Modelling	4
Physics		
BPHE 101	Elementary Mechanics	2
BPHE 102	Oscillations and Waves	2
BPHL 103	Physics Laboratory-I	4
BPHE 104	Mathematical Methods in Physics-I	2
PHE 5	Mathematical Methods in Physics-II	2

(MTE 4 / MTE 5: To be taken together)
(BPHE 101 / BPHE 102: To be taken together)
(BPHE 104 / PHE 5: To be taken together)

BPHE 106	Thermodynamics and Statistical Mechanics		4
PHE 7	Electric and Magnetic Phenomena		4
PHE 8L	Physics Laboratory-II		4
PHE 9	Optics		4
PHE 10	Electrical Circuits and Electronics		4
PHE 11	Modern Physics		4
PHE 12L	Physics Laboratory-III		4
PHE 13	Physics of Solids		4
PHE 14	Mathematical Methods in Physics-III		4
PHE 15	Astronomy and Astrophysics		4
PHE 16	Communication Physics		4
Chemistry			
CHE 1	Atoms and Molecules	To be taken together	2
CHE 3L	Chemistry Laboratory-I		2
CHE 2	Inorganic Chemistry		4
CHE 4	Physical Chemistry		4
CHE 5	Organic Chemistry		4
CHE 6	Organic Reaction Mechanism		4
CHE 7L	Chemistry Laboratory-II	To be taken together	2
CHE 8L	Chemistry Laboratory-III		2
CHE 9	Biochemistry		4
CHE 10	Spectroscopy		4
CHE 11L	Chemistry Laboratory-IV		4
CHE 12L	Chemistry Laboratory-V		4
MTE 3	Mathematical Methods		4
Life Science			
LSE 1	Cell Biology		4
LSE 2	Ecology		4
LSE 3	Genetics		4
LSE 4L	Laboratory Course-I		4
LSE 5	Physiology		4
LSE 6	Developmental Biology		4
LSE 7	Taxonomy and Evolution		4
LSE 8L	Laboratory Course-II		4
LSE 9	Animal Diversity-I	To be taken together	6
LSE 10	Animal Diversity-II		6
LSE 11L	Animal Diversity Laboratory		4
LSE 12	Plant Diversity-I	To be taken together	6
LSE 13	Plant Diversity-II		6
LSE 14L	Plant Diversity Laboratory		4

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.

CHE 1 is a pre-requisite for CHE4, CHE 5 and CHE 10

CHE1 is a co-requisite for CHE2

CHE2 is a pre-requisite for CHE10

CHE 5 is a co-requisite for CHE6 and pre-requisite for CHE9 & CHE10
BPHE-101, PHE4 and PHE5 are pre-requisite for PHE11
PHE7 is a pre-requisite for PHE16
PHE10 is a co-requisite for PHE16
BPHE104 and PHE5 are pre-requisite for PHE14
PHE11 is pre-requisite for PHE13
If you opt for LSE9, LSE10 and LSE11L, you cannot opt for LSE12, LSE13 and LSE14L, and vice-versa.

Since the Chemistry courses of IGNOU include quantitative techniques, we suggest that you take MTE 3, 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 (MTE 1,2,4 to 14), you are not permitted to take MTE 3.

Mathematics elective courses are offered to BA/B.Com students as well. However, these courses should not be opted for students coming to BA/B.Com through BPP. It is strongly recommended that only those students who have studied Mathematics as a subject at 10+2 level should opt for the Mathematics electives.

Co-requisite and pre-requisite course combinations are advised to enable you to complete the related courses easily. Otherwise, it is not a compulsory directive. Therefore, we strongly recommend that you opt for these courses as advised.

IGNOU will try to make every effort to conduct Laboratory Courses in the programme at the Study Centre chosen by you. But in case of any difficulty, you may be advised to attend the Laboratory Courses at some other Study Centre. You should be prepared for such a situation.

3.5.3 Application-Oriented Courses

The third component of the Bachelor's Degree programme comprises 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 for 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.

Course Code	Title of the Course	Credits	
BEGA 1	Introduction to the Media (Formerly AFW(E))	4	
	OR		
BHDA 101	Smachar Patra aur (Feature Lekhan (Hindi) (Formerly AFW (H))	4	
BEGA 102	Writing for Radio (Formerly AWR (E)	4	
	OR		
BRPA 101	Radio Lekhan (Hindi) (Formerly (AWR (H)	4	
ATR 1	Translation (Hindi 4 credits + English 4 credits)	8	
ACC 1	Organizing Child Care Services	8	
ANC 1	Nutrition for the Community	8	
AHE 1*	Human Environment (6 Credits Theory + 2 Credits Project)	8	
AMK 1*	Marketing	4	
AED 1*	Export Procedure and Documentation	4	
AOM 1*	Office Organization and Management	4	
ASP 1*	Secretarial Practice	4	
AMT 1	Teaching of Primary School Mathematics (6 Credit Theory + 2 Credit Project)	8	
ACS 1	Consumer Studies	8	
CTE 3	Teaching Strategies } To be taken together	4 } To be taken together	
CTE 4	Teaching English-Elementary School	4	
	OR		
CTE 5	Teaching English-Secondary School (With CTE 3 take anyone either CTE 4 or CTE 5)	4	

AST 1**	Statistical Techniques	4
AOR 1**	Operations Research	4
AEC 1$^\Omega$	Environmental Chemistry (6 Credit Theory + 2 Credits Lab Work)	8
APM 1	Integrated Pest Management (6 Credit Theory + 2 Credits Project)	8
BCOA 1	Business Communication and Enterpreneurship (English Medium only)	4

* Commerce based Application-oriented Courses. However, students are free to choose any Application-oriented Course(s) of their choice. If you opt for 4 credit AOC, you must choose at least two 4 credit AOCs to make up a total of 8 credits of AOCs.

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

Ω Only for B.Sc. students. CHE1, CHE 2 and CHE 3(L) are pre-requisite for this course, however, this is not a compulsory directive. B.A./B.Com/BTS students advised not to opt for this AOC.

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 for at least two 4 credit courses to make up 8 credits in total.

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 the prescribed credits in Foundation Courses (BSHF 101, BEGF101 or FHD 2 and FEG 2 or any one of MILs or FST 1), and the remaining credits in Elective Courses. In the second year you should take the remaining credits of Foundation Course and Elective Courses. In the third year you should take 16 or 24 credits in Elective Courses and 16 or 8 credits in Application Oriented Courses.

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

B.A.

In the first year of study, you should take 16 credits in Foundation Courses (BSHF101, BEGF101 or FHD2 and FEG2 or any one of MILs), and the remaining 16 credits in Elective Courses. In the second year you should take the remaining 8 credits of Foundation Course (FST1) and Elective Courses. In the third year you should take 16 or 24 credits in Elective courses and 16 or 8 credits in 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:

FEG 1 or FHD 2

FEG 2 or BHDF 1 or any one of the listed Modern Indian Languages.

BSHF 101 (Foundation Course in Humanities and Social Sciences), and FST 1 (Foundation Course in Science and Technology) are compulsory, in first and second year of study respectively.

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 or 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 study one particular discipline in depth 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, except for Mathematics. In B.A., the option to do Major is available in English, Hindi, Urdu, Economics, History, Political Science, Public Administration, Sociology, Psychology, Philosophy and Mathematics. You have to select courses worth 40 credits, in Mathematics to obtain BA Major in Mathematics as per the details given under the heading B.Sc. Major.

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 - BGSE 001, BEGE 001, BEGE 101, BHDE 101, EHD 5, EEC 11, EHI 1, BHIE 107, EPS 11, EPA 1, ESO 11, {ECO 1, ECO 2 (To be taken together)}, {MTE 1, MTE 4, MTE 5 (To be taken together)}, BSWE 4, {BPY 1, BPY 2 (To be taken together)}, {BPC 1, BPC 2 (to be taken together)} & BULE 1.

Group 2 - BEGE 102, EHD 2, BHDE 108, BECE 2, EHI 2, BPSE 212, BPAE 102, BRDE 101, ESO 12, {MTE 2, MTE 6 (To be taken together)}, {BPY 3, BPY 4 (To be taken together)}, {BPC 3, BPC 4 (to be taken together)} & BULE 2.

Group 3 - BEGE 103, BEGE 108, EHD 3, EEC 13, EHI 3, EPS 3, EPS 8, EPA 3, ESO 13, ECO 5, ECO 7, {MTE 7, MTE 8 (To be taken together)}, BSWE 5, {BPY 5, BPY 8 (To be taken together)}, {BPC 5, BPC 6 (to be taken together)} & BULE 3.

Group 4 -BEGE 105, BHDE 106, BECE 214, EHI 4, EPS 7, BPAE-104, ESO 14, ECO 3, (ECO 6 or ECO 13), {ECO 12, ECO14 (To be taken together)}, {MTE 9, MTE 10 (To be taken together)}, BSWE 6, {BPY 6, BPY 7 (To be taken together)}, {BPYE 1, BPYE 2 (To be taken together)}, {BPCL 7, BPCL 8 (to be taken together)} & BULE 4,

Group 5 - BEGE 106, BHDE 107, BECE 15, EHI 5, EPS 15, EPA 5, ESO 15, ECO 8, ECO 9, {MTE 11, MTE 12 (To be taken together)}, {BPY 9, BPY 10 (To be taken together)}, {BPCE 14 or BPCE 15 or BPCE 17 (Choose any one)} and {BPCE 11 or BPCE 13 or BPCE 18 or BPCE 19 or BPCE 21 (Choose any one)}, BULE 5.

Group 6 - BEGE 104, BEGE 107, EHD 4, BECE 16, BECE 107, EHI 6, EPS 6, EPS 9, EPA 6, ESO 16, ECO 10, ECO 11, {MTE 13, MTE 14 (to be taken together)}, {BPY 11, BPY 12 (to be taken together)}, {BPCE 22, BPCE 23 (to be taken together)}, BULE 6.

Only Group 1 and 2 courses are available in the first year. In the 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 (BSHF 101, BEGF101 or FHD 2 and FEG 2 or any one of the MILs). Eight credits of Elective Courses in Commerce (ECO 1 and ECO 2) 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 (FST 01) and 24 credits of Elective Courses in Commerce (ECO 3, ECO 5, ECO 6 or ECO 13, ECO 7, ECO 12 and ECO 14). In the third year you should take 16 credit of Elective Courses in Commerce BCOE108, ECO 9, ECO 10 & ECO 11), 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 AMK 1, AED 1, AOM 1, ASP 1 and BCOA 1

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 Science disciplines and a maximum of four Science disciplines. 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 of Study	Foundation Courses	Elective Courses	Application Oriented Courses	Total Credits
I Year	16 Credits as under	16 credits		32 credits
	i) FST 1 8 Credits ii) BEGF101 Or FHD 2 4 Credits iii) FEG 2 or BHDF 101 4 Credits Or any one of MILs	BPHE 101, BPHE 102 BPHL 103, BPHE 104, 5, BPHE 106 CHE 1,2,3(L),5,7(L),8(L) LSE 1,2,3,4(L) MTE 1,2,4,5,6		
II Year	8 Credits	24 Credits		32 Credits
	BSHF 101	BPHE 101, BPHE 102, BPHL 103, BPHE 104, 5, BPHE 106, 7, 8(L), 9, 10, 15 CHE 1,2,3(L),4,5,6,7(L),8(L),9,11(L) & MTE 3 LSE 1,2,3,4(L),5,6,7,8(L) & MTE 3 MTE 1,2,4,5,6,7,8,9,10		
III Year		16 Credits or 24 Credits	8 Credits or 16 Credits	32 Credits
		BPHE 101, BPHE 102, BPHL 103, BPHE 104, 5, BPHE 106,7,8(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) & MTE 3 LSE 1,2,3,4(L),5,6,7,8(L)9,10,11(L), 12,13, 14(L) & MTE 3 MTE 1,2,4,5,6,7,8,9,10,11,12,13,14		
Total Credits	24 Credits	64 Credits or 56 Credits	8 Credits or 16 Credits	96 Credits

As per the above table, in the first year of study, you should take 16 Credits in Foundation Courses (FST 1, FEG 1 or FHD 2 and FEG 2 or BHDF 101 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 (BSHF 101) and 24 credits of Elective Courses. In the third year, you can take 16 or 24 credits of electives and 8 or 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 is as follows, subject to the condition that you cannot take more than 48 credits in any Discipline:

Discipline	Elective Courses	Total Credits
Botany	LSE 1 to 8(L) and the package* of LSE 12, 13, 14(L)	48
Chemistry	CHE 1 to CHE 12(L)	40
Mathematics	MTE 1,2,4 to 9 worth 28 credits are compulsory. Remaining 12 to 20 credits may be opted for from MTE 10 to MTE 14	(Min.) 40
Physics	BPHE 101, BPHE 102, BPHL 103, PHE 4 to PHE 16	48
Zoology	LSE 1 to 8(L) and the package* of LSE 9, 10,11(L)	48

* Please note that you will not be allowed to opt for any individual course from the package. The courses LSE 9,10 and 11(L) are to be taken together as a package. You will not be allowed to opt for any individual course from the package. Similarly, LSE 12,13 and 14(L) should also be taken as a package. If you opt for LSE 9, LSE 10 and LSE11L, you cannot opt for LSE 12, LSE 13 and LSE 14L, and vice-versa.

B.Sc.

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

Year of Study	Foundation Courses	Elective Courses	Application Oriented Courses	Total Credits
I Year	16 Credits	16 Credits	-	32 Credits
II Year	8 Credits	24 Credits	-	32 Credits
III Year	-	16 Credits or 24 Credits	16 Credits or 8 Credits	32 Credits
Total Credits	24 Credits	56 or 64 Credits	16 or 8 Credits	96 Credits

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

Programme Coordinator : For BA.   : Sh. Ajay Mahurkar, ajaymahurkar@hotmail.com, Ph. 011-29572726

For B.Com : Dr. Sunil Kumar, sunilkgupta@ignou.ac.in Ph. : 011-29573024

For B.Sc.   : Geeta Kaicker, geetakaicker@ignou.ac.in, 011-29572839

Dr. Sanjay Gupta, drsgupta@ignou.ac.in,

3.6   Bachelor's Preparatory Programme (BPP)^^
School of Social Sciences (SOSS)

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 of such 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.

Eligibility: No Formal Qualification, Minimum age - 18 years

Medium of Instruction: English, Hindi, Oriya, Tamil, Bengali, Marathi, Telugu, Malyalam & Gujarati

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 1,000/- for full programme

Programme Details:

Course Code	Title of the Course
Choose any two of these courses	
OMT 101	Preparatory Course in General Mathematics
OSS 101	Preparatory Course in Social Sciences
PCO 1	Preparatory Course in Commerce

Programme Coordinator: Prof. B.S. Prakash, bsprakash@ignou.ac.in, Ph. 011-29572704

4. DIPLOMA PROGRAMMES

4.1 Post Graduate Diploma in Library Automation and Networking (PGDLAN)
School of Social Sciences (SOSS)

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 in depth or intensive practical to enhance technological skills of the learners to independently develop or manage a computerized library and information centre.

Programme Objectives:

The objective of the programme aims to impart to the learners knowledge and skills:

- associated with fundamentals of computer technology;
- of library automation and services provided by an automated library;
- of the components of an information system;
- of networking and Internet technology in general and library and information networks in particular;
- of Internet with special reference to the information resources available in different forms and subjects;
- to develop web-enabled content;
- to about the legal issues associated with information;
- to design and develop a programme by enhancing skills on programming based on specific languages such as Java or Visual Basic or C++; and
- to undertake a practical based project in order to specialize in one of the thrust areas on library automation and networking.

Eligibility: ᵅBachelor's Degree in Library and Information Science

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 15,000/- for full programme

Programme Details:

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

Course Code	Title of the Course	Credits
MLI 1	Introduction to Computers	4
MLIL 1	Practical	
MLI 2	Library Automation	4
MLIL 2	Practical	
MLI 3	Information Systems	4
MLIL 3	Practical	
MLI 4	Networking and Internet Technology	4
MLIL 4	Practical	
MLI 5	Internet Resources	4
MLIL 5	Practical	
MLI 6	Content Development	4
MLIL 6	Practical	
MLI 7	Programming	4
MLIL 7	Practical	
MLIP 8	Project	4
Total Credits		32

Programme Coordinators: Dr. Archna Shukla, archna@ignou.ac.in, Ph. 011-29572743

4.2 Post Graduate Diploma in Disaster Management (PGDDM)
School of Social Sciences (SOSS)

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, Environmentalists, etc. and

Eligibility: "Graduate in any discipline

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MPA 1	Understanding Natural Disasters	4
MPA 2	Understanding Man-made Disasters	4
MPA 3	Risk Assessment and Vulnerability Analysis	4
MPA 4	Disaster Preparedness	4
MPA 5	Disaster Response	4
MPA 6	Disaster Medicine	4
MPA 7	Rehabilitation, Reconstruction and Recovery	4
MPAP 1	Project Work	4
	OR	
MED 4*	Towards Participatory Management	4
Total Credits		32

* Course is available in English only

Programme Coordinators: Prof. Uma Medury, umamedury@gmail.com, Ph. 011-29572741
Dr. Dolly Mathew, dolly.mathew9@gmail.com, Ph. 011-29572728

4.3 Post Graduate Diploma in Gandhi and Peace Studies (PGDGPS)
School of Social Sciences (SOSS)

Objectives:

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

Eligibility: ¤ Graduate in any discipline.

Medium of Instruction: English and Hindi

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MGP 1	Gandhi: The Man and His Times	4
MGP 2	Philosopy of Gandhi	4
MGP 3	Gandhi's Social Thought	4
MGP 4	Gandhi's Political Thought	4
MGPE 6	Gandhi's Economic Thought	4
MGPE 7	Non-violent Movements after Gandhi	4
MGPE 9	Gandhi in the 21st Century	4
MGPE 14	Gandhi, Ecology and Sustainable Development	4
	Total Credits	32

Programme Coordinator: Prof. D. Gopal, dgopal@ignou.ac.in, Ph. 011-29572727/29534397

4.4 Post Graduate Diploma in Rural Development (PGDRD)
School of Continuing Education (SOCE)

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 RDD5.

Eligibility: ¤ Bachelor's Degree.

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
A) Compulsory Courses		
MRD 101	Rural Development – Indian Context	6
MRD 102	Rural Development Programmes	6
MRD 103	Rural Development – Planning and Management	6
B) Optional Courses (Choose any one from the following electives)		
MRDE 101	Rural Social Development	6
RDD 6	Rural Health Care	6
RDD 7	Communication and Extension in Rural Development	6
C) Project Work		
RDD 5	Research and Project Work	6
Total Credits	(A+B+C)	30

Programme Coordinator : Dr. R.P. Singh, rpsingh@ignou.ac.in, Ph. 011-29572952

4.5 Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)
School of Continuing Education (SOCE)

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.

Eligibility: ªBachelor'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

ªBachelor'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.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 14,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MCFT 1	Human Development and Family Relationships	4
MCFTL 1	Human Development and Family Relationships - Supervised Practicum	2
MCFT 2	Mental Health and Disorders	4
MCFTL 2	Mental Health and Disorders-Supervised Practicum	2
MCFT 3	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives	4
MCFTL 3	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives -Supervised Practicum	2
MCFT 4	Counselling and Family Therapy: Applied Aspects	4
MCFTL 4	Counselling and Family Therapy: Applied Aspects-Supervised Practicum	2
MCFT 5	Counselling and Family Therapy: Research Methods and Statistics	4
MCFTL 5	Counselling and Family Therapy: Research Methods and Statistics Supervised Practicum	2
MCFTL 8	Reflective Journal	2
Total Credits (20 Credits Theory + 12 Credits Practical)		32

Programme Coordinators : Prof. Neerja Chadha, neerja_chadha@ignou.ac.in
Ph. 011-29572946, 29536347
Dr. Amiteshwar Ratra, amiteshwar@ignou.ac.in

4.6 Post Graduate Diploma in Translation (PGDT)[+]
School of Translation Studies and Training (SOTST)

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 and train them as translators. 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.

Eligibility: [α]Bachelor's Degree

Medium of Instruction: Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
PGDT 1	Anuvad: Siddhant Aur Pravidhi	6
PGDT 2	Anuvad Ka Bhashik Aur Samajik Paksh	6
PGDT 3	Vyavaharik Anuvad Ke Vividh Star Aur Kshetra	6
PGDT 4	Prashasanik Anuvad	6
PGDT 5	Anuvad Pariyojana	6
Total Credits		30

Programme Coordinators: Dr. Harish Kumar Sethi, hksethi@ignou.ac.in, Ph. : 011-29571626
Dr. Jyoti Chawla, jyoti_chl@ignou.ac.in, Ph. : 011-29571623

4.7 Post Graduate Diploma in International Business Operations (PGDIBO)
School of Management Studies (SOMS)

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.

Eligibility: αBachelor's Degree in any discipline or equivalent.

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 6,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
I Year		
IBO 1	International Business Environment	6
IBO 2	International Marketing Management	6
IBO 3	India's Foreign Trade	6
IBO 4	Export Import Procedures and Documentation	6
IBO 5	International Marketing Logistics	6
IBO 6	International Business Finance	6
Total Credits		36

Programme Coordinator: Dr. Anupriya Pandey, anupriya@ignou.ac.in, Ph. 011-29573016

4.8 Post Graduate Diploma in Environment and Sustainable Development (PGDESD)
School of Sciences (SOS)

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.

Eligibility: αGraduate from a recognized University/Institution

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MED 1	Understanding the Environment	4
MED 2	Sustainable Development: Issues and Challenges	4
MED 3	Energy and Environment	4
MED 4	Towards Participatory Management	4
MED 5	Integrated Environment Management: Urban and Rural	4
MED 6	Natural Resource Management: Physical and Biotic	4
MED 7	Agriculture and Environment	4
MED 8	Globalisation and Environment	4
Total Credits		32

Please Note:

The following conditions apply in the first year of your enrolment for the cycle in which you enrol in the programme.

January Cycle: You will be allowed to appear in the TEE held in June of the same year for only MED 1, MED 2, MED 3 and MED 4. You can appear in the exam for the remaining courses MED 5 to MED 8 only in December in the same year.

July Cycle: You will be allowed to appear in the TEE held in December of the same year for only MED 1, MED 2, MED 3 and MED 4. You can appear in the exam for the remaining courses MED 5 to MED 8 only in June in the next year.

Programme Coordinator : Dr. Subhakanta Mohapatra, subhakanta@ignou.ac.in, Ph. 011-29571680

Dr. Kakoli Gogoi, kakoligogoi@ignou.ac.in, Ph. 011-29571679

pgdesd_programme@ignou.ac.in

4.9 Post Graduate Diploma in Analytical Chemistry (PGDAC)
School of Science (SOS)

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.

Eligibility: α Science Graduate with Chemistry as one of the subjects (including B. Pharma)

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 8,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MCH 1	Basic Analytical Chemistry	6
MCH 2	Separation Methods	6
MCH 3	Spectroscopic Methods	6
MCH 4	Electro-analytical and Other Methods	6
MCHL 1	Basic Analytical Chemistry Lab	2
MCHL 2	Separation Methods Lab	2
MCHL 3	Spectroscopic Methods Lab	2
MCHL 4	Electro-analytical and Other Methods Lab	2
Total Credits		32

IGNOU will try to make every effort to conduct Laboratory Courses in the programme at the Study Centre chosen by you. But in case of any difficulty, you may be advised to attend the Laboratory Courses at some other Study Centre. You should be prepared for such a situation.

Programme Coordinators : Dr. Lalita S. Kumar, lalitaskumar@ignou.ac.in, Ph.011-29572808

Prof. Javed A. Farooqi, jafarooqi@ignou.ac.in, Ph.011-29572822

4.10 Post Graduate Diploma in Applied Statistics (PGDAST)
School of Sciences (SOS)

Statistical Techniques deal with acquisition, representation, analysis and interpretation of data. Statistics is an emerging field and the demand for statistics professionals is increasing by the day due to its potential applications in several fields such as rural and urban planning, data monitoring, natural resources management, management of industrial and business problems and social and agricultural development, etc. The PG Diploma in Applied Statistics Programme (PGDAST) has been developed to cater to the needs of working professionals and graduates aspiring

for employment in industries (e.g., software, pharmaceutical industries), National Laboratories, R & D Organisations and Academic Institutions.

The programme aims to provide the knowledge and hands-on training in selected areas of statistics and to acquaint the learners with the use of statistical tools in the analysis of industrial, social and business data.

Programme Objectives:

● To provide learners with the core knowledge required for statistical applications,

● To acquaint learners with the use of statistics in applied sciences and industries,

● To provide hands-on training in selected areas of statistics, and

● To equip learners with the skills of using appropriate softwares for statistical applications in various fields.

Eligibility: Graduation in any discipline.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January and July cycle of admissions.

Fee Structure: Rs.6000/- for full programme.

Programme Details:

The 32 credits programme comprises 9 courses (7 theory courses and two practical courses) of which 6 courses are core (compulsory) and 3 courses are in the Industrial Statistics specialisation.

Course Code	Title of the Course	Credit	Core (Compulsory)
MST 1	Foundation in Mathematics and Statistics	4	Core
MST 2	Descriptive Statistics	4	Core
MST 3	Probability Theory	4	Core
MST 4	Statistical Inference	4	Core
MST 5	Statistical Techniques	4	Core
MSTL1	Basic Statistics Lab	2	Core
Courses For Industrial Statistics Specialisation			
MSTE 1	Industrial Statistics-I	4	Specialised Courses to be taken Together
MSTE 2	Industrial Statistics -II	4	
MSTL 2	Industrial Statistics Lab	2	

Special Instructions, if any

The following conditions apply in the first year when you enroll for the programme:

January Cycle: You will be allowed to appear in the TEE held in June of the same year for only the courses MST 1, MST 2, MST 3 and MST 4. You can appear in the exam for the remaining courses from MST 5 to MSTL 2 only in the month of December in the same year.

July Cycle: You will be allowed to appear in the TEE held in December of the same year for only the courses MST 1, MST 2, MST 3 and MST 4. You can appear in the exam for the remaining courses from MST 5 to MSTL 2 only in the month of June in the next year.

Programme Coordinator: Dr. Manish Trivedi, manish_trivedi@ignou.ac.in, Ph. 011-29572825

4.11 Post Graduate Diploma in Journalism and Mass Communication (PGJMC)[s]
School of Journalism & New Media Studies (SOJNMS)

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 aims to upgrade the skills and competencies of those who are working in media organizations without a formal training.

Eligibility: [α]Bachelor's Degree with 2 years experience in a media/communication organisation.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycles of admission.

Fee Structure: Rs. 3,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
JMC 1	Introduction to Journalism and Mass Communication	8
JMC 2	Mass Media and Society	8
JMC 3	Reporting, Writing and Editing	8
JMC 4	Public Relations	8
Total Credits		32

Programme Coordinator: Dr. Shikha Rai, shikharai@ignou.ac.in, Ph. 011-29572103/29571601

4.12 Post Graduate Diploma in Audio Programme Production (PGDAPP)
School of Journalism & New Media Studies (SOJNMS)

The Programme 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, producing audio programmes and managing radio stations.

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.

Eligibility: αGraduate in any discipline

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 10,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MJM 1	Introduction to Broadcasting and Programming	6
MJM 2	Production and Presentation	6
MJM 3	Recording and Editing	4
MJML 1	Practical	16
Total Credits		32

Practical Component

The programme is practical based. A total of 12 practical sessions spread over fourteen days are mandatory and will be conducted at select AIR/ Gyan Vani Radio Stations or at IGNOU headquarters (New Delhi). Students will attend these sessions at their own cost.

Programme Coordinator: Dr. O.P.Dewal, opdewal@ignou.ac.in, Ph. 011-29571603

4.13 Post Graduate Diploma in Higher Education (PGDHE)
School of Education (SOE)

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 with a view to provide necessary knowledge, understanding and skills pertaining to teaching in higher education for prospective and/or inservice university and college teachers.

The Programme is meant for:

- teachers in universities, colleges and other institutions of higher learning.
- those having a postgraduate degree in any discipline with at least a IInd Division.
- professional degree holders in areas such as Engineering, Medicine, Agricultural Science and law etc.

Eligibility: Teachers in an institution of higher education or Post Graduate Degree holders in any subject including a Professional Degree

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 101	Higher Education : Its Context and Linkages	6
MES 102	Instruction in Higher Education	6
MES 103	Higher Education: Socio-Psychological Field	6
MES 104	Planning and Management of Higher Education	6
MES 105	Project Work	6
MES 106	Extended Contact Programme	4
Total Credits		34

UGC's letter of recognition of PGDAE as equivalent to one Orientation Course for Teachers of various disciplines and as equivalent to two Refresher Courses for Teachers of Education is available on page 148.

Programme Coordinator :   Ms. Poonam Bhushan, poonambhushan14@gmail.com, Ph. 011-29572934

4.14　Post Graduate Diploma in Educational Technology (PGDET)
School of Education (SOE)

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 programmes for various media to the field of Educational Technology.

Objectives:

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 programmes for various media
- Educational administrators
- Others interested in the field of educational technology

Eligibility: αGraduation from a recognized University.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 31	ET - An Overview	6
MES 32	Communication & Information Technology	6
MES 33	Computer Technology	6
MES 34	Designing Courseware	6
MES 35	Project	6
Total Credits		30

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.

Programme Coordinator: Dr. Sutapa Bose, sbose@ignou.ac.in, Ph. 011-29572942

4.15 Post Graduate Diploma in School Leadership and Management (PGDSLM)
School of Education (SOE)

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.

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.

Eligibility: i) ᵅProspective and In-service Head Teachers/Principal with Graduate Degree from a recognized University OR

ii) ᵅ Graduate /Post Graduate Teachers

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 4	Head Teachers as School Leaders	6
MES 5	Human Resource Development	6
MES 6	Managing Teaching - Learning	6
MES 7	School Governance and Financial Management	6
MES 8	Leadership for Better Schools	6
Total Credits		30

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.

Programme Coordinator: Prof. M.C. Sharma, mcsharma@ignou.ac.in, Ph. 011-29531302, 011-29572962

4.16 Post Graduate Diploma in Educational Management and Administration (PGDEMA)
School of Education (SOE)

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 on the theoretical as well as practical aspects of educational management and administration in the existing and emerging educational scenario.

Objectives:

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

Eligibility: α Graduate in any discipline

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 41	Growth and Development of Educational Management	6
MES 42	Dimensions of Educational Management	6
MES 43	Organisational Behaviour	6
MES 44	Institutional Management	6
MESP 49	Project Work	6
Optional Courses (Choose any one)		
MES 45	School Education	4
MES 46	Higher Education	4
MES 47	Distance and Open Learning	4
MES 48	Alternative Education	4
Total Credits		34

Programme Coordinators: Dr. Bharti Dogra, bhartidogra@ignou.ac.in, Ph. 011-29572993
Dr. Vandana Singh, vandana@ignou.ac.in, Ph. 011-29572932

4.17 Post Graduate Diploma in Pre Primary Education (PGDPPED)
School of Education (SOE)

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.

Objectives:

- To systematize experiences and strengthen the professional competencies of pre-school teachers.
- To enable teachers to organize meaningful learning experiences for pre-school children.
- To develop skills required in selecting and organising learning experiences
- To understand the developmental needs of pre-school children.
- To impart knowledge and develop an understanding of various aspects of pre-school management.

Eligibility: α Graduate in any discipline.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 8,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 81	Introduction to Pre-School Education	4
MES 82	Human Development during Early Childhood	4
MES 83	Principles of Childhood Education	4
MES 84	Practices in Modern Pre-School Education	4
MESP 85	Project	16
Total Credits		32

Programme Coordinators : Dr. Sutapa Bose, sbose@ignou.ac.in, Ph. 011-29572942
Dr. Vandana Singh, vandana@ignou.ac.in, Ph. 011-29572932

4.18 Post Graduate Diploma in Adult Education (PGDAE)
School of Education (SOE)

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 local, national and international levels.

Objectives:

a) To promote professional competency and capacity building of the adult education functionaries as well as all those who are not in service, but 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 and transaction of curriculum and in participatory 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, economic, political, cultural and educational situations 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.

Eligibility: ᵃBachelor's Degree from any recognised University/Institute

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admission.

Fee Structure: Rs.6,000/- for full programme

Programme Details:

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	Title of the Course	Credits
Theory Courses		
MAE 1	Understanding Adult Education	6
MAE 2	Policy Planning and Implementation of Adult Education in India	6
MAE 3	Knowledge Management, Information Dissemination and Networking in Adult Education	6
MES 16	Educational Research	6
Practical Courses		
MAEL 1	Practical Work Components	10
Total Credits		34

Programme Coordinator: Dr. M.V. Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph. 011-29572935 / Mobile : 9868956537

4.19 Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)
School of Vocational Education & Training (SOVET)

The basic objective of this programme is to improve career opportunities of science and non-science graduates. The programme is especially designed for those 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.

Eligibility: ᵅGraduate degree in any discipline with Science in 10+2   OR

ᵅGraduate degree in any discipline without Science in 10+2 but with 2 years of working experience as a medical representative in a pharma industry.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 7,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MVE 1	Introduction to Anatomy, Physiology, and Pharmaceutical Chemistry	6
MVE 2	Pharmacology and Toxicology	6
MVE 3	Pharmaceutics	4
MVE 4	Drugs Regulatory Affairs	4
MVE 5	Introduction to Management	6
MVE 6	Sales Management	6
Total Credits		32

Programme Coordinators: Prof. Javed A. Farooqi, jafarooqi@rediffmail.com, Ph. 011-29572822
Dr. Rachna Agarwal, rachna_agarwal@ignou.ac.in, Ph. 011-29571647

4.20 PG Diploma in Information Security (PGDIS)
School of Vocational Education & Training (SOVET)

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 personal 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 techniques needed for providing protection and security to our information.

Eligibility:

i)   ᵅB.Sc. (Computer Science)/ BCA/ B.Tech (Computer Sc.)/ B.Tech (IT) or its equivalent.   OR

ii) ᵅBachelor Degree in any discipline or its equivalent from a recognized university / Institute with CIT/CIC/ACISE/ CISE from IGNOU or a Certificate in Computer Science/ 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. OR

iii) ᵅBachelor Degree in any discipline or its equivalent from the recognized university/ institute with 1 year working experience in Computer Application/ IT

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.18,000/- for full programme to be paid semester wise @Rs. 9,000/- per semester

Programme Details:

Course Code	Title of the Course	Credits
Semester I		
MSEI 21	Introduction to Information Security	4
MSEI 22	Network Security	4
MSEI 23	Cyber Security	4
MSE 24	Policy, Standards and Laws	4
Semester II		
MSEI 25	Application and Business Security Developments	4
MSEI 26	BCP, DR Planning and Audit	4
MSEI 27	Digital Forensics	4
MSEP 28	Project	4
Total Credits		32

Programme Coordinator: Ms. Urshla Kant, urshlakant@ignou.ac.in, Ph. 011-29571648

4.21   Post Graduate Diploma in Intellectual Property Rights (PGDIPR)
School of Law (SOL)

The Programme Postgraduate Diploma in Intellectual Property Rights has been revised by the School of Law and was launched in July 2013.

The Objectives of this programmes are to:

● Acquaint the learners with basic concepts of Intellectual Property Rights

● Develop expertise in the learner on IPR related issues; and

● Sensitize the learners with the emerging issues in IPR and the rationale for the protection of IPR.

Eligibility: ᵃGraduate in any discipline

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 8,500/- for full programme.

Programme Details:

Course Code	Title of the Course	Credits
MIP 101	General Introduction to IP Rights	4
MIP 102	Patents	4
MIP 103	Industrial Design and Layout Designs of Integrated Circuits and Utility Models	4
MIP 104	Trademarks, Domain Names, Geographical Indications	4
MIP 105	Copyright and Related Rights	4
MIP 106	Plant Varieties Protection, Biotechnology and Traditional Knowledge	4
MIP 107	Trade Secrets, Competition Law and Protection of TCE	4
MIP 108	Management of IPRs	4
Total Credits		32

Programme Coordinator: Dr. Suneet Kashyap Srivastava, suneetkashyap@ignou.ac.in, Ph.011-29572990

4.22 PG Diploma in Criminal Justice (PGDCJ)
School of Law (SOL)

Objectives:

The objectives of the programme are:

- 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.

Eligibility: ᵃ Any Graduate, Graduate in Criminology, Social Work & Functionaries of Criminal Justice Administration.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July, cycle of admissions.

Fee Structure: Rs. 9,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MLE 11	Criminal Justice System	4
MLE 12	Indian Penal Code	4
MLE 13	Criminal Justice Processes	4
MLE 14	Criminal Justice Administration	4
MLE 15	Challenges to Criminal Justice System	4
MLE 16	Criminal Justice Research and Advocacy	4
MLEP 17	Project	8
Total Credits		32

Job Opportunity : - Jobs related to Criminal Justice Administration in Govt. organizations, International and National NGO's.

- Lawyers can specialize in Criminal Law related to woman, children and other vulnerable groups etc.

Programme Coordinator: Ms. Mansi Sharma, mansisharma@ignou.ac.in, Ph. 011-29572992

4.23 Post Graduate Diploma in Extension and Development Studies (PGDEDS)
School of Extension & Development Studies (SOEDS)

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 graduates interested in pursuing career as extension and development professionals. This Diploma holder can further continue for MA in Extension and Development Studies.

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.

Eligibility: ᵃ Any Graduate.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MEDS 1	Introduction to Extension and Development	4
MEDS 2	Dynamics of Extension and Development	4
MEDS 3	Problems and Issues in Development	6
MEDSP 4	Project Work I	4
MEDS 5	Planning and Management of Extension and Development Programmes	4
MEDS 6	Research Methods in Extension and Development Studies	6
MEDSP 7	Project Work II	6
Total Credits		34

Programme Coordinators: Dr. P.V.K.Sasidhar, pvksasidhar@ignou.ac.in, Ph. 011-29571665
Dr. Nehal A. Farooquee, nafarooquee@ignou.ac.in, Ph. 011-29571664
Prof. B.K.Pattanaik, bkpattnaik@ignou.ac.in, Ph. 011-29571662

4.24 Post Graduate Diploma in Urban Planning and Development (PGDUPDL)
School of Extension & Development Studies (SOEDS)

India is 2nd largest urban system in the world with more than 30% of urban population. It is expected that by 2025, half of India's population will be urbane. The urbanization has created manifold problems such as transportation, poverty, unemployment, unauthorized housing colonies, slums and squatter settlements. The criticality of the urban problems has not been properly understood due to less emphasis on urban development issues in the academic curriculum at the graduation and post-graduation levels. Therefore, PGDUPDL will be useful for the people involved in the urban development programmes and also to the graduates who wish to pursue urban development as a career. The Postgraduate Diploma holders will be fully equipped to serve various Government and Non-Government Organizations dealing with urban planning and development. The programme also strengthen the efficiency and effectiveness of in-service personnel working in Government and Non-Government Organizations, Private or Corporate sectors and handling various urban development projects and programmes viz; Functionaries and elected representatives of Municipal Councils, Corporations, Municipal and Nagar Panchayats; Architects, City and Town Planners (Bachelors and Masters in Architecture, Planning and Related Discipline); Civil Engineers, Corporate Real Estate Professionals; Employees of the Autonomous Institutions/ NGOs, Private or Corporate sectors working in various urban development sectors; Programme Officers, Project Officers, Research Investigators, and Research Assistants deling with urban development in various International and National Organizations. Also this programme will be useful to the fresh graduates who wish to pursue a career in urban development.

Objectives:
- To provide opportunity to the learners to deepen their knowledge and understanding of urban development.
- To expand capacities of the working urban development professionals on various theoretical and practical aspects of urban planning and development.
- To develop professional knowledge and skills in formulation, implementation, monitoring and evaluation of urban development programmes.

Eligibility: αGraduation in any discipline
Medium of Instruction: English
Duration: Minimum 1 year and Maximum 3 years; offered in both January and July cycle of admissions.
Fee Structure: Rs.2,800/- for full programme
Programme Details:

Course Code	Title of the Course	Credits
MEDS 41	Introduction to Urban Development	6
MEDS 42	Issues and Challenges in Urban Planning and Development	6
MEDS 43	Dynamics of Urban Planning and Development	6
MEDS 44	Monitoring and Evaluation of Projects and Programmes	6
Elective Courses : Choose any one		
MEDSP 45	Project Work	8
MEDSE 46	Development: Issues and Perspectives	8
Total Credits		32

Programme Coordinators: Dr. Nehal A. Farooquee, nafarooquee@ignou.ac.in, Ph. 011-29571664
Prof. B.K. Pattanaik, bkpattanaik@ignou.ac.in, Ph. 011-29571662
Dr. P.V.K. Sasidhar, pvksasidhar@ignou.ac.in, Ph. 011-29571665

4.25 PG Diploma in Folklore and Culture Studies (PGDFCS)
School of Intra-Disciplinary & Trans-Disciplinary Studies (SOITS)

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, psychoanalytical, 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 of 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.

Eligibility: ∝Graduate in any discipline.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 2,200/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MFC 1	Folklore and Culture: Conceptual Perspectives	6
MFC 2	Tradition, Identity and Cultural Production	6
MFC 3	Cultural and Societal Transformation	6
MFC 4	Tribes of India: Identity, Culture and Folklore	6
MFCI 5	Project Manual	6
Total Credits		30

Programme Coordinator: Dr. Nandini Sahu, nandinisahu@ignou.ac.in, Ph. 011-29572780

4.26 Post Graduate Diploma in Hospital and Health Management (PGDHHM)@
School of Health Sciences (SOHS)

The programme fulfils specified needs of a middle level administrators in hospital or health care set-ups. This comprehensive programme provides a professional qualification and an insight in to managerial function 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 who currently are engaged in hospital administration at senior levels.

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, Aurangabad, Bangalore, Bhubneshwar, Chandigarh, Delhi, Guwahati, Hyderabad, Jaipur, Jabalpur, Kolkata, Lucknow, Nagpur, Patna, Pune and Srinagar.

Programme Design

PGDHHM is a multimedia package which includes General Management, Management of Human Resources, Finance, Logistics and Equipment in Hospitals. It also includes Organisation & Management of Hospital 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.

Eligibility:

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

b) ᵃGraduates 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 hospital/health care institutions and holding administrative responsibilities.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions.

Fee Structure: Rs.21,000/- for full programme.

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
PGDHHM 1	Introduction to Management-I	3	2	5
PGDHHM 2	Introduction to Management-II	3	2	5
PGDHHM 3	Organization and Management of Hospital	3	2	5
PGDHHM 4	Clinical, Diagnostic and Therapeutic Services	3	2	5
PGDHHM 5	Support and Utility Services and Risk Management	3	2	5
PGDHHM 6	Health System Management	3	2	5
	Project Work		2	2
Total Credits		18	14	32

Programme Coordinator: Prof. S. B. Arora, sbarora@ignou.ac.in, Ph. 011-29572811

4.27 Post Graduate Diploma in Geriatric Medicine (PGDGM)ᐱ
School of Health Sciences (SOHS)

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.

Objectives:

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.

Eligibility: MBBS

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions.

Fee Structure: Rs.21,000/- for full programme

Programme Details:

More than 50% of the credit hours is devoted for hands-on-training. The programme has two theory courses (MME 4 and MME 5) and two Practical courses (MMEL 4 and MMEL 5).

Course Code	Title of the Course	Credits
MME 4	Basic Geriatrics	6
MME 5	Clinical Geriatrics	8
MMEL 4	Basic Geriatrics	6
MMEL 5	Clinical Geriatrics	12
Total Credits		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.

Programme Coordinator: Dr. Ruchika Kuba, ruchikakuba@ignou.ac.in, Ph. 011-29572813

4.28 Post Graduate Diploma in Maternal and Child Health (PGDMCH)@w
School of Health Sciences (SOHS)

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.

Eligibility: MBBS

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions.

Fee Structure: Rs.23,000/- for full programme

Programme Details:

The PGDMCH programme consists of six courses. These represent three broad disciplines of conventional medical education system. Course 1 (MME 201), Course 2 (MME 202), Course 3 (MME 203) 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 (MMEL 201), Course 5 (MMEL 202) and Course 6 (MMEL 203)

Course Code	Title of the Course	Credits
Theory Courses		
MME 201	Preventive MCH	6
MME 202	Reproductive Health	6
MME 203	Child Health	6
Practical Courses		
MMEL 201	Preventive MCH	6
MMEL 202	Reproductive Health	6
MMEL 203	Child Health	6
Total Credits		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 is 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.

Programme Coordinator: Prof. T.K. Jena, tkjena@ignou.ac.in, Ph. 011-29572849

4.29   Post Graduate Diploma in HIV Medicine Programme (PGDHIVM)

School of Health Sciences (SOHS)

School of Health Sciences, IGNOU in collaboration with NACO has developed a one year Post Graduate Diploma in HIV Medicine for MBBS doctors. This programme is being offered through distance mode having 28 days contact session for hands on skills training in the Medical College and 30 days training in the ART Centres. The programme is being offered through 3 PSCs namely B J Medical College, Ahmedabad; Maulana Azad Medical College, New Delhi and School of Tropical Medicine, Kolkata which are successfully conducting the Programme since 2012.

Objectives:

After completion of this programme, a student should be able to:

1.   Imbibe comprehensive knowledge on basics of HIV as related to details of management of HIV/AIDS in tertiary care set up.

2.   Manage all complications as well as opportunistic infections due to HIV/AIDS at the time of need and

3.   Recognize and handle emergencies related to HIV/AIDS and its complication and take bedside decision for management whenever required.

Eligibility: MBBS Degree recognized by Medical Council of India (MCI)

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions

Fee Structure: Rs. 50,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MCMM 1	Basic of HIV Infection	4
MCMM 2	National AIDS Control Programme	4
MCMM 3	Systemic Involvement in HIV and STI	4
MCMM 4	Management of HIV/AIDS	6
MCMML 5	Basic Practical	8
MCMML 6	Clinical Practical	10
Total Credits		36

Sponsorship : There is a provision of sponsorship of candidates by NACO. About 40 candidates are sponsored every year for whom the admission fee is paid by NACO in addition to leave for the duration of hands-on-skill training. The candidates identified by NACO have to fill up the common form and apply before the last date of application.

Porgramme Implementation

The students will be compulsorily required to attend contact sessions of 28 days in 4 divided spells (6+6+10+6 Days). After the 3rd spell, the non-sponsored candidates will also have to undergo additional training of 28 days in a Skill Development Centre (one of the ART Centre allotted by NACO) for being eligible to do the 4th spell.

Programme Coordinators: Prof. T.K. Jena, tkjena@ignou.ac.in, Ph. 011-29572849
Dr. Biplab Jamatia, Ph. 011-29572851
Email: hivmedicine@ignou.ac.in

4.30 Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM)
School of Agriculture (SOA)

Objectives:

The 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 Agricultural and Processed Food Products Export Development Authority (APEDA), GOI. 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.

This 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.

Eligibility:

i)   αGraduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects.

ii)   αDegree 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, or equivalent etc.

iii)   αScience graduate in disciplines 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 1 year experience in quality control activities.

iv) αArts/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.

v) αBA/B.Com graduates with minimum 7 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) or holding senior position in Govt./ Semi Govt. Units involved in Food Quality Control.

vi) Master's Degree awarded without a first degree is not recognized for purposes of admission to IGNOU's Academic Programmes.

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admission.

Fee Structure: Rs.12,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
MVP 1	Food Fundamentals and Chemistry	4	0	4
MVPI 1	Food Microbiology (Integrated)	2	2	4
MVP 2	Food Laws and Standards	4	0	4
MVP 3	Principles of Food Safety and Quality Management	4	0	4
MVP 4	Food Safety and Quality Management Systems	4	0	4
MVPL 1	Food Safety and Quality Auditing (Practical)	0	4	4
MVPL 2	Chemical Analysis and Quality Assurance (Practical)	0	4	4
MVPP 1	Project Work	0	4	4
Total Credits		18	14	32

Job opportunities for the passouts 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,

● Food certifying/auditing professional for Food Safety & Quality Management Systems (FSQMS).

Programme Coordinator: Prof. M.K. Salooja, mksalooja@ignou.ac.in, Ph. 011-29572976

4.31 Post Graduate Diploma in Plantation Management (PGDPM)
School of Agriculture (SOA)

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 resources 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.

Objectives:

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.

Eligibility: αGraduation in any discipline

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions.

Fee Structure: Rs.5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MAM 1	Introduction to Plantation Management	4
MAM 2	Crop Production Technology	8
MAM 3	Post Harvest Management & Value Addition	8
MAM 4	Human Resource, Marketing and Financial Management	4
MAMP 1	Project Work	8
Total Credits		32

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.

Programme Coordinators: Dr. P.K. Jain, pkjain@ignou.ac.in, Ph. 011-29573091
Ms. Sindhu P. Nair, sindhunair@ignou.ac.in, Ph. 0484-2340203

4.32 Post Graduate Diploma in Book Publishing (PGDBP)
School of Humanities (SOH)

The PG Diploma in Book Publishing is meant to provide an opportunity for :

Self employment to aspiring/practising publishing professionals OR

Skill-upgradation/skill-acquisition in the various aspects of publishing OR

Training aspiring publishing professionals in marketable skills in the various areas of publishing, including specialized editing, copyediting and proofreading, 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.

Eligibility : αBachelor Degree + knowledge of English & knowledge of word processing

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions.

Fee Structure: Rs.7,500/- for full programme

Programme Details:

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.

Course Code	Title of the Course	Credits
Compulsory Courses		
MBP 1	Introduction to Publishing and its Legal Aspects	4
MBP 2	Editing and Pre-Press	4
MBP 3	Production and Emerging Technologies	4
MBP 4	Marketing, Promotion and Distribution of Books	4
MBP 8	Apprenticeship/Training	4
Elective Courses (Choose any two)		
MBP 5	Editing Books for Children	4
MBP 6	Editing Scientific, Technical and Medical Books	4
MBP 7	Editing Textbooks	4
Total Credits		32

Programme Coordinator: Dr. Nandini Sahu, nandinisahu@ignou.ac.in, Ph. 011-29572780

4.33 Post Graduate Diploma in Women's & Gender Studies(PGDWGS)

School of Gender & Development Studies (SOGDS)

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.

Eligibility: αGraduation in any discipline

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in July cycle of admissions

Fee Structure: Rs. 6,000/- for full programme to be paid semester wise @Rs. 3,000/- per semester

Programme Details:

Course Code	Title of the Course	Credits
I Semester		
MWG 1	Theories of Women's & Gender Studies	8
MWG 2	Gender & Power	8
II Semester		
MWG 3	Constructing Gender Through Arts & Media	8
MWG 4	Gendered Bodies & Sexualities	8
MWGP 1	Project Work*	2
Total Credits		34

*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.

Students who have completed their undergraduate programme in any discipline can join this programme. After completing this programme successfully learners can pursue their careers in higher studies, research work, Non-Profit Organisations/ 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 media, publishing, and gender training programmes.

Learners can also accumulate the credits earned in this programme towards credit transfer (lateral entry) into the 2nd year of the MA programme in Women's and Gender Studies. Lateral entry is available only in July Session of the subsequent year after completion of PGDWGS.

Programme Coordinators: Prof. Anu Aneja, anuaneja@ignou.ac.in, Ph. 011-29571611
                            Dr. Himadri Roy, himadriroy@ignou.ac.in, Ph. 011-29571615

4.34 Diploma in Early Childhood Care and Education (DECE)

School of Continuing Education (SOCE)

The Diploma in Early Childhood Care and Education is a programme for continuous knowledge and skills up-gradation for those working in the sector of Early Childhood Care and Education. It is a unique holistic package that equips the learner to foster the holistic development of young children (i.e., children from birth to 6 years of age) and will be of interest to functionaries and teachers working with children in birth to six age group in diverse settings, such as creches, preschools, pre-primary classes, nursery schools, anganwadis and balwadis; those wishing to set up early childhood care and education centres or managing such centres; parents and others interested in knowing about the development of young children.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English, Hindi & Tamil

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
DECE 1	Organizing Child Care Services	8
DECE 2	Child Health and Nutrition	8
DECE 3	Services and Programmes for Children	8
DECE 4	Project Work : Working with Young Children in a Child Care Setting	8
Total Credits		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 educator) 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.

Programme Coordinator : Dr. Rekha Sharma Sen, rekhasharmasen@ignou.ac.in, Ph. 011-29572958

4.35 Diploma in Nutrition & Health Education (DNHE)
School of Continuing Education (SOCE)

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.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
DNHE 1	Nutrition for the Community	8
DNHE 2	Public Health and Hygiene	8
DNHE 3	Nutrition and Health Education	8
DNHE 4	Project Work : Nutrition and Health Education	8
Total Credits		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.

Programme Coordinator : Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph. 011-29532302, 29572960

4.36 Diploma in Panchayat Level Administration and Development (DPLAD)
School of Continuing Education (SOCE)

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 concept 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 states 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 exercises/activities entrusted to the Panchayats that need expertise and coordinated action by various development function arise. This diploma programme in Panchayat Level Development and Administration through distance mode of learning is addressed towards fulfilling this task.

Objectives:

The major objectives 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 denovo approach, attitude and action by the panchayat.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BPR 1	Panchayats in India The Context	6
BPR 2	Decentralized Planning and Panchayati Raj	6
BPR 3	Panchayati Raj Institutions and Anti Poverty Programme	6
BPR 4	Project Work	6
BPR 5	Basic Computer Literacy	6
Total Credits		30

Programme Coordinator : Dr. Gurupada Saren, gurupadasaren@ignou.ac.in, Ph. 011-29573066

4.37 Diploma in Tourism Studies (DTS)
School of Tourism & Hospitality Services Management (SOTHSM)

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.

Eligibility: 10+2 or its equivalent OR BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development : Products, Operations and Case Studies	8
TS 3	Management in Tourism	8
Any one of the following groups of Electives		
TS 4	Indian Culture - Perspective for Tourism	8
PTS 4	Project on Indian Culture : Perspective for Tourism	4
OR		
TS 5	Ecology, Environment and Tourism	8
PTS 5	Project on Ecology, Environment and Tourism	4
OR		
TS 6	Tourism Marketing	8
PTS 6	Project on Tourism Marketing	4
Total Credits		36

Programme Coordinator: Ph. 011- 29571757

4.38   Diploma in Aquaculture (DAQ)
School of Sciences (SOS)

Eligibility: 10+2 Pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.6,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
BAQ 1	Basics of Aquaculture	8
BAQP 1	Project	6
Optional Courses		
Freshwater Aquaculture (Stream I)		
BAQ 2	Freshwater Aquaculture	8
BAQL 1	Laboratory OR	6
Coastal Aquaculture (Stream II)		
BAQ 3	Coastal Aquaculture	8
BAQL 2	Laboratory	6
Total Credits		28

To successfully complete Diploma in Aquaculture you have to compulsorily complete BAQ1 and BAQP1 as listed above and opt for either STREAM I (BAQ2 and BAQL1) or STREAM II (BAQ3 and BAQL2).

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

STREAM I : Courses BAQ1+BAQP1+BAQ2+BAQL1(total 28 credits)

STREAM II : Courses BAQ1+BAQP1+BAQ3+BAQL2 (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 BAQ 1 and BAQP 1 would have already been completed with the first Stream. A Certificate would be given on completion of the second Stream apart from the Diploma.

IGNOU will try to make every effort to conduct Laboratory Courses in the programme at the Study Centre chosen by you. But in case of any difficulty, you may be advised to attend the Laboratory Courses at some other Study Centre. You should be prepared for such a situation.

Programme Coordinators: Prof. Geeta Kaicker, gkaicker@ignou.ac.in, Ph. 011-29572839
Prof. Amrita Nigam, anigam@ignou.ac.in, Ph. 011-29572809

4.39 Diploma in Creative Writing in English (DCE)
School of Humanities (SOH)

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.

Eligibility: 10+2 or any one without 10 +2 but age should be 20 years or above.

Medium of Instruction: English

Duration: Minimum 1 year and maximum 4 years; Offered in both January & July cycle of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
DCE 1	General Principles of Writing	4
DCE 6	Guided Project Work	4
Elective Courses (Choose any three)		
DCE 2	Feature Writing	4
DCE 3	Short Story	4
DCE 4	Writing for Media: Radio and Television	4
DCE 5	Writing Poetry	4
Total Credits		24

Programme Coordinators: Dr. Malati Mathur, malati_mathur@hotmail.com, Ph. : 011-29572783
Dr. Neera Singh, neerasingh@yahoo.com, Ph. 011-29572790

4.40 Diploma Programme in Urdu (DUL)
School of Humanities (SOH)

The aim of this Programme is to enable/acquire understanding of Urdu language and literature beyond Certificate level. It also provides knowledge of the art of creative writing, technique of translation, editing and publishing etc. The objectives of this Programme are also to provide a historical background of Urdu language and literature and comprehension capability of Urdu prose and poetry.

Eligibility: 10th Pass with Urdu as one of the subjects or its equivalent or Certificate in Urdu Language from IGNOU.

Medium of Instruction: Urdu

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OUL 3	History of Urdu Language & Literature	8
OULP 1	Project Work	4
OULE 1	Contemporary Urdu Poetry	4
OULE 2	Contemporary Urdu Fiction	4
OULE 5	Principle of Translation	4
Total Credits		24

Programme Coordinators: Prof. Satyakam, satyakam@ignou.ac.in, Ph. 011-29572751
Dr. Mohd. Akbar, akbarjnu79@gmail.com, Mob. 9868598805,
Ph. 011-29572777

4.41 Diploma in HIV and Family Education (DAFE)
School of Social Work (SOSW)

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.

Eligibility: 10+2 or its equivalent or BPP from IGNOU OR Matriculation with higher qualification recognized by Central/ State Govt.

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BFE 101	Basics of HIV / AIDS	4
BFEE 101	Elective on HIV / AIDS	4
BFE 102	Basics of Family Education	4
BFEE 102	Elective on Family Education	4
BFEE 103	Alcohol, Drugs and HIV	4
BFEE 104	Communication and Counselling in HIV	4
BFEP 101	Project Work	8
Total Credits		32

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

Programme Coordinator: Dr. Rose Nembiakkim, rosenembiakkim@ignou.ac.in, Ph. 011-29571695

4.42 Diploma in Business Process Outsourcing — Finance and Accounting (DBPOFA)
School of Vocational Education and Training (SOVET)

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, subject matter experts, BPO training organizations and e-learning organizations, to provide students with a comprehensive learning model.

Facts and Benefit of the Programme

IGNOU 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 all type of BPO organizations

Eligibility: 10+2 or its equivalent with English as compulsory subject & 50% aggregate. OR

α Bachelors degree and above (with English as compulsory subject at 10+2 level)

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.16,000/- for full programme to be paid Instalment wise @Rs. 11,000/- Ist Instalment & Rs.5000/- IInd Instalment.

Programme Details:

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 07 courses as shown below. A candidate will also get an EXIT OPTION after 6 months (Sem1) and upon successful completion he/she would get Certificate in BPO Finance and Accounting. This option is only available for working professionals. Also all those students who have completed Semester 2 (i.e CCITSK programme) will get exemption from taking this Semester to get the Diploma in BPO provided they full fill the other eligibility criteria.

Course Code	Title of the Course	Credits
Finance & Accounting (Semester I)		
BPOI 1	Introduction to Finance and Accounting BPO	2
BPOI 2	Fundamentals of Accounting	4
BPOI 3	Procure to Pay (P2P, Accounts Payable)	4
BPOI 4	Order to Cash (O2O, Accounts Receivable)	3
BPOI 5	Record to Report	3
English Communications & IT Skills (Semester II)		
BPOI 6	English Communication	8
BPOI 7	IT Skills	8
Total Credits		32

Programme Coordinator: Dr. Geetika S. Johry, geetikajohry@ignou.ac.in, Ph. 011-29571646

4.43   Diploma in Women's Empowerment and Development (DWED)
School of Gender and Development Studies (SOGDS) (in collaboration with School of Social Sciences)

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.

Eligibility: 10+2 or its equivalent OR Non 10+2 with three years working experience as development workers at any level.

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered in both January & July cycles of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

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 the Course	Credits
Social Science Perspectives		
BWEE 12	Women and Society: Global Concerns and Local Issues	8
BWEE 4	Strategies for Women's Empowerment	4
BWEE 5	Women and Development	4
Training Perspectives		
BWEF 2	Gender Training Perspectives	4
BWEE 6	Organization and Leadership	4
BWEE 7	Work and Entrepreneurship	4
BWEE 8	Credit and Finance	4
Total Credits		32

Programme Coordinators: Prof. Annu J. Thomas, athomas@ignou.ac.in, Ph. 011-29571614

Prof. Debal K Singha Roy, dksingharoy@ignou.ac.in, 011-29534715

4.44 Diploma in Paralegal Practice (DIPP)
School of Law (SOL)

This programme aims to develop 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.

Eligibility: 10+2 or its equivalent   OR   BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.7,000/- for full programme

Programme Details:

Course Code	Title of the Course	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

Programme Coordinator: Dr. Anand Gupta, anandgupta@ignou.ac.in, Ph. 011-29572983

4.45 Diploma in Nursing Administration (DNA)[@]
School of Health Sciences (SOHS)

Diploma in Nursing Administration (DNA) is for working nurses in hospital, community and health centre for upgrading their knowledge and skill in administration. This programme will be beneficial for nurses to take up administrative responsibilities and apply various skills in their day to day working.

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.

Eligibility: 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

[α]B.Sc. (Nursing) with no experience

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions.

Fee Structure: Rs.9,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BNS 11	Principles of Practice of Nursing Administration	4
BNS 12	Management of Educational Institute, Hospital & Community	4
BNS 13	Group Dynamics	4
BNS 14	Resource Management	4
BNSL 11 BNSL 12	Nursing Service Administration Practical Manual-I & Practical Manual-II	12
Total Credits		28

Details are available at www.ignou.ac.in under schools-SOHS

Selection Criteria

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

Programme Coordinators: Mrs. Laxmi & Ms. Neerja Sood
Email : dna@ignou.ac.in

4.46 Diploma in Critical Care Nursing (DCCN)
School of Health Sciences (SOHS)

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.

Eligibility: Registered Nurse (RN) and (RNRM) at all levels (GNM/BSCN/ or above)

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered only in January cycle of admissions.

Fee Structure: Rs.5,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Theory		
BNS 31	Concept and Principles in Critical Care Nursing	6
BNS 32	Nursing Management in Critical Care Conditions	6
Practical		
BNSL 33	Clinical Nursing Practice in Critical Care-I	12
BNSL 34	Clinical Nursing Practice in Critical Care	8
Total Credits		32

Programme Coordinator: Prof. Pity Koul, Ms. Rohini Sharma, dccn@ignou.ac.in, Ph. 011-29572801

4.47 Diploma in Value Added Products from Fruits & Vegetables (DVAPFV)^^++
School of Agriculture (SOA)

The Diploma programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The programme 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 and 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.

Eligibility: 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

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 12,000/- only for Category (i), (ii) & Rs.13,000/- for Category (iii) (50%, fee concession for rural and below poverty line urban students).

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BPVI 1	Food Fundamentals	2	2	4
BPVI 2	Principles of Post Harvest Management of Fruits and Vegetables	2	2	4
BPVI 3	Food Chemistry and Physiology	2	2	4
BPVI 4	Food Processing and Engineering-I	2	2	4
BPVI 5	Food Microbiology	2	2	4
BPVI 6	Food Processing and Engineering-II	2	2	4
BPVI 7	Food Quality Testing and Evaluation	2	2	4
BPVI 8	Entrepreneurship and Marketing	2	2	4
Total Credits		16	16	32

Programme Coordinator : Prof. M.K. Salooja, mksalooja@ignou.ac.in, Ph. 011-29572976

4.48 Diploma in Dairy Technology (DDT) [^^++]
School of Agriculture (SOA)

This programme has been developed with the support of the 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 is to develop competencies in procurement of milk, fluid milk processing, production of value added products and quality control aspects in dairy industry. It also imports 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.

Job Opportunities :

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

Eligibility: 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

Medium of Instruction: English, Hindi and Telugu

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 12,000/- only for Category (i), (ii) & Rs.13,000/- for Category (iii) (50%, fee concession for rural and below poverty line urban students).

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BPVI 11	Milk Production and Quality of Milk	2	2	4
BPVI 12	Dairy Equipment and Utilities	2	2	4
BPVI 13	Milk Processing and Packaging	2	2	4
BPVI 14	Dairy Products - I	2	2	4
BPVI 15	Dairy Products - II	2	2	4
BPVI 16	Dairy Products - III	2	2	4
BPVI 17	Quality Assurance	2	2	4
BPVI 18	Dairy Management and Entrepreneurship	2	2	4
Total Credits		16	16	32

Programme Coordinator : Prof. M.K. Salooja, mksalooja@ignou.ac.in, Ph. 011-29572976

4.49 Diploma in Meat Technology (DMT) ^^++
School of Agriculture (SOA)

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.

Eligibility: I. 10+2/ Senior secondary passouts

II. BPP (under IGNOU/ODL mode)

III. 10th pass may enroll simultaneously for the BPP and Diploma Programme

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 12,000/- only for Category (i), (ii) & Rs.13,000/- for Category (iii)

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BPVI 21	Fundamental of Food and Meat Science	2	2	4
BPVI 22	Meat Animals and Abattoir Practices	2	2	4
BPVI 23	Fresh Meat Technology	2	2	4
BPVI 24	Processed Meat Technology	2	2	4
BPVI 25	Meat Packaging and Quality Assurance	2	2	4
BPVI 26	Poultry Products Technology	2	2	4
BPVI 27	Utilization of Animal By-Products	2	2	4
BPVI 28	Marketing and Entrepreneurship	2	2	4
Total Credits		16	16	32

Programme Coordinator : Dr. Mita Sinhamahapatra, mitasmp@yahoo.co.in, Ph. 011-29572973

4.50 Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO) ^^++
School of Agriculture (SOA)

This programme has been developed with the support of the 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: youth, farmers, 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 :

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, quality control supervisor and plant manager in the food industry (rice mill, flour mill, pulses mills and snacks manufacturing units etc).

Objectives:

● To develop a technician level human resource for Food Industry based on Cereals, Pulses and Oilseeds.

● To upgrade the technical proficiency of existing work force working in this sector.

● To develop youth (Urban & Rural) as young entrepreneurs for self-employment in the Food Industry based on Cereals, Pulses & Oilseeds and allied activities.

● To impart knowledge and technical proficiency in:

– Processing of Cereals, Pulses and Oilseeds into Value Added Products;

– Post harvest operations involved in Cereals, Pulses & Oilseeds;

– Prevention of losses in raw and processed produce;

– Manufacture and production of various products based on above crops;

– Marketing and distribution of finished products at maximum economic returns; and

– Managing small and medium enterprises.

Eligibility: 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

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 11,000/- only for Category (i), (ii) & Rs.12,000/- for Category (iii)

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BPVI 31	Food Fundamentals	2	2	4
BPVI 32	Food Microbiology	1	1	2
BPVI 33	Milling of Wheat, Maize and Coarse Grains	2	2	4
BPVI 34	Baking and Flour Confectionery	2	2	4
BPVI 35	Paddy Processing	3	3	6
BPVI 36	Processing of Pulses & Oilseeds	2	2	4
BPVI 37	Food Quality, Testing and Evaluation	2	2	4
BPVI 38	Entrepreneurship and Marketing	2	2	4
Total Credits		16	16	32

Programme Coordinator : Dr. Mukesh Kumar, mkumar@ignou.ac.in, Ph. 011-29572971

4.51   Diploma in Fish Products Technology (DFPT) ^^++
School of Agriculture (SOA)

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;

- train 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.

Eligibility: 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

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 9,000/- only for category (i), (ii) & Rs.10,000/- for Category (iii)

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BPVI 41	Introduction to Fish, Processing, Packaging and Value Addition	4	2	6
BPVI 42	Mince and Mince Based Products	2	2	4
BPVI 43	Coated Products	2	4	6
BPVI 44	Fish By-products and Waste Utilization	2	4	6
BPVI 45	Quality Assurance	2	2	4
BPV 46	Marketing and Entrepreneurship Development	4	0	4
BPVL 47	Training and Field Visits	0	2	2
Total Credits		16	16	32

Compulsory hands-on training for 15 days in a fish processing plant and field visit (BPVL47).

Programme Coordinator : Dr. P. Vijayakumar, pvkumar@ignou.ac.in, Ph. 011-29573092

4.52 Diploma in Watershed Management (DWM) ^^++
School of Agriculture (SOA)

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, 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 watersheds. 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 Integrated Watershed Management Programme (IWMP). 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, Secretary in IWMP Projects.

Objectives
The main objectives of the programme are to:
- 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 storage/supply structures for human and livestock through water and soil conservation strategies.

Eligibility: I. 10+2 Pass

II. BPP (under IGNOU/ODL mode)

III. 10th pass may enroll simultaneously for the BPP and Diploma Programme

Medium of Instruction: English & Hindi

Duration: Minimum 1 year and Maximum 4 years; offered only in July cycle of admissions

Fee Structure: Rs. 10,000/- only for Category (i), (ii) & Rs.11,000/- for Category (iii)

Programme Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BNRI 101	Fundamental of Watershed Management	2	2	4
BNRI 102	Elements of Hydrology	2	2	4
BNRI 103.	Soil and Water Conservation	2	2	4
BNRI 104	Rainfed Farming	2	2	4
BNRI 105	Livestock and Pasture Management	2	2	4
BNRI 106	Horticulture and Agro-Forestry Systems	2	2	4
BNRI 107	Funding, Monitoring, Evaluation & Capacity Building	2	2	4
BNRP 108	Project Formulation	0	4	4
Total Credits		14	18	32

Programme Coordinator : Dr. Mukesh Kumar, mkumar@ignou.ac.in, Ph. 011-29572971

4.53 Diploma in Teaching German as a Foreign Langauge (DTG)

The Diploma in Teaching of German as a foreign langauge is the first of its kind through distance mode with an active prqactical component of classroom teaching. This programme is aimed at meeting the needs of professional German language teachers.

This programme was developed in collaboration with Goethe Institut Institut Max Muller Bhavan, University of Vienna and IGNOU and aims to train teachers professionally by enhancing higher language learning competencies.

It will become a model for teacher training in other European Languages.

Eligibility : DTG is meant for all persons who have a B.A., German knowledge of B1 (according to the Common European Framework of Refernces for Languages) and who want to teach German as a Foreign Language at Indian secondary schools.

Medium of Instruction: German

Duration of the Programme : Minimum 1 year and Maximum 4 years; offered in both January & July cycle of admission.

Fee : 7000/- for full programme

Programme details:

Course Code	Title of the Course	Credits
DTG1	General Princizieds of Teaching	6
DTG2	Skill Development	4
DTG3	Classroom Teaching	4
DTG4	Lesson Planning Preparation Evaluation	10
Total Credits		24

Programme Coordinator : Dr. Vikash Kumar Singh, vikashsingh@ignou.ac.in, Ph. 011-29571638

5. CERTIFICATE PROGRAMMES

5.1 Advanced Certificate in Power Distribution Management (ACPDM)[N]

School of Engineering & Technology (SOET)

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 for professionals employed in electrical power utilities or the electricity sector to upgrade their skills, enhance systemic efficiency and demonstrate commercially viable electricity distribution system that deliver quality power to the satisfaction of the beneficiaries. As a part of the national strategy evolved to address and concern of human resource development, this specially designed programme provides opportunity of capacity building in power sector; it is targeted to provide training to the participants of power distribution utilities /companies, engineers and learners of electricity sector.

This programme addresses the general concerns and issues in the electricity distribution sector, including awarenss and exchanges good practices amongst the stakeholders in the power industry. You are a stakeholder in the power industry, both as a consumer and as an employee or you may be aspiring to take up a job in the electrical industry. Therefore, you would surely welcome this opportunity of capacity building through a specially designed training programme.

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 about various aspects of power distribution management to the personnel in the power sector/ candidates aspiring to take up a job in the electrical industry.

Eligibility: [α] Engineering graduate/Engineering Diploma Holders

OR

Science/Commerce/ Arts Graduates or equivalent with 2 years experience in power utilities or the electricity sector

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEE 1	Power Distribution Sector	6
BEE 2	Energy Management and IT Applications	4
BEE 3	Management of Power Distribution	6
Total Credits		16

Programme Coordinator: Dr. Rakhi Sharma , rakhisharma@ignou.ac.in, Ph. 011-29572923, 29572924

5.2 Advanced Certificate in Information Security (ACISE)
School of Vocational Education and Training (SOVET)

This Advanced Certificate in Information Security (ACISE) (with an exit option of Certificate in Information Security (CISE) after 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 responsible and smart netism. This is an Advanced Certificate level programme with an exit option of Certificate in Information Security (CISE) after successful 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 Awareness 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 transaction
6. W3C Compliance
7. Employee perspective of ISO 27000
8. Securing Web servers/services
9. Cyber Forensics
10. Securing in the mobile world
11. Govt. rules in IT Security

Eligibility: 10th or its equivalent

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OSEI 41	Information Security	4
OSEI 42	Securing Internet Access	4
OSE 43	Information Technology Security	4
OSEI 44	Server Security	6
Total Credits		18

Programme Coordinator: Ms. Urshla Kant, urshlakant@ignou.ac.in, Ph.011-29571648

5.3 Post-Graduate Certificate in Extension and Development Studies (PGCEDS)
School of Extension & Development Studies (SOEDS)

Postgraduate Certificate 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.

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.

Eligibility: αAny Graduate

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MEDS 1	Introduction to Extension and Development	4
MEDS 2	Dynamics of Extension and Development	4
MEDS 3	Problems and Issues in Development	6
MEDSP 4	Project Work-I	4
Total Credits		18

Programme Coordinators: Dr. Nehal A. Farooquee, nafarooquee@ignou.ac.in, Ph. 011-29571664
Prof. B.K. Pattanaik, bkpattanaik@ignou.ac.in, Ph. 011-29571662
Dr. P.V.K. Sasidhar, pvksasidhar@ignou.ac.in, Ph. 011-29571665

5.4 Post Graduate Certificate in Adult Education (PGCAE)
School of Education (SOE)

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 Masters Degree or even higher qualification and interested in seeking career at middle or higher level in the field of adult education, extension and allied areas.

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.

Eligibility: ^α Bachelor's Degree from any recognized University/ Institute

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycles of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MAE 1	Understanding Adult Education	6
MAE 2	Policy Planning and Implementation of Adult Education in India	6
MAEL 2	Practical Work: Community-based Practical Activities	3
Total Credits		15

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 Coordinator: Dr. M.V.Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph.011-29572935 / Mobile - 9868956537

5.5 Post Graduate Certificate in Cyber Law (PGCCL)
School of Law (SOL)

The Post Graduate Certificate in Cyber Law seeks to address the changing needs of the knowledge society in the area of Cyber Law.

Objectives:

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.

Eligibility: ^α Graduate in any discipline or 4th and 5th year students of 5 year integrated LLB course who passed three years.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 7,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MIR 11	Cyber Space, Technology and Social Issues	4
MIR 12	Regulation of Cyberspace	4
MIR 13	Commerce and Cyberspace	4
MIR 14	Privacy and Data Protection	4
Total Credits		16

Programme Coordinator: Dr. Gurmeet Kaur, gurmeetkaur@ignou.ac.in, Ph.011-29572984

5.6 PG Certificate in Patent Practice (PGCPP)
School of Law (SOL)

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

Objectives:

● Provide learners in-depth knowledge of the Indian Patent Law

● Train learners in writing of patent application; and

● Develop expertise in patent search.

Eligibility: ᵅDegree in Science/ Technology/Medicine, Law and Fourth & Fifth year students of integrated LL.B. Course who passed three years. Learners with experience in dealing with patents and technology transfer will be preferred.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.8,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MIR 21	Overview of Intellectual Property Rights	4
MIR 22	International Framework for Patents Protection	4
MIR 23	Indian Patent Law and Procedures	4
MIRP 1	Project	4
Total Credits		16

Programme Coordinator: Dr. Suneet Kashyap Srivastava, suneetkashyap@ignou.ac.in,
                         Ph. 011-29572990

5.7 PG Certificate in Bangla-Hindi Translation (PGCBHT)
School of Translation Studies & Training (SOTST)

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 intra-lingual, inter-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.

Eligibility: ᵅGraduation

Medium of Instruction: Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MTT 1	Bharatiya Bhashaon Mein Anuvad	4
MTT 2	Bangla-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT 3	Bangla Aur Hindi Ke Vibhinna Bhashik Kshetroan Mein Anuvad	4
MTTP 1	Anuvad Pariyojana (Translation Project)	4
Total Credits		16

Programme Coordinators: Dr. Harish Kumar Sethi, hksethi@ignou.ac.in, Ph. 011-29571623
Dr. Jyoti Chawla, jyoti_chl@ignou.ac.in, Ph. 011-29571623

5.8   PG Certificate in Malayalam-Hindi Translation (PGCMHT)
School of Translation Studies & Training (SOTST)

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.

Eligibility: ᵃGraduation

Medium of Instruction: Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	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

Programme Coordinators: Dr. Harish Kumar Sethi, hksethi@ignou.ac.in, Ph. 011-29571626
Dr. Jyoti Chawla, jyoti_chl@ignou.ac.in, Ph. 011-29571623

5.9   Post Graduate Certificate in Agriculture Policy (PGCAP)
School of Agriculture (SOA)

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 and graduates desirous to involve in policy making and implementation at the state/regional and central levels having stake in agriculture and rural development.

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.

Eligibility: *Graduation in any discipline

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MNR 1	Indian Agricultural Development	4
MNR 2	Agricultural Policy: Formulation, Components, Process, Implementation and Comparative Analysis	4
MNRE 15	Cooperatives and Farmers' Organizations	4
MNRE 16	Project Analysis	4
Total Credits		16

Programme Coordinator: Dr. P.K Jain, pkjain@ignou.ac.in, Ph. 011-29573091/29533167.

5.10 Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS)
School of Social Sciences (SOSS)

Objectives:

- To promote the Gandhian concept of peace and social regeneration.
- To spread Gandhi's vision of peace and non-violent activism.
- To understand Gandhi's concept of World Order for Global Peace and Security.
- To develop Peace and Conflict Resolution from the Interdisciplinary perspective.

Eligibility: *Graduate in any discipline

Medium of Instruction: English and Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MGP 1	Gandhi: The Man and His Times	4
MGP 5	Introduction to Peace and Conflict Resolution	4
MGPE 7	Non-violence Movements after Gandhi	4
MGPE 8	Gandhian Approach to Peace and Conflict Resolution	4
Total Credits		16

Programme Coordinator: Prof. D. Gopal, dgopal@ignou.ac.in, Ph. 011-29572727/29534397

5.11 Post Graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired (PGCIATIVI)
School of Education (SOE)

It provides opportunity for educating and training the instructors of the visually impaired. The programme equips the learners in the use of modern and updated information and assistive technologies. Provides hands on experience in acquiring skills and competencies. Certification will help in getting gainful employment in this emerging and challenging area.

Objectives:

- To sensitize the learners in understanding the people with visual impairment.
- To orient the learners about assistive and informative technologies in general and for people with visual impairment in particular;
- To equip the learners in the use of assistive and information technologies in teaching people with visual impairment;
- To provide learners hands on experience in acquiring skills and competencies in facilitating learning in people with visual impairment.

Eligibility:

i) ᵃBachelor degree in Computer Science from a recognized university (BCA/BSc-Computer Science)

<div align="center">OR</div>

ii) ᵃBachelor degree in any discipline from a recognized university with diploma/certificate in Computer Science

<div align="center">OR</div>

iii) ᵃBachelor degree in any discipline from a recognized university subject to the condition that PGCIATIVI will only be awarded after successfully completing the CIT programme from IGNOU.

Medium of Instruction: English

Duration: Minimum six months and Maximum 2 Years, offered in both January & July cycle of admissions.

Fee Structure: Rs 5,000/- for full programme

Programme Details:

Course Code	Course Title	Nature of Course	Credits
MVEI 11	Understanding the Learner	Integrated (50% Theory + 50% Practical)	4
MVEI 12	Assistive and Adaptive Technologies	Integrated (50% Theory+50% Practical)	4
MVEI 13	Software's for Visually Impaired	Integrated (50% Theory + 50% Practical)	4
MVEI 14	Communication Skills	Integrated (50% Theory+ 50% Practical)	4
Total			16

Practical: This programme has practical components.

Programme Coordinator: Prof. D. Venkateshwarlu, dvenkatesh@ignou.ac.in, Ph. : 011-29573059

5.12 Post Graduate Certificate in Geoinformatics (PGCGI)
School of Sciences (SOS)

The School of Sciences has developed the Post Graduate Certificate Programme in Geoinformatics (PGCGI) with the help of several eminent experts across India drawn from ISRO, DRDO, IIT, C-DAC, DST, IITM and many private and government universities. The PGCGI programme intends to familiarise the learners with basic concepts of geoinformatics technologies. It is built around concepts and skills at the basic level to make it easy for a learner who wishes to understand how geoinformatics can be put to practical use. It provides opportunity to learners interested to develop basic skills and willing to go for higher studies in geoinformatics.

Programme Objectives:

Objectives of the programme are to:

- provide theoretical knowledge and hands-on training in the basics of geoinformatics technologies,
- acquaint the learners with the use of technology in analysing spatial data, and
- widen opportunities of learners for study and developing career in different sectors of employment involving the fields related to geoinformatics.

Target Group:

- Working professionals possessing little or no exposure to Geoinformatics but are interested to initiate and develop skills in this field, and
- Graduates desirous of developing skills in this field.

Eligibility: Graduate in any discipline from a recognised university.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January and July cycle of admissions

Fee Structure: Rs.5000/- for full programme

Programme Details:

The 16 credits programme comprises four courses (three theory courses and one practical course):

Course Code	Title of the Course	Credits
MGY 1	Introduction to Geoinformatics	4
MGY 2	Remote Sensing and Image Interpretation	4
MGY 3	Global Navigation Satellite System and Geographic Information System	4
MGYL 4	Geoinformatics Practical	4
Total Credits		16

Study Centres:

Study Centres for the programme are currently located at 13 locations i.e. Delhi, Durg (Chhattisgarh), Gangtok (Sikkim), Guwahati (Assam), Pune (Maharashtra), Srinagar (J&K), Thiruvananthapuram (Kerala), Aizawl (Mizoram), Bhubaneswar (Odisha), Dehradun (Uttarakhand), Tikamgarh (M.P.) and Rampur (U.P.).

Special Instructions: The programme encourages use of free and open source software i.e. ILWIS and Quantum GIS for conducting practical work so that learners can practice with the software even beyond the scheduled contact hours at the Study Centre and apply them in their work. Since this programme comprises one course on practical work, therefore, before applying for admission in the Programme, candidates should be sure that they will be able to attend the Practical counselling and examination at one of the Study Centres activated for the programme. In addition, candidates should also make sure that they have access to computers because they will be required to carry out practical exercises on computers at home before attending practical sessions at their Study Centre.

For more information about the programme, please check the following link: http://ignou.ac.in/ignou/aboutignou/school/sos/programmes/detail/623/2.

Programme Coordinator: Dr. Benidhar Deshmukh, bdeshmukh@ignou.ac.in, Ph. 011-29571677

5.13 Certificate in Indigenous Art Practices (CIAP)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: Functional Literate

Medium of Instruction: English/Hindi as per regional requirement of the zonal cultural centres.

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 100/- for full programme

Programme Details:

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

Course Code	Title of the Course	Credits
OVA 11	Folk Cultures and Traditions of India (Theory)	2
OVAL 12	Indigenous Practices of Arts (Practical)	14
Total Credits		16

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

Course Code	Title of the Course	Credits
OVA 13	Folk Cultures and Traditions of India (Theory)	2
OVAL 14	Indigenous Practices of Arts (Practical)	14
Total Credits		16

This programme is not offered for general learners.

* 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.

Programme Coordinator: Dr. Govindraju Bhardwaza, dr.g_bhardwaza@ignou.ac.in, Ph. 011-29571654

5.14 Certificate in Visual Arts – Painting (CVAP)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.13,500/-(4,500 X 3 installments) for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OVA 3	An Introduction to Indian Arts (Theory)	2
OVAL 4	Direct Study from Simple Objects (Practical)	4
OVAL 5	Study from Still Life (Practical)	3
OVAL 6	Composition in Painting (Practical)	3
Total Credits		16

Programme Coordinator: Mr. Lakshaman Prasad, lakshaman.mau@ignou.ac.in, Ph. 011-29571653

5.15 Certificate in Visual Arts – Applied Art (CVAA)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.13,500/-(4,500 x 3 installments) for full programme
Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OVA 3	An Introduction to Indian Arts (Theory)	2
OVAL 4	Direct Study from Simple Objects (Practical)	4
OVAL 7	Geometrical Design (Practical)	3
OVAL 8	Graphic Design (Practical)	3
Total Credits		16

Programme Coordinator: Mohd. Tahir Siddiqui, tahir.sid@ignou.ac.in, Ph. 011-29571658

5.16 Certificate in Performing Arts – Theatre Arts (CPATHA)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.13,500/- (4,500 x 3 installments) for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OTH 1	An Introduction to Theatre & Drama (Theory)	2
OTHL 2	Voice & Speech (Practical)	3
OTHL 3	Physical Aspects of Acting (Practical)	3
OTHL 4	Method Acting-Stanislavisky (Practical)	4
Total Credits		16

Programme Coordinator: Dr. Govindraju Bhardwaza, dr.g_bhardwaza@ignou.ac.in, Ph. 011-29571655

5.17 Certificate in Performing Arts>Hindustani Music (CPAHM)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.13,500/-(4,500 x 3 installments) for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OMU 1	An Introduction to Indian Music (Theory)	2
OMUL 2	Hindustani Music Performance-1 (Practical)	3
OMUL 3	Hindustani Music Performance-2 (Practical)	3
OMUL 4	Hindustani Music Performance-3 (Practical)	4
Total Credits		16

Programme Coordinator: Dr. Seema Johari, dr.seemajohari@ignou.ac.in, Ph. 011-29571655

5.18 Certificate in Performing Arts>Karnatak Music (CPAKM)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.13,500/-(4,500 x 3 installments) for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OMU 5	An Introduction to Karnatak Music (Theory)	2
OMUL 6	Karnatak Music Performance-1 (Practical)	3
OMUL 7	Karnatak Music Performance-2 (Practical)	3
OMUL 8	Karnatak Music Performance-3 (Practical)	4
Total Credits		16

Programme Coordinator: Dr. Mallika Banerjee, mallikabanerjee@ignou.ac.in, Ph. 011-29571656

5.19 Certificate in Performing Arts>Bharatanatyam (CPABN)
School of Performing & Visual Arts (SOPVA)

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.

Eligibility: 10th pass

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 13,500/- (4,500 x 3 installments) for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
ODN 1	Introduction to Indian Dance Forms (Theory)	2
ODNL 11	Bharatanatyam 1 (Practical)	4
ODNL 12	Bharatanatyam 2 (Practical)	4
ODNL 13	Music and Talas (Practical)	2
Total Credits		16

Programme Coordinator: Dr. P. Radhika, radhika@ignou.ac.in, Ph. 011-29571657

5.20 Certificate in Arabic Language (CAL)
School of Foreign Languages (SOFL)

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 credit amounting to 30 hours of total study time.

Eligibility: 10+2 or 18 years of age

Medium of Instruction: English/Arabic

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAL 1	Basics of Arabic	8
BAL 2	Communication Skills	8
Total Credits		16

Programme Coordinator: Dr. Mohd. Saleem, Saleem@ignou.ac.in, Ph. 011-29571637

5.21 Certificate in French Language (CFL)
School of Foreign Languages (SOFL)

The Certificate in French Language Programme aims to introduce the French language to beginners and gradually build up skills in reading, writing, listening and speaking, simultaneously developing intercultural competence. The programme is developed around the textbook Connexions, Methode de francais and based on the CEFR (Common European Framework of Reference for Language) used for international standardization of pedagogy of European languages around the world.

The book is being supplemented with additional self study materials developed by IGNOU in the form of user manuals with study guide, exercises on grammar plus CDs for developing spoken language skills and pronunciation.

The significant feature of the programme is that materials have been prepared both in English-French and Hindi-French to be accessible to a large number of learners. This makes them have choice of opting for either of the two media, as per their linguistic background.

– The programme is of 12 Credits, each credit amounting to 30 hrs. of total study time.

Eligibility: 10+2 and 18 years of age (minimum)

Medium of Instruction. English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.5,500/- for full programme

Course Code	Title of the Course	Credits
BFLI 1	Talking About Oneself	3
BFLI 2	Interaction	3
BFLI 3	Space	3
BFLI 4	Time	3
Total Credits		12

The Regional Centres offering this programme are: Delhi, Lucknow, Aligarh, Rajkot, Nagpur, Guwahati, Karnal and Shimla

Programme Coordinator: Dr. Deepanwita Srivastava; deepan@ignou.ac.in; Ph. 011-29571636

5.22 Certificate in Russian Language (CRUL)
School of Foreign Language (SOFL)

The Certificate in Russian Language is six-month programme of 16 credits. The programme aims at providing beginners with basics of Russian Lanauge. The objective of the programme is to introduce learners to the basics of Russian grammar and phonetics so that they can read, write, listen and speak Russian in an accurate manner. The programme bilingual (Russian/English) in medium and has Self Learning material integrated with Audio Visual components, which will further enhance their learning capacity. The Programme will enable learners to speak and write Russian with confidence in their daily communications.

Eligibility: Minimum age 18 years. No formal qualification is required Class 10 level of English proficiency is desiable.

Medium of Instruction: Russian and English

Duration: Minimum six months and Maximum 2 years offerd in both January and July cycle of admission.

Fee Structure: Rs. 2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ORU 001	Communication Skills-I	8
ORUL 002	Communication Skills-II	8
Total Credits		16

Programme Coordinator: Mr. Shivaji Bhaskar, shivajibhaskar@ignou.ac.in, Ph. 011-29571639

5.23 Certificate in Disaster Management (CDM)
School of Social Sciences (SOSS)

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 would be of use to NGO functionaries and volunteers; military, paramilitary, 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.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CDM 1	Foundation Course in Disaster Management	8
CDM 2	Disaster Management : Methods & Techniques	8
Total Credits		16

Programme Coordinator: Prof. Pardeep Sahni, pardeepsahni@gmail.com, Ph. 011-29535140/011-29572735

5.24 Certificate in Environmental Studies (CES)
School of Social Sciences (SOSS)

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 find this programme useful. The NGOs with their dissemination capabilities shall also find it useful.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/-

Programme Details:

Course Code	Title of the Course	Credits
AHE 1	Human Environment (without AHE Project)	6
TS 5	Ecology, Environment and Tourism	8
PES 1	Project Work - Environmental Studies	4
Total Credits		18

Programme Coordinator: Prof. Ravindra Kumar, profravin@yahoo.co.in, 011-29572744

5.25 Certificate Programme in NGO Management (CNM)
School of Management Studies (SOMS)

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:

The objectives of the programme are as follows:

● To provide the basic managerial concepts to NGO workers;

● To give a firsthand 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.

Eligibility: 10+2 or Matriculate with at least 3 years of work experience in NGO sector.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BMS 1	Introduction to NGO Management	4
BMS 2	Management Functions	4
BMS 3	Health Care Management	4
Total Credits		12

Contact programme of 7 days is a compulsory, non-credit component and is to be done in any of the registered NOG's. The completion certificate regarding the contact programme is to be submitted by the student to the concerned regional centre. The study centres for this programme are same as the study centres for other Management Programmes.

Programme Coordinator: Dr. Neeti Agrawal, neeti@ignou.ac.in, Ph. 011-29573020

5.26 Certificate in Business Skills (CBS)
School of Management Studies (SOMS)

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 18 credits :

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ECO 1	Business Organisation	4
PCO 1	Preparatory Course in Commerce	4
BCOA 1	Business Communication & Entrepreneurship	4
CITL 1	Laboratory Course	6
Total Credits		18

Programme Coordinators: Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, Ph. 011-29573018

5.27 Certificate in Teaching of English as a Second Language (CTE)
School of Humanities (SOH)

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 teachers to innovate strategies for teaching the skills of listening, speaking, reading and writing.

Eligibility: ᵃGraduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE 1	The Language Learner	4
CTE 2	The Structure of English	4
CTE 3	Teaching Strategies	4
II) Optional Courses (Select any one)		
CTE 4	Teaching English-Elementary School	4
CTE 5	Teaching English-Secondary School	4
Total Credits		16

Programme Coordinator: Prof. Anju S. Gupta, anjusgupta7@gmail.com, Ph. 011-29572776

5.28 Certificate in Functional English (Basic Level) (CFE)
School of Humanities (SOH)

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 spheres of their daily life.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 2,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEG 4	English in Daily Life	4
BEG 5	English in Education	4
BEG 6	Joining the Work Force	4
Total Credits		12

Programme Coordinator: Prof. Anju S. Gupta, anjusgupta7@gmail.com, Ph. 011-29572776

5.29 Certificate in Urdu Language (CUL)
School of Humanities (SOH)

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

Eligibility: Anyone interested in studying Urdu.

Medium of Instruction: Bilingual Hindi/Urdu

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OUL 1	Script & Pronunciation	8
OUL 2	Communicative & Comprehensive Skills	8
Total Credits		16

Programme Coordinators: Prof. Satyakam, satyakam@ignou.ac.in, Ph. 011-29572751
Dr. Mohd. Akbar, akbarjnu79@gmail.com, Mob. 9868598805

5.30 Certificate in HIV and Family Education (CAFE)
School of Social Work (SOSW)

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.

Eligibility: 10+2 or its equivalent OR BPP from IGNOU OR Matriculation with higher qualification recognized by Central/State Government.

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
BFE 101	Basics of HIV/AIDS	4
BFE 102	Basics of Family Education	4
Elective Courses (Choose any two)		
BFEE 101	Elective on HIV/AIDS	4
BFEE 102	Elective on Family Education	4
BFEE 103	Alcohol, Drugs & HIV	4
BFEE 104	Communication & Counselling in HIV	4
Total Credits		16

Programme Coordinator: Dr. Rose Nembiakkim, rosenembiakkim@ignou.ac.in, Ph. 011-29571695

5.31 Certificate in Social Work and Criminal Justice System (CSWCJS)
School of Social Work (SOSW)

The Certificate Programme in Social Work in Criminal Justice System aims 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.

Eligibility: ᵅGraduate in any discipline

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,100/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MSW 31	Social Work Intervention in Correctional Settings (Compulsory)	4
MSW 32	Social Work and Criminal Justice (Compulsory)	4
MSWL 33	Social Work Practicum in Correctional Settings (Compulsory)	8
Total Credits		16

Programme Coordinator: Dr. Sayantani Guin, sayantaniguin@ignou.ac.in, Ph. 011-29571697

5.32 Certificate in Health Care Waste Management (CHCWM)
School of Health Sciences (SOHS)

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).

Eligibility: Doctors, Nurses, Paramedics, Health Managers and other professional workers with a minimum of 10+2 qualification

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BHM 1	Fundamentals: Environment and Health, Health Care Waste Management Regulations	4
BHM 2	Health Care Waste Management: Concepts, Technologies and Training	6
BHMP 3	Project	4
Total Credits		14

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

Programme Coordinator: Dr. Ruchika Kuba, ruchikakuba@yahoo.com, Ph. 011-29572813

5.33 Certificate in Newborn and Infant Nursing (CNIN)
School of Health Sciences (SOHS)

Certificate in newborn and infant nursing is a six-month programme of 16 credits (6 credits in theory and 10 credits in practical) having 2 courses (1 theory and 1 practical courses).

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.

Eligibility: Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) / B.Sc. (N) or above

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Theory		
BNS 115	Nursing Care of New Born and Infant	6
Practical		
BNSL 115	Nursing Practices and Procedures in Care of Newborn and Infant	10
Total Credits		16

Programme Coordinator: Prof. Pity Koul, Ms. Rohini Sharma, cnin@ignou.ac.in, Ph. 011-29572815

5.34 Certificate in Maternal and Child Health Nursing (CMCHN)
School of Health Sciences (SOHS)

Certificate Programme in Maternal and Child Health Nursing is a 16 credits programme 6 credits in theory and 10 credits in practical and has 1 theory course and 1 practical course.

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

Eligibility: 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).

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.5,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BNS 117	Maternal and Child Health Care	6
BNSL 117	Practices and Procedures in Maternal and Child Health Care	10
Total Credits		16

Programme Coordinator: Prof. Pity Koul, Dr. Reeta Devi, cmchn@ignou.ac.in, Ph. 011-29572817

5.35 Certificate in Home Based Health Care (CHBHC)
School of Health Sciences (SOHS)

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.

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.

Eligibility: Minimum educational qualification - 10th pass (Matriculation)

Medium of Instruction: English/Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CNS-HC 1	Home Based Care (Theory)	4
CNS-HCP 1	Skills Related to Home Based Care (Practical)	10
Total Credits		14

Programme Coordinator: Mrs. Reeta Devi, reetadevi@ignou.ac.in, Ph. 011-29572817

5.36 Certificate in Community Radio (CCR)
School of Journalism & New Media Studies (SOJNMS)

Eligibility: 10th pass or its equivalent

Medium of Instruction: English/Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 5,500/- for full programme

Programme Detail:

Course Code	Title of the Course	Credits
BJM1	Introduction to Community Radio	4
BJM 2	Operating a Community Radio	4
BJMP1	Practical/Internship (10 days)	8
Total Credits		16

Practical Component

The programme has a mandatory component of Practical/Intership spread over ten days. It will be conducted at select AIR/Gyan Vani Radio Stations or at IGNOU Headquarter (New Delhi). Students need to attend it at their own cost.

Programme Coordinator: Dr. O.P Dewal, opdewal@ignou.ac.in, Ph. 011-29571603

5.37 Certificate in Tourism Studies (CTS)
School of Tourism and Hospitality Services Management (SOTHSM)

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.

Eligibility: 10+2 pass or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development : Products, Operations and Case Studies	8
Total Credits		16

Programme Coordinator: Ph. 011-29571757

5.38 Certificate in Food and Nutrition (CFN)
School of Continuing Education (SOCE)

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.

Eligibility: No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form.

Medium of Instruction: English, Hindi, Assamese, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil and Oriya

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 1,100/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CFN 1	You and Your Food	6
CFN 2	Your Food and its Utilisation	6
CFN 3	Economics of Food	4
Total Credits		16

Programme Coordinator: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960

5.39 Certificate in Nutrition and Child Care (CNCC)
School of Continuing Education (SOCE)

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.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CNCC 1	Nutrition for the Community	8
CNCC 2	Organising Child Care Services	8
Total Credits		16

Programme Coordinators: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960
Dr. Rekha Sharma Sen, rekhasharmasen@ignou.ac.in, Ph. 011-29572958

5.40 Certificate in Rural Development (CRD)
School of Continuing Education (SOCE)

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.

Eligibility: αBachelor's Degree

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MRD 101	Rural Development : Indian Context	6
MRD 102	Rural Development Programmes	6
MRD 103	Rural Development Planning and Management	6
Total Credits		18

Programme Coordinator: Dr. R.P. Singh, rpsingh@ignou.ac.in, Ph. 011-29572952

5.41 Certificate in Sericulture (CIS) ++
School of Agriculture (SOA)

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 components 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.

Objectives:

The main objectives of the programme are 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.

Eligibility: 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.

Medium of Instruction: English and Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLP 1	Introduction to Sericulture	2
BLPI 2	Host Plant Cultivation	6
BLPI 3	Silkworm Rearing	6
BLP 4	Crop Protection	2
Total Credits		16

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.

Programme Coordinator: Dr. P. Vijayakumar, pvkumar@ignou.ac.in, Ph. 011-29573092

5.42 Certificate in Organic Farming (COF) ++
School of Agriculture (SOA)

This programme has been developed with the support of APEDA, GoI.

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 health of human. 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 products, and
- to promote self employment and income generation.

Eligibility: 12th pass or its equivalent or 10th + BPP from IGNOU Minimum 18 years of age

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAP 1	Introduction to Organic Farming	2
BAPI 1	Organic Production System	6
BAPI 2	Inspection and Certification of Organic Produce	4
BAPI 3	Economics and Marketing of Organic Produce	4
Total Credits		16

Programme Coordinator: Dr. S.K Yadav, skyadav30@gmail.com, Ph. 011-29573088/011-29533167

5.43 Certificate in Water Harvesting & Management (CWHM)[++]
School of Agriculture (SOA)

Over the years with consistent increase in population urbanisation and industrialisation, increasing demand for agriculture produce, has led to over-exploitation of limited surface as well as groundwater resource. This has also resulted in sharp decline in groundwater 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 intends to generate mass awareness and disseminate skills through trained human resources, about rainwater harvesting techniques and management for the optimal use of harvested water by all concerned.

Objectives:

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 water management in terms of its usage and also for water conservation.

Eligibility: i)   10th pass
　　　　　　ii)   BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ONR 1	Introduction to Water Harvesting	2
ONR 2	Basics of Hydrology	4
ONR 3	Water Harvesting, Conservation and Utilization	6
ONRL 1	Practical Training at Water Harvesting Agency	4
Total Credits		16

Programme Coordinators: Dr. Mukesk Kumar, mkumar@ignou.ac.in, Ph. 011-29572971
　　　　　　　　　　　　　Dr. Sanjeev Pandey, rcdelhi2@ignou.ac.in, Ph. 23392274/76/77

5.44 Certificate in Poultry Farming (CPF) [++]
School of Agriculture (SOA)

Poultry Farming has been one of the most important subsidiary occupation of the farming community in India. It 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 poultry farming, the farmers are practicing their own way which is 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.

Objectives:

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.

Eligibility: 8th Pass

Medium of Instruction: English, Hindi, Mizo and Telugu

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OLP 1	Introduction to Poultry Farming	2
OLPI 1	Poultry Housing and Management	6
OLPI 2	Poultry Feeds and Feeding	4
OLPL 1	Poultry Health Care and Bio-security Measures	2
OLPL 2	Poultry Farm Training	2
Total Credits		16

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

Programme Coordinator: Dr. P. Vijayakumar, pvkumar@ignou.ac.in, Ph. 011-29573092

5.45 Certificate in Beekeeping (CIB) ++
School of Agriculture (SOA)

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, when this unorganized sector can be established 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 governmental agencies, etc.

Objectives:

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 beekeepers.

Eligibility: 8th Pass or Professional Beekeepers

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,100/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OAPI 11	Introduction to Beekeeping	4
OAPI 12	Management of Honey Bee Colonies	8
OAPI 13	Hive Products and Economics of Beekeeping	4
Total Credits		16

Programme Coordinator: Dr. S.K. Yadav, skyadav30@gmail.com. Ph. 011-29573088/011-29533167

5.46 Certificate in Human Rights (CHR)
School of Law (SOL)

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.

Eligibility: 10+2 OR its equivalent OR BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CHR 11	Human Rights: Evolution, Concepts and Concerns	8
CHR 12	Human Rights in India	8
Total Credits		16

Programme Coordinator: Dr. Anand Gupta, anandgupta@ignou.ac.in, Ph. 011-29572983

5.47 Certificate in Consumer Protection (CCP)
School of Law (SOL)

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 completing this Programme the learners may become 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.

Eligibility: 10+2 OR its equivalent OR BPP from IGNOU

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ACS 1	Application Oriented Courses in Consumer Studies	8
CPI	Consumer Protection Issues and Acts	4
CCP	Project Work in Consumer Protection	4
Total Credits		16

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29531115/29572981

5.48 Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL)
School of Law (SOL)

The main objective of the programme on Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) is to have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, 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.

Eligibility: i) 10+2 for in-service personnel (with minimum three years service)

i   ii) ᵅAny degree for fresher

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.7,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 11	Cooperation: Genesis, Principles, Values, Policy, Growth and Development	4
BLE 12	Co-operative Law	4
BLE 13	Business Law as applicable to Cooperatives – I	4
BLE 14	Business Law as applicable to Cooperatives – II	4
Total Credits		16

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29531115/29572981

5.49 Certificate in Anti Human Trafficking (CAHT)
School of Law (SOL)

Objectives:

- To bring about awareness 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.

Eligibility:[1]10+2 with five years of experience in the related field/10th standard (after doing bridge course from IGNOU, they will be admitted).

Medium of Instruction: English and Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,100/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 31	Understanding Human Trafficking	4
BLE 32	Law Policies and Institutional Response to Human Trafficking	4
BLE 33	Rehabilitation and Prevention	4
BLEP 34	Project Work	4
Total Credits		16

Job Opportunity: - Police Personnel's can work in Anti Human Trafficking units.

- Learners can work in International and National NGO's/Legal firms related to Human Trafficking, Legal aid, Juvenile Justice, Women, Children and disability etc.

Programme Coordinator: Ms. Mansi Sharma, mansisharma@ignou.ac.in, Ph. 011-29572992

5.50 Certificate in International Humanitarian Law (CIHL)
School of Law (SOL)

This programme is developed with the support of International Committee of Red Cross (ICRC), New Delhi.

Objectives:

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.

Eligibility: 10+2 or its equivalent or BPP from IGNOU

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.2,200/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 35	Understanding International Humanitarian Law	4
BLE 36	Application of IHL	4
BLE 37	IHL Issues of Concern in South Asia	4
BLEP 38	Project Work	4
Total Credits		16

Programme Coordinator: Dr. Anand Gupta, anandgupta@ignou.ac.in, Ph. 011-29572983

5.51 Certificate in Information Technology (CIT)
School of Computer & Information Sciences (SOCIS)

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 students also learn a little bit of Programming using 'C' language.

Eligibility: 10th Pass OR SSC OR BPP from IGNOU OR DLC from Microsoft or equivalent

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CIT 1	Fundamentals of Computer Systems	4
CIT 2	Introduction to Information Technology	4
CIT 3	Web based Technologies & Multimedia Applications	4
CITL 1	Laboratory Course	6
Total Credits		18

Programme Coordinator: Sh. P.V. Suresh, cit@ignou.ac.in, Ph. 011-29572908

5.52 Certificate in Guidance (CIG)
School of Education (SOE)

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.

Eligibility: Teachers of recognized Institutions OR Pass in Matriculation/SSC OR BPP from IGNOU

Medium of Instruction: English, Hindi and Odia

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycles of admission.

Fee Structure: Rs.1,100/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
NES 101	Understanding the Elementary School Child	4
NES 102	Facilitating Growth and Development	4
NES 103	Guiding Children's Learning	4
NES 104	Guiding Socio-emotional Development of Children	4
Total Credits		16

Programme Coordinator: Dr. Eisha Kannadi, ekannadi@ignou.ac.in, Ph. 011-29572938

5.53 Certificate in Communication & IT Skills (CCITSK)
School of Vocational Education and Training (SOVET)

The Certificate in Communication and IT Skills is a 16 Credits programme. The course has been designed keeping in mind the BPO industry and other forms of industry. The Communication Skills course covers area of listening, reading, writing, grammar pronunciations, vocabulary and speaking. The IT Skills course covers area like MS Word, MS PowerPoint, MS Access, MS Excel.

Eligibility: 10+2 pass with English as one of the subject

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.4,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BPOI 6	English Communication	8
BPOI 7	IT Skills	8
Total Credits		16

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

Programme Coordinator: Dr. Geetika S. Johry, geetikajohry@ignou.ac.in, Ph. 011-29571646

5.54 Certificate Programme in Laboratory Techniques (CPLT)
School of Sciences (SOS)

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 organizing and managing these laboratories, maintaining simple instruments and taking care of laboratory safety aspects.

Eligibility: 10+2 with Science subjects or equivalent OR pass in Higher Secondary with Science subjects 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

Medium of Instruction: English and Hindi

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.3,500/- for full programme

Programme Details:

Course Code	Course Title	Nature of Course	Credits
CLT 101	Good Laboratory Practices	Theory	04
CLTL 101	Good Laboratory Practices: Basic Exercises	Laboratory	02
CLT 102	Laboratory Techniques in Biology	Theory	02
CLTL 102	Basic Experiments in Biology	Laboratory	02
CLT 103	Laboratory Techniques in Chemistry	Theory	02
CLTL 103	Basic Experiments in Chemistry	Laboratory	02
CLT 104	Laboratory Techniques in Physics	Theory	02
CLTL 104	Basic Experiments in Physics	Laboratory	02
	Total Credits		18

* IGNOU will try to make every effort to conduct Laboratory Courses of the programme at the Study Centre chosen by you. But in case of any difficulty, you may be advised to attend the Laboratory Courses at some other Study Centre. You should be prepared for such a situation.

Programme Coordinator: Prof. Lalita S. Kumar, lalitaskumar@ignou.ac.in, Ph. 011-29572808

5.55 Certificate Programme in Teaching of Primary School Mathematics (CTPM)
School of Sciences (SOS)

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. The objectives are expected to be met by exposing the learners of this programme 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.

Eligibility: Adult with 10th pass

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

Fee Structure: Rs. 1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
AMT 1	Teaching of Primary School Mathematics (6 credits theory + 2 credits project)	8
LMT 1	Learning Mathematics	8
Total Credits		16

Programme Coordinator: Prof. Parvin Sinclair & Prof. Sujatha Varma, ctpm@ignou.ac.in, Ph. 011-29572830

5.56 Certificate Programme in Value Education (CPVE)
School of Extension and Development Studies (SOEDS)

CPVE is a six months certificate programme designed to inculate the importance of value education in teaching-learning process among teachers, teacher educators, graduates, NGOs and professionals from the corporate and other sectors.

Objectives:

- 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 inculcating positive values among teachers, professionals, students, parents and the community.

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

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.1,500/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEDS 1	Overview and Perspectives of Values (Theory)	4
BEDS 2	Socio-Psychological Basis (Theory)	4
BEDS 3	Pedagogy of Values (Theory)	4
BEDS 4	Application Support Skills (Theory) and Activities	4
Total Credits		16

Programme Coordinators: Dr. Silima Nanda, snanda@ignou.ac.in, Ph. 011-29585258/29572608
Dr. Grace Don Nemching, gdnemching@ignou.ac.in, Ph. 011-29571669

5.57 Certificate in Energy Technology and Management (CETM)
School of Engineering & Technology (SOET)

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 availability and energy 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 know how to make energy plan

- To know about energy efficient devices for energy conservation.

Eligibility: 10th Pass

Medium of Instruction: English

Duration: Minimum 6 Months and Maximum 2 years; offered in January & July cycle of admissions..

Fee Structure: Rs. 2,500/- for full programme.

Programme Details:

Course Code	Title of the Course	Credits
OEY 1	Energy Resources and Conversion Processes	4
OEY 2	Renewable Energy Technologies and their Uses	6
OEY 3	Energy Management: Audit and Conservation	6
OEYP 4	Energy Projects	4
Total Credits		20

Programme Coordinator: Prof. Ajit Kumar, ajit@ignou.ac.in, Ph.011-29572925, 9811333400 (M)

5.58 Certificate of Competency in Power Distribution (Electrical Technicians) (CCPD)@
School of Engineering & Technology (SOET)

Certificate of Competency in Power Distribution (for Electrical Technicians) (CCPD), programme has been developed by the School of Engineering & Technology, IGNOU in collaboration with the Ministry of Power under IGNOU-MoP Project towards implementing the competency based skill development training for the electrical technicians/equivalent level work force of the country.

The main objectives of this programme are to :

● To offer need based and tailor made academic programme for the specific need of technicians/equivalent level workforce engaged in electricity sector,

● To train, assess and certify the skills and competencies of electrical technicians,

● To provide better industrial education linkage by matching learner's educational needs while collaborating with professional bodies,

● To help technicians to improve their ability and to make them eligible for acquiring further knowledge/training/educational qualification,

● Provide more accessible and quality skill development training that meets the real work needs of power industry

● To develop entrepreneurial skills in the learners,

● Employment related educational programme aiming at increased job potential and economic activities

Who can be benefited by this programme (Target group):

● Electrical Technicians or Manpower working in Power distribution sector /Electricity Sector;

● Candidates aspiring to take up a job in the electricity sector / working in relevant field min. 8th passed;

● Electrical Technicians having or pursuing trade certificate in Electrician /Lineman /Wireman /Electric Fitter or related trade;

● Electrical Technician having license for Foreman/ Lineman/Wireman or license in relevant area of expertise;

● Candidates having electrician apprenticeship;

● Candidates with ITI / Dip./Deg. (passed/pursuing) interested in relevant field.

Eligibility : Electrical Technicians /Equivalent tradesman or manpower working in electricity/power sector

OR

General candidates or private electrical technicians 8th passed minimum

Medium of Instruction : English/Hindi

Fee Structure : Rs. 3000/- for full programme

Admission Procedure:

– Bulk Registration: Contact Programme Study Centre (PSC), Students are sponsored in bulk by power organisations/PSCs; Filled in Application forms in bulk alongwith programme fees are received by Regional Centre(RC) concerned.

– Individual Registration: Contact nearest IGNOU Regional Centre (Regn. Programme Study Centre (PSC). Candidates can obtain admission application forms from IGNOU, Regional Centre, 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 Centre concerned.

Applicants of CCPD should also fill in the Form-D for CCPD programme attached to the Application. Form with self attested necessary proofs of qualification and experience, if any.

Programme Delivery

On admission, each student will be attached to a identified Programme Study Centres (PSG) as per available seats, where he/she will be attending counselling sessions to clear their doubts related to theory component Theory counselling (14 sessions) and hands-on-training / practical (3-4 weeks) will be held in the Programme Study Centres (PSC), as per dates to be notified by the PSC incharge concerned.

CCPD programme candidates should select the programme study centre from the list as given below, for necessary contact updates, students may also refer supplementary booklet to Common Prospectus for information regarding activated Programme Study Centre and concerned IGNOU Regional Centre for admission.

PSC Code/ Name	Programme Study Centre(PSC) / Address	IGNOU Regional Centre (RC) Code/Name
(1694 P) REMI, Mumbai	Programme in Charge (CCPD) Reliance Energy Management Institute (REMI) Reliance Infrastructure Limited Versova Technical Training Centre 220 KV Receiving Station, Swami Samarth Nagar Lokhandwala Complex, Near Shivaji Maharaj Jogger's Park, Andheri (West), Mumbai 400053, Phone : 022-30096500, 30096513, 30096514 narendra.jadhav@relianceada.com, shikant.sharma@relianceada.com sudhir.radke@relianceada.com	(49) RC, Mumbai
(29042 P) BSES Yamuna Power Ltd. Delhi	Programme in charge (CCPD) The Knowledge Centre BSES Yamuna Power Limited Plot no.365, Patparganj Industrial Area Near Anand Vihar,Delhi-110032 nepal. nimesh@relianceada.com,Ph. 011-32019851	(29) RC, Delhi-2
(29043 P) BSES Rajdhani Power Ltd. Delhi	Programme In charge (CCPD) BSES Rajdhani Power Limited BSES Technical Training Centre East Panjabi Bagh, Serape Store Complex Rahtak Road, Delhi Nagendra.shankar@relianceada.com,Ph.011- 25084540, 9312667642	(29) RC, Delhi-2
(28105 P) NPTI, Durgapur	Programme Incharge (CCPD) National Power Training Institute (NPTI) Eastern Region, Durgapur City Centre, Durgapur, (West Bengal)- 713216 Phone' 0343-2546887, 254 5888;Fax : 0343 254 6237 E-mail:nptidurgapur@npti.in.skbose@npti.in.jssrao@yahoo.com.	(28) RC, Kolkata
(1695) NPTI, Nagpur	Programme Incharge (CCPD) National Power Training Institute (NPTI) Western Region, Nagpur South Amabazari Raod, Gopal Nagar Nagpur, (Maharashtra) - 440022 Phone: 0712- 222564,2231478, Fax:1712-2220413 E-mail: nptinagpur@npti.in, agvinchurkar@npti.in.jssrao@yahoo.com.	(36) RC, Nagpur

Programme Details:

Course Code	Title of the Course	Credits
OEE 1	Electricity and Safety Measures	4
OEE 2	Power Distribution System – Basics	4
OEEL 1	Practical in Power Distribution	8
Total Credits		16

Programme Coordinator: Dr. Rakhi Sharma, rakhisharma@ignou.ac.in, Ph.011-29572923, 29572924

5.59 Appreciation Course on Environment (ACE)
School of Sciences (SOS)

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.

Eligibility: ᵃGraduation from a recognized University or equivalent qualification

Medium of Instruction: English & Hindi

Duration: Minimum 3 months; Maximum 1 Year, offered in both January & July cycle of admissions.

Fee Structure: ₹ 1,000/- for full course

Course Details:

Block No.	Title of the Block
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 one's 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.

Programme Coordinator: Prof. Jaswant Sokhi, ace@ignou.ac.in, Ph. 011-29572850

5.60 Appreciation Course on Population and Sustainable Development (ACPSD)
School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)

The Appreciation Course on Population and Sustainable Development explores the linkages between 'population' and 'sustainable development' in Inida, focusing on the intersection of population issues with areas such as health, education, opportunities for livelihoods, environmental safety and sustainable development.

Course Objectives

- To introduce the contemporary issues in the field of population studies concerning the interrelationships between population and social and economic development.
- To explore and gain insights into the appropriate strategic planning for population stabilization.
- To understand other related thematic areas including environment, gender, reproductive health and other health issues, ageing and population displacement within broader perspectives of population and development.
- To provide an understanding of theory based knowledge as well as field experiences on the several dimensions pertaining to population and sustainable development.

Eligibility : Bachelor's Degree or equivalent from any recognized University

Duration : Minimum 3 months and Maximum 1 year; offered in both January & July cycle of admissions.

Medium of Instruction : English

Fee : Rs. 800/- for full programme.

Programme Details :

Block No.	Title of the Block
Block 1	Population, Sustainable Development and Human Development
Block 2	Key issues on Population and Sustainable Development in India
Block 3	Population and Sustainable Development: Programmes and Policies
Block 4	Project Work

Programme Coordinator: Dr. Deeksha Dave, deekshadave@ignou.ac.in, Ph.011-29571121

5.61 Certificate in Library and Information Science (CLIS)
School of Social Sciences (SOSS)

This programme is meant to sensitive library and information professionals at grass root level. It gives an opportunity to those who are already working in libraries without having any professional qualifications. The Certificate in Library and Information Science (CLIS) programme comprises of four courses. Out of the four courses, three courses have both practical and theoretical aspects whereas one course deals only with theoretical aspects of the subject.

Eligibility : 10+2 Passed or BPP from IGNOU

Medium of Instruction : English

Duration : 6 months (Minimum), 2 years (Maximum); offered in both January and July cycle of admission

Fee : Rs. 2000/- for full programme.

Programme Details :

Course Code	Title of the Course	Credits
BLI 011	Libraries: An Introduction	4
BLII 012	Document Processing and Organisation	4
BLII 013	Information Sources and Library Services	4
BLII 014	ICT in Libraries	4
Total Credits		16

Programme Coordinator: Dr. Zuchamo Yanthan, Zuchamo@gmail.com, Ph. 011-29572723,
Dr. Archana Shukla, archana@ignou.ac.in, Ph. : 011-29572743,
Dr. S.R. Zonunthara, rcaizwal@ignou.ac.in, Ph. : 0389-2311693

Explanation:

α   Bachelor's Degree means Bachelor's Degree of not less than 3 years duration.

IMPORTANT

IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies;   provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

$ 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/- along with 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.

ß   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 M.Sc.(MACS) should select the programme centre from the list as given on page no. 40-41 under 2.27. The candidates of PGDMCH, PGDHHM, PGDGM, DNA, MSCMACS, MAEDU, 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. DNA students are also required to fill Form A, PGDMCH & PGDGM students are also required to fill the Form-B, PGDHHM students to fill the Form-C. CCPD students to fill the Form-D.

+   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.

*** The student should complete 18 years of age by 1st April for the preceding January session   and 1st October for preceding July session of the year.

++   All the candidates from rural areas shall be entitled for 50% fee concession seeking admission for this programme 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 (non-credit 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 and seeking admission in the preceding January and July sessions respectively.   BPP is valid for seeking admission only to IGNOU's first degree B.A./B.Com etc. under non-formal stream (non 10+2 stream).

At no stage BPP is treated as equivalent to 10+2. It is also not equivalent to Matric.   No Certificate is issued on successful completion of BPP.

UGC Regulations, 1985 (Notification No.F.1-117/83(CP) dated 25th Nov.1985) published in the Gazette of India regarding minimum standards of instructions for the grant of first degree through non-formal/ distance education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences, prescribed the minimum age limit of 21 years. The age limit has been brought down to 18 years for admission to the First Degree under non-formal/distance education in the said faculties through another Notification No.F.1-117/83(CPP-II) dated 18th Oct.1995 published in the Gazette of India by University Grants Commission.

γ   Relevant PG medical qualifications will be considered in case less number of applications are received fulfilling the mentioned criteria.

**   Candidates with age of less than 17 years are not eligible for admission to under graduate programmes.

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 (Sthapana Aur Viniyaman), Adhiniyam, 2002" are non-existent and can not be considered for admission to any Academic Programme in IGNOU.

6.2 Validity of Degree for Admission

6.2.1 Master's Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU's Academic Programmes. However, this condition is not applicable for the five year Integrated Master's degree acquired from a recognized University/Institutions.

6.2.2 Bachelor's Degree means, Bachelor's Degree of not less than 3 year duration.

6.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

6.2.4 Acceptance of 'Two year Bachelor's degree'

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

6.2.5 'One sitting B.A. degree' of Osmania University, Andhra University, Kakatia University, Kurukshetra University, etc. is recognized for purposes of admission to IGNOU's Master's Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99. Besides, such candidates should have a gap of two year after +2 before they have registered themselves for 'One sitting BA degree'.

6.2.6 Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the concerned State is not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.

6.2.7 Similarly, Degrees acquired from an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/Deemed to be Universities/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

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 self attested certificates. 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 Simultaneous Registration

6.5.1 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.

6.5.2 Simultaneously pursuing two academic Progammes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now, except. Certificate Programmes of six month duration indicated in clause 6.5.1 above.

6.6 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 regularization.

Schedule for Re-Registration

For July Session	For January Session	Late fee (Rs.)
1st February to 31st March	1st August to 1st October	NIL
1st April to 30th April	3rd October to 31st October	200.00
1st May to 31st May	1st November to 30th November	500.00
1st June to 20th June	1st December to 20th December	1000.00

6.7 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 of the programme	Re-admission validity
Certificate Programmes	6 Months	6 Months
Diploma/PG Diploma Programmes and all other 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

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

6.8 Additional chance in Differently-abled students

6.8.1 i) Students with disabilities of 40% or more are given additional 2(two) years beyond the maximum duration prescribed for all academic programmes.

ii) Disabled students seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which in turn verify it, make entry in the database and transmit the data to SRD for updating in the Master records.

iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year, as the case may be. However, disabled students ae required to submit Re-admission Form, as per schedule, without any pro-rata fee.

6.9 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 of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

6.10 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 forms 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 the awarding authority directly.

To avail scholarships, students can log on to the National Scholarships Portal at http://www.scholarships.gov.in/ , which is one-stop solution aiming at providing a 'SMART' system for faster and effective disposal of scholarship applications and delivery of funds directly into beneficiaries" account, without any leakages. The students can contact the Regional Centre concerned for verification of their applications.

Students belonging to SC/ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship Form for the academic year by February for processing Scholarships to these categories of students each year, as conveyed by the University Grants Commission vide their letter No. F.1-27/2009 (SCT) dated 26.02.2015.

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 (BPL) may be given a 50% fee concession subject to production of an income certificate.

6.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The fee exemption/reimbursement under SCSP and TSP schemes for the SC/ST students for July 2017 and January 2018 sessions for specific programmes shall be applicable as decided by the University.

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 Lodged in Prisons

Inmates lodged 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 Readmission, 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/ Speed Post/ Courier etc. 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/she 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 nonreceipt 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.300/- for a 2/4 credit course or part thereof, Rs.600/- for a 6/8 credit course for undergraduate courses.   For Master's Degree Programme, it is Rs.500/- for 2/4 credits and Rs.1000/- 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.300/- plus Rs.300/- per 2/4 credit course and Rs.600/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.300/- plus Rs.500/- per 2/4 credit course and Rs.1000/- 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/BSW or vice-versa or B.Com to B.A./BTS/BSW or vice-versa or B.Sc. to B.A./B.Com/BTS/BSW 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.500/- plus Rs.300/ - per 2/4 credits course and Rs.600/- 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/BSW, the student will be required to pay the difference of fee in addition to Rs.500/ - stated above. No change is permitted from B.A./B.Com/BTS/BSW to B.Sc.

Similarly, change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./ MAPY/MAPC) is permitted only in the first year of study within 30 days from the receipt of first set of course material. 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 learners along with 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 the 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, or any other Office of the University 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's selected programmes who have valid student visa for the minimum duration of the programme on payment of international fee applicable for them. For programme fee and other charges the student can visit "INTERNATIONAL STUDENTS" icon on IGNOU's website. Admission of foreign student 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 not offered to foreign students. \

6.22 Guidelines for Admission in Respect of International Students Residing in India

(i) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in

(ii) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with Programme fee and cost of Prospectus.

(iii) Submit the hard copy of the form along with documents, fees and submit the same at the following address

Director, International Division, IGNOU, Block No.15. Section K, Maidan Garhi. New Delhi.

The complete applications should reach at the above address not later than the last date of submission of forms

(iv) The learner may apply only for those courses for which International fees have been prescribed.

(v) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme.

Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.

(vi) The learner will have to remit the International Fees of Programme.

(vii) The fee has to be remitted through Bank Draft favouring ''IGNOU'' payable at "New Delhi".

(viii) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet "Equivalence of Foreign Degrees" published by Association of Indian University. In case the Degree/ Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.

(ix) Before forwarding the Admission form to International Division, the learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission.

(x) The fees once paid will neither be refunded nor transferred. However, in case where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.

(xi) The student needs to submit NO OBJECTIION CERTIFICATE from the concerned embassy. In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from concerned Embassy.

(xii) PIO/ OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

(xiii) For further details you may visit:

http:www.ignou.ac.oin/ignou/aboutignou/division/id/introduction

6.23   Term-end Examination

The learner are instructed to refer to Page No. 11, 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 readmission for the same. Otherwise, the result would be withheld in such cases.

6.24   Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division(SED) , Block 12, IGNOU, Maidan Garhi, New Delhi – 110068.

For Indian Students:

1)   Rs. 300/- for each transcript, if to be sent to the Student/Institute within India

2)   Rs. 500/- for each transcript, if to be sent to the Student/Institute out of India

For SAARC Countries Students:

Rs. 1200/- for each transcript, if to be sent to the Student/Institute of SAARC Countries.

For Non-SAARC Countries Students:

$ 120 for each transcript, if to be sent to the Student/Institute of Non-SAARC Countries.

Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.25   Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor's / Master's Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

6.26   Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. The application for early declaration of result shall be entertained only if the student has been selected

for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

6.27   Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.28   Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.29   Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.200/- in favour of IGNOU payable at "New Delhi". Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

6.30   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.

6.31   Correction/Change of Name/Surname of Learner

6.31.1 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.

6.31.2 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.400/- drawn in favour of IGNOU payable at New Delhi.

6.31.3 Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.

6.32   KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned

Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

6.33   Disputes on Admission & other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

6.34   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 and UGC/DEB/2013 dated 14.10.2013 (See pages 140 to 149).

6.35   Pre-admission Counselling of Persons with Disabilities

Persons with disabilities before opting for a programmes for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (http:/www.disabilityaffair.gov.in/content/page/rules--and-regulations.php#ipd2013) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma as given at Annexure III on Page 181.

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

कार ग्रीक्न्रह
विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-११० ००२

GRANTS UNIGRANTS
UNIVERSITY GRANTS COMM
BAHADURSHAH ZAFAR MA
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel.No.3319659

D.O.No.F.1-25/93(CPP-II)   July, 1993

Dear Vice Chancellor,   28 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)

☎ 23236351, 23232701, 23237721, 23234116
23236733, 23232317, 23236735, 23239437

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002**

ज्ञान-विज्ञान विमुक्तये

F1-52/2000(CPP-II)   April, 2004

1 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 educati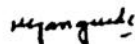on. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of 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

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

F. No. UGC/DEB/ 2013
Dated 14.10. 2013

The Registrar/Director
Of all the Indian Universities
(Deemed, State, Central Universities/
Institutions of National importance)

Subject: Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions at par with Conventional Universities/ Institutions

Sir/ Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.
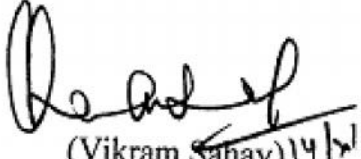
2. A circular was earlier issued vide UGC letter F1 No- 52/2000(CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also 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/ institutions is ensured without any difficulty.
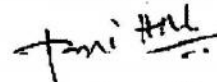
4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29th December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.

(Vikram Sahay)
Director(Admn)
Tel: 011 2323 0405
Email: vikramsahay7@gmail.com

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.

2. Secretary, All Indian Council for Technical Education, 7th Floor, Chandra Lok Building, Janpath, New Delhi.

3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
Gram : ASINGU
3310059, 3312429
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.

इंदिरा गांधी खेल परिसर, इन्द्रप्रस्थ एस्टेट, नई दिल्ली – 110002
Indira Gandhi Sports Complex, I.P. Estate, New Delhi-110002
दूरभाष / Phone : 23392506, 63-65,68,71,73-75 फैक्स / Fax . 011-23392554
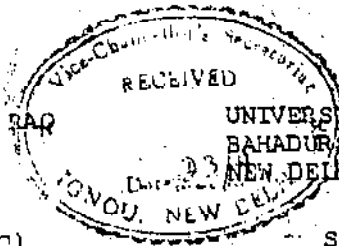
. P.H. SETHUMADHAVA RAO
JOINT SECRETARY

RECEIVED

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI - 110 002.

D.O.No.F.1-6/90(ASC)   September, 1993,

Dear Mr. Vice-Chancellor,

The University Grants Commission at its meeting held
recently considered the relaxation of conditions for participation
or lecturers in the Refresher Courses/Summer Institutes for place-
ment in senior scale/selection grade/Reader.

The Commission had constituted a Standing Committee to
look into the matter and make recommendations accordingly.

On the recommendations made by the Standing Committee,
the Commission has taken the following decisions:

(1) It was decided that the following courses/programmes will be
recognised as equivalent to Orientation/Refresher Courses:

(a) P.G. Diploma in English conducted by CIEFL, Hyderabad may be
considered as equivalent to two refresher courses in English,

(b) P.G. Diploma in Higher Education conducted by I.G.N.O.U.
New Delhi may be considered as equivalent to one Orientation
Course for teachers of various disciplines. This course may
be considered as equivalent to two Refresher Courses for
teachers of Education.

(c) The P.G. Diploma in Distance Education of I.G.N.O.U. may be
considered as equivalent to two Refresher Courses for teachers
of Distance Education in various Universities,

(d) The Masters Degree in Subject Communication conducted by
Yashwant Rao Chavan Maharashtra Open University, Nashik may be
considered as equivalent to two Refresher Courses in the
respective disciplines.

(e) The Masters Degree in Distance Education of Yashwant Rao Chavan
Maharashtra Open University, Nashik may be considered as
equivalent to two Refresher Courses for teachers of Distance
Education,

(2) S.E.R.C. and other schools organised by Universities on behalf
of D.S.T. in various disciplines which are of three to four weeks'
duration may be considered as equivalent to one Refresher Course
in that particular or related discipline.

(3) The Summer Institutes of about six weeks' duration conducted
in different disciplines by various universities under the aiges
of the University Grants Commission may be considered as equivalent
to one Refresher Course in that particular discipline,

(4) The courses such as Indo-British Workshop conducted by E.M.R.C.
Ahmedabad (six-weeks' duration), Indo-French Workshop organised at
M.C.R.C., New Delhi (four weeks' duration), Indo-American Workshop
organised at CIEFL, Hyderabad (four weeks' duration), may be treated
as equivalent to one Refresher Course specially for the faculty

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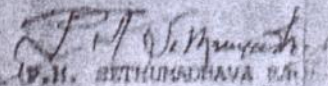
working in various media centres who are in the Lecturer's scale of Rs.2200-4000 for the purpose of Career Advancement.

(5) The Course on "An Integrated Approach to Knowledge & Information for University and College Teachers" conducted by National Institute of Advanced Studies, Indian Institute of Science, Bangalore may be recognised as equivalent to our Orientation Course.

I shall be grateful if you kindly bring the decisions to the notice of all concerned.

With regards,

Yours sincerely,

(V.N. SETHURADHAVA RAO)

Dr. V.C. Kulandaiswamy
Vice-Chancellor,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-68.

Endt. No. TA/2/52/91/300 dated 12-10-93

Copy forwarded to Directors of schools / divisions with Regional Directors for information and circulation among teachers and other staff.

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, 2957 2404)
4. Registrar, SED (Tele: 2953 5828, 2957 2204)
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 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.

8. 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 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.

9. WHOM TO CONTACT FOR WHAT

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	Re-admission and Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513 & 29572514
9.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571684 E-mail : internationaldivision@ignou.ac.in

	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
10	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
11	Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
12	Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalsed@ignou.ac.in
13	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpresult@ignou.ac.in
14	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
15	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
16	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
17	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
18	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
19	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
20	Discrepancy in grade card, non updationof grade/marks programmeswise in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	garora@ignou.ac.in

10. ADDRESSES & CODES OF REGIONAL CENTRES

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2391692 E-MAIL : rcaIzwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5.	BANGALORE RC Code: 13	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	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6.	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPAL-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8.	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	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) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9.	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ANANDA MAHAL, OLD ZP OFFICE, DR. B.R. AMBEDKAR CIRCLE, VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA PH. OFF : 0172-2590277, 2590278, 2590208 FAX : 0172-2590279 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI–600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.)
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccohin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BANK, DARBHANGA-846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	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, SHAMLI (PRABUDH NAGAR))

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	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, PALWAL)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, 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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077 PH.OFF : 011-25088939, 25088944 FAX : 011-25088983 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS 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, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS,JUBILEE HILLS (P.O.) HYDERABAD - 500 033 A.P. PH.OFF : 040-23117550-53 FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERABAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, ''C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	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)
24.	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 /2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2371116,, 2371115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001 HARYANA PH.OFF : 0184-2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : rckhanna@ignou.ac.in	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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA – 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	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, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	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	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.- KORAPUT-764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF : 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, UNNAO)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA-NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022-25925540,25923159 FAX : 022-25925411 E-MAIL : rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF : 0712-2536999, 2537999, 0712-2022000 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA RC CODE: 05	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	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR SOUTH-744104 ANDAMAN & NICOBAR, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16	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	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU(U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH,BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BAZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS , EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	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	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR STATE 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	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	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, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA-873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

Sub-Regional Centres

Sl. No.	SUB-RC	SRC Address	Operational Area
1	TIRUPATI Vijayawada	DR. B. PRASAD BABU ASSISTANT REGIONAL DDIRECTOR IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITOOR, KADAPA, KURNOOL
2	KANDHAMAL Bhubaneswar	DR. P. K. JENA ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3.	PITHORAGARH Dehradun	DR. RAJEEV KUMAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4.	DARJEELING Silliguri	DR. PRAVEEN PRALAYANKAR ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE C/O RAMESH GUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

SI. No.	RC	RC Code	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in1	EASTERN COMMAND AREA IAEP – 5
2	IAEP – CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0172-2589423 rcarmy52@ignou.ac.in	
3	IAEP – LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW – 226002, UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO – 908 791 020-20265568 rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP–UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENRAL ASSAM RIFLES (DGAR) LAITUMKHRAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc81@ignou.ac.in	COMMAND AREA

Sl. No.	RC	RC Code	Address	Operational Area
8	INEP – NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTERATED HQS. MINISTRY OF DEF WEST BLOCK 5, RK PURAM, SECTOR-1, NEW DELHI – 110 066 DELHI 011-26178462 011-26185299 rcnavy71@ignou.ac.in	NAVAL HQS.
9	INEP – MUMBAI	72	REGINAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA 022-22752245 022-22665458 rcnavy72@ignou.ac.in	HQ WESTERN NAVAL COMMAND
10	INEP – VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE INEP REGIONAL CENTRE-73 NCS COMPLEX NAUSENABAUGH POST: GANDHIGRAM VISAKHAPATNAM -530005 ANDHRA PRADEH 0891-2812669 0891-2515834 rcnavy73@ignou.ac.in	HQ EASTREN NAVAL COMMAND
11	INEP – KOCHI	74	REGIONALDIRECTOR IGNOUY NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA 0484-266210,2662515 0484-266194 rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

11. LIST OF CODES

11.1 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	Odisha
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
33	Learners Abroad
34	Chattisgarh
35	Jharkhand
36	Uttarakhand
37	Telangana

11.2 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

11.3 LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects*

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 Insititute 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.

(FOR 10+2 Vocational Stream)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in minimum five core subjects.

11.4 LIST OF UNRECOGNIZED SCHOOL BOARDS*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

SI. No.	Name of Board	Remarks
1.	2.	3.
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr. Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Boad of Technical and Secondary Education, Delhi	www.technicalboard.org http:// www.technicalboard.org.

Sl. No.	Name of Board	Remarks
1.	2.	3.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharasthra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bssedelhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education,UP)
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchtar Madhyamik Shiksha Mandal, Delhi	
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Delhi Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhimrao Ambedkar Intermediate Education, West Bengal	

Sl. No.	Name of Board	Remarks
1.	2.	3.
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhil Bhartiya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP),176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	
75.	International Council of Schooling Education, Delhi	
76.	Delhi Boad of Higher Education	
77.	Indian Council of Senior Secondary Education, New Delhi	
78.	Council of Secondary and Higher Secondary Education, Delhi	
79.	Council of Secondary Education, Delhi	
80 .	Dr. Bhimrao Intermediate Education, Delhi	
81.	Indira Gandhi Higher Secondary and Open Education, Badarpur Border, New Dlehi	
82.	Indian Board of Higher School Certificate Examinations, Rajasthan	
83.	Bhartiya Shiksha Sansthan, Uttar Pradesh	
84.	The Council of Basic & Technical Education, India	
85.	Board of Open Distance Learning, West Bengal	
86 .	Indian Institute of Schooling Education, Lucknow, Uttar Pradesh	
87.	Indian Board of School Education, Howrah	
88.	Board of Secondary Education, Maharashtra, Malkapur	
89.	Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai	
90.	Grameen Mukt Vidyalayi Shiksha Sansthan (GMVSS), Delhi	
91.	Board of School Education, Hubli (Karnataka)*	
92.	Delhi Board of Secondary & Higher Secondary Education	
93.	Jharkhand State Open School, Ranchi	
94.	National Institute of Research & Development Council, New Delhi	
95.	Board of Secondary Education, Delhi	
96.	Central Board of Open School Education, New Delhi	

*Also refer to www.ignou.ac.in for latest updated list.

** The matter is subjudice before the District Judge, Lucknow.

LIST OF VOLUNTARY HINDI INSTITUTIONS

The examinations conducted by Voluntary Hindi Institutions and/or Govt. Institutions for propagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Government Services.

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1.	(हिंदी) साहित्य सम्मेलन, इलाहाबाद	1. प्रथमा 2. मध्यमा (विशारद) 3. उत्तमा (हिंदी साहित्य)	एस.एस.सी. बी.ए. बी.ए. (हिंदी आनर्स)	स्थाई मान्यता एफ.–7.50/69 एच. 1 18 फरवरी, 1970
2.	राष्ट्रभाषा प्रचार समिति, वर्धा	1. परिचय 2. कोविद 3. रत्न	एस.एल.सी. इंटर बी.ए.	– – –
3.	दक्षिण भारत हिंदी प्रचार सभा, मद्रास	1. प्रवेशिका 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी.ए.	– – –
4.	हिंदी विद्यापीठ, देवधर, बिहार	1. प्रवेशिका 2. साहित्य भूषण 3. साहित्यालंकार	एस.एल.सी. इंटर बी.ए.	– – –
5.	महाराष्ट्र राष्ट्रभाषा सभा, पूना	1. प्रबोध 2. प्रवीण 3. पंडित	एस.एल.सी. इंटर बी.ए.	– – –
6.	हिंदी प्रचार सभा, हैदराबाद	1. विशारद 2. भूषण 3. विद्वान	एस.एल.सी. इंटर बी.ए.	– – –
7.	गुजरात विद्यापीठ, अहमदाबाद	1. तीसरी 2. विनीत 3. सेवक	एस.एल.सी. इंटर बी.ए.	7–50/69 एच–1 18 फरवरी, 1970 स्थायी मान्यता
8.	बम्बई हिंदी विद्यापीठ, बम्बई	1. उत्तमा 2. भाषा रत्न 3. साहित्य–सुधाकर	एस.एल.सी. इंटर बी.ए.	वि.सं.एफ. 2/70 हिंदी 30–3/1 स्थायी मान्यता –
9.	असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी	1. प्रबोध 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी.ए.	वि.सी. 7–1/73 हि. ता. 7 जुलाई, 1973 से स्थायी मान्यता –
10.	मणिपुर हिंदी परिषद, इम्फाल	1. प्रबोध 2. विशारद 3. रत्न	एस.एस.सी. इंटर बी.ए.	– – –
11.	हिन्दुस्तानी प्रचार सभा, बम्बई	1. तीसरी 2. काबिल 3. विद्वान	एस.एल.सी. इंटर बी.ए.	वि.सी. 9–2/6 डी–1 हि. 13 अगस्त, 1976
12.	मैसूर हिंदी प्रचार परिषद्, बंगलौर	1. प्रदेश 2. उत्तमा 3. रत्न	एस.एल.सी. इंटर बी.ए.	वि.सी. 9–2/6 डी–1 हि. स्थायी मान्यता 17 नंबर, 76 से प.सं. 8–6/84 डी–1 ता. 10–12–86

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13.	केरल हिंदी प्रचार सभा, त्रिवेन्द्रम	1. प्रदेश 2. भूषण 3. साहित्याचार्य	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प्रेस 9—6 / 84 डी. (भाषा) ता. 12 दिसंबर, 1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलोर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9—6 / 84 डी. (भाषा) ता. 12 दिसंबर, 1986
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलोर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषण 3. भाषा प्रवीण	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9—6 / डी.-I (भाषा) ता. 12 दिसंबर, 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी. इंटर बी.ए.	स्थायी मान्यता — प.सं. 9—4 / 79 डी.-I (भाषा) ता. 26 जुलाई, 1979
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी.	स्थायी मान्यता प.सं. एफ. 9—6 / 84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1. विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी.ए.	स्थाई मान्यता प.सं. 9—6 / 84 डी.-I (भाषा) ता. 12 दिसंबर, 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी.ए.	स्थायी मान्यता प.सं. 9—4 / 84 डी.-I (भा.) स्थायी मान्यता ता. 12 अप्रैल, 1988
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.सं. 3—20 / 2000 डी.-II (एल) 30-8-2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्नाटक)	राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1—4 / 2003 हि.शि.स. दिनांक 25—5—2004 के द्वारा राजभाषा प्रबोध को जून, 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1—4—2003 हि.शि.स. दिनांक 25—5—2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ को जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार—प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटरमीडिएट (हिंदी) बी.ए. (हिंदी)	फा.सं. 1—4 / 2003 हि.शि.स. दिनांक 25—5—2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31—3—2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24—11—2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25—11—2003 तक विद्यमान समझा जाय।

प्रेस नोट

राष्ट्रभाषा हिन्दी के प्रचार–प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सके। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियाँ भी जारी की गई है। समय–समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही हैं। बाद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत सरकार में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार, प्रसार और विकास के संबंध में भारत सरकार को समय–समय पर सलाह देती है और सिफारिशें करती हैं। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्छिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डों और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथमा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय–समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यता नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही, यह हिन्दी के साथ–साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

इसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएँ न तो किसी राज्य परीक्षा परिषद और न ही विश्वविद्यालय के समकक्ष मानी गई है। जहाँ तक सरकारी नौकरियों के लिए इन परीक्षाओं की मान्यता का प्रश्न है, इस सम्बन्ध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परन्तु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वैच्छिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।

अतः उपर्युक्त विवरण के आधार पर, संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी संस्थाओं की मान्यता केवल संलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण–पत्र या डिग्री परीक्षा के बराबर नहीं माना जायगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,
मानव संसाधन विकास मंत्रालय,
शास्त्री भवन, नई दिल्ली–110001
पत्र सं. एफ. 9–1/88–डी–1 (भाषा)
5 मई 1988

12. 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. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjusgupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	8800736002	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

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

13. 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 Name of the Programme Applied for refer page no. 14-130 of this prospectus

2. For Programme Code, refer to pages 14-130 of this Prospectus.

3. 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

4. Code of Regional Centres is given at Pages 152-162. You have to write the code of that Regional Centre in which your Study Centre falls. List of Study Centres is attached in separate booklet.

5. For Study Centre Code refer to Supplementary Booklet to Common Prospectus.

6. For State Code, refer page no. 163

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. This field is mandatory for those who are applying for lateral entry to M.Com., MCA, MAGD Programmes.

8. 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 the one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with the Admission Form.

9. Please write your Father's/Husband's/Guardian name. If the name is KEDAR NATH HASIZA, then write it as follows

	/o		K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A

10. 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. 136. See section 6.21 and 6.22.

11A. Write down your landline telephone No., Mobile No. and E-mail Address, if any. (Provision of Mobile No. or E-mail Address, one of them is mandatory.

11B. Correct Aadhar Card Number may be indicated in the box provided.

12. 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

13. For 13-22, write the relevant code in the appropriate box. For example, if you are male, put (A1) in the box, 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. No request for change of category code shall be entertained afterwards. All fields are mandatory.

23. Furnish the details of scholarship, if any received by you.

24 For (a) and (b), write the relevant code in the box. If A1, then fill the column 24(b) also. Supporting documents are to be enclosed.

25. Note that

    (a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009 and 010. You have to write only highest qualification code which could be found on page 163.

(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 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 from the list given on page No 164.

26. For fee details, refer to pages 14-130 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, only Registration Fee (Rs. 200/-) is to be paid. (In case you are submitting the form during the time slot with late fee, please submit the late fee of Rs. 300/- with amount of DD.

27. For MSCDFSM, add Rs 1100/- extra for opting CFN or Rs 1500/- for opting CNCC. See Details on page no. 116 and 117 (Section 5.38 and 5.39), if you have filled CFN, Write A1 & For CNCC write B2 in the column. For MTTM, you have to write your category as A1 or B2. See details (Section 2.5) page 18-19 for explanation. For DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it have to fill their option for BPP Programme also. For BPP you have to choose only two courses out of three i.e. OMT101, OSS101 & PCO1. For course title see Section 3.6 page no. 57.

28. Write the relevant code in the appropriate box. For BA/B.Com/B.Sc./BSW/BTS please refer Annexure 1(a). For MA (Edu), please refer Annexure 1(b). For MLIS please refer Annexure 1(c). For MAPY please refer Annexure 1(d). 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. 14 Section 2.1. For PGDBP/CAFÉ/DAQ please refer Annexure 1(e). For PGDDM/PGDEMA/PGDUPPL/PGDRD please refer Annexure 1(f).

CHECKLIST

Before sending the filled-in application form to concerned Regional Centre, please check whether you have enclosed 'Self Attested' :

(a) i) Photograph

ii) Certificates in support of your educational qualification(s) i.e. semester-wise/year wise mark-sheets and Provisional/Degree Certificat(s), Besides, if you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.

iii) Experience certificate wherever required.

iv) Category certificate (for SC/ST/PH/OBC (non-creamy layer) Minority candidates).

v) Age certificate wherever required.

vi) Student Card duly filled in along with photograph.

vii) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.

viii) Copy of Passport (for International Students)

ix) Copy of Visa (for International Students)

x) No Objection Certificate from the concerned Embassy in India (for International Students)

xi) Proof of resident of the candidate in India (for International Students)

xii) Translated copy of educational certificates wherever the same are other than in English/Hindi, duly attested by concerned Embassy. (for International Students)

(b) Attached 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, issued by the bank.

(c) Attached documentary proof (photocopy of BPL ration card), in case of below poverty line students.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI 110068
APPLICATION FORM
to be submitted only at the concerned REGIONAL CENTRE

1. Please read the instruction before filling up the Application Form.
2. Please use Black/Blue Ball point pen in the boxes using English CAPITAL LETTERS or English Numerals.
3. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below:

A B C D E F G | I J K L | N O P Q R S T U V | X Y Z 0 1 2 3 4 5 6 7 8 9

Application Number

Enrolment No. (For Office use)

---

1. **Name of the Programme Applied:**

2. **Programme Code:**

3. **Medium of Study:** (Write CODE in the Box)
   - A1 English
   - B2 Hindi
   - C3 Others, Pl specify

4. **Regional Centre Code:**

5. **Study Centre Code:**

6. **State Code:**

7. a) Are you already registered with IGNOU: (Please write relevant code in the BOX)
   - A1 YES
   - B2 NO
   - If yes, Prog. Code:
   - Enrol. No.:

8. **Name of the Candidate:** (Please refer instruction Page on NAME)

9. **Father/Husband Name:** (Please write S/o or D/o for Father/Mother's Name and W/o for Husband's Name) /o

PHOTOGRAPH

Kindly affix your latest passport size (4 cm X 5 cm) photograph duly attested by you

Signature of the Applicant

---

10. **Address for Correspondence:** (Please do not give POST-BOX Number. Use Capital Letters and give space between words)
   - a) House No.:
   - b) Street Name:
   - c) Locality/Mohalla:
   - d) Tehsil/District:
   - e) City:
   - f) PIN Code:
   - g) State:

11(A). **Contact Details:** a) Landline No: STD Code / Phone Number
   - b) e-mail ID:

11(B). **Aadhar No.**
   - c) Mobile No.:

---

12. **Date of Birth:** Date / Month / Year

13. **Nationality:**
   - A1 Indian
   - B2 Others, Pl specify

14. **Gender:** (Please write relevant code in the BOX)
   - A1 Male
   - B2 Female
   - C3 Others

15. **Category:** (Please write relevant code in the BOX)
   - A1 General
   - B2 SC
   - C3 ST
   - D4A OBC (Creamy)
   - D4B OBC (Non-Creamy)

16. **Area:** (Please write relevant code in the BOX)
   - A1 Urban
   - B2 Rural
   - C3 Tribal

17. **Marital Status:** (Please write relevant code in the BOX)
   - A1 Married
   - B2 Single

18. **Religion:** (Please write relevant code in the BOX)
   - A1 Hindu
   - B2 Muslim
   - C3 Christian
   - D4 Sikh
   - E5 Jain
   - F6 Buddhist
   - G7 Parsi
   - H8 Jews
   - I9 Others

19. **Whether Minority:** (Please write relevant code in the BOX)
   - A1 Yes
   - B2 No

20. **Social Status:** (Please write relevant code in the BOX)
   - A1 Ex-Serviceman
   - B2 War Widows
   - C3 Not Applicable

21. **Whether Kashmiri Migrant:** (Please write relevant code in the BOX)
   - A1 Yes
   - B2 No

22. **Employment Status** (Please write relevant code in the BOX)
   - A1 Unemployed
   - B2 IGNOU Employee
   - C3 Employed
   - D4 KVS Employee

23. **Details of Scholarship being received, if any**
   - a) Annual Scholarship Amount: Rs.
   - b) Deptt offering Scholarship: A1 Government / B2 Others
   - c) Family Income (annual) Rs.
   - d) Below Poverty Line: A1 Yes / B2 No
   - e) Jail Inmates: A1 Yes / B2 No

24. a) **Whether a person with Disability:** (Please write relevant code in the BOX)
   - A1 Yes
   - B2 No

   b) **If yes, kindly provide details of disability:** (Please write relevant code in the BOX. If E5, tick relevant box as well)
   - A1 Speech and Hearing Impairment
   - B2 Locomotor Impairment
   - C3 Visual Impairment
   - D4 Low Vision
   - E5 Any other, please specify
   - Leprosy Cured
   - Mental Retardation
   - Mental Illness

25. Relevant Qualifications (which make you eligible for application to the programme):

a) Qualification:	b) Main Subjects:	c) Year of passing	d) Division	e) %age of Marks	f) Board code/University
CODE	1._____ 2._____ 3._____ 4._____	Last two digits of the Year	01, 02, 03 or 04 for pass	Without decimal	Wherever required

26. Details of Fee remittance

a) Mode of payment:
(Please write relevant code in the BOX)   A1 Cash Challan   B2 Demand Draft ☐

b) Amount: Rs. ☐☐☐☐   Please add Rs. 300/- in case of Late Fee

c) DD/Challan Number: ☐☐☐☐☐☐

d) Date of DD/Challan No.: ☐☐☐☐☐☐☐☐

e) Bank Name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

27. Simultaneous Programme/Course Options: MSCDFS/MTTM/DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants only):

MSCDFSM applicants:	MTTM applicants:	DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants
(Please write relevant code in the BOX) A1 CFN B2 CNCC ☐	(Please write relevant code in the BOX) A1 Category 1 B2 Category 2 ☐	Willing to pursue BPP (In case of YES, please take Optional courses under BPP) (Please write relevant code in the BOX) A1 Yes B2 No ☐

28. Elective/Optional Courses:

1 year Semester ☐☐☐☐☐☐☐☐☐☐

2 year Semester ☐☐☐☐☐☐☐☐☐☐

3 year Semester ☐☐☐☐☐☐☐☐☐☐

4 year Semester ☐☐☐☐☐☐☐☐☐☐

5 year Semester ☐☐☐☐☐☐☐☐☐☐

6 year Semester ☐☐☐☐☐☐☐☐☐☐

BPP Applicants: (✓ any two courses)	BA/BCOM/BSC/BSW/BTS applicants: please refer Annexure 1 (a) for selecting courses:	
OMT101 ☐ OSS101 ☐ PCO1 ☐	FOUNDATION COURSES of 8 credits a) BEGF1 or FHD2 ☐ (BEGF1 is compulsory for BTS) b) Any one course from list at Annexure 1 (a) ☐	ELECTIVE COURSES of 16 credits (No option for BTS/BSW) ☐ ☐ ☐ ☐ ☐ ☐

MA (EDU) applicants:	MLIS applicants:	MAPY applicants:
Any ONE from A1/A2/A3/A4/A5 ☐ (Details given at Annexure 1 (b))	Any TWO courses from Annexure 1 (c) ☐☐	Any SIX courses from Annexure 1 (d) ☐☐☐ ☐☐☐

MCA applicants:	PGDBP/CAFÉ/DAQ applications:	PGDDM/PGDEMA/PGDUPDL/PGDRD applicants:
(✓ for opting BCS12) ☐ For non-maths stream	Any TWO courses from Annexure 1 (e) ☐ ☐	Annexure 1 (f) ☐

DTS applicants:	DCE applicants:	CTE applicants:
Any TWO courses from one Group TS4 and PTS4 OR TS5 and PTS5 OR TS6 and PTS6 ☐ ☐	Any THREE courses DCE2/ DCE3/DCE4/DCE5 ☐ ☐ ☐	Any ONE courses from CTE4/CTE5 ☐

29. Declaration and Undertaking:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advance intimation and I will be abiding by them.

Place: _____

Date: _____

Signature of the Applicant

(FOR OFFICE USE ONLY)

ADMITTED   NOT-ADMITTED

Reason for NOT-Admitting
_____
_____

Signature with Date of Admission In-charge, Regional Centre

Annexure 1(a):

FOR PROGRAMME BA/BCOM/BSC/BSW
(Optional Courses)
For BA programme (Choose TWO electives)
(Modern Indian Language from list given below)

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

(Elective Courses)
For BA Programme (Choose TWO electives 8 credit from group 1 and 8 credits from group 2). For BCOM program (Choose 8 credit either from group 1 or group 2)
(Choose any ONE course)

GROUP 1	GROUP 2
BEGE101 (8)	BEGE102 (8)
BHDE 101 (8)	EHD2 (8)
EHD5 (8)	BHDE108 (8)
EEC11 (8)	BECE2 (8)
EHI1 (8)	EHI2 (8)
BHIE107 (8)	BPSE212 (8)
EPS11 (8)	BPAE102 (8)
EPA1 (8)	BRDE101 (8)
ESO11 (8)	ESO12 (8)
ECO1 (4),ECO2 (4) (taken together)	MTE2(4),MTE6(4) (taken together)
MTE1(4),MTE4(2),MTE5(2) (taken together)	BPY3(4),BPY4 (4) (taken together)
BSWE4(8)	BPC3(4),BPC4(4) (taken together)
BPY1 (4), BPY2 (4) (taken together)	**BULE2(8)
BPC1 (4), BPC2 (4) (taken together)	
BULE1** (8)	

BSc programme

Choose 16 credits from below mentioned courses:

BPHE101 (2), BPHE 102 (2) (taken together)	BPHL103 (4)	PHE4(2), PHE5 (2) (taken together)	PHE6 (4)		
CHE1(2), CHE3(L) (2) (taken together)	CHE2(4)	CHE5 (4)	CHE7L(2),CHE8L(2) (taken together)		
LSE1 (4)	LSE2(4)	LSE3(4)	LSE4L(4)		
MTE1(4)	MTE2(4)		MTE4(2)	MTE5(2)	MTE6(4)

BTS/BSW Programme

Check Annexure 1(a) only For Modern Indian Languages.

*BSKF1, BBHF1 and BMAF1 are not applicable for BTS Prog.

** Self learning material would be available in URDU Language only.

Annexure I(b):

MAEDU Programme Elective Courses (Details given under Programme)
(Choose any ONE stream)

A1	A2	A3	A4	A5
MES101 (6)	MES111 (4)	MES31 (6)	MES41 (6)	MAE1 (6)
MES102 (6)	MES112 (4)	MES32 (6)	MES42 (6)	MAE2 (6)
MES103 (6)	MES113 (4)	MES33 (6)	MES43 (6)	MAE3 (6)
MES104 (6)	MES114 (6)	MES34 (6)	MES44 (6)	MAE4 (6)
	MES115 (6)			

Note : If the candidate has already acquired a Diploma or PG Diploma in any of the above areas of specialization, the candidate is required to choose one area of specialization from the remaining areas of specialization.

Annexure I(c)

MLIS Programme Elective Courses (Details given under Programme)
(Choose any TWO courses)

MLIE101	MLIE102	MLIE103	MLIE104	MLIE105	MLIE106

Annexure I(d)

MAPY Programme Elective Courses (Details given under Programme)
(Choose any SIX courses)

MPYE1	MPYE2	MPYE3	MPYE4	MPYE5	MPYE6
MPYE7	MGP5				

Annexure I(e)

PGDBP Programme Elective Courses (Details given under Programme)
(Choose any TWO courses)

MBP5 (4)	MBP6 (4)	MBP7 (4)

CAFE Programme Elective Courses (Details given under Programme)
(Choose any TWO courses)

BFEE101 (4)	BFEE102 (4)	BFEE103 (4)	BFEE104 (4)

DAQ Programme Elective Courses (Details given under Programme)
(Choose TWO course/ONE STREAM)

STREAM I		STREAM II	
BAQ2 (8)	BAQL1 (6)	BAQ3 (8)	BAQL2
THEORY	LAB	THEORY	LAB

Annexure I(f)

PGDDM Programme Elective Courses (Details given under Programme)
(Choose any ONE courses)

MED4 (4)	MPAP1 (4)

PGDEMA Programme Elective Courses (Details given under Programme)
(Choose any ONE courses)

MES45 (4)	MES46 (4)	MES47 (4)	MES48 (4)

PGDRD Programme Elective Courses (Details given under Programme)
(Choose any ONE courses)

MRDE101 (6)	RDD6 (6)	RDD7 (6)

PGDUPDL Programme Elective Courses (Details given under Programme)
(Choose any ONE courses)

MEDSP45 (8)	MEDSE46 (8)

APPLICATION FORM FOR PROVISIONAL ADMISSION

1. Name

2. Programme for which admission is being sought

3. RC Code

4. Qualifications

5. Details of Qualifying Examination, the result of which is awaited OR the result has been declared, but final mark-sheet and Provisional Certificate awaited.

    a) Examination

    b) Board/University

    c) Expected date of issue of final
        mark-sheet/Provisional certificate

(Signature of the candidate)

UNDERTAKING

Mr/Ms .... son/daughter/Wife of ....

...., understand that my admission to ....programme

commencing July/January .... admission cycle is provisional and is subject to my

qualifying .... Examination and production of proof of the same (Mark-

sheet and Provisional Certificate/Degree Certificate) by 30th September (for July admission cycle) / 31st March (for January admission cycle).

Further. I hereby accept the conditions that if I fail to successfully complete the qualifying examination or fail to produce the proof thereof by the prescribed date. the provisional admission given to me will be cancelled, 25% of the programme fee forfeited and I will have no claim to pursue the programme in July............./ January......................... Admission cycle.

(Signature of the candidate)

Place :

Undertaking from Prospective Students with Disability

I, ...enrolled in ....

(name of Programme) .... admission cycle, certify that

I read and Empowerment, Govt. of India (www ....) ragarding physical

requirement of various posts identified for persons with disabilities (PWD) enrolling in the this programme is my

informed decision.

<div align="right">

Signature

Name in Capital Letter

</div>

Date :

Place :

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068

Registration form for Fee exemption of SC/ST Students under SCSP and TSP

(Please submit duly completed Form along with enclosures to your Regional Centre)

(Exclusively for fresh students enrolled in BDP (BA; B.Com; B.Sc.); BTS, BSW and Fresh and 2nd semester of BCA in admission cycle July 2016/January 2017/ Re-registered students in aforesaid academic programmes who were freshly (first time) enrolled in July 2015/January 2016 admission Cycle).

1. Name:
2. Enrollment Number (only for re-registered students):
3. Category: Scheduled Caste (SC)/Scheduled Tribe (ST):
4. Programme of Study:
5. Regional Centre:
6. State:
7. Correspndence Address:
8. E-mail:
9. Mobile Number:
10. Aadhaar Number:
11. Family Income (Annually):
12. Bank Account No. :
13. Bank Name and Branch with City:
14. IFSC code of the Bank-Branch:

Declaration by the Candidate

I, ...son/daughter/wife of ....
hve read, understand and abide by conditions for claim of fee exemption under SCSP and TSP. I also state that I belong to SC/ST category. I have also not awailed any financial benefit by way of scholarship/fellowship of fee waiver for this programme of study from any other institute/centre/Social Welfare Departments of Respective State or other Government agencies for the financial year 2016-17. I have also enclosed self attested copy of my caste certificate (SC/ST) for making this claim for fee exemption.

I hereby state that above information is true to the best of my knowledge. If it is found false. I shall abide by any action taken against me by the University and immediately return the amount received as fee reimbursement in IGNOU's account along with penal interest (if any). I shall be liable to legal action against me in accordance with law in such a case.

)Signature)
Name (Capital Letter)

Date :

Place :

Documents needs to be submitted along with this form

1. Copy of IGNOU Student I card issued from the Regional Centre of IGNOU (only for Re-registered student)
2. Self attested copy of Caste Certificate (SC/ST) issued from the appropriate authority.

.... ✂ .... ✂ ....

Verification/Information to be furnished by the Regional Centre

It is certified that the information mentioned above in respect of (He/She) ....
enrolment no. .... enrolled in .... academic programme in admission cycle .... is correct as per information furnished by students in admission form.

Date :

Signature of Regional Director
(Name and Seal)

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 Commisioner/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 : _____   Signature : _____

Date: _____   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/ | | Year | | % of marks
    Nursing Council Examination

b) General Nursing | | Year | | % of marks

c) Midwifery Nursing | | Year | | % of marks

d) Name of Registration Council | | Year of | | Reg. No. RN

                                  Regn. | | 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

....

....

....

FORM – D
(For those seeking admission to CCPD Programme)

Registration category (tick ✓ in appropriate box only)

☐ Sponsored
(Bulk registration through PSC)

☐ Non Sponsored
(Individual registration)

If sponsored, please specify	(for IGNOU use)
PSC Code: Name and Seal of office	

Qualification and Work Experience in chronological order

S.No.	Educational (8th onwards)	Professional	S.No.	Work experience in chronological order starting from present
i			i	
ii			ii	
iii			iii	
iv			iv	
v			v	

Summary of Qualification and Experience

Educational Qualification	(tick in appropriate box only)	Official use only A	Total Experience	(tick in appropriate box only)	Official use B
8th class			Less than 1 year		
10th class			1 to 2 years		
12th class			2 to 3 years		
Diploma			3 to 5 years		
Degree			5 years to 7 years		
Any other relevant Professional Qualification			7 years to 10 years		
			10 years to 15 years		
			More than 15 years		

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR ASSOCIATE STUDENTSHIP
ADMISSION

DO NOT Staple

Affix your latest passport size photograph (4cm x 5cm) duly attested by you

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 (✓) 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. To the best of my knowledge and belief, I fulfil the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents wih this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-atested documents is found to be incorrect, false or misleading, my candidature shall be liable to cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advanced intimation and I will be abiding by them.

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(nor 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

Place _____

Date _____

Send this filled-in Form alongwith fee to:
**The Regional Director,
IGNOU Regional Centre**
....
....

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. 200/- 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 &

5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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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 _____

Full Signature of the Student _____

PASTE

LATEST PHOTOGRAPH TO
BE PASTED WHICH WILL
BE
ATTESTED BY
UNIVERSITY OFFICERS

ATTESTED BY
REGIONAL DIRECTOR_____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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: ☐ ☐ ☐ ☐ ☐ ☐

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National Open University