Indira Gandhi National Open University

Maidan Garhi, New Delhi - 100068, INDIA | **www.ignou.ac.in**

ignou
THE PEOPLE'S
UNIVERSITY

COMMON
PROSPECTUS

With Application Form for Admission &
Student Satisfaction Survey

Her Excellency Smt. Pratibha Devisingh Patil, President of India, inaugurating the Silver Jubilee Year 2009-10 along with other initiatives. From left are: Dr. Narendra Jadhav, Member, Planning Commission, Shri Kapil Sibal, Union Minister for Human Resource Development, Smt. Pratibha Devisingh Patil, President of India, Smt. D. Purandeswari, Union Minister of State for HRD and Professor V.N. Rajasekharan Pillai, Vice Chancellor, IGNOU.

COMMON PROSPECTUS

Master's Degree

Bachelor's Degree

Diplomas

Certificates

[For Programmes on offer through this Prospectus,
please see 'Contents' at page (3) to (7)]

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

Online Admission & Payment Gateway

RECOGNITION

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

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April, 2010 © Indira Gandhi National Open University, 2010

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

Printed and published on behalf of Indira Gandhi National Open University, New Delhi by Registrar, Material Production & Distribution Division.

Design
IANS Publishing

IGNOU Offers "Round the Year Admission" to its Programmes under the 'Walk-in-Admission' Scheme. Candidates can obtain admission application forms from Regional Centre Study Centres, Student Registration Divisions (SRD), Headquarters and also can download the Prospectus and application forms from the university website at ww.ignou.ac.in. Candidates can submit the same only at the Regional Centres concerned either through post or in person. Application forms can be submitted online and programme fee can be paid online through the internet payment gateway.

CUT OFF DATES FOR WALK-IN-ADMISSION

Please check the admission advertisement in National Dailies and IGNOU Website.

Contents

H.E. Smt. Pratibha Devisingh Patil
President of India &
Visitor of IGNOU

Silver Jubilee Inaugural Address
on 19th November, 2009 at IGNOU Campus

Ladies and Gentlemen,

I am pleased to inaugurate the Silver Jubilee Celebrations of the Indira Gandhi National Open University established in the memory of Late Prime Minister, Smt. Indira Gandhi.

On her birth anniversary today, it is her deep commitment to the development of the country and to the upliftment of those living in poverty that one recalls as her distinguishing hallmark. She viewed education as a liberating force, which while enabling individuals to earn a living would also make them capable citizens and therefore, wanted that education should reach all people in the country. She had faith in the power of technology to contribute to this. She said, and I quote, "Communication technology frees the entire concept of education from its previous limit of time and space ... we can reach out to the remotest places and to the best minds that exist. We do not have all of it yet in India, but I sincerely hope that we will have it soon and that this will help our education to be more broad-based and deeper." India has now emerged as a leader in IT and we must use its potential to the fullest, to spread education and knowledge. Indeed, the mission of IGNOU, founded in 1985, is to make knowledge and skills available to anybody, anywhere, anytime. I wish everyone associated with IGNOU every success in this noble endeavour.

IGNOU has grown in the 25 years of its existence. It has over 15 percent of all learners enrolled in higher education in the country and offers a wide range of programmes and courses through its vast network of learning centres across the country. Its Regional Centres can play a very important role in reducing disparities in education by extending education opportunities in villages and remote areas. While expanding its coverage and as part of its continuing effort to improve its teaching platform, I am told, that IGNOU has started a "convergence scheme" bringing together the strengths of face-to-face conventional education and the flexibility of open and distance learning. It is institutions that seek to excel that constantly work to upgrade their facilities and incorporate good practices.

The importance of education cannot be over emphasised. It is a very powerful tool for empowering people and for giving them self-dignity.
It becomes even more important for a nation like ours that is in the process of

harnessing its human resources for rapid economic growth. Today, we need more children in school and more of them to go on to higher education. Proper training, provisioning of skills sets and capacity building of its population are tools which shall make our human resources competent and confident to face the new set of challenges of a fast changing world.

Nations with high quality human resources would be counted amongst the front-ranking nations of the world in the knowledge era. Aristotle, the ancient Greek philosopher, once remarked that the fate of nations depends on the education of its youth. Therefore, reaching education to young girls and boys must occupy a foremost position on our agenda, if we are to be firmly positioned as one of the leading nations of the world. That is why the Government has made education a priority sector. Free education to children between the ages 6 and 14 years is — now a fundamental right. The Rashtriya Madhyamik Shiksha Abhiyan seeks to achieve universal secondary education by the year 2017. The Gross Enrollment Ratio or GER in India in higher education is very low as compared to the world average. Strenuous efforts are required to reach our goal of enhancing GER in India to 20 percent by 2020. A massive expansion in higher education through new institutions is also underway, along with efforts to improve educational standards, including through undertaking structural reforms in the higher education system and using all available methods to spread education. The National Mission on Education through Information Communication Technology launched in February this year will create internet connectivity to about 20,000 colleges and educational institutions. This initiative will, I am confident, bring in the use of modern technology in higher education in a more widespread manner.

While broadbasing access to education is important, one must not lose sight of the utmost importance which should be paid to the quality of education being given to students and the need for equity. This should start from the primary level itself. Government has been, therefore, emphasising and is committed to providing good quality education to all students, especially those from the underprivileged sections. The spread of education amongst women is also very important. By spreading education amongst them, not only is an individual educated, but rather the seeds of progress of the next generation are planted.

The Open University System being flexible and innovative can be useful for a wide section of society and should help in improving skills sets. Enhancing the skill sets of the workforce in the country is a challenge. Only 5 percent of the workforce in India has some kind of certification. This is in contrast to over 85 percent in the developed countries. Encouragement of work-integrated learning followed by examination, certification and accreditation through distance education will be of help. However, to make it effective there would be a need for active two way collaboration with industry and other players. I believe that Open Universities should also generate a movement in the rural areas that will impel people to acquire knowledge and skills for self-empowerment. In this context, educational programmes like the Gyan Darshan Channel of IGNOU, which is reaching over 8 million homes, can be useful in motivating people.

Distance education offers an opportunity to those already in employment to upgrade their knowledge base, so that they can more effectively contribute to the productivity of work in their organisations. Studying, while in employment, also offers opportunities for enhancement of career opportunities. I am, therefore, happy that IGNOU and the Indian Army have decided to work together to create a process of certification of higher education of soldiers. Till now the skills that the Army personnel acquired while in service were not reflected through any formal degrees awarded to them. I am happy that through this new collaboration, they will get appropriate certification. This can be helpful in their work and to start a new professional life at the end of their careers in the Army. I therefore, welcome this new initiative and am pleased to dedicate Gyan Deep to the nation. Similarly, the Flexi Learn Platform which has also been launched today is significant as it provides an opportunity for prospective learners to sample a course before enrolling and thereby, help them in choosing appropriate courses and programmes.

I am happy that IGNOU is taking up new initiatives during its Silver Jubilee Year. From this year onwards, the Rajiv Gandhi International Prize for Technology in Education and Development has been instituted by the University. The Prize would be given to an individual or an institution that has made significant contributions to educational technology, for development in the developing world.

I congratulate the officials and the staff of IGNOU who have contributed over the last quarter century to the growth of the University. I hope that as the Silver Jubilee is celebrated, new initiatives will be thought of in the time ahead, so that more and more of our population will be covered by distance education. This will be the mission for which I am sure IGNOU shall work for in all earnestness.

I would also like to convey my good wishes to Shri Kapil Sibal, Union, Minister for Human Resource Development and Smt. Purandeshwari, Union Minister of State for HRD for success in their work in the education sector.

Thanking you,

Jai Hind

Pratibha Devisingh Patil
President of India

Note: Speeches of the President of India are available at www.presidentofindia.nic.in

MESSAGE FROM THE VICE CHANCELLOR

Dear Learner,

Silver Jubilee Greetings to all of you.

I have great pleasure in presenting you the Prospectus 2010-11 of Indira Gandhi National Open University (IGNOU) for the various certificate, diploma, degree, post-graduate and doctoral research programmes. This National University, established by an Act of Indian Parliament in 1985, has provided opportunities for over 3 million learners to acquire a university certification, gainful employment, workplace education and career progression. The university is a success story in democratisation of education. IGNOU recognises the importance of sustainable and affordable high quality programmes and courses across disciplines, and at a variety of levels to meet the life-long education, training, capacity building and public service needs of anyone, anytime and anywhere. The university values the appropriate use of Information and Communication Technologies (ICTs) and the satellite media to enhance the quality of teaching-learning process. The self-learning and self-instructional materials developed by IGNOU have earned world-wide recognition.

On November 19th, the Foundation Day, Her Excellency President of India, Smt. Pratibha Devisingh Patil, inaugurated the Silver Jubilee initiatives of IGNOU. All its Schools, Divisions, Centres, Units and Regional Centres have taken up a slew of activities to promote education and domain knowledge, thereby, development. A number of landmark initiatives have been launched by Her Excellency. These include: The Gyan Deep — which is an IGNOU-Indian Army move to ensure second employment of the army personnel after their superannuation — a project which the President dedicated to the nation, Flexi-Learning portal and Higher Education Management modules, Institution of Raman Chair in Science Education, ISRO Chair in Satellite Education and Rajiv Gandhi International Prize for Educational Technology & Development.

These apart, IGNOU has also started some trend-setting initiatives, such as Community College Scheme which will further facilitate the Skill Development Initiative (SDI) of the Government of India and Dual Mode of Education through Convergence of Conventional Collegiate education and Open and Distance Learning (ODL).

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

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

In another trend-setting initiative in India, IGNOU has launched 'Student Satisfaction Survey' for you. The survey will try to quantify your basic understanding of concepts related to the chosen subjects and whether the learning materials and academic counselling provided by IGNOU are able to clarify these concepts. The survey aims to assess students' satisfaction levels specifically in such areas as quality of printing, learning materials like video/audio, organisation of academic sessions, performance of academic counsellors, IGNOU staff in the Regional Centres and whether the learning materials are received by students on time. **You can send your feedback by clicking on the link 'Student Satisfaction Survey' on the home page of the IGNOU website www.ignou.ac.in.**

IGNOU functions through a large network of Regional Centres and Study Centres within the country. For learners abroad, IGNOU works through its presence in 36 nations and 60 partner institutions. The university has signed over 50 collaborations with world-class foreign universities in Asia, Europe, Africa, Australia, South America, and also a few in the USA. Similar collaborations are being organised more and more to give IGNOU internationally vibrant excellence. Today, among all Indian universities, IGNOU has the largest number of foreign students, most of them are nationals of other countries.

The common prospectus will give you the comprehensive information about the opportunities IGNOU has opened for student communities. We have so far 338 academic programmes. More are in the offing. All these programmes are for capacity building of people of all classes and echelons, aiming at bettering their livelihood.

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

March 31st, 2010

(V.N. Rajasekharan Pillai)
Vice Chancellor

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 and 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).
- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- 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.
- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.

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 and 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 and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfil the learner's needs for:

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

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialised Institutions in the area spread throughout the country as well as in-house faculty. This material is scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched 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 assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

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

1.9 Programme Delivery

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

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

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

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

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

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

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

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

1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tier 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 works

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 SR&E Division on demand. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December. **IGNOU uses the following system of "Grading" for evaluating learners's achievement**

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

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

Term-end Examination and Payment of Examination Fee

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

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

Examination fee @Rs.50 per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

1.11   Associate Studentship

The University has a scheme of 'Associate Studentship' which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits

and maximum of 32 credits. An Associate student is attached to a Study Centre for counselling, assignment evaluation library facility, etc. The application form provided at the end of the Prospectus (please see Page No. 125) can be used for registration. A fee of Rs.600 per 8 credit course, or part thereof plus Rs.100 as registration fee is charged for admission to course(s) under B.A., B.Com, B.Sc., BSW and BTS programmes. For the rest of the programmes the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of courses in the programme, plus Rs.100/- as registration fee.

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

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

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

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

Change of course is not permitted under the scheme

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

1.12 List of Programmes on Offer through this Prospectus

The eligibility, duration, programme fee and medium of instruction for these programmes are given in the following Table.

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7

MASTER'S DEGREE PROGRAMMES

1.	Master of Arts (Distance Education)	MADE$^\alpha$	Diploma in Distance Education (DDE) OR Post Graduate Diploma in Distance Education (PGDDE) from IGNOU	No Bar	1 Year	4 Years
2.	Master of Arts (English)	MEG	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
3.	Master of Arts (Hindi)	MHD	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
4.	Master of Arts (Economics)	MEC	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
5.	Master of Arts (History)	MAH	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
6.	Master of Arts (Education)	@MA(Edu)$^\$$	A Bachelor's Degree in any Discipline with or without a Degree in Education from a recognised university	No Bar	2 Years	5 Years
7.	Master of Arts (Political Science)	MPS	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
8.	Master of Arts (Public Admn.)	MPA	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
9.	Master of Arts (Sociology)	MSO	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
10.	Master of Social Work	MSW	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
11.	Master of Arts (Rural Development)	MARD	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
12.	Master of Arts (Tourism Management)	MTM	Category 1: BTS/BA (Tourism): B.Sc. Hospitality and Hotel Administration; and those students who have done their graduation in any field along with a One year Diploma in Tourism, which is recognised in the University System or by AICTE. Category 2 : Diploma in Hotel Management (from an Institute recognised by the NCHMCT or AICTE) or a Bachelor's Degree in any field. However, all students of Category 2 will have to pass four additional courses during their period of study.	No Bar	2 Years	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 2,000	English	Prof. P.R. Ramanujam	ramanujam@ignou.ac.in ramanujampr@gmail.com 011-29535399	STRIDE
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	English	Ms. Mridula Rashmi Kindo	mridulak@ignou.ac.in 011-29572772	SOH
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29533675	SOH
Rs. 5,500 (I year) Rs. 5,400 (IIyear)	English and Hindi	Dr. Kaustava Barik	kbarik@ignou.ac.in 011-29572734	SOSS
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	English and Hindi	Prof. Swaraj Basu	basuswaraj@gmail.com 011-29535737 / 29572716	SOSS
Rs.12,000 + Registration fee of Rs.100	English	Prof. N.K.Dash	nkdash123@rediffmail.com 011-29531302	SOE
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	English and Hindi	Prof. D.Gopal	darveshgopal@yahoo.co.in	SOSS
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	English and Hindi	Prof. E.Vayunandan Prof. Alka Dhameja	evayunandan@ignou.ac.in 9810333831 alkadhameja@yahoo.com 9811101033	SOSS
Rs. 3,700 (I year) Rs. 3,600 (II year)	English and Hindi	Prof. Debal K. Singharoy Prof. Tribhuwan Kapur	dksingharoy@ignou.ac.in 011-29536874/29572953 tksociology@yahoo.com 011-29532467/29572953	SOSS
Rs. 12,100 (I year) Rs. 12,000 (II year)	English and Hindi	Dr. Saumya	saumya@ignou.ac.in sosw@ignou.ac.in, 011-29532044	SOSW
Rs. 3,700 (I year) Rs. 3,600 (IIyear)	English and Hindi	Ms. Santosh Tanwar	santosh_tanwar@hotmail.com 011-29536347/29572955	SOCE
Category I Rs. 3,700 (I year) Rs.3,600 (II year) Category II Rs. 5,300 (I year) Rs. 3,600 (II year)	English	Ms.Tangjakhombi Akoijam	akoijam@ignou.ac.in 011-29571113	SOTHSM

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
13.	Master of Commerce	M.Com.	Bachelor's Degree or a higher degree from a recognised university	No Bar	2 Years	5 Years
14.	Master of Computer Applications	MCA	Any graduate from a recognised university. However, the students who have not pursued Mathematics as a distinct subject at 10+2 are required to pursue and pass the CS-60 course concurrently.	No Bar	3 Years	6 Years
15.	Master of Library and Information Science	MLIS	BLIS Degree from any recognised university or its equivalent.	No Bar	1 Year	4 Years
16.	Master of Science (Dietetics and Food Services Management)	M.Sc. (DFSM)	B.Sc. (Home Science) specialisation in Food and Nutrition, Dietetics and Clinical Nutrition or PG Diploma in Dietetics and Public Health Nutrition or its equivalent or Graduate (B.Sc) or equivalent (MBBS, BHS etc) from the following background — Home Science /Food Science and Technology, Science, Health Care, Medical, Pharmaceutical Catering alongwith the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted)	No Bar	2 Years	5 Years
17.	M.Sc.(Mathematics with Applications in Computer Sciences) (Offered in January cycle only)	M.Sc. (MACS)@	1) Graduates with a Major, or Honours in Mathematics with at least 50% marks in aggregate. **If the seats at a centre remain vacant then** 2) Graduates with a B.A./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.	No Bar	2 Years	4 Years
18.	Master of Science in Counselling and Family Therapy (Offered from July 2010)	M.Sc. (CFT)	Bachelor's degree with specialisation in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development & Family Relations, Home Science, Psychology, Social Work, Medicine, or other allied disciplines	No Bar	2 years	5 years
19.	Master in Gender & Development Studies (Offered in July session only)	MA(GD)	Graduation in any discipline	No Bar	2 years	5 years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 4,900 (I year) Rs .4,800 (IIyear)	English and Hindi	Prof. Madhu Tyagi	mtyagi@ignou.ac.in 011-29535747	SOMS
Rs. 8,100 1st semester + Rs1,000 for CS-60 for non-Maths students. Rs.8,000 per semester (2nd Sem. onwards)	English	Dr. Naveen Kumar	mca@ignou.ac.in 011-29533436/29572904	SOCIS
Rs.8,000	English	Prof. Uma Kanjilal	ukanjilal@ignou.ac.in 011-29534336/29572701/ 9810488895	SOSS
Rs.12,000 (I Year) Rs.11,900 (II year)	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/29572960	SOCE
Rs. 4,900 (I semester) Rs. 4,800 (II, III & IV semester)	English	Prof. Poornima Mittal Dr. S.Venkataraman	pmital@ignou.ac.in 011-29534251/ 29572826 svenkat@ignou.ac.in 011-29572812	SOS
Rs. 11,500 (I Year) Rs. 13,500 (II Year)	English	Dr. Amiteshwar Ratra Dr. Neerja Chadha (SOCE)	amiteshwar@ignou.ac.in 011-29573082 neerja_chadha@ignou.ac.in 011-29572959	NCDS
Rs. 3500 (I Year) Rs. 3400 (II Year)	English	Prof. Annu J.Thomas Prof. Savita Singh	athomas@ignou.ac.in 011-29572961 savitasingh@ignou.ac.in 011-29532964	SOGDS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
20.	IGNOU-IIA I-Ph. D in Physics and Astrophysics (Face to face mode) (Through Entrance Test)	IPHDAP	B.Sc. in Mathematics/Physics OR B.E./B.Tech in Applied Physics/Radio Physics and Electronics/Computer Science Engg./Electrical Engg., Electronics Engg. Mechanical Engg., Instrumentation Engineering/ Photonics/Applied Opto-electronics	No Bar	2 Years (for M.Sc.)	3 Years (for M.Sc.)
21.	Master of Art (Extension and Development Studies) (Offered from July 2010)	MAEDS#	Any Graduate	No Bar	2 Years	5 Years

BACHELOR'S DEGREE PROGRAMMES

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Min.	Max.
22.	Bachelor of Arts (Tourism Studies)	BTS	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years
23.	Bachelor of Computer Applications	BCA	1) 10+2 or its equivalent with Maths as a distinct subject. However, students who have not pursued Mathematics as a distinct subject at 10+2 are required to register and pass MTE-03 course concurrently	No Bar	3 Years	6 Years
24.	Bachelor of Arts	B.A.	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years
25.	Bachelor of Commerce	B.Com	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years
26.	Bachelor of Science	B.Sc.	10+2 with Science subject or its equivalent qualification	No Bar	3 Years	6 Years
27.	Bachelor of Social Work	BSW	10+2 or its equivalent or BPP from IGNOU	No Bar	3 Years	6 Years
28.	Bachelor Preparatory Programme	BPP^^	No formal qualification	18 Years	6 month	2 years
29.	Bachelor of Library & Information Science	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science OR iii) Bachelor's Degree with two years of working experience in a Library & Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	No Bar	1 Year	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.5,000 (for M.Sc.)	English	Dr. C. K. Ghosh	ckghosh@ignou.ac.in 011-29535714, 09350938880	SOITS
Rs. 7,300	English	Prof. B. K. Pattanaik Dr. P.V.K. Sasidhar Dr. Nehal. A Farooquee	bkpattanaik@ignou.ac.in 011-29571983 pvksasidhar@ignou.ac.in 011-29571987 nafarooquee@ignou.ac.in 011-29571988	SOEDS
Rs. 1,800 (I year) Rs. 2,500 (II &III year)	English & Hindi	Mr. Arvind Kumar Dubey	arvindkrdubey@ignou.ac.in 011-29571109	SOTHSM
Rs.4,400 per semester + Rs.850 MTE-03 for non-Maths students. Rs. 4,300 per semester (2nd semester onwards)	English	Mr. Mangala Prasad Mishra	bca@ignou.ac.in 011-29533436/29572903	SOCIS
Rs.1,700 (I year) Rs.1,600 (II, III year)	English & Hindi	Prof. Debal K. Singha Roy	dksingharoy@ignou.ac.in 011-29572710/29536874 011-29534715	SOSS
Rs.1,700 (I year) Rs.1,600 (II, III year)	English & Hindi	Prof. M.S.S.Raju	mssraju@ignou.ac.in 011-29535747/29573032	SOMS
Rs. 2,900 (I year) Rs. 2,800 (II & III year)	English & Hindi	Prof. Javed A. Farooqi	javed_farooqi@redifmail.com 011-29572822	SOS
Rs. 3,500 (I year) Rs. 3,400 (II & III year)	English & Hindi	Ms. N. Ramya	ramya@ignou.ac.in sosw@ignou.ac.in 011-29532044	SOSW
Rs. 850	English & Hindi	Dr. Neeta Mathur	nitamathur@ignou.ac.in 011-29533845/29572720	SOSS
Rs. 4,400	English & Hindi	Prof. Neena Talwar Kanungo Dr. Jaideep Sharma	neena@ignou.ac.in 011-29572732 neenakanungo@hotmail.com 9868422251 jaydeepsharma@gmail.com 011-29572740 j_sharma2002@yahoo.com 9911186549	SOSS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
30.	B.Sc.Nursing (Post Basic) (Offered in January Session Only)	B.Sc. N(PB)@	i) 10 + 2 with Diploma in General Nursing & Midwifery (RNRM) with a minimum of two years experience in the profession. Not done Midwifery in the GNM programme (Male nurses and nurses who have not done Midwifery must submit a Certificate of completion of a course of 6 to 9 months duration approved by INC in lieu of midwifery) OR ii) 10th Class Matriculation or its equivalent with Diploma in General Nursing & Midwifery (RNRM) with a min. of five years experience in the profession. (Male nurses and nurses who have not done Midwifery in the GNM programme must submit a Certificate of completion of a course of 6 to 9 months duration approved by INC in lieu of midwifery)	No Bar	3 Years	5 Years
31.	B.Sc. (Hons) in Optometry and Ophthalmic Techniques (Offered in July Session only)	BSCHOT	10 + 2 or its equivalent with Science subject with minimum 45%marks.	17 Years	4 Years	6 Years
32.	B.Tech Civil (Construction Management) (Offered in January session only)	BTCMππ	(a) Three years Diploma in Civil/Agricultural/ Mechanical/Electrical/Computer/Architecture/ Chemical Engineering from a recognised Polytechnic or its equivalent, and (b) Should be employed/ self employed	No Bar	4 Years	10 Years
33.	B.Tech. Civil (Water Resource Engineering) (Offered in January Session only)	BTWREππ	(a) Three years Diploma in Civil/Agricultural Mechanical/Electrical/Computer/Architecture/ Chemical Engineering from a recognised Polytechnic or its equivalent, and (b) Should be employed/ self employed	No Bar	4 Years	10 Years
34.	B.Tech Mechanical Engineering (Computer Integrated Manufacturing) (Offered in January Session only)	BTMEππ	Three year diploma in Mechanical/ Electrical/ Electronics/ Agriculture/ Computer/ Civil Engineering from a recognised Polytechniques or its equivalent. OR Candidates who have successfully completed all the courses at least of 1st year of B.Tech Degree Programme from a recognised institute/University. Such candidates may apply for credit transfer as per IGNOU rules. OR Candidates who have successfully completed Advanced Diploma(ADCIM), Diploma(DCIM) in Computer Integrated Manufacturing. AND (ii) Candidates should be employed in Central or State level industrial organisation or in Public sector or in other related organisation employing similar man-power or self-employed in equivalent capacity.	No Bar	4 Years	8 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.13,200 + Rs. 100/- Registration Fee	English	Prof. Bimla Kapoor	bkapoor@ignou.ac.in 9910058606 011-29533078/29572801	SOHS
Rs.23,800 per annum	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29532965 011-29572811	SOHS
Rs .400 per credit for Theory and Rs.1,400 per credit for Lab	English	Dr. Manoj Kulshreshtha	kulshreshtha_m@ignou.ac.in 011-29572927	SOET
Rs. 400/- per per credit for Theory and Rs.1,400 per credit for Lab	English	Dr. S.K.Vyas	skvyas@ignou.ac.in 011-29532863/29572928	SOET
Rs. 400 per credit for Theory and Rs.1,400 per credit for Lab	English	Dr. Ashish Agarwal	ashisha@ignou.ac.in 011-29536443/29572922	SOET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
35.	BBA in Retailing (With the modular approach) 1 year Diploma 2 year Advance Diploma 3 year BBA in Retailing (Offered only in July session)	BBA Retailing	**ELIGIBILITY CRITERIA : Category A — DIRECT ENTRY** a) + 2/equivalent based on merit of physically fit candidates. b) University provides reservation of seats as per Government of India rules. c) There will be a Personal Interview at the Regional Centre prior to selection of the candidate. The Regional Director of the Regional Centre in consultation with the Programme Coordinator will conduct the personal interview. d) Candidates will be selected based on the personal interview during which a candidate will be judged on the following:- Appearance, Ability to communicate, Attitude, Mental Alertness, and General Knowledge. Each of these shall carry maximum of 10 marks allotted for personal Interview. Candidate is required to secure 25 out of 50 marks to qualify. **Category B—SPONSORED ADMISSION** The sponsor is allowed to nominate employees, who have passed + 2/equivalent, from their retail organisation. The sponsor will submit a letter on the company's letter head issued by the competent authority along with an individual application form of the candidate nominated with the Programme fee through a Demand Draft drawn in favour of IGNOU payable at New Delhi. Candidates will deposit their fees **ONLY AFTER THEY GET SELECTED**. Respective Regional Centre will inform the candidate about the selection and fee to be deposited.	18-24 years with relaxation of 1 year (maximum 25 years) for those who exceptionally qualified)	3 Years	6 Years

DIPLOMA PROGRAMMES

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
36.	Post Graduate Diploma in Clinical Cardiology (Offered in July session only)	PGDCC**	MBBS Graduates (MCI Recognised)	No Bar	2 Years	4 Years
37.	Post Graduate Diploma in Distance Education	PGDDE	Bachelor's Degree in any subject or a professional degree	No Bar	1 Year	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 5,100 (1st year) Rs. 5,000 (II year) Rs. 5,000 (III year)	The Programme is offered in English medium only.

However, student can write assignments and term end examination in Hindi also. | Prof. Nawal Kishore

Prof. N.V. Narasimham

Dr. V. Venugopal Reddy

Dr. Madhulika Lal

Dr. Rashmi Bansal | nkishore@ignou.ac.in 011-29535266 nvnarasimham@ignou.ac.in 011-29535266

researchunit@ignou.ac.in 011-29534326/2957-1525 madhulikalal@gmail.com 011-29573006/29532073 rashmibansal@ignou.ac.in 011-29573023/29532073 | SOMS |
| Rs.39,600 | English | Prof. A.K. Agarwal Dr. Biplab Jamatia | akagarwal@ignou.ac.in 011-29572804 biplab@ignou.ac.in 011-29572851 | SOHS |
| Rs. 1,600 | English | Prof. P.R.Ramanujam | ramanujam@ignou.ac.in 011-29535399 | STRIDE |

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
38.	Post Graduate Diploma in Higher Education	PHDHE	Teachers in an Institution of Higher Learning or Post Graduate Degree holders in any subject or Professional Degree	No Bar	1 Year	4 Years
39.	Post Graduate Diploma in Library Automation and Networking	PGDLAN	Bachelor's Degree in Library and Information Science	No Bar	1 Year	4 Years
40.	Post Graduate Diploma in mental & Child Health (Offered in July session only)	φπPGDMCH@	MBBS	No Bar	1 Year	3 Years
41.	Post Graduate Diploma in Hospital & Health Management (Offered in January session only)	PGDHHM@	(a) Medical/Dental graduates from a Medical/Dental Institute of India or other countries recognised by Medical Council of India (MCI) or Dental Council. (b) Graduates in Indian System of Medicine (ISM) and Homeopathy, Nursing and Pharmacy recognised by the respective councils with three years of hospital experience. (c) Candidates holding MBA degree or PG Dip. in Financial, Material or Personnel Management with five years hospital experience	No Bar	1 Year	3 Years
42.	Post Graduate Diploma in Geriatric Medicine (Offered in January session only)	PGDGM@	MBBS	No Bar	1 Year	3 Years
43.	Post Graduate Diploma in Rural Development	PGDRD	Bachelor's Degree	No Bar	1 Year	4 Years
44.	Post Graduate Diploma in Translation	PGDT+	Bachelor's Degree	No Bar	1 Year	4 Years
45.	Post Graduate Diploma in Journalism and Mass Communication	PGJMCβ	Bachelor's Degree with 2 years experience in a media/communication organisation	No Bar	1 Year	4 Years
46.	Post Graduate Diploma in Programme Production	PGDAPP	Graduation in any discipline	No Bar	1 Year	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 2,000	English	Ms. Poonam Bhushan	poonambhushan14@gmail.com 011-29572934	SOE
Rs. 13,200	English	Dr. Jaideep Sharma Dr. Archana Shukla	jaideep@ignou.ac.in 011-29572740 aaks30@gmail.com 011-29572771	SOSS
Rs. 20,300	English	Prof. T.K.Jena	tkjena@ignou.ac.in 011-29572849\29532231	SOHS
Rs. 18,800	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29532965/29572811	SOHS
Rs. 18,200	English	Dr. Ruchika Kuba	ruchikakuba@yahoo.com 011-29572813	SOHS
Rs. 1,800	English and Hindi	Dr. Gurchain Singh	gurchainsingh@hotmail.com 011-29536347/29572951	SOCE
Rs. 2,500	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29533675/29572784	SOTST
Rs. 3,000	English	Prof. S.Dhuliya	sdhuliya@gmail.com 011-29534450	SOJNMS
Rs. 8,900	English and Hindi	Dr. Kiron Bansal	kbansal@ignou.ac.in 011-29532655/29573272	SOJNMS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
47.	Post Graduate Diploma in International Business Operation	PGDIBO	Bachelor's Degree in any discipline or equivalent	No Bar	1 Year	3 Years
48.	Post Graduate Diploma in Disaster Management	PGDDM	Graduate in any discipline	No Bar	1 Year	4 Years
49.	Post Graduate Diploma in Intellectual Property Rights	PGDIPR	Graduate or equivalent from any recognised university/institution	No Bar	1 Year	3 Years
50.	Post Graduate Diploma in Environment and Sustainable Development	PGDESD	Graduate from a recognised university/Institution	No Bar	1 Year	3 Years
51.	Post Graduate Diploma in Educational Technology	PGDET	Graduation from a recognised university	No Bar	1 Year	2 Years
52.	Post Graduate Diploma in School Leadership and Management	PGDSLM	Head Teachers/Principals or Graduate/ Post Graduate Teachers	No Bar	1 Year	2 Years
53.	Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabiliation (online also)	PGDMRR	Bachelor of Arts or equivalent Degree	No Bar	1 Year	4 Years
54.	Post Graduate Diploma in Social Work	PGDSW	Graduation in any discipline from recognised university	No Bar	1 Year	4 Years
55.	Post Graduate Diploma in Plantation Management (Offered in January session only)	PGDPM	Graduation in any discipline	No Bar	1 Year	4 Years
56.	Post Graduate Diploma in Book Publishing	PGDBP	Bachelor Degree + knowledge of English & knowledge of Word Processing	No Bar	1 Year	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 5,500	English and Hindi	Prof. Nawal Kishore	nkishor@ignou.ac.in 011-29535266	SOMS
Rs. 4,100	*English and Hindi	Prof. Uma Medury Dr. Dolly Mathew	umamedury@gmail.com 011-2953202/9868101096 dollymathew9@gmail.com 011-29533845	SOSS
Rs. 7,400	English	Dr. Suneet Kashyap	suneet_910@hotmail.com 011-29531115	SOL
Rs. 4,800	English	Prof. Sunita Malhotra Dr. Amrita Nigam	sunitamalhotra@hotmail.com 011-29572823 anigam@ignou.ac.in 011-29572809	SOS
Rs. 4,800	English	Dr. Sutapa Bose	sbose@ignou.ac.in 011-29572942	SOE
Rs. 4,200	English	Prof. M.C.Sharma	mcsharma@ignou.ac.in 011-29531302	SOE
Rs. 6,100	English	Prof. Madhu Bala	mbala@ignou.ac.in 011-29572712, 29532230	SOSS
Rs. 12,000 + Rs. 100 Registration fee	English and Hindi	Dr. Saumya	saumya@ignou.ac.in sosw@ignou.ac.in 011-29532044	SOSW
Rs. 4,800	English	Dr. P. K. Jain	pkjain@ignou.ac.in 011-29533166/29533167	SOA
Rs.6,600	English	Prof. Sunaina Kumar	sunainak@ignou.ac.in 011-29533657/29572785	SOH

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
57.	Post Graduate Diploma in Pharmaceutical Sales Management	PGDPSM	B.Sc., B.Pharma., B.V. Sc BIMS, BAMS, BUMS, Bachelor of Physiotherapy, Bachelor of Occupational Therapy, etc. and also to Non-Science Graduates with Diploma in Pharmacy	No Bar	1 Year	3 Years
58.	Post Graduate Diploma in Food Safety & Quality Management (Online also) (Offered in January session only)	PGDFSQMᵧ	B.Sc. in Chemistry Bio-chemistry or Microbiology as one of the subjects. Degree in Allied Sciences like Agriculture/ Food Science and Technology/Post Harvest Technology/Home Science/Life Science/ Microbiology/Biochemistry/Biotechnology/ Horticulture/Dairy Technology/Veterinary/ Fisheries/Hotel Management and Catering/ Hospitality Management etc. or equivalent	No Bar	1 Year	4 Years
59.	Post Graduate Diploma in Disability Management for Medical Practitioners	PGDMD	MBBS or equivalent qualification in Ayurveda, Unani, Sidha and Homeopathy medicine. Preference will be given to those having two years experience in the relevant area.	No Bar	1 Year	3 Years
60.	Post Graduate Diploma in Folklore and Culture Studies	PGDFCS	Graduate in any discipline	No Bar	1 Year	4 Years
61.	Post Graduate Diploma in Adult Education : Participatory Adult Learning Documentation and Information Networking (Offered in July session only)	PGDAE	Graduate in any discipline (The admission will be on merit list)	No Bar	1 Year	4 Year
62.	Post Graduate Diploma in District Health Management	PGDDHM	Graduate with minimum 2 years experience in public health or Medical Doctors, District Health Programme Managers (Health Related)	No Bar	1 Year	3 Years
63.	Post Graduate Diploma in Analytical Chemistry	PGDAC	Science Graduate with Chemistry as one of the subejcts B.Sc. (Biotech) B. Pharma, Chemical Engineering	No Bar	1 Year	3 Years
64.	Postgraduate Diploma in Extension and Development Studies (Offered from July 2010)	PGDEDS	Any Graduate	No Bar	1 Year	3 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.7,500	English	Prof. Javed A. Farooqi	javed_farooqi@rediffmail.com 011-29572822	SOVET
Rs.10,800	English	Prof. M. K. Salooja	mksalooja@ignou.ac.in 011-29533166/29533167	SOA
Rs.14,400	English	Dr. S.K.Prasad Dr. Hemlata	skprasad@ignou.ac.in 011-29531574 hemlata@ignou.ac.in 011-29531575	NCDS
Rs.2,000	English	Dr. Nandini Sahu	nandinisahu@ignou.ac.in kavinandini@rediffmail.com 9811991539, 011-29535399	SOITS
Rs.5,000	English	Dr. M.V.Lakshmi Reddy	lakshmireddymv@gmail.com 011-29572935/29535519	SOEDS
Rs.10,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 9310116392	SOHS
Rs. 7,000	English	Dr. Lalita S. Kumar Prof. J.A. Farooqi	lalitaskumar@ignou.ac.in 011-29572808 javed_f rooqi@rediffmail.com 011-29572822	SOS
Rs. 3,700	English	Dr. P.V.K. Sasidhar Dr. Nehal A. Farooquee Prof. B.K. Pattanaik	pvksasidhar@ignou.ac.in 011-29571983 nafarooquee@ignou.ac.in 011-29571988 bkpattanaik@ignou.ac.in 011-29571983	SOEDS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
65.	Post Graduate Diploma in Corporate Governance	PGDICG	Graduate with 5 years of relevant work experience	No Bar	1 Year	4 Years
66.	Advanced Diploma in Construction Management (Offered in January session only)	ADCM∏∏	(a) Three years Diploma in Civil/ Agricultural/Mechanical/Electrical/ Computer/Architecture/Chemical Engineering from a recognised Polytechnic or its equivalent, and (b) Should be employed/ self employed	No Bar	2 Years	5 Years
67.	Advanced Diploma in Water Resource Engineering (Offered in January session only	ADWRE∏∏	(a) Three years Diploma in Civil/ Agricultural/Mechanical/Electrical/ Computer/Architecture/Chemical Engineering from a recognised Polytechnic or its equivalent, and (b) Should be employed/ self employed	No Bar	2 Years	5 Years
68.	Advanced Diploma in Computer Integrated Manufacturing (Offered only in January session)	ADCIM∏∏	DCIM from IGNOU	No Bar	1 Year	2 Years
69.	Diploma in Civil Engineering(G)	DCLE(G)	(a) i) 10th pass with 55% marks with Physics, Chemistry & Mathematics as main subject OR i) 10+2 with Science stream with main subject as shown in (i) in 10th OR iii) Certificate of Draughtsmanship from ITI or from any recognised institute with main subject as shown in (i) in 10th OR iv) 10th pass with main subject as shown in (i) and 2 years of working experience in constructions industry in any capacity AND (b) Candidates should be employed in Central or State level Construction Departments or in Public or in Private Sector construction organisations or in other related organisations employing similar manpower	No Bar	3 Years	5 Years
70.	Diploma in HIV and Family Education	DAFE	10+2 or its equivalent or BPP from IGNOU OR Matriculation with higher qualification recognised by Central/State Government	No Bar	1 Year	4 Years
71.	Diploma in Creative Writing in English	DCE	10+2 or anyone without 10+2 but age should be 20 Years and above	20 Years	1 Year	4 Years
72.	Diploma in Urdu	DPU	10th Pass (Urdu as one of the subject) or its equivalent or Certificate in Urdu Language from IGNOU	No Bar	1 Year	3 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 8,000	English	Dr. B.P.R. Narasimha Rao Dr. (Ms.) Nayantara Padhi	narasimhabpr@ignou.ac.in 011-29572101 nayantara@ignou.ac.in 011-29572104	CCETC
Rs. 400 per credit for theory and Rs. 1,400 per credit for lab courses for lab courses	English	Dr. Manoj Kulshreshtha	kulshreshtha_m@ignou.ac.in 011-29572927	SOET
Rs. 400 per credit for theory and Rs. 1,400 per credit for lab courses	English	Dr. Shiv Kumar Vyas	skvyas@ignou.ac.in 011-29572928	SOET
Rs. 400 per credit for theory and Rs. 1,400 per credit for lab courses (Rs. 18,800 +Rs. 100)	English	Dr. Ashish Agarwal	ashisha@ignou.ac.in 011-29536443/29572922	SOET
Rs. 8,000 (1st semester) Rs. 7,800 per semester (2nd to 4th semester) Rs. 4,200 per semester (5th & 6th semester)	English	Dr. Munish Bhardwaj	mbhardwaj@ignou.ac.in 011-29572930	SOET
Rs. 2,400	English and Hindi	Dr. Sayantani Guin	sayantaniguin@ignou.ac.in sosw@ignou.ac.in 011-29532044	SOSW
Rs. 2,500	English	Prof. Renu Bhardwaj Dr. Neera Singh	renub@ignou.ac.in 011-29536441/29572790 neerasingh@yahoo.com	SOH
Rs. 1,000 + 100 (Reg. Fee)	Urdu	Prof. Naseer Ahmad Khan	ignoukhan@yahoo.com 9868334281	SOH

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
73.	Diploma in Youth in Development Work	DCYP	10 + 2 or its equivalent	No Bar	1 Year	4 Years
74.	Diploma in Early Childhood	DECE	10 + 2 or its equivalent Care and Education	No Bar	1 Year	4 Years
75.	Diploma in Nutrition & Health Education	DNHE	10 + 2 or its equivalent	No Bar	1 Year	4 Years
76.	Diploma in Tourism Studies	DTS	BPP from IGNOU or 10 + 2 or its equivalent	No Bar	1 Year	4 Years
77.	Diploma in Women's Empowerment & Development	DWED	10 + 2 or its equivalent OR Non 10 + 2 with three years working experience as development workers at any level	No Bar	1 Year	4 Years
78.	Diploma in Value Added Products from Fruits and Vegetables (Offered in January session only)	^DVAPFV++	i) 10 + 2 Senior Secondary passouts ii) BPP (under IGNOU/OLS mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	No Bar	1 Year	4 Years
79.	Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (Offered in January session only)	^DPVCPO++	i) 10 + 2 Senior Secondary passouts ii) BPP (under IGNOU/OLS mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	No Bar	1 Year	4 Years
80.	Diploma in Meat Technology (Offered in January session only)	^DMT++	i) 10 + 2 Senior Secondary passouts ii) BPP (under IGNOU/OLS mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	No Bar	1 Year	4 Years
81.	Diploma in Dairy Technology (Offered in January session only)	^DDT++	i) 10 + 2 Senior Secondary passouts ii) BPP (under IGNOU/OLS mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	No Bar	1 Year	4 Years
82.	Diploma in Nursing Administration (Offered in January session only)	DNA@	General Nursing and Midwifery (GNM), with two years of experience in the profession. (For male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery). OR B.Sc. (Nursing) with no experience	No Bar	1 Year	3 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 2,600	English	Dr. M.C.Nair	nairmc@gmail.com 011-29572225/29534104	CEE
Rs. 1,800	English, Hindi and Tamil	Dr. Rekha S.Sen	rekha_s_sen@hotmail.com 011-29572958	SOCE
Rs. 1,800	English and Hindi	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960	SOCE
Rs. 2,900	English and Hindi	Mr. Arvind Kumar Dubey	arvindkrdbubey@ignou.ac.in 011-29571109	SOTHSM
Rs. 2,500	English and Hindi	Dr. Annu J. Thomas Prof. Debal K Singha Roy	annu_thomas@hotmail.com 011-29572961 dksingharoy@ignou.ac.in 011-29534715	SOGDS
i) Rs. 10,600 ii) Rs. 10,600 iii) Rs. 11,400	English and Hindi	Dr. M.K.Salooja	mksalooja@ignou.ac.in 011-29533166/29533167	SOA
i) Rs. 9,700 ii) Rs. 9,700 iii) Rs. 10,600	English and Hindi	Er. Mukesh Kumar	mkumar@ignou.ac.in 011-29533166/29533167	SOA
i) Rs.10,600 ii) Rs.10,600 iii) Rs.11,400	English and Hindi	Dr. Mita Sinhamahapatra	mitasmp@yahoo.co.in 011-29533166/29533167	SOA
i) Rs.10,600 ii) Rs.10,600 iii) Rs. 11,400	English and Hindi	Dr. M.K.Salooja	mksalooja@ignou.ac.in 011-29533166/29533167	SOA
Rs. 7,900	English	Prof. Bimla Kapoor	bkapoor@ignou.ac.in 9910058606	SOHS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
83.	Diploma in Mechanical Engineering	DME	i) 10th Pass with 55% marks OR ii) 10th pass with ITI Certificate OR iii) 10th pass with certificate in Motorcycle service and repair (CMSR) of IGNOU AND Candidates should be employed in Central or State Level Manufacturing Industries or in Public or in Private Manufacturing Industries or in other related organisations employing similar manpower or Self-employed in equivalent capacity.	No Bar	3 Years	6 Years
84.	Diploma in Business Process Outsourcing-Finance and Accounting	DBPO - F&A	10 + 2 or its equivalent with English as subject and 50% aggregate OR compulsory Bachelors degree and above (with English as compulsory subject at 10 + 2 level)	No Bar	1 Year*	3 Years
85.	Diploma in Computer Integrated Manufacturing (Offered in January session only)	DCIM	i) 3-year Diploma in Mechanical/Electrical/ Electronics/ Agriculture/Auto-mobiles/ Computer/Civil Engineering from a recognised Polytechnic or its equivalent, AND ii) Candidates should be employed in Central or State level industrial organisation or in other related organisation employing similar manpower or self-employed in equivalent capacity.	No Bar	1 Year	2 Years
86.	Diploma in Aquaculture	DAQ	10 + 2 with Science	No Bar	1 Year	3 Years
87.	Diploma in Paralegal Practise	DIPP	10 + 2 or its equivalent or BPP from IGNOU	No Bar	1 Year	4 Years
88.	Diploma in Fish Products Technology (Offered in January session only)	DFPT++	i) Senior Secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	No Bar	1 Year	4 Years
89.	Diploma in Teaching German as a Foreign Language (Offered only in Mumbai, Pune, Chennai, Bengaluru, Kolkata and Delhi)	DGL	B1 (Level of competency in German Language)	No Bar	1 Year	3 Years

CERTIFICATE PROGRAMMES

90.	Post Graduate Certificate in Cyber Law	PGCCL	Graduate in any discipline or fourth and fifth year students of five year integrated LLB course who passed three years.	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 7,200 per semester	English	Mr. N.Venkateshwarlu	nvenkateshwarlu2008@ignou.ac.in nvenkateshwarlu@hotmail.com 011-29532863/29572918	SOET
Rs. 14,000 semester I — Rs. 10,000 semester II — Rs. 4,000	English	Dr. Geetika.S.Johry	geetikajohry@ignou.ac.in Helpline No. 09311552077 ignoudbpohelp@gmail.com	SOVET
Rs. 400 per credit for theory and Rs. 1,400 per credit for lab courses (Rs.18,800 + Rs.100)	English	Dr. Ashish Agarwal	ashish_ka@yahoo.com ashisha@ignou.ac.in 011-29536443/29572922	SOET
Rs. 5,500 + Rs. 100 (Reg. fee)	English	Prof. S.S.Hassan	sshasan9@hotmail.com 011-29572810	SOS
Rs. 6,000	English and Hindi	Prof. Srikrishna Deva Rao Mr. Anand Gupta	srikrishnadevarao@ignou.ac.in 011-29531115/9871504622 anandsep9@gmail.com 011-29572983	SOL
Rs. 8,000	English	Dr. P. Vijayakumar	pvkumar@ignou.ac.in 011-29573092	SOA
Rs. 6,000	German/English	Dr. Renu Bhardwaj	renub@ignou.ac.in	SOFL
Rs. 6,000	English	Ms. Gurmeet Kaur	gurmeet_kaur97@redifmail.com 011-29531115	SOL

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
91.	Post Graduate Certificate in Patent Practice	PGCPP	Degree in Science/Technology/Medicine/Law and fourth & fifth year students of five year integrated LLB Course who passed three years. Learners with experience in dealing with patents and Technology transfer will be preferred.	No Bar	6 Months	2 Years
92.	Post Graduate Certificate in Bangala-Hindi Translation	PGCBHT	Graduation	No Bar	6 Months	2 Years
93.	Post Graduate Certificate in Malayalam-Hindi Translation	PGCMHT	Graduation	No Bar	6 Months	2 Years
94.	Post Graduate Certificate in Agriculture Policy (Offered in online also)	PGCAP	Graduation in any discipline	No Bar	6 Months	2 Years
95.	Post Graduate Certificate in Extension and Development Studies (Offered from July 2010)	PGCEDS	Any Graduate	No Bar	6 Months	2 Years
96.	Advanced Certificate in Power Distribution Management	ACPDM	Engineering graduates/Engineering Diploma Holders, or Science/Commerce/Arts Graduates or equivalent with 2 years experience in power utilities or the electricity sector	No Bar	6 Months	2 Years
97.	Certificate in Disaster Management	CDM	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
98.	Certificate in Environmental Studies	CES	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
99.	Certificate in Food & Nutrition	CFN$^\pi$	No formal qualification	18 Years	6 Months	2 Years
100.	Certificate in Human Rights	CHR	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
101.	Certificate in Information Technology	CIT	Passed 10th or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 7,200	English	Dr. Suneet Kashyap	suneet_910@hotmail.com 011-29531115	SOL
Rs. 1,200	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29533657	SOTST
Rs. 1,200	Hindi	Prof. Rita Rani Paliwal	rrpaliwal@hotmail.com 011-29533657	SOTST
Rs. 2,400	English	Dr. P.K.Jain	pkjain@ignou.ac.in 011-29533166/29533167	SOA
Rs. 1,900	English	Dr. Nehal A Farooquee Prof. B.K. Pattanaik Dr. P.V.K. Sasidhar	nafarooquee@ignou.ac.in 011-29571988 bkpattanaik@ignou.ac.in 011-29571988 pvksasidhar@ignou.ac.in 011-29571987	SOEDS
Rs. 4,000	English	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808 / 9810592438	SOET
Rs. 1,700	English and Hindi	Prof. Pardeep Sahni	paradeepsahni@gmail.com 011-29535140/29572735/ 9810039877	SOSS
Rs. 1,700	English and Hindi	Prof. Ravindra Kumar	profravin@yahoo.com 011-29535140/29572733	SOSS
Rs.1,000	English, Hindi and other language	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/29572960	SOCE
Rs. 1,600	English and Hindi	Prof. A.S.Narang Mr. Anand Gupta	asnarang7@hotmail.com 011-29572724/29535515 anandsep9@gmail.com 011-29872983	SOL
Rs. 3,300	English	Sh. P.V. Suresh	cit@ignou.ac.in 011-29533436/29572908	SOCIS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
102.	Certificate in Guidance	CIG	Teachers of recognised institutions OR Pass in Matriculation/SSC OR BPP from IGNOU	No Bar	6 Months	2 Years
103.	Certificate in Sericulture	CIS++	10th pass out OR Non-10th pass-out having two years experience in the field of Sericulture. The experience certificate should be from the extension officials of the Department of Sericulture/Agriculture/Extension/ Recognised NGOs/Industry	No Bar	6 Months	2 Years
104.	Certificate in Organic Farming	COF++	10+2 or its equivalent or BPP from IGNOU	18 Years	6 Months	2 Years
105.	Certificate in Nutrition and Child Care	CNCC	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
106.	Certificate in Consumer Protection	CCP	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
107.	Certificate in Rural Development	CRD	Bachelor's Degree	No Bar	6 Months	2 Years
108.	Certificate in Teaching English	CTE	Graduates or 3 years of B.EL.ED. OR 2 years PTT, ETT or 10+2 with 2 years teaching experience	No Bar	6 Months	2 Years
109.	Certificate in Tourism Studies	CTS	10+2 or its equivalent or BPP from IGNOU	No Bar	6 Months	2 Years
110.	Certificate Programme in Laboratory Techniques	CPLT	10+2 with Science Subjects or equivalent OR Pass in higher secondary with Science subject or equivalent and one year of experience of working in a School/ College/University Science laboratory OR 10th Pass or equivalent with Science subjects and two years of experience of working in a School/College /University Science laboratory	No Bar	6 Months	2 Years
111.	Certificate in HIV and Family Education	CAFE	10+2 or its equivalent or BPP from IGNOU OR Matriculation with higher qualification recognised by Central/State Government	No Bar	6 Months	2 Years
112.	Certificate in Food Safety	CFS	10+2 or its equivalent	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 1,000	English and Hindi	Prof. Vibha Joshi	joshivibha2009@gmail.com joshi_vibha@yahoo.com 011-29534248	SOE
Rs. 3,000	English	Dr. P.Vijayakumar	pvkumar@ignou.ac.in 011-29573092	SOA
Rs. 3,600	English and Hindi	Dr. S.K.Yadav	skyadav30@gmail.com, sky30@mail.com 011-29573088	SOA
Rs. 1,100	English and Hindi	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/29572960	SOCE
Rs. 1,300	English and Hindi	Prof. Pandav Nayak	pandav_n@hotmail.com 29536526/29572727 Prof. K. Elumalai nicmkel@rediffmail.com 011-29532525/9717249316	SOSS / SOL
Rs. 1,100	English and Hindi	Dr. Gurchain Singh	gurchainsingh@hotmail.com 011-29572951	SOCE
Rs. 1,700	English	Prof. Anju S. Gupta	anjusgupta7@rediffmail.com 9811032713	SOH
Rs. 1,300	English and Hindi	Mr. Arvind Kumar Dubey	arvindkrdubey@ignou.ac.in 011-29571109	SOTHSM
Rs. 2,800	English and Hindi	Prof. Javed A. Farooqi	javed_farooqi@rediffmail.com 011-29572822/29532167	SOS
Rs. 1,200	English and Hindi	Dr. Sayantani Guin	sayantaniguin@ignou.ac.in sosw@ignou.ac.in 011-29532044	SOSW
Rs. 2,300	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29572960/29536347	SOCE

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
113.	Certificate in Health Care Waste Management	CHCWM	Doctors, Nurses, Paramedics, Health Managers and other professional workers with a minimum of 10+2 qualification	No Bar	6 Months	2 Years
114.	Certificate in Competency Enhancement for ANM/FHW	CCEANM@	Working in service ANM/FHW who have qualified Auxiliary Nurse Midwife (ANM)/ Female Health Worker(FHW) training course (Revised) with minimum of two years of work experience OR Those who have qualified Auxiliary Nurse Midwife (ANM)/Female Health Worker (FHW) training courses (OLD) with a minimum of three years of experience	No Bar	6 Months	3 Years
115.	Certificate in Newborn & Infant Care	CNIC	Nursing Professionals (RNRM) with Diploma in General e Nursing and Midwifery (GNM) / B.Sc.(N) or abov	No Bar	6 Months	2 Years
116.	Certificate in Maternal and Child Health Care	CMCHC	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)	No Bar	6 Months	2 Years
117.	Certificate in Teaching of Primary School Mathematics	CTPM	Adult with 10th pass	No Bar	6 Months	2 Years
118.	Certificate in Business Skills	CBS	10+2 or its equivalent	No Bar	6 Months	2 Years
119.	Certificate in Functional English (Basic Level)	CFE	10+2 or its equivalent	No Bar	6 Months	2 Years
120.	Certificate in German Language (Offered only in Tamil Nadu & Kerala)	CGL	10+2 or equivalent with knowledge of English	No Bar	6 Months	2 Years
121.	Certificate in Community Radio	CCR	10+2 or its equivalent	No Bar	6 Months	2 Years
122.	Certificate in NGO Management	CNGOM	10+ 2 OR Matriculate with at least three years of work experience in NGO sector	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 2,600	English, Hindi	Prof. A.K.Agarwal Dr. Ruchika Kuba	akagarwal@ignou.ac.in 011-29572804 ruchika@yahoo.com 011-29572813	SOHS
Rs. 6,700	English, Hindi	Prof. Pity Koul	pkoul@ignou.ac.in 9871812473	SOHS
Rs. 4,700	English	Prof. Pity Koul	pkoul@ignou.ac.in 9871812473	SOHS
Rs. 4,700	English	Prof. Pity Koul	pkoul@ignou.ac.in 9871812473	SOHS
Rs. 1,100	English, Hindi	Prof. Parvin Sinclair Prof. Sujatha Varma	ctpm@ignou.ac.in 011-29535091/29571806 svarma@ignou.ac.in 011-29572830/29534251	SOS
Rs. 1,900	English	Prof. M.. S. S. Raju Dr. Subodh Kesharwani	mssraju@ignou.ac.in 011-29535747 skesharwani@ignou.ac.in 011-29573018	SOMS
Rs. 1,900	English	Prof. Anju S. Gupta	anjusgupta7@rediffmail.com 9811032713	SOH
Rs.1,800 + Rs.100 (Reg. Fee)	Bilingual (German, English)	Prof. Renu Bhardwaj 29536441/29572751	renub@ignou.ac.in	SOFL
Rs. 4,800	English, Tamil Hindi	Dr. K.S. Arual Selvan Dr. Ramesh Yadav	ksarul@ignou.ac.in 910807709 rameshyadav@ignou.ac.in 9999486464	SOJNMS
Rs. 1,200	English	Dr. Neeti Agarwal	neeti@ignou.ac.in 011-29532073/29573020	SOMS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
123.	Certificate in Japanese Language (Offered only in Bengaluru, Delhi, Kolkata, Tamil Nadu, Kerala, Imphal and Hyderabad)	CJL	10 + 2 with knowledge of English	18 Years	1 Year	2 Years
124.	Certificate in Persian Language (Offered in collaboration with Iran Culture House Embassy of Iran in Delhi only)	CPEL	10th Pass	No Bar	6 Months	2 Years
125.	Certificate in French Language (Offered only in Delhi, Lucknow, Agra, Kurukshetra, Amritsar, Hoshiarpur, Udaipur, Jodhpur, Jaipur, Sikar, Shimla, Gaya, Bhubaneshwar, Shillong, Gwalior, Guwahati, Kolkata, Pune & Hyderabad)	CFL	10 + 2	No Bar	6 Months	2 Years
126.	Certificate in Urdu Language	CUL	10th Pass	18 Years	6 Months	2 Years
127.	Certificate in Communication Skills for BPO, ITeS and Related Sectors	CCSS	10 + 2 Pass	No Bar	6 Months	1 Year
128.	Certificate in Life Long Learning	CELL	10th pass	No Bar	6 Months	1 Year
129.	Certificate in Visual Arts — Painting	CVAP	10th pass	No Bar	1 Year	1 Year
130.	Certificate in Visual Arts — Applied Art	CVAA	10th pass	No Bar	1 Year	1 Year
131.	Certificate in Visual Arts — Sculpture	CVAS	10th pass	No Bar	1 Year	1 Year
132.	Certificate in Performing Arts — Theatre Arts	CPATHA	10th pass	No Bar	1 Year	1 Year

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 4,800 + Rs. 100 (Reg. Fee)	Bilingual (Japanese,English)	Prof. Renu Bhardwaj	renub@ignou.ac.in 011-29536441/29572751	SOFL
Rs. 1,920 + Rs. 100 (Reg. fee)	Bilingual (Persian, English)	Sh. Mohmmmad Saleem	saleem@ignou.ac.in 011-29534403	SOFL
Rs. 4,800	French/Hindi French/English	Prof. Renu Bhardwaj	renub@ignou.ac.in	SOFL
Rs. 600 + 100 (Reg. fee)	Bilingual Hindi/Urdu	Prof. Naseer Ahmed Khan	ignoukhan@yahoo.com 9868334281	SOH
Rs. 8,000	English	Dr. M.C.Nair	mcnair@ignou.ac.in 011-29534104/29572225	CEE
Rs. 2,000	English	Dr. M. C. Nair	mcnair@ignou.ac.in 011-29534104/29572225	CEE
Rs. 12,000	English and Hindi	Sh. Lakshman Prasad	lakshman.mau@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mohd. Tahir Siddiqui	tahir.sid@ignou.ac.in, 011-29571992	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mohd. Tahir Siddiqui	tahir.sid@ignou.ac.in 011-29571992	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Dr. Govindaraju Bhardwaza	dr.gbhardwaza@ignou.ac.in, 011-29571992	SOPVA

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
133.	Certificate in Performing Arts — Hindustani Music	CPAHM	10th pass	No Bar	1 Year	1 Year
134.	Certificate in Performing Arts — Karnatak Music	CPAKM	10th pass	No Bar	1 Year	1 Year
135.	Certificate in Performing Arts — Bharatanatyam	CPABN	10th pass	No Bar	1 Year	1 Year
136.	Certificate in Performing Arts — Mohiniattam	CPAMT	10th pass	No Bar	1 Year	1 Year
137.	Certificate in Performing Arts — Odissi	CPAOS	10th pass	No Bar	1 Year	1 Year
138.	Certificate in Performing Arts — Kathak	CPAKT	10th pass	No Bar	1 Year	1 Year
139.	Certificate in Performing Arts — Kathakali	CPAKK	10th pass	No Bar	1 Year	1 Year
140.	Certificate in Performing Arts — Manipuri	CPAMP	10th pass	No Bar	1 Year	1 Year
141.	Certificate in Performing Arts — Kuchipudi	CPAKP	10th pass	No Bar	1 Year	1 Year
142.	Certificate in Water Harvesting and Management	CWHM	10th pass	No Bar	6 Months	2 Years
143.	Certificate in Poultry Farming	CPF ++	8th Pass	No Bar	6 Months	2 Years
144.	Certificate in Beekeeping	CIB ++	8th Pass	No Bar	6 Months	2 Years
145.	Certificate in Diabetes Care for Community Worker	CDCW	10+2 Preferably with Science or its equivalent	No Bar	6 Months	2 Years
146.	Certificate for Home Based Care Providers	CHBCP	10th Pass (Matriculation)	No Bar	6 Months	2 Years
147.	Certificate Programme in Entrepreneurship	CIE	10+2	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.12,000 (4000 x 3) instalments	English and Hindi	Dr. Seema Johary	dr.seemajohary@ignou.ac.in, 011-29571992	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Dr. Mallika Banerjee	mallikabanerjee@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993	SOPVA
Rs. 12,000 (4000 x 3) instalments	English and Hindi	Mrs. P. Radhika	radhika@ignou.ac.in, 011-29571993, 9968266396	SOPVA
Rs. 1,600	English	Dr. Sanjeev Pandey Er. Mukesh Kumar	ignourd2@rediffmail.com 011-23392274/76/77 mkumar@ignou.ac.in 011-29533166/29533167	SOA
Rs. 2,500	English/Hindi/Mizo	Dr. P. Vijayakumar	pvkumar@ignou.ac.in 011-29573092	SOA
Rs. 1,000	English/Hindi	Dr. S.K.Yadav	sky30@mail.com 011-29533166/29533167	SOA
Rs. 2,000	English	Mrs. Neerja Sood Dr. Vardhini Bhattacharjee	neerjasood@ignou.ac.in 9818494554	SOHS
Rs. 1,500	English/Hindi	Prof. Bimla Kapoor Mrs. Reeta Devi	bkapoor@ignou.ac.in 9910058606 reetadevi@ignou.ac.in 9810364533	SOHS
Rs. 1,000	English	Dr. K. Paneersekvan	rcchennai@ignou.ac.in 044-22542499	RC Chennai

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min. 6	Max. 7
1	2	3	4	5	6	7
148.	Certificate in Energy Technology Management	CETM	10th Pass	No Bar	6 Months	2 Years
149.	Appreciation Course on Environment	ACE	Graduation from a recognised university or equivalent qualification	No Bar	3 Months	-

$ Students will have an exit option at the end of 6 months (i.e. semester-I). Successful candidates will get a ''Certificate in Finance and Accounting''. The exit point option is available for only working professionals who are either working in BPO Industry or a relevant indutry with a minimum of 6 months work experience.

* The material of MED-004 is available only in English. Those opting for Hindi medium, shall get the material of this course in English only, but they have the option to write the assignments and exam in Hindi medium.

Students will have an exit option at the end of 6 months to get PG Certificate and PG Diploma in Extension and Development Studies, respectively.

Explanation:

* Programme fee includes Registration fee of Rs.100

$ Candidates seeking admission to the MA (Edu.) 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 pay only the Registration fee alongwith the filled in application form. The admission to MA (Edu.) programme will be made on the basis of a merit list of candidates to be prepared by the concerned RC.

α Learners are not attached to any Study Centres. Support service is handled directly from Staff Training & Research Institute of Distance Education, Indira Gandhi National Open University, Headquarters, New Delhi. Learners need not indicate Study Centre Code in Application Form.

β Professional means a person holding a degree in Engineering, Law, Medicine, and nursing etc. For PGJMC experience may be as Scriptwriter, Reporter, Editor, Photographer, Technical Assistant, PRO etc.

φ For PGDMCH, the experience does not necessarily mean work experience in Government service. It will be counted as period between the date of completion of internship and June 30 irrespective of place of work. PGDMCH is being offered through Programme Study Centres (Medical Colleges)and Skill Development Centres (District Hospitals) which would be allocated by the Regional Centre after finalisation of the admission.

@ Candidates of M.Sc.(MACS) should select the programme centres from the list as given on page no. 45 under 2.17. The candidates of B.Sc. Nursing (Pb), PGDMCH, PGDHHM, PGDGM, DNA CCEANM, MSc(MACS) M.A.(Edu), should deposit only the Registration Fee of Rs.100/- 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. Applicants of B.Sc.N(Pb) should also fill in the Form-A attached to the Application Form. PGDMCH & PGDGM students are also required to fill the Form-B, PGDHHM students to fill the form-C. CCEANM students should also fill the Form-D. Form-E for PGDCC students.

** The candidate of PGDCC should deposit only the Registration fee of Rs. 500 with the application form. Only selected candidates will be required to pay the programme fee within a stipulated date. Applications should also fill the form attached to the application form.

+ PGDT is a programme of Translation from English-to-Hindi and vice-versa. It is advisable for students seeking

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 2,000 + Rs. 100 Reg. Fee	English and Prof. Ajit Kumar	Dr. Ram Chandra 09650583700/011-2608354	ramchandrajd@yahoo.com	RC-Delhi SOET
Rs. 800	English & Hindi	Dr. Jaswant Sokhi	ace@ignou.ac.in 011-29572850	SOS

admission in it to have proficiency in both languages.

π CFN programme is also offered in Assamese, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil and Oriya.

ππ These programmes are the part of BTCM/ BTWRE/BTME programmes in which Advanced Diplomas will be awarded to the students completing prescribed courses of study.

*** The student should complete 18 years of age for January session by 1st April and for July session by 1st October in the year of admission.

^ Those students required to do BPP along with this programme should fulfill the age requirement of BPP.

++ All candidates from rural areas shall be entitled for 50% fee concession seeking admission for the programmes mentioned from Sl. No. 78 to 81, 88, 103, 104, 142, 143 and 144 subject to production of domicile certificate; and

Urban students below the poverty line may also be given 50% fee concession subject to production of in-come certificate.

^^ BPP is a **Bridge Course** of six months' duration for those who do not have 10+2, but attained the age of 18 years, and seeking admission to IGNOU's first degree B.A./B.Com etc. **under non-formal stream**.

γ **For PGDFSQM (Post Graduate Diploma in Food Safety and Quality Management**.

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

ii) Degree in allied sciences like Agriculture/Food Science and Technology/Post Harvest Technology/Home Science/Life Science/ Microbiology/ Biochemistry/ Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/Fisheries/Hotel Management and Catering/ Hospitality Management etc. or equivalent.

iii) Science graduates in disciplines like Geography, Statistics with Physics & Math, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and/or quality control. These students should have minimum one year experience in quality control activities.

iv) Art Graduates with diploma in Food Science disciplines viz. Fruits and vegetables, dairy technology, meat technology, cereal, pulses and oil seeds etc. with minimum 5 years experience in Food Processing/Food Quality Control (2 years experience in quality control).

v) B.A./B.Com Graduates with minimum 7 years experience or holding senior position in Govt./Semi Govt. Units involved in Food Quality Control.

1.13   List of Other Programmes on Offer through Separate Prospectus

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
1.	Doctor of Philosophy in Education	Ph.D in Education	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
2.	Doctor of Philosophy in History	Ph.D in History	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
3.	Doctor of Philosophy in Tourism Studies	Ph.D in Tourism Studies	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
4.	Doctor of Philosophy in Political Science	Ph.D in Political Sc.	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
5.	Doctor of Philosophy in Economics	Ph.D in Economics	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
6.	Doctor of Philosophy in Sociology	Ph.D in Sociology	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
7.	Doctor of Philosophy in Public Admn.	Ph.D in Public Admn.	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
8.	Doctor of Philosophy in Library & Information Sc.	Ph.D in Library & Information Sc.	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
9.	Doctor of Philosophy in Nursing	Ph.D in Nursing	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
10.	Doctor of Philosophy in Mathematics	Ph.D in Mathematics	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
11.	Doctor of Philosophy in Physics	Ph.D in Physics	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
12.	Doctor of Philosophy in Hindi	Ph.D in Hindi	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
13.	Doctor of Philosophy in English	Ph.D in English	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 7,000 per year	English	Prof. C.B.Sharma	sharmacb2000@yahoo.com 011-29534248/29572936	SOE
Rs. 7,000 per year	English	Prof. Ravindra Kumar	profravin@yahoo.co.in 011-29535140/29572733	SOSS
Rs. 7,000 per year	English	Prof. Kapil Kumar	profkapilk@gmail.com 011-29536342/29572719	SOTHSM
Rs. 7,000 per year	English	Prof. Pandav Nayak	pandav_n@hotmail.com 011-29536526/29572727	SOSS
Rs. 7,000 per year	English	Prof. Gopinath Pradhan	gnpradhan@rediffmail.com 011-29572718/29536526	SOSS
Rs. 7,000 per year	English	Prof. Debal K. Singha Roy	dksingharoy@ignou.ac.in 011-29534715/29572710	SOSS
Rs. 7,000 per year	English	Prof. E.Vayunandan	evayunandan@ignou.ac.in 011-29536526/29572706	SOSS
Rs. 7,000 per year	English	Prof. Neena Talwar Kanungo Dr. Jaideep Sharma	neena@ignou.ac.in neenakanungo@hotmail.com 011-29572732/9868422251 jadeepsharma@gmail.com j_sharma2002@yahoo.com 011-29572740/9911186549	SOSS
Rs. 7,000 per year	English	Prof. Bimla Kapoor Prof. Pity Koul	bkapoor@ignou.ac.in 9910058606/29572801/ 011-29533078 pkoul@ignou.ac.in, 9871812473	SOHS
Rs. 7,000 per year	English	Prof. Parvin Sinclair Dr.Deepika	phdmath@ignou.ac.in 011-29535091/29572820 gargdeepika@ignou.ac.in 011-29572837/29532167	SOS
Rs. 7,000 per year	English	Dr. Sanjay Gupta	drsgupta@ignou.ac.in 011-29572836/29532167	SOS
Rs. 7,000 per year	Hindi	Prof.Satyakam	satyakamji@gmail.com 011-29532054/29572786	SOH
Rs. 7,000 per year	English	Prof.Sunaina Kumar	sunainak@ignou.ac.in 011-29533657/29572785	SOH

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
14.	Doctor of Philosophy in Commerce	Ph.D in Commerce	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
15.	Doctor of Philosophy in Management	Ph.D in Management	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
16.	Doctor of Philosophy in Social Work	Ph.D in Social Work	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
17.	Doctor of Philosophy in Women's Studies	Ph.D in Women's Studies	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
18.	Doctor of Philosophy in Distance Education	Ph.D in Distance Education	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
19.	Doctor of Philosophy in Rural Development	Ph.D in Rural Development	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
20.	Doctor of Philosophy in Child Development	Ph.D in Child Development	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
21.	Doctor of Philosophy in Gender & Development Studies	Ph.D in Gender & Development Studies	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website. 55% in Master's Degree in any discipline and research interest in gender Issues.	No Bar	2 Years	5 Years
22.	Doctor of Philosophy in Food & Nutrition	Ph.D in Food & Nutrition	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
23.	Doctor of Philosophy in Sri Aurobindo Studies	PHDAU	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
24.	Doctor of Philosophy Agriculture Extension	Ph.D in Agriculture Extension	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
25.	Doctor of Philosophy in Informatics	Ph.D in Informatics	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
26.	Doctor of Philosophy Computer & Information Sciences	Ph.D in Computer & Information Sciences	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
27	Doctor of Philosophy in Knowledge Management	Ph.D in Knowledge	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 7,000 per year	English	Prof. N.V.Narasimham	nvnarasimham@ignou.ac.in 011-29535266/29573030	SOMS
Rs. 7,000 per year	English	Prof.Srilatha	srilatha@ignou.ac.in 011-29534246/29573009	SOMS
Rs. 7,000 per year	English	Dr. G. Mahesh	gmahesh@ignou.ac.in sosw@ignou.ac.in, 011-29532044	SOSW
Rs. 7,000 per year	English	Prof.Anu Aneja Prof.Debal K.Singha Roy	anuaneja@ignou.ac.in 011-29532044 dksingharoy@ignou.ac.in 011-29534715	SOGDS
Rs. 7,000 per year	English	Dr.Sanjay Mishra	s-mishra@ignou.ac.in 011-29535399/9868551469	STRIDE
Rs. 7,000 per year	English	Prof. M.Aslam	maslam@ignou.ac.in 011-29532313/29572957	SOCE
Rs. 7,000 per year	English	Dr. Neerja Chadha	neerja_chadha@ignou.ac.in 011-29572959	SOCE
Rs. 7,000 per year	English	Prof.Savita Singh Prof. Annu J. Thomas	savitasingh@ignou.ac.in 011-29532964 athomas@ignou.ac.in 011-29572961	SOGDS
Rs. 7,000 per year	English	Prof. Deeksha Kapur	deekshakapur@ignou.ac.in 011-29536347/29572960	SOCE
Rs. 7,000 per year	English	Dr. Ananda Raddy, SACAR, Pondichery	sacar@auromail.net 9894778977	SOITS
Rs. 7,000 per year	English	Prof. B.S. Hansra	baljitsingh45@yahoo.co.in 011-29533167/29533166	SOA
Rs. 7,000 per year	English	Dr.K.Subramanian	ksmanian@ignou.ac.in 9818065948/29533068	ACIIL
Rs. 7,000 per year	English	Prof. Manohar Lal	mlal@ignou.ac.in 011-29533436	SOCIS
Rs. 7,000 per year	English	Dr.K.Subramanian	ksmanian@ignou.ac.in 9818065948/29533068	ACIIL

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
28.	Doctor of Philosophy in Vocational Education	Ph.D in Vocational Education	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
29.	Doctor of Philosophy in Chemistry	Ph.D in Chemistry	For details of eligibility, please see the of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
30.	Doctor of Philosophy in Life Sciences	Ph.D in Life Sciences	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
31.	Doctor of Philosophy Civil Engineering	Ph.D in Civil Engineering	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
32.	Doctor of Philosophy in Mechanical Engineering	Ph.D in Mechanical Engineering	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
33.	Doctor of Philosophy in Journalism & Mass Communication	Ph.D in JMC	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
34.	Doctor of Philosophy in Extension Education (ODL Systemic Research, Community Outreach, Comparative Education, Non-formal Adult Education)	Ph.D in Extension Education	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
35.	Doctor of Philosophy in Community Outreach	Ph.D in Community Outreach	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
36.	Doctor of Philosophy in information Communication Technology	Ph.D in Information Communi-cation Tech.	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
37.	Doctor of Philosophy in Law	Ph.D in Law	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website.	No Bar	2 Years	5 Years
38.	Doctor of Philosophy in Extension and Development Studies	Ph.D in Extension and Development Studies	Any Post Graduate	No Bar	2 Years	5 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 7,000 per year	English	Prof. C.G.Naidu	cgnaidu@ignou.ac.in 011-29536982	SOVET
Rs. 7,000 per year	English	Prof. Sunita Malhotra Dr.Kamalika Banerjee	smalhotra@ignou.ac.in 011-29572823 kamalika@ignou.ac.in 011-29572841	SOS
Rs. 7,000 per year	English	Prof. Neera Kapoor Prof. Pushplata Tripathi	neerakapoor@ignou.ac.in 011-29572838 ptripathi@ignou.ac.in 011-29572848	SOS
Rs. 7,000 per year	English	Prof. Ajit Kumar	ajit@ignou.ac.in 011-29532863	SOET
Rs. 7,000 per year	English	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808/9810592438	SOET
Rs. 7,000 per year	English	Prof. Shambunath Singh	snsingh@ignou.ac.in 29534392/29571105	SOJNMS
Rs. 7,000 per year	English	Dr. M.C. Nair	mcnair@ignou.ac.in 011-29534104	CEE
Rs. 7,000 per year	English	Dr. M.C. Nair	mcnair@ignou.ac.in 011-29534104	CEE
Rs. 7,000 per year	English	Dr.K.Subramanian	ksmanian@ignou.ac.in 011-29533068/9818065948	AIICL
Rs. 7,000 per year	English	Prof. Sri Krishna Deva Rao	srikrishnadevarao@ignou.ac.in 011-29531115	SOL
Rs. 7,000 per year	English	Prof. B.K. Pattanaik Dr. P.V.K. Sasidhar Dr. Nehal A. Farooquee	bkpattanaik@ignou.ac.in 011-29571983 pvksasidhar@ignou.ac.in 011-29571987 nafarooquee@ignou.ac.in 011-29571988	SOEDS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min. 6	Max. 7
1	2	3	4	5		
39.	Integrated M.Sc.-PhD in Physics and Astrophysics - Fully residential & Face to face mode) (Through Entrance Test)	IPHDAP	B.Sc. in Mathematics/Physics OR B.E./B.Tech in Applied Physics/ Radio Physics and Electronics/Computer Science Engg./ Electrical Engg./ Electronics Engg./Mechanical Engg., Instrumentation Engineering/ Photonics/ Applied Opto-electronics	No Bar	2 Years (for M.Sc.)	3 Years (for M.Sc)
40.	M.Phil in Aurobindo Studies (SACAR-IGNOU) Collaboration)	MPHILAV	i) A Master's degree or equivalent, in any subject, plus adequate competence in English language. After an initial review of application, an English Competency entrance examination may be required for some applicants. ii) Either successful completion of the SACAR Certificate Programme in Introduction to Sri Aurobindo Studies, or passing a SACAR entrance test that covers the basics of thought and vision of Sri Aurobindo	No Bar	15 Months (for all full time students, 2 years for part-time students)	3 Years
41.	M.Phil in Economics	M.Phil (Economics) RECM	For details of eligibility, please see the prospectus of the Ph.D programme and/ or the IGNOU website	No Bar	18 Months	4 Years
42.	M.Phil in Distance Education	M.Phil (DE)	Post Graduate Degree in Distance Eduction (MADE) or Post Graduate Degree in Education (M.Ed. or MA Edu.) from any university or a recognised institution of higher learning.	No Bar	18 Months	4 Years
43.	Master of Social Work (Philanthropy)	MSW	Bachelor's Degree from a recognised university	No Bar	2 Years	2 Years
44.	Master of Arts (Sri Aurobindo Studies)	MASAS	1. A Bachelor's degree or higher education certificate, in any subject. 2. Adequate competency in English language. After an initial review of application, an English competency entrance examination may be required for some applicants. 3. Either successful completion of the SACAR Certificate Programme in Introduction to Sri Aurobindo Studies, or, passing of a SACAR entrance test that covers the basics of thought and vision of Sri Aurobindo.	No Bar	2 Years (for full time students, 4 years for part-time students)	5 Years
45.	Master of Business Administration	MBA	a) Graduation in any discipline with 50% marks in General Category and 45% marks in reserved category; or Bachelor's degree with 3 years of supervisory/ managerial/professional experience, or Professional Degree in Engineering/ Technology/ Medicine/Architecture/ Law/ Pharmacy; or Professional Qualifications in Accountancy/Cost and Works Accountanc/	No Bar	2½ Years	8 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 5,000 (for M.Sc)	English	Dr. C. K. Ghosh	ckghosh@ignou.ac.in 011-29535714/09350938280	SOITS
Rs. 9,700	English	Dr.Ananda Reddy SACAR, Pondicherry	sacar@auromail.net 9894778977	SOITS
Rs.10,500 p.a., In case of course work, Rs.7000 extra	English	Prof. Narayan Prasad	nps20@rediffmail.com 011-29572708	SOSS
Rs.10,500	English	Dr. Sanjay Mishra	s-mishra@ignou.ac.in 011-29535399 / 9868551469	STRIDE
Rs.6,000 per semester	English	Prof. Gracious Thomas	sosw@ignou.ac.in 011-29536669	SOSW
Rs. 13,700	English	Dr. Ananda Raddy, SACAR, Pondicherry	sacar@auromail.net 9894778977	SOITS
Rs.1,000 per course (Total 21 courses)	English	Prof. B.B.Khanna	bbkhanna@ignou.ac.in 011-29534905/29573008	SOMS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
			Company Secretaryship etc. or Masters Degree in any subject. b) Clearance of OPENMAT conducted by IGNOU. The candidates who have successfully cleared the entrance test for admission into Management Programme conducted by institutions like CAT, MAT and State level tests need not appear in OPENMAT. c) Non-graduates (10+2 or equivalent) with six years of Managerial/ Supervisory / professional experience are eligible for taking admission into Diploma in Management only after clearing the entrance test.			
46.	Master of Business Administration (Banking & Finance)	MBF	The candidate should be a member of the Indian Institute of Bankers and should satisfy the following conditions: S/he should have passed the CAIIB examinations of the Indian Institute of Bankers, Mumbai, and awarded the requisite qualification/credentials thereof by the Institute. S/he should have been working in the banking or financial services sector for a period of at least two years. S/he should be a graduate from a recognised university.	No Bar	2½ Years	8 Years
47.	MBA in Social Entrepreneurship	MBA(SE)	a) Graduation in any discipline with 50% marks in General Category and 45% marks in reserved category; OR Bachelor's degree with 3 years of supervisory/ managerial/ professional experience, OR Professional Degree in Engineering/ Technology/ Medicine/ Architecture/ Law/ Pharmacy; or Professional Qualifications in Accountancy/ Cost and Works Accountancy/ Company Secretaryship etc. OR Masters Degree in any subject. b) Clearance of OPENMAT conducted by IGNOU.The candidates who have successfully cleared the entrance test for admission into Management Programme conducted by institutions like CAT, MAT and state level tests need not appear in OPENMAT. c) Non-graduates (10+2 or equivalent) with six years of managerial/ supervisory/ professional experience are eligible for taking admission into Diploma in Management only after clearing the entrance test.	No Bar	2½ Years	8 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.1,000 per course (Total 21courses)	English	Prof. K. Ravi Sankar	ravisankar@ignou.ac.in 011-29534245/29573027	SOMS
Rs.1,000 per course	English	Prof.Srilatha	srilatha@ignou.ac.in 011-29534246/29573009	SOMS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
48.	Master of Science (Hospitality Administration)	MHA	1. B.Sc. in Hospitality and Hotel Administration; or 2. Diploma in Hotel Management from NCHMCT stream + any other degree or qualification; or 3. Diploma in Hotel Management from NCHMCT stream with 2 years work experience in a supervisory category in any established and approved star hotel OR other hospitality/service organisation/ faculty with minimum 2 years of teaching experience from NCHMCT affiliated institute / AICTE approved institutes of Hotel Management. Note: Admission through entrance test conducted by NCHMCT. For details contact Director (NCHMCT) or visit their website *www.nchmct.org.*	No Bar	2 Years	4 Years
49.	Master of Business Administration	MBACT	Graduation with minimum 50% from a university recognised by UGC	No Bar	2 Years	-
50.	Master of Business Administration (Retail) (Full Time)	MBA(RS)	Graduates in any discipline with minimum 50% in the degree exam, from a recognised university	No Bar	2 Years	-
51.	Master of Arts (Public Policy)	MPP	Bachelor's Degree. At present, only for IAS probationers at LBSNAA, Mussorrie	No Bar	2 Years	5 Years
52.	Master of Commerce (in Finance & Taxation)	M.Com (F&T)	i) Graduation in any discipline or equivalent from a recognised university/institute ii) Admitted in the Chartered Accountancy Final Course or a certified Chartered Accountant (Exclusively for Chartered Accountancy Students – ICAI)	No Bar	2 Years	5 Years
53.	Master of Commerce in Business Policy and Corporate Governance	M.Com (BP&CG)	i) Graduate in any discipline or equivalent from a recognised university/institute and ii) Passed in Company Secretaryship Executive Programme	No Bar	2 Years	5 Years
54.	Master of Commerce in Management Accounting & Financial Strategies	M.Com (MA & FS)	i) Graduate in any discipline or equivalent from a recognised university/institute and ii) Passed in ICWAI Intermediate Course.	No Bar	2 Years	5 Years
55.	Master of Education (Offered only in January session)	M.Ed.	55% in B.Ed/B.E1.Ed	No Bar	2 Years	4 Years
56.	M.Sc in Acturial Science (Full Time) (offered only in July session)	MAS	Bachelor Degree in Mathematics/Statistics/ Physics/Econometrics	No bar	2 Years	5 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 10,000 per semester	English	Dr. Sonia Sharma	soniasharma@ignou.ac.in 011-29571112	SOTHSM
Rs.12,000 per semester	English	Prof. P.R.R. Nair Dr. V. Venugopal Reddy Dr. Nayantara Padhi	prrnair@ignou.ac.in researchunit@ignou.ac.in 011-29534326 nayantara@ignou.ac.in 011-29572104	CCECT
Rs.12,000 per semester	English	Prof. P.R.R. Nair	prrnair@ignou.ac.in	CCECT
Rs.3,700 (Ist year) Rs.3,600 (2nd year)	English	Prof. Pardeep Sahni	pardeepsahni@gmail.com 9810039877	SOSS
Rs.6,000	English & Hindi	Prof.N.V.Narasimham Prof. Nawal Kishor Prof.M.S.S.Raju	nvnarasimham@ignou.ac.in 011-29535266 nkishor@ignou.ac.in 011-29535266 mssraju@ignou.ac.in 011-29535747	SOMS
Rs.6,000	English & Hindi	Prof. Madhu Tyagi Dr.Rashmi Bansal	mtyagi@ignou.ac.in 011-29535747 rashmibns71@yahoo.co.uk 011-29573006	SOMS
Rs.6,000	English & Hindi	Prof. N.V.Narasimham Dr.Sunil Kumar	nvnarasimham@ignou.ac.in 011-29535266 aggarwalsk1975@ignou.ac.in 011-29573024	SOMS
Rs.36,000	English	Prof. M.L.Koul	mlkoul@ignou.ac.in 011-29535519	SOE
Rs.5,000 per semester	English	Prof. C. G. Naidu	cgnaidu@ignou.ac.in 011-29536982	SOVET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
57.	M.A. in Journalism & Mass Communication (Full Time) (Offered only in July session)	MAJMC	Graduate in any discipline with 55% marks	No Bar	2 Years	4 Years
58.	MA in Extension & Development Studies (Full Time) (Offered only in July session)	MAEDS	Graduate in any discipline	No Bar	2 Years	5 Years
59.	Masters in Intellectual Property Law (online)	MIPL	Graduate in any discipline	No bar	2 Years	5 Years
60.	M.A. in Electronic Media Production & Management (Full Time) (offered only in July session)	MAEMPM	Graduate in any discipline with 55% marks	No Bar	2 Years	4 Years
61.	M.A. in Labour & Development (Full Time) (offered only in July session)	MLD	Graduate in any discipline	20 years	2 Years	2 Years
62.	MA in (Social Anthropology : (Full Time) (offered only in July session)	MASA	Graduate in any discipline	20 years	2 Years	2 Years
63.	MA (Gandhi and Peace Studies) (Full Time) (offered only in July session) (IGNOU-GSDS collaboration)	MA (GPS)	Graduate in any discipline	below 24 years	2 Years	-
64.	M.A. in Translation Studies (Full Time) (offered only in July session	MATS	Graduate in any discipline with Hindi and English as a subject at degree level, adequate knowledge of Hindi & English	No Bar	2 Years (Four semesters)	-
65.	M.Sc. in Chemistry (Full Time) (Offered only in July session)	MSCCHEM	B.Sc. (3yr) Degree after 10 + 2 with Major/Honours in Chemistry or B.Sc.General/Pass having Chemistry as one of the three main subjects with equal weightage with at least 50% marks in aggregate or equivalent grade for general candidates	No bar	2 Years	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 20,000 per semester	English & Hindi	Prof. K.S. Arul Selvan	ksarul@ignou.ac.in 011-29534367/9910807709	SOJNMS
Rs. 2,500 per semester	English	Prof. B.K.Pattanaik Dr. Nehal A. Farooquee Dr. P. V. K. Sasidhar	bkpattanaik@ignou.ac.in 011-29571983 nafarooquee@ignou.ac.in 011-29571988 pvksasidhar@yahoo.com 011-29571987	SOEDS
Rs.36,000	English	Prof. Srikrishna Deva Rao	srikrishnadevarao@ignou.ac.in 011-29531115/9871504622	SOL
Rs. 20,000 per semester	English & Hindi	Dr. O.P. Dewal & Amit Kumar	opdewal@gamil.com 011-29534367/29536133 amitkumar@ignou.ac.in 9911773651	SOJNMS
Rs.2,500 per semester	English	Dr.Babu P. Remesh	babu@ignou.ac.in 9811389095	SOITS
Rs.2,500 per semester	English	Dr.Nandini Sinha Kapur	nandinisinha@hotmail.com 9810791956	SOITS
Rs.5,000 per semester	English	Prof. D. Gopal	dgopal@ignou.ac.in 011-29535515 / 29572704 / 9873497720	SOITS
Rs.1,000 per semester	English/ Hindi	Dr. Deo Shankar Navin Dr. Rajindra Prasad Panday	deoshankar@ignou.ac.in rajindrapanday@ignou.ac.in 011-29573071	SOTST
Rs.5,000 per semester	English	Prof. Sunita Malhotra	smalhotra@ignou.ac.in 011-29572823	SOS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
66.	MBA (Aviation Business Management) (Full Time)	MBAAVBM	Graduation in any discipline with aggregate 50% marks from a recognised University (preferably degree in Science/ Engineering degree with minimum 50% marks)	No Bar	2 Years	4 Years
67.	Master of Performing Arts – Hindustani Vocal Music (Full Time) (offered only in July session)	MPAHVM	Candidates securing 50% marks in BA (Hons.) in Hindustani Music from any recognised University with 60% marks in the subject (music) as one of the elective subjects/BA(Hons) in music from Indira Kala Sangeet Viswavidyalaya, Khairagarh/ Graduation in any subject along with 60% marks in diploma in music, viz Sangeet Visharad from Gandharva Mahavidyala of Pune / Kovid & Vid from Indira Kala Sangeet Viswavidyalaya, Khairagarh/ Probhakar from Prayag Sangeet Samiti, Allahabad	No Bar	2 Years	2 Years
68.	Master of Performing Arts – (Dance Bharatanatyam) (Full Time) (offered only in July session)	MPABN	Graduation in Bharatanatyam or any graduate with govt. recognised Diploma in Dance Bharatanatyam)	No Bar	2 Years	2 Years
69.	Master of Performing Arts –Theatre Arts (Face to Face & full time) (Offered only in July session)	MPATHA	Any graduate with Diploma in Acting / theatre arts or any graduate with five years of practical experience in theatre	No Bar	2 Years	2 Years
70.	Master of Fine Arts – Painting (Face to Face & full time) (Offered only in July session)	MFAP	Bachelor Degree of four years duration (after 10 + 2) offered by a recognised university.	No Bar	2 Years	2 Years
71.	MA in Gender and Development Studies (full time) (Offered in July session only)	MA(GD)	Graduation in any discipline	No Bar	2 Years	2 Years
72.	MA in Women's & Gender Studies (Full Time) (Offered only in July session)	MA (WG)	Graduation in any discipline with preference for Social Science and Humanities Screening to be done by Screening Committee	No Bar	2 Years	2 Years
73.	MA in Fashion Retail Management (Full Time)	MA(FRM)	Graduate Degree in any discipline	No Bar	2 Years	4 Years
74.	MA in Apparel Production Management (Full Time)	MA(APM)	Graduate Degree in any discipline	No Bar	2 Years	4 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 60,000 per semester	English	Dr. K.S.D.Nair, RD RC Cochin	ksdnair@rediffmail.com 09495572139	CCETC
Rs.5,000 per semester	English & Hindi	Dr. Mallika Banerjee	mallikabanarjee@ignou.ac.in sopva@ignou.ac.in 011-29571993	SOPVA
Rs.3,000 per semester	English & Hindi	Ms. Radhika Puthenedam	radhika @ignou.ac.in sopva@ignou.ac.in 011-29571993	SOPVA
Rs.2,500 per semester	English & Hindi	Dr.G.Bhardawaza	dr.g_bharadwaza@ignou.ac.in sopva@ignou.ac.in 011-29571992	SOPVA
Rs.5,000 per semester	English & Hindi	Mr.Lakshman Prasad Mr. M. Tahir Siddiqui	lakshaman.mau@gmail.com sopva@ignou.ac.in, 011-29571993 tahir.sid@ignou.ac.in ksunil@ignou.ac.in	SOPVA
1st year Rs. 3,350 2nd year Rs. 3,350	English	Prof. Annu J. Thomas Prof. Savita Singh	athomas@ignou.ac.in 011-29572961 savitasingh@ignou.ac.in 011-29532964	SOGDS
Rs. 4,000 per semester	English	Prof. Annu J. Thomas Dr. Nilima Srivastava Dr. Himadri Roy	athomas@ignou.ac.in 011-29573099 011-29573099	SOGDS
Rs. 75,000 per semester	English	Ms. Urshla Kant	urshlakant@ignou.ac.in 011-29536982	SOVET
Rs. 75,000 per semester	English	Ms. Urshla Kant	urshlakant@ignou.ac.in	SOVET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
75.	Bachelor of Architecture	B.Arch.	10 + 2 with Mathematics with a minimum aggregate of 50% marks and having a valid NATA score	No Bar	5 Years	7 Years
76.	Bachelor of Education (Through entrance Test)	B.Ed.	Graduate teachers, working either on temporary/permanent basis (with 2 years of experience as a teacher) in any recoganised school	No Bar	2 Years	4 Years
77.	Bachelor of Science (Hospitality and Hotel Administration)	BHM	10 + 2 or its equivalent Note: Admission through Entrance Test conducted by NCHMCT. For detail, contact Director NCHMCT or visit their website www.nchmct.org	-	3 Years	6 Years
78.	Bachelor of Commerce (with Major in Accountancy and Finance)	B.Com (A&F)	i) 10 + 2 or its equivalent ii) Passed Common Proficiency Test/PE/ Foundation from ICAI iii) Registration in Professional Competence Course/PEII/Intermediate (Chartered Accountancy First Stage) of ICAI or iv) Already passed Professional Competence Course/PEIII/ Intermediate v) Exclusively for Chartered Accountancy Students–ICAI	No Bar	3 Years	6 Years
79.	B.Com with Major in Corporate Affairs and Administration	(B.Com CA&A)	i) 10 + 2 or its equivalent and ii) Registration in Company Secretaryship Foundation Programme	No Bar	3 Years	6 Years
80.	B.Com with Major in Financial and Cost Accounting	(B.Com F&CA)	i) 10 + 2 or its equivalent and ii) Registration in ICWAI Foundation Course	No Bar	3 Years	6 Years
81.	B.Tech, Aerospace Engineering	BTAE	10 + 2 in science stream or higher — with minimum 55% marks in PCM. Candidate with diploma in engineering from a university or equivalent will be admitted in the second year. (Student with B.Sc. or Diploma holder also can be admitted in the 1st year.)	No bar	4 Years	8 Years
82.	B.A Fashion Merchandising and Production (IGNOU-Pearl Academy Collaboration) (Full Time)	BA(FMP)	10 + 2 pass with English as one of the compulsory subjects	No Bar	3 Years	6 Years
83.	B.A. Textile Design (IGNOU-Pearl Academy Collaboration) (Full Time)	BA(TD)	10 + 2 pass with English as one of the compulsory subjects	No Bar	3 Years	6 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.45,000 per year (Tuition Fee)	English	Dr. M.K. Bhardwaj	mbhardwaj@ignou.ac.in 011-29572930	SOET
Rs.17,400	English & Hindi	Prof. M.C.Sharma	mcsharma@ignou.ac.in 011-29531302	SOE
Rs.3,000 per year (IGNOU Component)	English	Dr.Sonia Sharma	soniasharma@ignou.ac.in 011-29571112	SOTHSM
Rs.4,800	English & Hindi	Prof.N.V.Narasimham Prof. Madhu Tyagi	nvnarasimham@ignou.ac.in 011-29535266 mtyagi@ignou.ac.in 011-29535747	SOMS
Rs.4,800	English & Hindi	Prof. M.S.S.Raju Dr. Madhulika P. Sarkar	mssraju@ignou.ac.in 011-29535747 madhulikalal@gmail.com 011-29573023	SOMS
Rs.4,800	English & Hindi	Prof. Nawal Kishor Dr.Subodh Kesharwani	nkishor@ignou.ac.in 011-29535266 skesharwani@ignou.ac.in 011-29573018	SOMS
Rs.60,000 each year	English	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808/9810592438	SOET
Rs.75,000 per year	English	Ms.Urshla Kant	urshla.kant@gmail.com 011-29536982	SOVET
Rs.75,000 per year	English	Ms.Urshla Kant	urshla.kant@gmail.com 011-29536982	SOVET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
84.	B.A. Fashion Design (IGNOU-Pearl Academy Collaboration) (Full Time)	BA(FD)	10+2 pass with English as one of the compulsory subjects	No Bar	3 Years	6 Years
85.	B.A International Hospitality Administration	BA (IHA)	10+2 or equivalent with English as a compulsory subject	No Bar	3 Years	-
86.	BA in Apparel Design and Merchandising (Full Time)	BA (ADM)	10+2 Pass	No Bar	3 Years	6 Years
87.	BA in Fashion Communication (Full Time)	BA (FC)	10+2 Pass	No Bar	3 Years	6 Years
88.	B.Sc. (Hons) International Hospitality Administration (Full Time) (Offered in July session only)	BIHA	10+2 Pass Note: Entrance Test followed by GD and interview conducted by FHRAI-IHM (For details please contact Director, FHRAI-IHM, Greater Noida)	No Bar	4 Years	8 Years
89.	B.A. in 3D Animation and Visual Effects		10+2 or BPP from IGNOU	No bar	3 Years	6 Years
90.	B.Sc. in Medical Laboratory Technology (full time) (Offered in July session only)	BMLT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology with minimum 45% marks. OR 10+2 with Medical Laboratory Technology (Vocational)	17 years	4 Years	6 Years
91.	B.Sc. in Anaesthesia & Critical Care Technology (full time) (Offered in July session only)	BACT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology with minimum 45% marks)	17 years	4 Years	6 Years
92.	B.Sc. in Medical Records & Health Technology (full time) (Offered in July session only)	BMRHIT	10+2 or its equivalent with minimum 45% marks. (Science students will be given preference)	17 years	3 Years	5 Years
93.	B.Sc. in Radiation Therapy Technology (full time) (Offered in July session only)	BRTT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology) with minimum 45% marks.	17 years	4 Years	6 Years
94.	B.Sc. in Medical Imaging Technology (full time) (Offered in July session only)	BMIT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology) with minimum 45% marks.	17 years	4 Years	6 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.75,000/- per year	English	Ms.Urshla Kant	urshlakant@ignou.ac.in 011-29571123	SOVET
Rs.19,500 per annum IGNOU Component (Total Fee Rs. 1,00,000 per annum)	English	Dr.Paramita Suklabaidya	paramitaz@ignou.ac.in 011-29571113	SOTHSM
Rs. 50,000 per semester	English	Ms. Urshla Kant	urshlakant@ignou.ac.in	SOVET
Rs. 50,000 per semester	English	Ms. Urshla Kant	urshlakant@ignou.ac.in	SOVET
12,000 per year (IGNOU component) (Total Fee Rs.1,30,000 per annum)	English	Ms. Tangjakhombi Akoijam	akoijam@ignou.ac.in 011-20571113 (admission@fhraiinstitute.com 0120-2323626	SOTHSM
Rs.1,50,000 per year	English	Prof.S.N.Singh	snsingh@ignou.ac.in 011-29534392/29571105	SOJNMS
Rs.25,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29572115	CPMS
Rs.20,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29572115	CPMS
Rs.20,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29572115	CPMS
Rs.25,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29572115	CPMS
Rs.25,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29572115	CPMS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
95.	B.Ed. (Special Education)	BEDSE	● The applicant should have a Bachelor's degree from any recognised university. ● Weightage would be given to the candidates fulfilling any one of the following conditions. (a) Be a person with disability: 15 marks. (b) Be a parent of child with disability: 10 marks. (c) Possess any RCI recognised qualification: 10 marks.	No Bar	2 Years	5 Years
96.	Post Graduate Diploma in Financial Management	PGDFM	Same as prescribed for MBA	No Bar	1 Year	-
97.	Post Graduate Diploma in Human Resource Management	PGDHRM	Same as prescribed for MBA	No Bar	1 Year	-
98.	Post Graduate Diploma in Management	PGDIM	Same as prescribed for MBA	No Bar	1 Year	-
99.	Post Graduate Diploma in Marketing Management	PGDMM	Same as prescribed for MBA	No Bar	1 Year	-
100.	Post Graduate Diploma in Operations Management	PGDOM	Same as prescribed for MBA	No Bar	1 Year	-
101.	Post Graduate Diploma in Legal Process Outsourcing (online)	PGDLPO	Any Law Graduate or law student in final year of LLB programme may apply	No Bar	1 Year	4 Years
102.	Post Graduate Diploma in Security Operations (Fully Residential Programme)	PGDSO	Graduate Degree in any stream with physical fitness (Entrance Test)	21 years	1 Year	3 Years
103.	Post Graduate Diploma in Studies in Indian Culture	PGDSIC	1. A Bachelor's degree or higher education certificate, in any subject, 2. Adequate competency in English language. After an initial review of application, an English competency entrance examination may be required for some applicants.	No Bar	1 Year (for full time students, 2 years for part-time students)	3 Years
104.	Post Graduate Diploma in Integral Education	PGDIE	1. A Bachelor's degree or higher education certificate in any subject, 2. Adequate competency in English language. After an initial review of application, an English competency entrance examination may be required for some applicants.	No Bar	1 year (for full time students, 2 years for part-time students)	3 Years
105.	Post Graduate Diploma in Acupuncture (online)	PGDACP	Medical Graduates (Allopathy, Ayurveda, Unani, Siddha & Homeopathy)	No Bar	1 Year	3 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.15,000	English	Dr. Hemlata Dr. S.K.Prasad	hemlata@ignou.ac.in 011-29535124 skprasad@ignou.ac.in 011-29531574	NCDS
Rs.5,000	English	Prof.K. Ravi Sankar	ravisankar@ignou.ac.in 011-29534245/29573027	SOMS
Rs.5,000	English	Prof. S.Srilatha	srilatha@ignou.ac.in 011-29534246/29573009	SOMS
Rs.11,000	English	Prof. G. Subbayamma	gsubbayamma@ignou.ac.in 011-29532073/29573001	SOMS
Rs.5,000	English	Prof.Kamal Yadava	kyadava@ignou.ac.in 011-29534245/29573010	SOMS
Rs.5,000	English	Prof.Anurag Saxena	anurags@ignou.ac.in 011-29532219/29573029	SOMS
Rs.18,000	English	Prof.SrikrishnaDeva Rao Ms. Gurmeet	srikrishnadevarao@ignou.ac.in 011-29531115/9871504622 gurmeet_kaur97@rediffmail.com, 011-29531115	SOL
Rs.1,00,000 (provision for Rs.8000 per month stipend)	English	Dr. R.S.P. Singh	rspsingh@ignou.ac.in 011-29536982	SOVET
Rs.7,100	English	Dr.Ananda Reddy SACAR, Pondicherry	sacar@auromail.net 9894778977	SOITS
Rs. 7,100	English	Dr.Ananda Reddy SACAR, Pondicherry	sacar@auromail.net 9894778977	SOITS
Rs. 20,000	English	Prof.S.B.Arora	sbarora@ignou.ac.in 9310116392	SOHS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
106.	Post Graduate Diploma in Management (Industrial Safety, Health and Environment) (under IIMSHE, Bhopal-IGNOU collaboration)	PGDM (ISHE)	Bachelor's Degree in Engineering or B.Sc. with Science & employed	No Bar	1 Year	3 Years
107.	Post Graduate Diploma in Teaching & Research Management (Offered from January 2010)	PGDTRM	Post Graduation	No Bar	1 Year	4 Years
108.	Post Graduate Diploma in Future Studies : Explorations towards a New Creation (online) (Offered in July session only)	PGDENC	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	1 Year	2 Years
109.	Post Graduate Diploma in Financial Markets Practice	PGDFMP	Graduate of any recognised university	No Bar	1 Year	2 Years
110	Post Graduate Diploma in Indian Studies: Vedic Studies in the Light of Sri Aurobindo (online) (Offered in July session only)	PGDVSSA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	1 Year	2 Years
111.	Advanced Diploma in Airport Operations Management (in collaboration with CIAL) Full time	ADAOM	Diploma in Engineering/Graduate in Science from a university recognised by UGC	No Bar	1 Year	3 Years
112.	Advanced Diploma in Air Cargo Management (in collaboration with CIAL) Full time	ADACM	Degree with minimum 50% marks from a university recognised by UGC	20-27	1 Year	2 Years
113.	Diploma in Management	DIM	Bachelor's Degree + 3 years supervisory managerial professional experience OR non-graduate with 6 years' supervisory managerial/professional experience	No Bar	1 Year	2½ Years
114.	Diploma in Primary Education (Offered only in North-East States)	DPE	Matric /HSC/ +2 standard pass with minimum two years teaching experience	No Bar	2 Years	6 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs. 60,000	English	Prof.Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808/9810592438	SOET
Rs.15,000	English	Dr. G. Subbayamma 011-29532073/29573001 Dr.K.S.D.Nair	gsubbayamma@ignou.ac.in ksdnair@rediffmail.com	SOMS
Rs. 16,200	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS
Rs.10,000	English	Prof. K. Ravi Sanker	ravisanker@ignou.ac.in 011-29534245/29573027	SOMS
Rs.16,200	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545 011-29534245/29573027	SOITS
Rs. 50,000	English	Dr. K.S.D. Nair	ksdnair@rediffmail.com 09495572139	CCETC
Rs. 50,000	English	Dr. K. S. D. Nair	ksdnair@rediffmail.com 09495572139	CCETC
Rs.5,000	English	Prof. B.B.Khanna	bbkhanna@ignou.ac.in 011-29534905 / 29573008	SOMS
(Module I) Rs.1,400 (Module II) Rs.2,300 (Module III) Rs.2,900	English, Hindi, Assamese, Bengali, Khasi Garo	Prof. M.L.Koul	mlkoul@ignou.ac.in 011-29535519	SOE

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
115.	Diploma in Civil Engineering (Army only)	DCLE	10th standard pass and should have passed the Grade II examination conducted by Indian Army	No Bar	3 Years	5 Years
116.	Diploma in Electrical & Mechanical Engineering (Army only)	DEME	10th standard pass and should have passed the Grade II examination conducted by Indian Army	No Bar	3 years	5 years
117.	Diploma in Security Management	DSM	ACSM or Graduate Degree	No Bar	1 Year	4 Years
118.	Diploma in Fire Safety	DFSTY	ACFS or Graduate Degree	No Bar	1 Year	4 Years
119.	Diploma in Entrepreneurship & Skill Development (face to face programme)	DESD	10+2 or BPP from IGNOU	No Bar	1 Year	3 Years
120.	Diploma in Medical Laboratory Technology (full Time) (Offered in July session only)	DMLT	10+2 or its equivalent with Science subjects (Physics, Chemistry, Biology) with minimum 45% marks or 10+2 with Medical Laboratory Technology (Vocational)	17 years	2 Years	4 Years
121.	Diploma in Radio Imaging Technology (full time) (Offered in in July session only)	DRIT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology) with minimum 45% marks	17 years	2 Years	4 Years
122.	Diploma in Optometry (full time) (Offered in July session only)	DOPT	10+2 or its equivalent with science subjects (Physics, Chemistry, Biology) with minimum 45% marks	17 years	2 Years	4 Years
123.	Diploma in Computer Generated Imagery (full time) (Offered in July session only)	DCGI	10+2 or BPP from IGNOU	No Bar	18 Months	3 Years
124.	Diploma in Watershed Management (Offered in Jan session only)	DWM	i) 10 + 2 Pass / BPP ii) 10th Pass may enroll with BPP	No Bar	1 Year	4 Years
125.	Diploma in Management (Industrial Health & Environment) (IIMSHE Bhopal – IGNOU collaboration)	DM (ISHE)	Minimum 12th Pass with Science and employed	No Bar	1 Year	3 Years
126.	Professional Certificate in Spoken English and Personality Development	PCSEPD	10+2 pass or ACSEPD	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.21,000	English	Dr. Manoj Kulshreshtha	kulshreshtha_m@ignou.ac.in 011-29572927	SOET
Rs.21000/-	English	Dr.Manoj Kulshreshtha	kulshreshtha_m@ignou.ac.in 011-29572927	SOET
Rs.10,000	English/ Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-29571128	SOVET
Rs.25,000	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-29571128	SOVET
Rs.15,000	English	Dr.G.S.Johry	geetikajohry@ignou.ac.in 011-29571128	SOVET
Rs.25,000	English	Dr.S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.25,000	English	Dr.S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs. 25,000	English	Dr.S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.2,10,000	English	Prof.S. N. Singh	snsingh@ignou.ac.in 29534392/29571105	SOJNMS
Rs.9,000	English	Prof. B.S. Hansra	baljitsingh@yahoo.com 011-29572975 011-29534392/29571105	SOA
Rs.60,000	English	Prof.Subhasis Maji	submaji@rediffmail.com subhsis@ignou.ac.in 011-29534808/9810592438	SOET
Rs.17,000	English	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-29571128	SOVET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
127.	Post Graduate Certificate in Health Insurance (online)	PGCHI	Bachelor's Degree in any discipline from any recognised university / institutions	No Bar	6 Months	2 Years
128.	Post Graduate Certificate in Medical Informatics (online)	PGCMI	Bachelor's Degree in any discipline from any recognised university / institutions	No Bar	6 Months	2 Years
129.	Post Graduate Certificate in Medical Laws (online)	PGCML	Bachelor's Degree in any discipline from any recognised university / institutions	No Bar	6 Months	2 Years
130.	Post Graduate Certificate in Quality Management in Healthcare (online)	PGCQM	Bachelor's Degree in any discipline from any recognised university / institutions	No Bar	6 Months	2 Years
131.	Post Graduate Certificate in Project Management (online)	PGCPM	Graduate in any discipline	No Bar	6 Month	1 Year
132.	Post Graduate Certificate in Security Operations (Full Time Residential)	PGCSO	Graduate Degree in any stream with Physical fitness (Entrance Test)	21 years	6 Months	2 Years
133.	Post Graduate Certificate in Explorations towards a New Creation of Society (online) (offered only in July session)	PGC-ENCS	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	6 Months	6 Months
134.	Post Graduate Certificate in Integral Education from Reflection to Action (online) (offered only in July session)	PGC-IERA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	6 Months	6 Months
135.	Post Graduate Certificate in Studies in the Rig Veda: Hymns to the Rising Sun, Surya Savitri (online) (offered only in July session)	PGC-SRVS	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	6 Months	6 Months
136.	Post Graduate Certificate in The Upanishads in the Light of Sri Aurobindo (online) (offered only in January session)	PGC-ULSA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	6 Months	6 Months

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.10,000	English	Prof.S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.10,000	English	Prof.S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.10,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.10,000	English	Prof. S.B.Arora	sbarora@ignou.ac.in 011-29571125	CPMS
Rs.7,300	English	Dr. Manoj Kulshreshtha Dr. Ashish Agarwal	kulshreshtha_m@ignou.ac.in 011-29572927 ashisha@ignou.ac.in 011-29536443/29572922	SOET
Rs.50,000 (Provision for Rs.6000 per month stipend)	English	Dr. R.S. P Singh	rspsingh@ignou.ac.in 011-29536982	SOVET
Rs.8,100	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS
Rs.8,100	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS
Rs.8,100	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS
Rs.8,100	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
137.	Post Graduate Certificate in The Study of the Bhagawad Gita in the Light of Sri Aurobindo (online) (offered only in July session)	PGC-BGSA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	18 years	6 Months	6 Months
138.	Advance Certificate in Spoken English & Personality Development	ACSEPD	10th Passed or CSEPD	No Bar	6 Months	2 Years
139.	Advanced Certificate in Security Management	ACSM	10+2 Pass or CSM	No Bar	6 Months	2 Years
140.	Advanced Certificate in Fire Safety	ACFS	10+2 Pass or CFS	No Bar	6 Months	2 Years
141.	Certificate in Introduction to Sri Aurobindo Studies	CP-ISAS	1. Completed secondary education with a satisfactory grade/percentage. 2. Adequate competency in English language. After an initial review of application, an English competency entrance examination may be required for some applicants.	No Bar	6 Months	1 Year
142.	Certificate in Creative Media Arts - Digital Sound	CCMA	10+2 (in case of excess applications, preference will be given to those students with science background)	18 years & above	6 Months	2 Years
143.	Certificate in Entrepreneurship & Skill Development (face to face programme)	CESD	10+2 or BPP from IGNOU	No Bar	6 Months	2 Years
144.	Certificate in Security Management	CSM	10th Pass	No Bar	6 Months	2 Years
145.	Certificate in Fire Safety	CFS	10th Pass	No Bar	6 Months	2 Years
146.	Certificate in Spoken English & Personality Development	CSEPD	8th Pass and proficient in Hindi	No Bar	6 Months	2 Years
147.	Certificate in Air Ticketing	CAT	10+2 pass	No Bar	6 Months	2 Years
148.	Certificate in Airline In-Flight Services	CAIS	10+2 pass	No Bar	6 Months	2 Years
149	Certificate in Travel Agency Operations	CTAO	10+2 pass	No Bar	6 Months	2 Years
150.	Certificate in Tour Guiding Skills	CTGS	10+2 pass	No Bar	6 Months	2 Years
151.	Certificate in Hospital Administrative Assistantship (Full Time)	CHAA	10+2 pass	No Bar	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.8,100	English	Ms. Ameeta Mehra	ameetamehra@hotmail.com admin@integralstudiescentre.org 91-9811066667, 9810052545	SOITS
Rs.14,000	English	Dr. A.K.Gaba	akgaba@ignou.ac.in 18001025665, 29571128	SOVET
Rs.8,000	English/Hindi	Dr. A.K.Gaba	akgaba@ignou.ac.in 011-32900100, 29571128	SOVET
Rs.20,000	English/Hindi	Dr. A.K.Gaba	akgaba@ignou.ac.in 011-29571128	SOVET
Rs.2,000	English	Dr. Ananda Reddy SACAR, Pondicherry	sacar@auromail.net 9894778977	SOITS
Rs.25,000	English	Mr. K. Ravi Kanth	krkanth@yahoo.com 011-29533079/29573358	SOJNMS
Rs.8,000	English	Dr. G.S.Johry	geetikajohry@rediffmail.com 011-29536982	SOVET
Rs.5,000	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-32900100, 29571128	SOVET
Rs.15,000	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-32900100, 29571128	SOVET
Rs.11,500	English and Hindi (bi-lingual)	Dr.A.K.Gaba	akgaba@ignou.ac.in 18001025665, 29571128	SOVET
Rs.17,500	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-23736267, 29571128	SOVET
Rs.21,500	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-23736267, 29571128	SOVET
Rs.18,000	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-23736267, 29571128	SOVET
Rs.21,500	English/Hindi	Dr.A.K.Gaba	akgaba@ignou.ac.in 011-23736267, 29571128	SOVET
Rs.20,000	English	Dr.Rachna Aggarwal	rachna_agarwal@ignou.ac.in 011-29571119	SOVET

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
152.	Certificate in Digital Film Making (full time)	CDFM	10+2 or BPP from IGNOU	No Bar	6 Months	1 Year
153.	Certificate in Airport Ramp Handling (under Collaboration with CIAL) Full time	CARH	● Passed in Higher Secondary or equivalent ● Either possess driving licence for the category HPMV, HGMV, or give undertaking to the effect that licence will be acquired & ● Certificate from medical practitioner for physical fitness	18-25	6 months	2 Years
154.	Certificate in Rescue & Fire Fighting (under Collaboration with CIAL) Full time	CRFF	● Passed in Higher Secondary or equivalent ● Either possess driving licence for the category HPMV, HGMV, or give undertaking to the effect that licence will be acquired & ● Certificate from medical practitioner for physical fitness	18-25	6 Months	2 Years
155.	Certificate in Security and Intelligence (under Collaboration with CIAL) Full time	CSI	● Passed in Higher Secondary or equivalent ● Either possess driving licence for the category HPMV, HGMV, or give undertaking to the effect that licence will be acquired & ● Certificate from medical practitioner for physical fitness	18-25	6 Months	2 Years
156.	Certificate in Early Childhood Special Education (Cerebral Palsy)	CESE(CP)	10th Pass	No Bar	1 Year	3 Year
157.	Certificate in Early Childhood Special Education (mental retardation)	CESE(MR)	10th Pass	No Bar	1 Year	3 Year
158.	Certificate Programme in Sanskrit (Online)	CPSK	10th Pass	15 years	6 Months	7 Months
159.	Appreciation Programme on Sustainability Science (Online)	APSS	Graduate in any discipline or its equivalent. Preference will be given to postgraduate scholars, scientists and policymakers working in the areas of agriculture, rural development, environmental science and sustainable development	No Bar	1 Month	1 Year
160.	Leadership Programme on "Nutrition Security and Sustainable Development" (online)	LPNSSD	Graduate in any discipline or its equivalent	No Bar	1 month	-
161.	Foundation Course on Education of Children with Disabilities	FCECD	Any in-service teacher at any level	No Bar	3 Months	-

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.1,00,000	English	Prof.S.N.Singh	snsingh@ignou.ac.in 011-29534392, 29571105	SOJNMS
Rs. 20,000	English	Dr.K.S.D.Nair	ksdnair@rediffmail.com 09495572139	RC Cochin
Rs. 20,000	English	Dr.K.S.D.Nair	ksdnair@rediffmail.com 09495572139	RC Cochin CCETC
Rs. 20,000	English	Dr.K.S.D.Nair	ksdnair@rediffmail.com 09495572139	RC Cochin CCETC
Rs.4,500	English (from July 2009) Hindi (from January 2010)	Dr. Rekha S. Sen	rekha.s.sen@gmail.com 011-29532958 / 9810874291	SOCE
Rs.4,500	English (from January 2010) Hindi (from July 2010)	Dr. Rekha S. Sen	rekha.s.sen@gmail.com 011-29532958/9810874291	SOCE
Rs.1,500	English	Sh.Rahul Ranjan	rahulranjanskt@yahoo.com 9968017290	SOITS
Rs.500	English	Prof.M.K.Salooja Sh.Y.S.C.Khuman	mksalooja@ignou.ac.in 011-29533166/29533167 csd@ignou.ac.in 011-29532374	SOA CSD
Rs.500	English	Prof. M.K.Salooja	edrsusd@ignou.ac.in 011-29532374	CSD
Rs.1,500	English /Hindi/ Regional Language	Dr. Hemlata	hemlata@ignou.ac.in	NCDS

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
162.	Certificate in Craft & Design (Pottery)	CCDP	Functionally literate	No Bar	6 Months	2 Years
163.	Certificate in Shoe Upper Cutting	CSUC	8th Pass	No Bar	6 Months	2 Years
164.	Certificate in Shoe Upper Stitching	CSUS	8th Pass	No Bar	6 Months	2 Years
165.	Certificate in Shoe Lasting and Finishing	CSLF	8th Pass	No Bar	6 Months	2 Years
166.	Certificate in Leather Goods Making	CLGM	8th Pass	No Bar	1 Year	3 Years
167.	Competency Certificate in Power Distribution	CCPD	8th Pass (Non-sponsored Candidates) OR Technician/equivalent,Tradesman or manpower working in power sector (Sponsored Candidates)	No Bar	6 Months	2 Years
168.	Certificate Programme on Co-operation, Co-operative Law and Business Laws		(i) 10+2 for in-service personnel (with minimum 3 years service) (ii) Any degree for freshers	No Bar	6 Months	2 Years
169.	Computer Literacy Programme	CLP**	10+2 or its equivalent from a recognised Board	No Bar	1 Month	-
170.	Certificate in Motorcycle Service and Repair	CMSR	Functionally literate working motorcycle technician	14 Years	2 Months	-
171.	Certificate Programme in Spanish Language (online) www.ignouonline.ac.in/cpsl	CPSL	10+2 or its equivalent	18 Years	6 Months	2 Years
172.	Awareness-cum-Training Packages in Disability for parents and family members (Mental Retardation, Visual Impairment, Hearing Impairment & Cerebral Palsy)	NCD-001 NCD-002 NCD-003 NCD-004	Class VIII pass	No Bar	3 Months	6 Months

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.1,000	English & Hindi	Prof.Ajit Kumar	ajit@ignou.ac.in 011-29532863	SOET
Rs.2,800	English & Hindi	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808, 9810592438	SOET
Rs.2,800	English & Hindi	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808, 9810592438	SOET
Rs.2,800	English & Hindi	Prof. Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808, 9810592438	SOET
Rs.2,500	Bengali	Prof.Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808, 9810592438	SOET
Rs.2,500/ Rs.2,600 (download from the IGNOU website)	English/ Hindi	Prof.Subhasis Maji	submaji@rediffmail.com subhasis@ignou.ac.in 011-29534808/9810592438	SOET
Rs. 6,000	English	Prof. K.Elumalai	mcmkel@ignou.ac.in 011-29532525, 29572985	SOL
Rs.600**	English			EDNERU
Rs.1,000	English, Hindi Bengali, Tamil & Malayalam	Dr. Manoj Kulshreshtha	kulshreshtha_m@ignou.ac.in 011-29572927	SOET
Rs.2,400 (pre-revised)	Spanish & English	Prof. Renu Bhardwaj Sh. Vikash Kumar Singh	renub@ignou.ac.in 011-29572752 sikashsingh@ignou.ac.in, 011-29572798	SOFL
Rs.300	English & Hindi Also in Tamil for Code no. NCD-001& NCD-002 only	Dr. Rekha Sen	rekha.s.sen@gmail.com 011-29532958, 9810874291	SOCE

S. No.	Name of the Programme	Prog. Code	Eligibility***	Min. age as on 1st Jan. of the Academic Year	Duration in years	
					Min.	Max.
1	2	3	4	5	6	7
173.	Awareness Programme on Value Added Products from Fruits & Vegetables	APVPFV	Class VIII pass	No Bar	1½ months	-
174.	Awareness Programme on Dairy Farming for Rural Farmers	APDF	No formal qualification	No Bar	2 Months	-
175.	Certificate in IT Services Management	CITSM	No formal qualification	14 years	3 Months	-
176.	Certificate in School Services Management	CSSM	No formal qualification	14 years	3 Months	-
177.	Certificate in Publishing Services Management	CPSM	No formal qualification	14 years	3 Months	-
178.	Certificate in Garment Manufacturing Services Management	CGMSM	No formal qualification	14 years	6 Months	-
179.	Certificate in Business Entrepreneurship Development	CBED	No formal qualification	14 years	3 Months	-
180.	Certificate in Retail Services Management	CRSM	No formal qualification	14 years	3 Months	-
181.	Certificate in Security Services (Advance)	CSSA	No formal qualification	14 years	3 Months	-
182.	Certificate in Desk Top Publishing	CDTP	No formal qualification	12 years	1 Month	-
183.	Certificate in Communication Skills	CCS	No formal qualification	12 years	1 Month	-
184.	Certificate in Garment Stitching	CGS	No formal qualification	12 years	1 Month	-
185.	Certificate in Retail Marketing	CRM	No formal qualification	12 years	1 Month	-
186.	Certificate in Security Services (Basic) for Security Supervisor	CSSBSS	No formal qualification	12 years	1 Month	-
187.	Certificate in Security Services (Basic) for Assistant Security Officer	CSSBASO	No formal qualification	12 years	1 Month	-
188.	Security Guard Protection	SGP	Matriculate with 160 cm height	18-35 yrs	1 Month	-
189.	Security Supervisor	SSP	10th Pass with 160 cm height	18-35 yrs	1 Month	-

*** Rs. 300/- for North-East region only*

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No. / e-mail address	Name of the School
8	9	10	11	12
Rs.800	Hindi & English	Dr. P. Vijaya Kumar	pvkumar@ignou.ac.in 011-29573092	SOA
Developed in collaboration with MHRD	Hindi	Dr. P. Vijaya Kumar	pvkumar@ignou.ac.in 011-29573092	SOA
Rs.3,800	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs.3,500	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs.3,500	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs. 4,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs. 3,200	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs. 4,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs. 2,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs. 1,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs.1,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 09650583700	RC-Delhi-I
Rs.1,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I
Rs.1,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I
Rs.1,000	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I
Rs.1,500	English	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I
Rs.1,200	Hindi	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I
Rs.1,200	Hindi	Dr. Ramchandra	ramchandrajd@yahoo.com 011-26058354, 9650583700	RC-Delhi-I

2. MASTER'S DEGREE PROGRAMMES

2.1 Master of Arts (Distance Education) (MADE)

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

Course Code	Title of the Course	Credits
ES-315	Research for Distance Education	6
ES-316	Curriculum Development for Distance Education	6
ES-317	Distance Education: Economic Perspective	6
ES-319	Staff Development in Distance Education	6
ES-320	Project Work	6
Total:	Five Courses	30

The medium of instruction is English.

2.2 Master of Arts (English) (MEG)

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

I Year Courses		
MEG-01	British Poetry	All courses
MEG-02	British Drama	Compulsory
MEG-03	British Novel	
MEG-04	Aspects of Language	

II Year Courses		
MEG-05	Literary Criticism and Theory	Compulsory
MEG-06	American Literature	Optional
MEG-07	Indian English Literature	(any three)
MEG-08	New Literatures in English	
MEG-09	Australian Literature	
MEG-10	English Studies in India	
MEG-11	American Novel	
MEG-12	A Survey Course in 20th Century Canadian Literature	
MEG-14	Contemporary Indian Literature in English Translation	

2.3 एम.ए. (हिन्दी) (एम.एच.डी.)

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

प्रथम वर्ष के पाठ्यक्रम (प्रत्येक 8 क्रेडिट का) :

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

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

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

2.4 Master of Arts (Economics) (MEC)

The Programme offers an opportunity to learners for higher studies in Economics. Besides offering the core courses available in other universities, it includes themes in some of the emerging areas in economics such as insurance, finance and computer applications that are expected to be extremely useful in the present scenario of economic liberalisation and globalisation. 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. A learner is required to complete 9 compulsory and 2 optional Courses. While five optional courses are available at present, more will be added in the coming years. In the compulsory group, a learner has the option of submitting either a Project (MECP-001) or do a course (MEC-009) to complete the Programme. The list of the courses is given below:

Course Code	Title of the Course	Credits
I Year Courses		
MEC-001	Microeconomic Analysis	6
MEC-002	Macroeconomic Analysis	6
MEC-003	Quantitative Methods	6
MEC-004	Economics of Growth and Development	6
MEC-005	Indian Economic Policy	6
II Year Courses		
MEC-006	Public Economics	6
MEC-007	International Trade and Finance	6
MEC-008	Economics of Social Sector and Environment	6
MEC-009	Research Methods in Economics	6
or	or	
MECP-001	Project Work	
MECE-001	Econometric Methods	6

Course Code		Credits	
MECE-003	Actuarial Economics: Theory and Practice	6	
MECE-004	Financial Institutions and Markets	6	
MPA-015	Public Policy and Analysis	8	To be taken together
MPA-017	Electronic Governance	4	

2.5 Master of Arts (History) (MAH)

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

Structure of the Programme

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

Course Code	Title of the Course	Credits	
Ist Year			
MHI-01	Ancient and Medieval Societies	8	
MHI-02	Modern World	8	
MHI-04	Political Structures in India	8	
MHI-05	History of Indian Economy	8	
IInd Year			
MHI-03	Historiography	8	
MPSE-003	Western Political Thought	4	To be taken together
MPSE-004	Social and Political Thought in Modern India	4	
MHI-06	Evolution of Social Structures in India Through the Ages	8	
MHI-08	History of Ecology and Environment : India	8	

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

2.6 Master of Arts (Education) Programme [MA (EDU)]

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 professionals for effective participation in educational actions in different areas of education; and

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

Programme Framework

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

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

Group A: Basic Course on Education (4 Credits)

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

Course Code	Course Title	Credits
MES-011	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 have been visualised, all of which are compulsory for all students.

Course Code	Course Title	Credits
MES-012	Education: Nature and Purposes	6
MES-013	Learning, Learner and Development	6
MES-014	Societal Context of Education	6
MES-015	Operational Dimensions of Education	6

Group C: Courses on Knowledge Generation in Education

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

Course Code	Course Title	Credits
MES-016	Educational Research	6
MESP-001	Dissertation	10

Group D : Specialised Areas in Education

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

Course Code	Course Title	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-I04	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-031	ET — An Overview	6
MES-032	Communication and Information Technology	6
MES-033	Computer Technology	6
MES-034	Designing Courseware	6
EDUCATIONAL MANAGEMENT		
MES-041	Growth and Development of Educational Management	6
MES-042	Dimensions of Educational Management	6
MES-043	Organisational Behaviour	6
MES-044	Institutional Management	6

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

Course Code	Course Title	Credits
MES-011	Understanding Education	4
MES-012	Education: Nature and Purposes	6
MES-013	Learning, Learner and Development	6
MES-014	Societal Context of Education	6
MES-015	Operational Dimensions of Education	6
MES-016	Educational Research	6

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

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

2.7 Master of Arts Political Science) (MPS)

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

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

Course Code	Title of the Course (Compulsory Courses)	Credits
I YEAR COURSES		
MPS-001	Political Theory	8
MPS-002	International Relations: Theory and Problems	8
MPS-003	India: Democracy and Development	8
MPS-004	Comparative Politics: Issues and Trends	8
II YEAR COURSES		
MPSE-001	India and the World	4
MPSE-002	State and Society in Latin America	4
MPSE-003	Western Political Thought	4
MPSE-004	Social and Political Thought in Modern India	4
MPSE-005	State and Society in Africa	4
MPSE-006	Peace and Conflict Studies	4
MPSE-007	Social Movements and Politics in India	4
MPSE-008	State Politics in India	4
MPSE-009	Canada: Politics and Society	4
MPSE-010	Dissertation (Optional)	8
MPSE-011	The European Union in World Affairs	4
MPSE-012	State and Society in Australia	4
MPSE-013	Australia's Foreign Policy	4
MED-002	Sustainable Development: Issues and Challenges	4
MED-008	Globlisation and Environment	4

2.8 Master of Arts (Public Administration) (MPA)

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

Programme Structure

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

Course Code	Title of the Course	Compulsory/ Optional	Credits
I YEAR COURSES			
MPA-011	State, Society and Public Administration	Compulsory	8
MPA-012	Administrative Theory	Compulsory	8
MPA-013	Public Systems Management	Compulsory	8
MPA-014	Human Resource Management	Compulsory	8
II YEAR COURSES			
MPA-015	Public Policy and Analysis	Compulsory	8
MPA-016	Decentralisation and Local Governance	Compulsory	8
MPA-017	Electronic Governance	Optional	4
MPA-018	Disaster Management	Optional	4
MSO-002	Resrach Methods and Methodologies	Optional	8
MPS-003	India: Democracy and Development	Optional	8
MPAP-002	Project Work	Optional	8

Choosing Elective Courses

In the first year, you will be studying 32 credits worth of courses. All first year Courses are compulsory Courses.In the second year, you have to complete another 32 Credits. Two courses namely MPA-015 and MPA-16 are compulsory courses. Thus, you have to choose optional Courses worth 16-credits out of Courses namely MPA-017 (4-Credits) , MPA-018 (4-Credits), MSQ-002 (8-credits), MPS-003 (8-credits) and MPAP-002 (8-Credits).

Learners who opt for Project Work are to write dissertation of 10,000-15,000 words. This Course is recommended for those who are interested in pursuing further studies in Public Administraion.

2.9 Master of Arts (Sociology) (MSO)

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

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

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

Course Code	Title of the Course	Credits
1 YEAR COURSES (COMPULSORY)		
MSO-001	Sociological: Theories and Concepts	8
MSO-002	Research Methods and Methodologies	8
MSO-003	Sociology of Development	8
MSO-004	Sociology in India	8
II YEAR COURSES (ALL ARE OPTIONAL)*		
MSOE-001	Sociology of Education	8
MSOE-002	Diaspora and Transnational Communities	8
MSOE-003	Sociology of Religion	8
MSOE-004	Urban Sociology	8
MPAE-016	Decentralisation and Local Governance	8
MPS-003	India: Democracy and Development	8

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

2.10 Master of Social Work (MSW)

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

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

Course code	Titles of the Course	Credits
FIRST YEAR		
MSW - 001	Origin and Development of Social Work	4
MSW - 002	Professional Social Work: Indian perspectives	4
MSW - 003	Basic Social Science Concepts	4
MSW - 004	Social Work and Social Development	4
MSW - 005	Social Work Practicum and Supervision	4
MSW - 006	Social Work Research	6
MSWL- 001	Social Work Practicum-I (Practical)	10
SECOND YEAR		
MSW -007	Casework and Counselling: Working with Individuals	4
MSW -008	Social Group Work: Working with Groups	4
MSW -009	Community Organisation Management for Community Development	4
MSWE -001	HIV/AIDS: Stigma, Discrimination and Prevention	4
MSWL -002	Social Work Practicum- II (Practical)	10
MSWP- 001	Dissertation (Project work)	4
	Total	**66**

2.11 Master of Arts (Rural Development) (MARD)

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

The programme comprises the following courses:

Course Code	Title of the Course	Credits
FIRST YEAR	**COMPULSORY COURSES**	
MRD-101	Rural Development — Indian Context	6
MRD-102	Rural Development Programmes	6
MRD-103	Rural Development — Planning and Management	6
MRD-004	Research Methods in Rural Development	6
MRDP-001	Dissertation	12
SECOND YEAR	**OPTIONAL COURSES (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-002	Voluntary Action in Rural Development	6
MRDE-003	Land Reforms and Rural Development	6
MRDE-004	Entrepreneurship and Rural Development	6

2.12 Master of Arts (Tourism Management) (MTM)

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

Course Code	Title of the Course	Credits
FIRST YEAR **I SEMESTER**		
MTM-01	Management Functions and Behaviour in Tourism	4
MTM-02	Human Resource Planning and Development in Tourism	4
MTM-03	Managing Personnel in Tourism	4
MTM-04	Information Management and Information Systems in Tourism	4
II SEMESTER		
MTM-05	Accounting, Finance and Working Capital for Tourism Managers	4
MTM-06	Marketing for Tourism Managers	4
MTM-07	Sales and Advertising Management in Tourism	4
MTM-08	Managing Small Scale Enterprises in Tourism	4
SECOND YEAR **III SEMESTER**		
MTM-09	Understanding Tourism Markets	4
MTM-10	Tourism Impacts	4
MTM-11	Tourism Planning and Development	4
MTM-16	Dissertation	8
IV SEMESTER		
MTM-12	Tourism Products: Design and Development	4
MTM-13	Tourism Operations	4
MTM-14	Tourist Transport Operations (Road Transport)	4
MTM-15	Meetings, Incentives, Conference and Expositions (MICE)	4
	TOTAL	**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-01	Foundation Course in Tourism	8
TS-02	Tourism Development: Operations and Case Studies	8
TS-03	Management in Tourism	8
TS-06	Tourism Marketing	8
	TOTAL	**32**

2.13 Master of Commerce (M.Com.)

The Programme will meet the expanding needs in Commerce

education at all levels and provide necessary manpower to industry, trade, PSUs, Government and Private enterprises in the areas like Finance, International Business, E-Commerce and Accounting. In order to be eligible for the award of the Master of Commerce (M.Com.) degree, a student has to complete 12 course equivalent to 72 credits (1 credit is 30 study hours) comprising of six core courses and six specialisation 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 specialisation in International Business Operations after completion of all 72 credits.

Course Code	Specialisation Courses Title of the Course	Credit
FIRST 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-05	International Marketing Logistics	6
IBO-06	International Business Finance	6
SECOND YEAR CORE COURSES		
MCO-1	Organisation 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	72

2.14 Master of Computer Applications (MCA)

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

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

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

MCA Programme Structure

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

Course Code	Title of the Course	Credits
First Year		
I Semester		
MCS-011	Problem Solving and Programming	3
MCS-012	Computer Organisation and Assembly Language Programming	4
MCS-013	Discrete Mathematics	2
MCS-014	Systems Analysis and Design	3
MCS-015	Communication Skills	2
MCS-016	Internet Concepts and Web Design	2
MCS-017	C and Assembly Language Programming Lab	2
II Semester		
MCS-021	Data and File Structures	4
MCS-022	Operating System Concepts and Networking Management	4
MCS-023	Introduction to Database Management Systems	3
MCS-024	Object Oriented Technologies and Java Programming	3
MCS-025	Lab (based on MCS-021, 022, 023, and 024)	4
Second Year		
III Semester		
MCS-031	Design and Analysis of Algorithms	4
MCS-032	Object Oriented Analysis and Design	3
MCS-033	Advanced Discrete Mathematics	2
MCS-034	Software Engineering	3
MCS-035	Accountancy and Financial Management	3
MCS-036	Lab (based on MCS-032, 034 and 035)	3
SECOND YEAR		
IV Semester		
MCS-041	Operating Systems	4
MCS-042	Data Communication and Computer Network	4
MCS-043	Advanced Database Management Systems	4
MCS-044	Mini Project	4
MCSL-045	Lab (UNIX and Oracle)	2
THIRD YEAR		
V Semester		
MCS-051	Advanced Internet Technologies	3
MCS-052	Principles of Management and Information systems	2
MCS-053	Computer Graphics and Multimedia	4
MCSL-054	Lab (based on MCS-051 and 053)	2
	Elective Courses	
MCSE-003	Artificial Intelligence and Knowledge Management	3
MCSE-004	Numerical and Statistical Computing	3
MCSE-011	Parallel Computing	3
VI Semester		
MCSP-060	Project	16

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

Total number of Courses — 31

Total number of Credits — 108.

2.15 Master of Library and Information Science (MLIS)

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

Core Courses

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

The detail of courses are as follows:

Course Code	Title of the Course	Credits
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-002	Project	4

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

Course Code	Title of the Course	Credits
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

2.16 Master of Science (Dietetics and Food Service Management) [MSc.(DFSM)]

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 counselors, 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 12 credit worth internship programme.

Programme Structure

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

Course Code		Title of the Course	Credit Weightage	
Theory	Practicals		Theory	Practicals
MFN-001	—	Applied Physiology 4		–
MFN-002	MFNL-002	Nutritional Biochemistry	2	2
MFN-003	MFNL-003	Food Safety and Food Microbiology	2	2
MFN-004	MFNL-004	Advance Nutrition	4	2
MFN-005	MFNL-005	Clinical and Therapeutic Nutrition	4	2
MFN-006	MFNL-006	Public Nutrition	4	2
MFN-007	MFNL-007	Entrepreneurship and Food Service Management	4	2
MFN-008	MFNL-008	Principles of Food Science	2	2
MFN-009	—	Research Methods and Biostatistics	6	–
MFN-010	—	Understanding Computer Applications	2	–
—	MFNP-011	Internship Programme	–	8*
—	MFNP-012	Dissertation	–	8

* Credit transfer will be permissible for in-service dietitians on furnishing the experience certificate and the PG Diploma in Dietetics Certificate & Marksheet. For PGDDPN 12 credits.

For MSc. (DFSM) Programme:

First Year Courses: MFN-001, MFN-002, MNFL-002, MFN-003, MFNL-003, MFN-006, MFNL-006, MFN-008, MFNL-008 and MFN-010

Second Year Courses: MFN-004, MFNL-004, MNF-005, MFNL-05, MFN-007, MFNL-007,

MFN-009, MFNP-011 and MFNP-012

For PGDDPN Programme:

Courses: MFN-001, MFN-002, MFN-003, MFN-004, MNF-005, MFNL-005, MFN-006, MFNL-006, MFN-007, MFNL-007 and MFNP-011.

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 six weeks, in the Dietetic Department of a recognised 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 (12 credits) 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) and to candidates who have successfully completed a three month internship programme as part of the Post Graduate Degree in Dietetics and Public Health Nutrition from a recognised institution/University in the last five years.

2.17 M.Sc. Mathematics with Applications in Computer Science (MACS)

- 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.

(offered in January Session only)

This programme has the following broad objectives:

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

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

more than 16 credits in a semester. These 64 credits comprise

Core Courses

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

Elective Courses

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

Project

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

Practical

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

Scheme of Study

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

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

First Semester					
S.No.	Course code	Title of the course	Type of course	Credits	Type of Material available
1	MMT -001	Programming & Data Structures	Core	4	Print
2	MMT -002	Linear Algebra	Core	2	Print
3	MMT -004	Real Analysis	Core	4	Print
4	MMT -005	Complex Analysis	Core	2	Wrap-around
5	MMT-007	Differential Equations and Numerical Solutions	Core	4	Print
Second Semester					
6	MMT-003	Algebra	Core	4	Wrap-around
7.	MMT-006	Functional Analysis	Core	4	Wrap-around
8.	MMT-008	Probability and Statistics	Core	8	Print
Third Semester					
9	MMT -009	Mathematical Modelling	Core	2	Print
10	MMTE-001	Graph Theory	Elective	4	Wrap-around
11	MMTE-002	Design & Analysis of Algorithms	Elective	4	Wrap-around
12.	MMTE-003	Pattern Recognitions & Image Processing	Elective	4	Wrap-around
13.	MMTE-004	Computer Graphics	Elective	2	Wrap-around
Fourth Semester					
14.	MMTE-005	Coding Theory	Elective	4	Wrap-around
15.	MMTE-006	Cryptography	Elective	4	Wrap-around
16.	MMTE-007	Soft Computing & Applications	Elective	4	Print
17.	MMTP-001	Project	Compulsory	4	Project Guide

List of M.Sc. (MACS) Programme Centres

S.No.	RC Code/ Name	Region	Programme Study Centre Code	Progamme Study Centre Address	Name of the Programme Facilitator / Incharge
1	14 Cochin	South	1478-P	St. Paul's College Dept. of Mathematics Kalamassery, Ernakulam, Kerala-683 503	Mr.K.V.Nilakanta Sarma
2	25 Chennai	South	2578	Guru Nanak College Velachery Road, Chennai Tamil Nadu-600 042	Prof. P. Jothilingam
3	10 Khanna	North	2240-P	Thapar University School of Mathematics & Computer Applications Patiala, Punjab-147 004	Prof. S.S. Bhatia
4	29 Delhi-II	North	07107	Maharaja Agrasen College Pocket IV, Mayur Vihar-I Delhi-110 091	Dr. A. Jiran Meitei
5	32 Ranchi	East	3645-P	Marwari College Dept. of Mathematics Lake Road, Hindpiri Ranchi, Jharkhand-834 001	Dr. B.P. Verma
6	28 Kolkata	East	2810	Maulana Azad College 8 Dharamtala. R A Kidwai Road, Kolkata West Bengal-700 012	Prof. Akshit Burn Raha
7	15 Jabalpur	West	15109-P	R.D. University Dept. of Mathematics and Computer ScienceSaraswati Vihar, Pachpedi Jalbalpur Madhya Pradesh-482 001	Prof. Sheel Sindhu Pandey
8	16 Pune	West	1675-P	University of Pune Dept. of Mathematics, Ganeshkhind Road Pune, Maharashtra-411 007	Prof. M.M. Shikare

2.18 Master of Science in Counselling and Family Therapy (M.Sc.CFT) (Offered from July 2010)

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 recognised 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; Child and Adolescent Counselling and Therapy; or Substance Abuse Counselling and 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) **(Offered from July 2010).**

Programme Structure:

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

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

COURSES:

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

Course Code	Title of the Course	Credits
MCFT-001	Human Development and Family Relationships (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-002	Mental Health and Disorders (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-003	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-004	Counselling and Family Therapy: Applied Aspects (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-005	Counselling and Family Therapy: Research Methods and Statistics (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFTL-008	Reflective Journal	2
	Total Credits (Theory 20; Practical 12)	**32**

Second Year of Master's Programme		
Course Code	Title of the Course	Credits
MCFT-006	Applied Social Psychology (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-007	Counselling and Family Therapy: Applications and Interventions (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
	Optional Paper (any one of the following):	6
MCFTE-001	● Marital and Family Therapy	
MCFTE-002	● Child and Adolescent Therapy	
MCFTE-003	● Substance Abuse Counselling and Therapy (Theory: 2 Credits; Supervised Practicum: 4 Credits)	
MCFTP-001	Internship	6
MCFTP-002	Dissertation	8
	Total Credits (Theory 10; Practical 22)	32

2.19 Master of Arts in Gender and Development Studies [MA (GD)] (Offered from July 2010)

The programme is likely to be of interest to academics and researchers; trainers, facilitators, supervisors; staff of organisations working in the area of gender and development; government personnel; personnel working in banks 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 socio-economic inequality as well as to promote the organisational restructuring required to bring about desirable change."

Exploration of gender issues has become an important activity for most non- governmental organisations. 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 organisations, institutions and activities. While the concerns are clearly articulated, national goals and the UN millennium development goals cannot be achieved without concrete effort towards gender equality.

Achieving gender equality and gender equity requires multi-pronged approaches and strategies. One of the key approaches and strategies revolves around design and development of suitable educational programmes that equip practitioners and policy makers with the requisite knowledge and skills to make a valuable contribution in this sphere. The Master's/ Postgraduate Diploma programmes would make an excellent foundation for analysing, 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

● analyse extent of gender-sensitivity of development interventions;
● conduct gender analysis;
● critically analyse 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.

The programmes seek to enable learners to:

Broad Programme Structure

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

The Year I courses if successfully completed would earn the learner a Postgraduate Diploma in Gender and Development

Studies. If the learner continues with the Year II courses and successfully completes them, the learner would earn a Master's degree in Gender and Development Studies. Specialisations according to the learner's interest could be chosen from a range of optionals using a choice-based credit system.

Year 1: Compulsory Courses

Learners would be required to complete two semesters. They would choose courses worth 16 credits in each semester completing a total of 32 credits in the second year.

Course Code	Course Title	Credits
MGS-001	Gender and Development: Concepts, Approaches and Strategies	6
MGS-002	Gender, Development Goals and Praxis	6
MGS-003	Gender Analysis	4
MGS-004	Gender-sensitive Planning and Policy Making	8
MGS-005	Research Methodologies in Gender and Development Studies	8

Year 2: Elective Courses

Course Code	Course Title	Credits
MGSE-001	Gender Planning and Development Policies	4
MGSE-002	Gender Audit and Gender Budgeting	4
MGSE-003	Gender Mainstreaming	4
MGSE-004	Gender Issues in Agriculture, Rural Livelihoods and Natural Resource Management	4
MGSE-005	Gender, Literature and Culture in India	4
MGSE-006	Gender, Resources and Entitlements	4
MGSE-007	Gender, Organisation and Leadership	4
MGSE-008	Media, ICTs and Gender	4
MGSE-009	Gender Issues in Work, Employment and Productivity	4
MGSE-010	Gender and Entrepreneurship Development	4
MGSE-011	Gender, Political Participation and Governance	4
MGSE-012	Gender, Nutrition and Health	4
MGSE-013	Gender Training and Empowerment	4
MGSE-014	Gender and International Relations	4
MGSE-015	Gender and Labour	4
MGSE-016	Gender, Science and Technology	4
MGSE-017	Gender, Environment and Ecology	4
MGSE-018	Gender and Education	4
MGSE-019	Gender, Law and Human Rights	4
MGSE-020	Gender and Financial Inclusion	4

2.20 IGNOU-IIA Integrated M.Sc-Ph.D in Physics and Astrophysics

It is an Integrated M.Sc.-Ph.D in Physics and Astrophysics launched in collaboration with the Indian Institute of Astrophysics, Bangalore. The salient features of the Programme are under:

● It is targeted towards giving research orientation to students with effect from Post B.Sc. level.
● Broad areas of research envisaged are: Sun and Solar

System, Stellar Physics. Extragalatic Astronomy, Theoretical Astrophysics and related areas of Physics, Instrumentation.

- The selection will be made on the basis of written test followed by an interview. Generally, the advertisement gets released through the Website of Indian Institute of Astrophysics (www.iiap.res.in) in September, written test is held in December and interview in June. Session begins in July. Applications are accepted on-line only.
- It would be conducted in residential and face-to-face mode. Hostel facility will be provided by the Indian Institute of Astrophysics.
- Stipend and fellowship will be provided respectively at the stages of M.Sc. and Ph.D.
- There will be provision for lateral exit after M.Sc.
- Those who secure atleast 60% marks at M.Sc. would be eligible for pursuing Ph.D.
- The M.Sc. comprises of 17 compulsory and 2 optional courses (to be selected out of 9). These courses are distributed over 4 semesters (S1, S2, S3 & S4 — These appear as the third and the fourth characters of the Course Codes). The Course structure is presented in the table below:

S.No. Seme-Ster	Course Code	Topic of the Course	Course Type Compulsory/ Optional	Nature Theory/ Practcal/ Projects	Credits
1 .S1	IPS11	Mathematical Methods	Compulsory	Theoretical	4
2. S1	IPS12	Classical Mechanics	Compulsory	Theoretical	4
3. S1	IPS13	Quantum Mechanics	Compulsory	Theoretical	4
4. S1	IPS14	Electronics	Compulsory	Theoretical	4
5. S1	IPS15L	Physics Lab	Compulsory	Practical	6
				Total	22
6. S2	IPS21	Statistical Physics	Compulsory	Theoretical	4
7. S2	IPS22	Nuclear and Particle Physics	Compulsory	Theoretical	4
8. S2	IPS23	Atomic and Molecular Spectroscopy	Compulsory	Theoretical	4
9. S2	IPS24	Electrodynamics	Compulsory	Theoretical	4
10.S2	IPS25L	Electronics Lab	Compulsory	Practical	6
				Total	22
11.S3	IPS31	Fundamentals of Astrophysics	Compulsory	Theoretical	4
12.S3	IPS32	Radiative Process	Compulsory	Theoretical	4
13.S3	IPS33	Stellar Physics	Compulsory	Theoretical	4
14.S3	IPS34	Fluids and Plasmas	Compulsory	Theoretical	4
15.S3	IPS35	Astronomical & Numerical Techniques	Compulsory	Theoretical	4
16.S3	IPS36L	Optics Lab	Compulsory	Practical	6
				Total	26
17.S4	IPS4P	Research Project	Compulsory	Project	12
18.S4	IPS41	Solid State Physics		Theoretical	4
19.S4	IPS42	Relativistic Quantum Mechanics		Theoretical	4
20.S4	IPS43	Physical Optics		Theoretical	4
21.S4	IPS44	General Relativity and Cosmology		Theoretical	4
22.S4	IPS45	Physics of Compact Objects	Optional	Theoretical	4
23.S4	IPS46	Diffuse Matters in Space	Any Two	Theoretical	4
24.S4	IPS47	Stellar Atmospheres		Theoretical	4
25.S4	IPS48	Galactic Structure		Theoretical	4
26.S4	IPS49	Sun and Solar System		Theoretical	4
				Total	20

Compulsory Total (82) + Optional total (08)
Grand Total = 90

2.21 Master of Arts (Extension and Development Studies) (MAEDS#) (Modular Programme)

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

Programme Objectives

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

Course Code	Course Title	Credits
MEDS-001	Introduction to Extension and Development	4
MEDS-002	Dynamics of Extension and Development	4
MEDS-003	Problems and Issues in Development	6
MEDSP-004	Project Work I	4
MEDS-005	Planning and Management of Extension and Development Programmes	4
MEDS-006	Research Methods in Extension and Development Studies	6
MEDSP-007	Project Work II	6
MEDS-008	Extension Communication and Diffusion of Innovations for Development	4
MEDS-009	Development in India — Pre and Post Liberalisation Period	6
MEDS-010	Training for Development	4
MEDS-011	Local Self Governance	4
MEDSE-012	Environment and Development*	4
MEDSE-013	Behavioral Sciences for Extension and Development*	4
MEDSE-014	Gender and Development*	4
MEDSE-015	Family Health Care Education*	4
MEDSE-016	Traditional Knowledge Systems and Livelihood*	4
MEDSP-017	Dissertation (Compulsory)	10
	Total Credits	**66**

\# Students will have an exit option at the end of 6 months and 1 year to get PG Certificate in Extension and Development Studies (Course 001-004) Post-Graduate Diploma in Extension and Development Studies (Course 001-007), respectively.

* Students will have to choose one elective course.

3. BACHELOR'S DEGREE PROGRAMMES

3.1 Bachelor of Arts in Tourism Studies (BTS)

BTS is a 3-year Degree Programme. The programme is of 96 credits in all and in each year, a student can offer 32 credits.

Course Code	Title of the Course	Credits
FIRST YEAR		**32**
TS-1	Foundation Course in Tourism	8
TS-2	Tourism Development: Products, Operations and Case Studies	8
BSHF-101	Foundation Course in Humanities & Social Sciences	8
FEG-1	Foundation Course in English	4
FHD-2	Foundation Course in Hindi	4
	OR	
Modern Indian Languages (any one of the following		**4**
FEG-2	Foundation Course in English-2	
FAS-1	Foundation Course in Assamese	
FBG-1	Foundation Course in Bengali	
FGT-1	Foundation Course in Gujarati	
BHDF-101	Foundation Course in Hindi	
FKD-1	Foundation Course in Kannada	
FML-1	Foundation Course in Malayalam	
FMT-1	Foundation Course in Marathi	
FOR-1	Foundation Course in Oriya	
FPB-1	Foundation Course in Punjabi	
FTM-1	Foundation Course in Tamil	
FTG-1	Foundation Course in Telugu	
FUD-1	Foundation Course in Urdu	

SECOND YEAR		**32**
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
THIRD YEAR		**32**
TS-3	Management in Tourism	8
TS-6	Tourism Marketing	8
PTS-6	Project on Tourism Marketing	4
Any one of the following (4 credits each)		
BHDA-101 or AFW(E)	Feature Writing	
BRPA-101 or AWR(E)	Writing for Radio	
AOM-1	Office Organisation Management	
ASP-1	Secretarial Practice	
Any one of the following (8 credits each)		
TS-7	Human Resource Development (English Medium also)	
AHE-1	Human Environment (includes a 2 credit project)	
EHI-01	Modern India : 1857-1964	
EHI-02	India: Earliest Time to 8th Century A.D.	
EHI-03	India: From 8th to 15th Century A.D.	
EHI-04	India: From 16th to Mid 18th Century A.D.	
ESO-15	Society and Religion	
EEG-3	Communication Skills in English	

3.2 Bachelor of Computer Applications (BCA)

The 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 as a career. After acquiring the Bachelor's Degree (BCA) at IGNOU, there is further educational opportunity to go in for MCA Programme at IGNOU or a Master's programme at another University. The minimum prescribed period for integrated mode MCA and BCA is five years. The basic structure of the program is as follows:

FIRST YEAR					
I SEMESTER			**II SEMESTER**		
Course	Course Title	Credits	Course Code	Course Title	Credits
CS-610	Foundation Course in English for Computing	4	CS-612	PC Software and Application Skills	4
BSHF-101	Foundation Course in Humanities and Social Sciences	8	CS-60	Foundation Course in Mathematics in Computing	8
CS-611	Computer Fundamentals and PC Software	4	CS-62	'C' Programming and Data Structures	4
Second Year					
III SEMESTER			**IV SEMESTER**		
FST-01	Foundation Course in Science and Technology	8	CS-06	Introduction to DBMS	4
CS-63	Introduction to System Software Organisation	4	CS-64	Introduction to Computer Organisation	4
CS-05	Elements of Systems Analysis and Design	4	CS-65	Windows Programming	2
			CS-66	Multimedia	2
			CS-67	RDBMS Lab	4

Third Year					
V SEMESTER			**VI SEMESTER**		
CS-68	Computer Networks	4	CS-72	C++ and Object Oriented Programming	4
BCS-061	TCP / IP Programming	4	CS-73	Theory of Computation	4
CS-70	Introduction to Software Engineering	4	CS-74	Introduction to Internet Programming (Java)	2
CS-71	Computer Oriented Numerical Techniques	4	CS-75	Intranet Administration	2
			CS-76	Project	4

3.3 Bachelor's Degree Programmes (BDP) — BA/B.Com/B.Sc/BSW

Admission to BA/B.Com/BSW: Entry to Bachelor's Degree Programme is through two streams:

(i) Non-formal and (ii) 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 BA, B.Com and BSW.

Eligibility for B.Sc: 10 + 2 with Science.

3.3.1 Bachelor's Degree Programme (BDP) — BA/B.Com/B.Sc/BSW

The University offers a Bachelor Degree Programme leading to BA/B.Com/BSW/B.Sc Degree. Medium of instruction can be either English or Hindi. A learner can complete the Bachelor's Degree Programme in a minimum period of three years and a maximum period of six years. The University follows the credit system. One credit is equal to 30 hours of learner's study time. A learner will be eligible to get a B.A./B.Com./B.S.W./B.Sc. Degree when he/she earns 96 credits from three categories of courses — Foundation Courses, Elective Courses and Application - Oriented Courses as given under:

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

In addition to these courses, all BDP students have to study an awareness course on environment entitled — 'An Introduction to the Environment' (NEV-001). 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.

3.3.2 Foundation Courses — Common to all BA/B.Com/ B.Sc/BSW

[Compulsory 24 Credits (1st year 16 credits, 2nd year 8 credits)]
The following are the Foundation Courses which are compulsory:

Course Code	Title of the Course	Credits
BSHF-101	Foundation Course in Humanities & Social Sciences	8
FST-1	Foundation Course in Science & Technology	8
FEG-1	Foundation Course in English-1	4
	OR	
FHD-2	Foundation Course in Hindi-2	4

Optional Courses (Choose 4 credits only)

Modern Indian Languages

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

Course Code	Language	Credits
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

3.3.3 Elective Courses — BA/B.Com/B.Sc/BSW

Following are the Elective Courses:

Discipline	Course Code	Title of the Elective Courses	Credits
HINDI			
	EHD-1	Hindi Gadya	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	8
	EHD-6	Hindi Bhasha: Itihas aur Vartman	8
	BHDE-107	Hindi Samrachna	8
	EHD-8	Prayojanmoolak Hindi	8
ENGLISH			
	BEGE-101	From Language to Literature	8
	BEGE-102	The Structure of Modern English	8
	BEGE-103	Communication Skills in English	8
	EEG-4	English for Practical Purposes	8
	BEGE-105	Understanding Prose	8
	EEG-6	Understanding Poetry	8
	BEGE-107	Understanding Drama	8
	BEGE-108	Reading the Novel	8
B.A. (ELECTIVE) URDU			
	1.	History of Urdu Language	8
	2.	History of Urdu Literature	8
	3.	Urdu Poetry	8
	4.	Urdu Fiction	8
	5.	Urdu Non-Functional Prose	8
	6.	Elements of Urdu Literature	8
	7.	Diasprestic Urdu Literature	4
	8.	Women in Urdu Literature	4
	9.	Socio-Cultural Forms in Urdu	8
POLITICAL SCIENCE			
	EPS-11	Political Ideas and Ideologies	8
	EPS-12	Government & Politics in India	8
	EPS-03	Modern Indian Politics Thought	8
	EPS-15	South Asia: Economy, Society and Politics	8
	EPS-06	Government and Politics in East and South East Asia	8
	EPS-07	International Relations	8
	EPS-08	Government and Politics in Australia	8
	EPS-09	Comparative Government and Politics	8
HISTORY			
	EHI-01	Modern India: 1857-1964	8
	EHI-02	India: Earliest Times to the 8th Century A.D.	8
	EHI-03	India: From 8th Century to 15th Century A.D.	8
	EHI-04	India: From 16th to Mid-18th Century	8

Discipline	Course Code	Title of the Elective Courses	Credits
	EHI-05	India: From Mid-18th to Mid-19th Century	8
	EHI-06	History of China and Japan: 1840-1949	8
	EHI-07	Modern Europe: Mid-18th to Mid-20th Century	8
ECONOMICS			
	BECE-015	Elementary Mathematical Methods in Economics	8
	BECE-016	Economic Development: Comparative Analysis & Contemporary Issues	8
	EEC-07	Industrial Development in India	8
	EEC-10	National Income Accounting	8
	EEC-11	Fundamentals of Economics	8
	BECE-002	Indian Economic Development: Issues and Perspectives	8
	EEC-13	Elementary Statistical Methods and Survey Techniques	8
	EEC-14	Agricultural Development in India	8
PUBLIC ADMINISTRATION			
	EPA-1	Administrative Theory	8
	BPAE-102	Indian Administration	8
	EPA-3	Development Administration	8
	EPA-4	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

Course Code	Title of the Course	Credits
BPY-001	Indian Philosophy: Part I	4
BPY-002	Logic : Classical and Symbolic	4
BPY-003	Ancient and Medieval Philosophy	4
BPY-004	Religions of the World	4
BPY-005	Indian Philosophy : Part II	4
BPY-006	Metaphysics	4
BPY-007	Ethics	4
BPY-008	Modern Western Philosophy	4
BPY-009	Contemporary Western Philosophy	4
BPY-010	Epistemology	4
BPY-011	Philosophy of Human Persons	4
BPY-012	Philosophy of Science and Cosmology	4
BPYE-001	Philosophys of Religion	4
BPYE-002	Tribal and Dalit Philosophy	4

SOCIAL WORK (BSW)

BSWE-001	Introduction to Social Work	8
BSWL-001*	Social Work Practicum I (Practical)	8
BSWE-002	Social Work intervention with individuals & groups	8
BSWL-002*	Social Work Practicum II (Practical)	8

	BSWE-003	Social Work intervention with communities and institutions	8
	BSWL-003*	Social Work Practicum III (Practical)	8
	BSWE-004	Introduction to Family Education	8
	BSWE-005	Introduction of HIV/AIDS	8
	BSWE-006	Substance Abuse and Counselling	8

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

Rural Development

	**ERD-1	Rural Development in India	8

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

(Learners who successfully complete 48 credits in any one discipline will be given a B.A. Major degree after completion of 96 credits whereas others will be awarded B.A. General degree). However, for a B.A. (Major) degree in Mathematics learner should complete 40 credits including MTE-01, MTE-02, MTE-04, to MTE-09 (in all worth 28 credits).

Discipline	Course Code	Title of the Elective Courses	Credits
COMMERCE			
	ECO-1	Business Organisation	4
	ECO-2	Accoutancy-1	4
	ECO-3	Management Theory	4
	ECO-5	Mercantile Law	4
	ECO-6	Economic Theory	4
	ECO-7	Elements of Statistics	4
	ECO-8	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-2	Linear Algebra	4
	MTE-4	Elementary Algebra	2
	MTE-5	Analytical Geometry	2
	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			
	PHE-1	Elementary Mechanics	2
	PHE-2	Oscillations and Waves	2
	BPHL-103	Physics Laboratory-1	4
	PHE-4	Mathematical Methods in Physics-I	2
	PHE-5	Mathematical Methods in Physics-II	2
	PHE-6	Thermodynamics and Statistical Mechanics	4
	PHE-7	Electric and Magnetic Phenomena	4
	PHE-8(L)	Physics Laboratory-II	4
	PHE-9	Optics	4
	PHE-10	Electrical Circuits and Electronics	4
	PHE-11	Modern Physics	4
	PHE-12 (L)	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	2
	CHE-3(L)	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-7(L)	Chemistry Laboratory-II	2
	CHE-8(L)	Chemistry Laboratory-III	2
	CHE-9	Biochemistry	4
	CHE-10	Spectroscopy	4
	CHE-11(L)	Chemistry Laboratory-IV	4
	CHE-12(L)	Chemistry Laboratory-V	4
	MTE-3	Mathematical Methods	4
LIFE SCIENCES			
	LSE-1	Cell Biology	4
	LSE-2	Ecology	4
	LSE-3	Genetics	4
	LSE-4(L)	Laboratory Course-I	4
	LSE-5	Physiology	4
	LSE-6	Developmental Biology	4
	LSE-7	Taxonomy and Evolution	4
	LSE-8(L)	Laboratory Course-II	4
	LSE-9	Animal Diversity-I	6
	LSE-10	Animal Diversity-II	6	(to be taken together)
	LSE-11(L)	Animal Diversity Laboratory	4
	LSE-12	Plant Diversity-I	6
	LSE-13	Plant Diversity-II	6	(to be taken together)
	LSE-14(L)	Plant Diversity Laboratory	4

Mathematics elective courses should not be opted by students coming to B.A./B.Com through BPP. It is strongly recommended that only those students who have studied Mathematics as a subject in 10+2 should opt for the Mathematics electives. Co-requisite and pre-requisite courses refer to the courses which the learners are strongly advised to register for and complete, so that the related courses could be followed easily. Otherwise, it is **not a compulsory directive**.

3.3.4 Application-Oriented Courses

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

List of application Oriented Courses — Common to all BA/B.Com/B.Sc

AFW(E)-1	Feature Writing (English	4
BHDA-101	समाचार पत्र और फीचर लेखन	4
AWR(E)-1	Writing for Radio (English)	4
BRPA-101	Radio Lekhan (Hindi)	4
ATR-1	Translation (English 4 + Hindi 4 Credits)	8
ACC-1	Organising Child Care Services	8
ANC-1	Nutrition for the Community	8

*AHE-1	Human Environment	8
AMK-1	Marketing	4
AED-1	Export Procedure and Documentation	4
AOM-1	Office Organisation and Management	4
ASP-1	Secretarial Practice	4
BCOA-001	Business Communication and Entrepreneurship	
*AMT-1	Teaching of Primary School Mathematics	8
ACS-1	Consumer Studies	8
CTE-3	Teaching Strategies	4
CTE-4	Teaching English-Elementary School	4
	OR	
CTE-5	Teaching English-Secondary School	4
AST-01**	Statistical Techniques	4
AOR-01**	Operational Research	4
AEC-1 +	Environmental Chemistry	8
*APM-1++	Integrated Pest Management	8

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

SCHEME OF STUDY

In order to enable you to complete Bachelor's Degree Programme within the minimum period of three years, you are allowed to take courses worth 32 credits in each year. In the first year of study you should take 16 credits in Foundation Courses (FHS-1, FEG-1 or FHD-2 and FEG-2 or any one of MILs), and 16 credits in Elective Courses. In the second year you should take 8 credits of Foundation Course (FST-1) and 24 credits of Elective Courses. In the third year you should take 24 credits in Elective Courses and 8 credits in Application-Oriented Courses. Alternatively, you can take 16 to 24 credits of electives and 8 to 16 credits of Application-Oriented Courses.

3.3.5 How to Choose Courses for BA / B.Com/ B.Sc/ BSW

BA

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

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

FEG-1 or FHD-2

FEG-2 or BHDF-1 or any one of the listed Modern Indian Languages. FHS-1 (Foundation Course in Humanities and Social Sciences), and FST-1 (Foundation Course in Science and Technology) are compulsory in the 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 to 64 credits from this group. However, if you want to choose mathematics, we strongly recommend that you should have studied mathematics as one of the subjects at 10+2 level. **If you want elective courses in a particular discipline you must take a minimum of 8 credits and a maximum of 48 credits in that discipline.**

BA (Major)

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

BA (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 counseling and examination. In this scheme all the elective courses have been divided into 6 groups:

Group 1 BEGE–101, EHD–1, EHD–5, EEC–11, EHI–1, EHI–7, EPS–11, EPA–1, ESO–11, ECO–1, ECO–2, MTE–1, MTE–4, MTE–5, BSWE-04, BPY-001, BPY-002

Group 2 BEGE–102, EHD–2, EHD–8, BECE–002, EHI–2, EPS–12, BPAE–102, ERD–1, ESO–12, MTE–2, MTE–6, BPY-003, BPY-004

Group 3 EEG–3, BEGE–108, EHD–3, EEC–10, EEC–13, EHI–3, EPS–3, EPS–8, EPA–3, ESO–13, ECO–5, ECO–7, MTE–7, MTE–8, BSWE-05, BPY-005, BPY-008

Group 4 BEGE-105, EHD-6, EEC–14, EHI–4, EPS–7, EPA–4, ESO–14, ECO–3, ECO–6, ECO–13, ECO–12, ECO–14, MTE–9, MTE–10, BSWE-06, BPY-006, BPY-007, BPYE-001, BPYE-002

Group 5 EEG–6, EHD–7, BECE-15, EHI–5, EPS–15, EPA–5, ESO–15, ECO–8, ECO–9, MTE–11, MTE–12, BPY-009, BPY-010

Group 6 EEG–4, BEGE-107, EHD–4, BECE-016, EEC–7, EHI–6, EPS–6, EPS–9, EPA–6, ESO–16, ECO–10, ECO–11, MTE–13, MTE–14, BPY-011, BPY-012

Only Group 1 and 2 courses are available in the first year. In first year you have to choose courses worth 16 credits only from elective courses. Select 8 credits from each group. The rest of the Elective Courses 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 to 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, FEG-1 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 credits of Elective Courses in Commerce

(ECO-8, ECO-9, ECO-10 and 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 and ASP-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 to 64 credits of elective courses from a minimum of two disciplines and a maximum of four disciplines. Please refer to Section 3.3.3 for opting elective courses. Of the total credits opted in elective courses in Physics, Chemistry and Life Sciences disciplines, at least 25% must be from the laboratory courses. The year-wise scheme of study is shown in the following table.

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

Year-wise Scheme of Study				
Year of Study	**Foundation Courses**		**Elective Courses**	**Application-Oriented Courses**	**Total Credits**
First Year	16 Credits as under		16 Credits from	—	**32 Credits**
	1.FST-1	8 Credits (compulsory)	PHE-01,02, BPHL-103, PHE-04,05,06		
	2.FEG-1 or FHD-2	4 Credits	CHE-01,02,03(L),05,07(L),08(L)		
	3.FEG-2 or BHDF-101 or any one of MILs	4 Credits	LSE-01,02,03,04(L), MTE-01,02,03*, 04,05,06		
Second Year	8 Credits (FHS-1) (compulsory)	8 Credits	24 Credits from PHE-01,02, 04,05,06,07,08(L) 09,10,15, **BPHL**-103, **CHE**-01,02,03(L),04,05,06,07(L),08(L), 09,11(L), **LSE**-01,02,03,04(L),05,06,07,08(L), **MTE**-01,02,03*,04(L),05,06,07,08,09,10	—	**32 Credits**
Third Year	**16 Credits**		**16 Credits to 24 Credits from** PHE-01,02, 04,05,06,07,08(L),09,10,11,12(L),13, 14,15,16, **BPHL**-103, **CHE**-01,02,03(L), 04,05,06,07(L),08(L),09,10,11(L),12(L), **LSE**-01,02,03,04(L),05,06,07,08(L),09,10,11(L),12,13,14(L), **MTE**-01,02,03*,04,05,06,07,08,09,10,11,12,13,14	**8 Credits to 16 Credits**	**32 Credits**
Total Credits	24 Credits		56 to 64 Credits	8 to 16 Credits	96 Credits

Note: * MTE-03 credits will not be counted towards mathematics electives. In other words if you are choosing mathematics courses on electives, you are not allowed to opt MTE-3

As per the above table, in the first year of study, you should take 16 credits in Foundation Courses (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 (FHS-1) and 24 credits of Elective Courses. In the third year, you can take 16 to 24 credits of electives and 8 to 16 credits of application-oriented courses (together it should be 32 credits).

B.Sc.(Major)

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

Discipline	Total Credits	Elective Courses
Botany	48	LSE-01 to 08(L) and the package* of LSE-12,13,14(L)
Chemistry	40	CHE-01 to CHE-12(L)
Mathematics	40	MTE-01,02,04 to 09 worth 28 credits are compulsory. Remaining 12 credits may be opted from MTE-10 to MTE-14.
Physics	48	PHE-01, PHE-02, BPHL-103, PHE-04 to PHE-16
Zoology	48	LSE-01 to 08(L) and the package* of LSE-09,10,11(L)

* Please note that you will not be allowed to opt for any individual course from the package. The courses LSE-09,10 and 11(L) are to be taken together as a package. Similarly, LSE-12,13 and 14(L) are also be taken as a package.

B.Sc (General)

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

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

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

BSW

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

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

I YEAR		
Foundation Courses (from BDP)		**16 credits**
BSWE-001	Introduction to Social Work (Theory)	8 credits
BSWL-001	Social Work Practicum-1 (Practical)	8 credits
		32 Credits
II YEAR		
Foundation Course (from BDP)		**8 credits**
BSWE-002	Social work intervention with Individuals and groups (theory)	8 credits
BSWL-002	Social Work Practicum-II (Practical)	8 credits
BSWE-004	Introduction to Family Education	8 credits
		32 credits
III YEAR		
BSWE-003	Social Work Intervention with Communities and Institutions (theory)	8 credits
BSWEL-003	Social Work Practicum-III (Practical)	8 credits
BSWE-005	Introduction to HIV/AIDS	8 credits
BSWE-006	Substance Abuse and Counselling	8 credits
		32 credits

3.4 Bachelor's Preparatory Programme (BPP)

Bachelor's Preparatory Programme (BPP) — Non-Formal Channel to BA/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. 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.

The Bachelors Preparatory Programme (BPP) is on offer in Oriya too in addition to English and Hindi.

Structure of the Programme

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

i) Preparatory Course in General Mathematics - OMT – 101
ii) Preparatory Course in Social Sciences - OSS – 101
iii) Preparatory Course in Commerce - PCO – 01

3.5 Bachelor of Library and Information Science (BLIS)

The Bachelor's Degree in Library and Information Science Programme comprises 9 courses; of these 7 courses deal with theoretical aspects of this discipline, while 2 courses are meant to provide practical exercises to the learners. Out of 7 courses on theoretical aspects, one course (BLIS-07) also includes practical component. Medium of instruction for this programme is English and Hindi.

Course Code	Title of the Course	Credits
BLIS-01	Library and Society	4
BLIS-02	Library Management	4
BLIS-03	Library Classification Theory	4
BLIS-03P	Library Classification Practice	4
BLIS-04	Library Cataloguing Theory	4
BLIS-04P	Library Cataloguing Practice	4
BLIS-05	Reference and Information Sources	4
BLIS-06	Information Services	4
BLIS-07	Information Technology: Basics	4
	Total	**36**

3.6 B.Sc. (Nursing) PB(N) (Offered in January Session only)

The Programme is intended to provide an opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of society, to motivate nurses to maintain clinical competence, to

provide quality care, to develop teaching, administrative and research skills and to promote personal and professional growth for better promotional opportunities. It is a 3-year revised programme of 108 credits (40 credits of theory and 68 credits of Practical). Thirty six colleges of Nursing in the country are programme study centres. There are 30 seats per programme in each study centre. It comprises 11 courses in Theory and 11 courses in Practical as under:

Course Code	Title of the Course	Credits
FIRST YEAR THEORY		
BNS 101	Nursing Foundation	4
BNS 102	Applied Sciences (Bio-physics, Bio-chemistry, Microbiology, Nutrition and Dietetics)	4
BNS 103	Maternal Nursing	2
BNS 104	Communicative English	4
BNS 105	Behavioural Sciences (Sociology, Educational and General Psychology)	4
SECOND YEAR THEORY		
BNS 106	Medical Surgical Nursing	4
BNS 107	Paediatric Nursing	2
BNS 108	Mental Health Nursing	4
THIRD YEAR THEORY		
BNS 109	Community Health Nursing	4
BNS 110	Nursing Administration	4
BNS 111	Nursing Education and Research	4
	Total	40
FIRST YEAR PRACTICAL		
BNSL 101	Nursing Foundation	4
BNSL 102	Applied Sciences (Bio-physics, Bio-chemistry, Microbiology, Nutrition and Dietetics)	4
BNSL 103	Maternal Nursing	8
BNSL 105	Behavioural Sciences	2
SECOND YEAR PRACTICAL		
BNSL 106	Medical Surgical Nursing	10
BNSL 107	Paediatric Nursing	8
BNSL 108	Mental Health Nursing	8
THIRD YEAR PRACTICAL		
BNSL 109	Community Health Nursing	8
BNSL 110	Nursing Administration	6
BNSL 111	Nursing Education and Research	8
BNSL 112	Computer in Nursing	2
	Total	**68**

Selection Criteria: Selection for B.Sc. Nursing (Post Basic) programme is by merit. The merit is worked out on the basis of giving 80% weightage to the total marks obtained in General Nursing and Midwifery (RNRM) and one mark for each year of experience in nursing over and above the years of experience required for eligibility for admission subject to a maximum of 20 marks.

For example

(Based on this example you may calculate your merit)

An applicant scoring 700 out of 1200 marks in General Nursing and Midwifery Marks Sheet and having seven years of experience, the merit will be calculated as follows:

a) Calculation for Marks

Percentage of marks = $700/1200 \times 100 = 58.33$

b) 80% weightage = 46.66

c) Calculation for Experience

i) An applicant with 10 + 2 + GNM with 7 years of experience will get a credit of 5 years. Hence 5 marks will be added in the marks.

So, the Total marks of this candidate will be a + b (i) 46.66 + 5 (Years of experience) = 51.66 Marks.

ii) An applicant with 10 + GNM with 7 years of experience will get a credit of 2 years. Hence 2 marks.

So; the total marks of this candidate will be a + b (ii) = 46.66 + 2 (Years of experience) = 48.66 Marks.

You may calculate your own marks as per the example given under c) i).

MARKS OF EXPERIENCE ARE CALCULATED OVER AND ABOVE THE MINIMUM EXPERIENCE REQUIRED FOR ELIGIBILITY TO ADMISSION.

Eligible candidates for B.Sc. Nursing (Post Basic) must fill up and submit along with Application Form for Admission, Experience Certificate and Category Certificate as well. Experience will be counted after the date of registration as RNRM.

3.7 B.Sc (Hons.) in Optometry and Ophthalmic Techniques (BSCHOT)
(Offered in July Session only)

B.Sc.(Hons.) in Optometry and Ophthalmic Techniques (BSCHOT) is a four-year programme and is aimed to develop a multipurpose ophthalmic manpower in the country. This programme comprises 128 credits (52 credits theory and 76 credits practical). The number of Programme Study Centres activated at present are 22.

Objectives

The Programme is being launched with broad objective of training the students in various ophthalmic techniques. After

going through this programme the students shall be able to:

- assist eye specialists in big eye hospitals, eye care health units, etc. as refractionists, orthoptists, theatre assistants and refractionists
- get themselves self employed as opticians, optometrists and refractionists estimate errors of refraction and be able to prescribe glasses
- maintain ophthalmic appliances and instruments
- assess ocular motility disorders and prescribe adequate treatment including eyeball exercises.

Details of Theory Practical credits of BSCHOT (4 years)

Year of Study	Theory Courses	Practical Courses	Total Credits
1st year	16 credits	16 credits	32 credits
2nd Year	16 credits	16 credits	32 credits
3rd Year	12 credits	20 credits	32 credits
4th Year	08 credits	24 credits	32 credits
TOTAL	52 credits	76 credits	128 credits

Compulsory Courses of (1st year)

THEORY COURSE

Year	Title	Courses	Credits
1st year	Communicative English	BOS-001	4
	Basic Human Sciences	BOS-003	4
	Basic Ocular Sciences	BOS-004	4
	Optometry Practice	BOS-005	4
	Total		16

PRACTICAL COURSE

Year	Title	Courses	Credits
1st year	Computer Skills	BOSL-002	4
	Basic Human Sciences	BOSL-003	4
	Basic Ocular Sciences	BOSL-004	4
	Optometry Practice	BOSL-005	4
	Total		16

3.8 B.Tech Civil (Construction Management) — (BTCM) (Offered in January Session only)

The B.Tech. Civil (Construction Management) programme has been designed to impart training and continuing professional education to upgrade diploma level manpower engaged in managing construction task. The design of programme structure provides in-built modularity and flexibility. The successful completion of first two modules (First and Second years) make you eligible for the award of Advanced Diploma in Construction Management (ADCM). In this way, a learner then has a flexibility to study either only for the award of ADCM and exit from the system or to move further to complete B.Tech. (Civil) degree.

Year-wise Course Registration Plan For BTCM (Total 128 Credits)

Course Code	Title of the Course	Credits
FIRST MODULE (FIRST YEAR)		**32**
ET-101 A	Mathematics-I	3
ET-101 B	Mathematics-II	3
ET-105 A	Physics	4
ET-105 B	Chemistry	4
ET-202 A	Engineering Mechanics	2
ET-202 B	Principles of Electrical Sciences	4
ET-204 A	Materials Sciences	2
ET-204 B	Engineering Materials	2
ET-301 A	Systems Methods	2
ET-301 B	Computer Applications	2
ET-501 A	Soil Mechanics	2
ET-501 B	Foundation Engineering	2
SECOND MODULE (SECOND YEAR)		**32**
ET-521 A	Planning and Construction of Building	2
ET-521 B	Building Architecture	2
ET-521 C	Design Detailing	2
ET-521 D	Quantity Surveying & Valuation	2
ET-522	Concrete Technology & Construction Techniques	4
ET-523 A	Construction Works Supervision	2
ET-523 B	Operation and Maintenance of Const. Equipment	3
ET-523 C	Repair and Maintenance of Buildings	3
ET-524 A	Principles of Engg. Management & Economics	3
ET-524 B	Construction Management-I	3
ET-571	Laboratory-I (ADCM)	2
ET-581 A	Testing for Quality Control	2
ET-581 F	Mechanical Equipment in Construction	2
THIRD MODULE (THIRD YEAR)		**32**
ET-102	Mathematics-III	4
ET-201 A	Mechanics of Fluid	4
ET-201 B	Engineering Thermodynamics	4
ET-302 A	Computer Programming & Numerical Methods	3
ET-302 B	Technical Writing	1
ET-500	Project	6
ET-502 A	Strength of Materials	4
ET-502 B	Structural Analysis	4
ET-540 B	Flow in Open Channel	2
FOURTH MODULE (FOURTH YEAR)		**32**
ET-505	Transportation and Traffic Engineering	4
ET-507 A	Pollutants and Water Supply	4
ET-508 A	Structural Design-I	4
ET-508 B	Structural Design-II	2
ET-525	Construction Management-II	6
ET-535 A	Elementary Hydrology	2
ET-535 B	Hydraulic Structures	4
ET-574	Laboratory-II	2
ET-581 B	Inventory and Stores Management	2
ET-581 C	Building Services	2

3.9 B.Tech. Civil (Water Resources Engineering) — (BTWRE) (offered in January session only)

B.Tech. Civil (Water Resource Engineering) is a continuing education programme for the working polytechnic diploma holders engaged in water resources sector. It is a 4 year degree programme which offers in-built flexibility in terms of intermediate award of **Advanced Diploma in Water Resources Engineering (ADWRE)** after successful completion of first two modules (First and Second years). The learner can quit after award of ADWRE or move further to complete B.Tech Degree.

Year-wise Course Registration Plan for BTWRE

	Course Code Title of the Course	Credits
FIRST MODULE (FIRST YEAR)		**32**
ET-101 A	Mathematics-I	3
ET-101 B	Mathematics-II	3
ET-105 A	Physics	4
ET-105 B	Chemistry	4
ET-201 A	Mechanics of Fluids	4
ET-201 B	Engineering Thermodynamics	4
ET-501 A	Soil Mechanics	2
ET-501 B	Foundation Engineering	2
ET-531 A	Earth & its Environment	3
ET-531 B	Soil Sciences	3
SECOND MODULE (SECOND YEAR)		**31**
ET-502 A	Strength of Materials	4
ET-502 B	Structural Analysis	4
ET-532 A	Hydrology	4
ET-532 B	Ground Water Development	2
ET-533 A	Irrigation Engineering	4
ET-533 B	Open Channel Flow	4
ET-534 A	Principles of Engineering Management & Economics	3
ET-534 B	Systems Methods	2
ET-534 C	Water Resource Planning	3
ET-573	Laboratory-I (ADWRE)	1
THIRD MODULE (THIRD YEAR)		**32**
ET-102	Mathematics-III	4
ET-202 A	Engineering Mechanics	2
ET-202 B	Principles of Electrical Science	4
ET-302 A	Computer Programming and Numerical Methods	3
ET-302 B	Technical Writing	1
ET-500	Project	6
ET-505	Transportations and Traffic Engineering	4
ET-536 A	Hydraulic Structures-I	4
ET-536 B	Hydraulic Structures-II	4
FOURTH MODULE (FOURTH YEAR)		**31**
ET-204 B	Engineering Materials	2
ET-507 A	Pollutants and Water Supply	4
ET-507 B	Waste Water Treatment	4
ET-508 A	Structural Design-I	4
ET-508 B	Structural Design-II	2
ET-524 B	Construction Management-I	3
ET-537 A	Soil Conservation & Agronomy	4
ET-537 B	Agricultural Legislation & Management	4
ET-574	Laboratory-II	2
ET-581 F	Mechanical Equipment in Construction	2

3.10 B.Tech in Mechanical Engineering (BTME) (Computer Integrated Manufacturing) (Offered in January Session only)

IGNOU has planned employment related Engineering Programmes for Technical Diploma holders of a polytechnic who are employed in Manufacturing Sector. Towards this, in the first instance, the University has identified the manpower training needs of employment sector and has launched **Four Years B. Tech. in Mechanical Engineering (Computer Integrated Manufacturing)** in which after completion of the first year courses, the learner will get **Diploma in Computer Integrated Manufacturing (DCIM)** and after completion of first two-years courses, the learner will get **Advanced Diploma in Computer Integrated Manufacturing (ADCIM).** Those who successfully complete all the four years courses will be awarded **B. Tech. in Mechanical Engineering (Computer Integrated Manufacturing).**

Year-wise Course Registration Plan for BTME Programme
Table 1.1 : Programme Structure of the BTME – First Year*

Course Code	Name of the Course	Credits
BME 001	Engineering Mathematics-I	4
BME 002	Computer Aided Design	2
BME 003	Manufacturing Technology	4
BME 004	CNC Technology and Programming	4
BME 005	Computer Integrated Manufacturing	4
BME 006	Mechatronics	4
BME 007	Quality Engineering	4
BMEL 001	Laboratory-I (CAD/CAM Lab)	4
BMEL 002	Laboratory-II (Mechatronics Lab)	2
		Total 32

*After clearing 32 credits courses of BTME - First year, student will be awarded Diploma in Computer Integrated Manufacturing (DCIM)

Table 1.2: Programme Structure of the BTME – Second Year**

Course Code	Name of the Course	Credits
BME 008	Machining Technology	4
BME 009	Computer Programming and Application	4
BME 010	Tool Engineering and Management	4

BME 011	Computer Aided Process Planning	4
BME 012	Manufacturing System, Integration and Control	4
BME 013	Production Management	4
BME 014	Metrology and Instrumentation	2
BMEL 003	Laboratory-III	4
BMEL 004	Laboratory-IV	2
		Total 32

** After clearing 64 credits courses of BTME — First year and BTME — second year, student will be awarded Advanced Diploma in Computer Integrated Manufacturing (ADCIM)

Table 1.3 : Programme Structure of the BTME — Third Year

Course Code	Name of the Course	Credits
BME 015	Engineering Mathematics-II	4
BME 016	Engineering Mechanics	2
BME 017	Strength of Materials	2
BME 018	Engineering Materials	2
BME 019	Engineering Thermodynamics	2
BME 020	Kinematics & Dynamics of Mechanisms	4
BME 021	Principles of Electrical and Electronics Sciences	2
BME 022	Soft Computing in Computer Integrated Manufacturing	4
BMEP 001	Project	12
		Total 34

Table 1.4 : Programme Structure of the BTME — Fourth Year

Course Code	Name of the Course	Credits
BME 023	Advanced Manufacturing Technology	4
BME 024	Mechanical Engineering Design	4
BME 025	Condition Monitoring and Maintenance Engineering	2
BME 027	Heat & Mass Transfer	4
BME 028	Fluid Mechanics	2
BME 029	Robotics	4
BME 030	Elective Subjects	4
BME 031	Energy Conversion	2
BME 035	Industrial Engineering and Operations Research	4
BMEL 005	Mechanical Engineering Lab Practices	4
		Total 34

Elective Subjects

- Safety Engineering
- Finite Elements Analysis
- Refrigeration and Air Conditioning
- Productivity Management
- Maintenance Management
- Integrated Product Development
- Supply Chain Management

3.11 Bachelor of Business Administration (BBA) in Retailing (Offered in July Session only)

Programme Structure

The Programme is of 96 credits comprising compulsory courses with an Internship and On the Job Training (OJT) in the first, second and third year respectively. The programme will be offered with modular approach as given below:

a) First year-Diploma in Retailing (DIR)

b) Second Year — Advanced Diploma in Retailing (ADIR)

c) Third Year — Bachelor of Business Administration in Retailing (BBA)

d) Three months internship in the first year and OJT subsequently in the 2nd and 3rd year

e) A Viva-Voce after submission of the Work Book for BRLT-005, BRLT-012 and BRLT-019 under BBA

f) DIR & ADIR are only exit points

g) Programme will be offered once in July every year

h) All DIR students will be offered admission into second year and subsequently in to third BBA Retailing

i) Fee for BBA Retailing will be Rs.5,000 per year for 2009, 2010 and 2011

The details of courses being offered under BBA Retail year-wise are given below:

IST YEAR: DIPLOMA IN RETAILING (DIR)		
Course Code	**Course Title**	**Credits**
BRL-001	Overview of Retailing	4
BRL-002	Retail Marketing and Communication	4
BRL-003	Retail Management Perspective and Communication	4
BRL-004	Customer Service Management	4
BRLT-005	Internship and Viva-Voce	16
	TOTAL	32
IIND YEAR: ADVANCED DIPLOMA IN RETAILING (ADIR)		
Course Code	**Course Title**	**Credits**
BRL-006	Buying and Merchandising-I	4
BRL-007	Store Operations-I	4
BRL-008	Human Resources	4
ECO-01	Business Organization	4
BCOA-001	Business Communication and Entrepreneurship	4
AMK-1	Marketing	4
BRLT-009	On the Job Training (OJT) and Viva-Voce	8
	TOTAL	32
IIIRD YEAR: BACHELOR OF BUSINESS ADMINISTRATION RETAILING		
Course Code	**Course Title**	**Credits**
BRL-010	Merchandising II	4
BRL-011	Retail Operation and Store Management II	4
BRL-012	Visual Merchandising and Store Management	4

BRL-013	Customer Value Management	4
BRL-014	Organisational Behaviour	4
BRL-015	IT Application in Retail	4
BRLT-016	On the Job Training (OJT) and Viva Voce	8
	TOTAL	**32**

Medium of Instruction

The Programme is offered in English medium only. However, student can write assignments and term end examination in Hindi also.

Duration

The Programme has minimum duration of three years and maximum six years.

Programme Fee and Re-Registration

1) The programme fee is Rs. 5,000 which includes registration fee Rs. 100 for DIR under BBA 1st year.

2) Students enrolled for DIR (July-2008) and DIR (BBA Retailing) 2009 will be offered ADIR (2nd year BBA) and subsequently BBA Retailing (3rd Year) under the re-registration.

3) The programme fee is Rs. 5,000 per year for 2010 and 2011 irrespective of first registration 2nd and 3rd registration under re-registration. Thereafter, the fee will be revised as per University rules.

4) Respective Regional Centre will send re-registration forms for DIR and ADIR students for his/her re-registration in to 2nd (ADIR) and 3rd (BBA)year respectively.

ELIGIBILITY CRITERIA

Category A — DIRECT ENTRY

a) + 2/equivalent based on merit of physically fit candidates.

b) University provides reservation of seats as per Government of India rules.

c) There will be a Personal Interview at the Regional Centre prior to selection of the candidate. The Regional Director of the Regional Centre in consultation with the Programme Coordinator will conduct the personal interview.

d) Candidates will be selected based on the personal interview during which a candidate will be judged on the following:

Appearance, Ability to communicate, Attitude, Mental Alertness, and General Knowledge. Each of these shall carry maximum of 10 marks allotted for personal Interview. Candidate is required to secure 25 out of 50 marks to qualify.

AGE LIMIT

18-24 years with relaxation of 1 year (minimum 25 years) for those who are exceptionally qualified.

Category B -SPONSORED ADMISSION

The sponsor is allowed to nominate employees, who have passed +2/equivalent, from their retail organisation. The sponsor will submit a letter on the company's letterhead issued by the competent authority along with an individual application form of the candidate nominated with the Programme fee through a Demand Draft drawn in favour of IGNOU payable at New Delhi.

Candidates will deposit their fees **ONLY AFTER GETTING SELECTED.** Respective Regional Centre will inform the candidate about the selection and fee to be deposited.

INTERNSHIP

a) For Direct Entry (Category-A)

The Programme Coordinators and the Regional Director concerned in consultation with officials from the Retailers Association of India (RAI), Mumbai will arrange an Internship for a period of 3 months for all DIR students in the first year.

b) For Sponsored Admission (Category-B)

Employees of a retail company are only eligible. Under this category sponsored candidates can work and complete their internship in the same retail store/company where they are employed without leaving their jobs.

Opportunities for Students in Retail

● Opens the gate for 10+2 students to be a graduate without interruption to his/her professional career.

● Earn while they learn by taking training/full-time job in a retail store.

● BBA in Retailing arms a Customer Care Associate with specialised theoretical knowledge on retail practices. Since students will acquire lots of theoretical and practical skills in retail industry would certainly prefer them.

● Along with the practical work experience on the job, the student experiences fast track growth in his career towards managerial cadre over 3 years on successful completion of a degree.

● BBA Retail graduation will help students to go for further studies in Retail such as PG Diploma Retail, MBA Retail etc.

Contact persons and Program Coordinators for BBA Retail at IGNOU, New Delhi and RAI, MUMBAI

- Prof. Nawal Kishore, SOMS, IGNOU, New Delhi. 011-29535266, email: nkishore@ignou.ac.in
- Prof. N.V. Narasimham, SOMS, IGNOU, New Delhi. 011-29535266, email: nvnarasimham@ignou.ac.in
- Dr. V.Venugopal Reddy, Research Unit, IGNOU, New Delhi, 011-29534326/011-2957-1525, email: researchunit@ignou.ac.in
- Dr. Madhulika Lal, SOMS, IGNOU, New Delhi, 011-29573006/29532073, email: madhulikalal@gmail.com

- Dr. Rashmi Bansal, SOMS, IGNOU, New Delhi, 011-29573023/29532073, email: rashmibansal@ignou.c.in

Contact Persons at Retailers Association of India

- Mr. Lawrence Fernandes, RAI, Mumbai, 09029089915, email: Lawrence@rai.net.in

Address: Retailers Association of India 111/112, Ascot Centre, Next to Hotel Le Royal Meridien, Sahar Road, Andheri (E), Mumbai-400099 Tel: 022-28269527-29 Fax: 022-28269536 Email: events@rai.net.in, www.rai.net.in

4. DIPLOMA PROGRAMMES

4.1 Post Graduate Diploma in Clinical Cardiology (PGDCC)
(offered in July session only)

The School of Health Sciences, IGNOU in collaboration with leading Cardiac Institutions in the country, has developed and launched a two- year, full time, Post Graduate Diploma in Clinical Cardiology (PGDCC) Programme for MBBS doctors. This programme was launched in January 2006 and at present 250 students are being trained under 150 Academic Counsellors in 35 Cardiac Institutes across the country.

Indians are genetically three times more vulnerable to heart attacks than Europeans. While the average age of patients suffering a heart attack is more than 60 years in Europe, the average age in India is between 40-45. Indians are also genetically more vulnerable to diabetes at younger age which again leads to premature atherosclerotic disease leading to heart attacks. In 2005, some 25 percent of deaths among the adult population was due to Cardiovascular diseases. Therefore, India with a population of over a billion requires at least a few thousand cardiologists to be produced every year to address the growing needs of heart patients.

Keeping the above in mind, this "two year full time" Post Graduate Diploma in Clinical Cardiology has been carefully designed and developed to address the societal needs of the deprived population of district towns of the country.

Programme Objectives

To establish a core programme dedicated to train medical graduates in clinical cardiology to deal effectively with the early recognition, management and prevention of common cardiovascular diseases (non-invasive cardiology) and other life style diseases such as diabetes mellitus.

Admission procedures

Candidates need to apply to the respective Regional Centres of IGNOU with a Demand Draft of Rs. 500 in favour of IGNOU payable at the city where the Regional Centre is situated. They are also requested to submit Form-E along with the filled application form. Interview letters will be sent to the eligible candidates. Interview for the selection of candidates will be held at the respective Regional Centres (PSC). A merit list will be prepared after interview. Candidate has to mention his/her preference regarding Programme Study Centre at the time of filling up the application form if the Regional Centre or other place (Mentioned in Form-E) has more than one Programme Study Centre. The allotment of the Programme Study Centre will depend on the merit list. Decision of the selection committee of IGNOU regarding the selection of candidate will be final and binding.

		Credit of the Theory Courses	Credit of the Practical Courses
MCC-001	Fundamentals of Cardiovascular System-I	4	—
MCC-002	Fundamentals of Cardiovascular System-II	4	—
MCC-003	Common Cardiovascular Diseases-I	6	—
MCC-004	Common Cardiovascular Diseases-II	4	—
MCC-005	Common Cardiovascular Diseases-III	4	—
MCC-006	Cardiovascular Epidemiology	4	—
MCC-007	Cardiovascular Related Disorders	4	—
MCCL-001	Cardiovascular Evaluation-I	—	8
MCCL-002	Cardiovascular Evaluation-II	—	6
MCCL-003	Management of Common Cardiovascular Diseases	—	10
MCCL-004	Management of Congenital Heart Diseases	—	4
MCLL-005	Preventive Cardiology	—	8
MCCL-006	Intensive Coronary Care	—	6
	Total Credits	**30**	**42**

4.2 Post Graduate Diploma in Distance Education (PGDDE)

The Postgraduate Diploma in Distance Education (PGDDE) programme is the first of its kind in the Commonwealth of countries. It has been designed to provide essential know-how skills and professional knowledge for the staff involved in developing and maintaining distance education programmes for higher levels of instruction and also for those who want to join distance education institute in future as a professional. The programme consists of five courses:

Course Code	Title of the Course	Credits
ES-311	Growth and Philosophy of Distance Education	6
ES-312	Design & Development of Self-Learning Print Materials	6
ES-313	Learner Support Services	6
ES-314	Management of Distance Education	6
ES-318	Communication Technology for Distance Education	6
Total	**Five Courses**	**30**

The Programme is of one-year duration. The medium of instruction is English.

4.3 Post Graduate Diploma in Higher Education (PGDHE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of

Education (1986) and several other committees on higher education teachers (Rastogi Committee 1996) with a view to provide necessary knowledge, understanding and skills pertaining to higher education for university and college teachers. The Programme is meant for:

i) regular teachers in universities, colleges and other institutions of higher learning.

ii) those having a postgraduate degree in any subject with at least IInd Division.

iii) professional degree holders in areas such as engineering, medicine and agricultural science.

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

Course Code	Title of the Course	Credits
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	**34**

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

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

Programme Objectives:

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

Visual Basic or C+ +; and
- Undertake a practical based project in order to specialise in one of the thrust areas on library automation and networking.

Programme Structure

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

Course Code	Title of the Course	Credits
MLI–001	Introduction to Computers	4
MLIL–001	Practical	
MLI–002	Library Automation	4
MLIL–002	Practical	
MLI–003	Information Systems	4
MLIL–003	Practical	
MLI–004	Networking and Internet Technology	4
MLIL–004	Practical	
MLI–005	Internet Resources	4
MLIL–005	Practical	
MLI–006	Content Development	4
MLIL–006	Practical	
MLI–007	Programming	4
MLIL–007	Practical	
MLIP–008	Project	4

4.5 Post Graduate Diploma in Maternal & Child Health (PGDMCH) (Offered in July Session only)

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 applications of 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 Health 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 to those with 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.

● Acquire knowledge on nutritional needs, assess growth and development of children and manage their respective problems.

Programme Design

The PGDMCH programme consists of six courses. These represent three broad disciplines of conventional medical education system. Course 1 (MME-201), Course 2 (MME-202) and Course 3 (MME-203) represent the disciplines of Community Medicine, Obstetrics and Gynaecology(O&G) and Paediatrics respectively. The respective practical component of these three courses are given in Course 4 (MMEL-201), Course 5 (MMEL-202) and Course 6 (MMEL-203)

Course Code	Title of the Course	Nature	Credits
MME-201	Preventive MCH	Theory	6
MME-202	Reproductive Health	Theory	6
MME-203	Child Health	Theory	6
MMEL-201	Preventive MCH Practical	Practical	6
MMEL-202	Reproductive Health	Practical	6
MMEL-203	Child Health Practical	Practical	6
		Total	36

Selection Criteria

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

The scores will be calculated by considering two criteria:

● Total percentages of marks secured in all MBBS examinations.

● Total years of experience (Period from the date of completion of internship up to the date of beginning of session).

Programme Implementation

Students will be compulsorily required to attend 28 days of contact sessions in five divided spells at an 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 centre-wise. There are a maximum of 30 seats at each Programme Study Centre.

Please note that students must send their forms to the Regional Centre as per their address of correspondence (refer the operational area of Regional Centres). The programme Study Centre (PSC) once allotted will not be changed except in case of vacancy.

4.6 Post Graduate Diploma in Hospital and Health Management (PGDHHM) (Offered in January Session only)

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

Eligibility Requirements

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

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

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

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

Selection Procedure

Those satisfying the eligibility requirements will be selected on the basis of the criteria laid down by the School of Health Sciences, IGNOU. The criteria for selection will be developed taking into account hospital experience, years of service and educational qualification. Selection will be made on Regional Centre/PSC basis. In each Programme Study Centre (PSC) a maximum of 40 students will be admitted. At present 22 PSCs for the programme are at Ahmedabad, Bangalore, Kolkata, Chandigarh, Cochin, Delhi, Hyderabad, Jaipur, Jammu, Lucknow, Patna, Pune, Raipur, Bhubaneshwar, Jabalpur, Srinagar.

Programme Design

PGDHHM is a multimedia package which includes General

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

Course Code	Name of the Course	No. of Credits	
		Theory	Practical
PGDHHM-001	Introduction to Management-I	3	2
PGDHHM-002	Introduction to Management-II	3	2
PGDHHM-003	Organisation and Management of Hospital	3	2
PGDHHM-004	Clinical, Diagnostic and Therapeutic Services	3	2
PGDHHM-005	Support and Utility Services and Risk Management	3	2
PGDHHM-006	Health System Management	3	2
	Project Work		2
	Total	**18**	**14**

4.7 Post Graduate Diploma in Geriatric Medicine (PGDGM) (Offered in January Session only)

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

Objective of the Programme

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

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

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

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

Programme Design

More than 50% of the credit hours is devoted for hands-on-training. The programme has two theory courses (MME-004 and MME-005) and two Practical courses (MMEL-004 and MMEL-005).

Course Code	Name of the Course	Credits
MME-004	Basic Geriatrics	06
MME-005	Clinical Geriatrics	08
MMEL-004	Basic Geriatrics Practical	06
MMEL-005	Clinical Geriatrics Practical	12
	Total	**32**

Selection Criteria is same as PGDMCH 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.

4.8 Post Graduate Diploma in Rural Development (PGDRD)

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

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

4.9 Post Graduate Diploma in Translation (PGDT)

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

Course Code	Title of the Course	Credits
PGDT-01	Anuvad: Siddhant Aur Pravidhi	6
PGDT-02	Anuvad Ka Bhashik Aur Samajik Paksh	6
PGDT-03	Vyavaharik Anuvad Ke Vividh Star Aur Kshetra	6
PGDT-04	Prashasanik Anuvad	6
PGDT-05	Anuvad Pariyojana	6
	Total	**30**

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

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

Course Code	Title of the Course	Credits
JMC-01	Introduction to Journalism and Mass Communication	8
JMC-02	Mass Media and Society	8
JMC-03	Reporting, Writing and Editing	8
JMC-04	Public Relations	8
	Total	32

4.11 Post Graduate Diploma in Audio Programme Production (PGDAPP)

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

The programme is aimed at the following target groups:

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

Course Code	Title of the Course	Credits
MJM-001	Introduction to Broadcasting and Programming	6
MJM-002	Production and Presentation	6
MJM-003	Recording and Editing	4
MJML-001	Practical	16
	Total	**32**

Practical Component

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

4.12 Post Graduate Diploma in International Business Operations (PGDIBO)

School of Management Studies, the biggest business school in Open Learning System in the world has developed an innovative programme in the area of International Business. The main objective of this programme is to equip the students with necessary conceptual, entrepreneurial and analytical skills required for handling the International Business Operations. The curriculum focusses on the applied aspects of International Business.

The salient features of this programme are as follows:

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

Programme Structure

PGDIBO is a one-year Post Graduate Diploma Programme,

comprising the following six courses of 6 credits each. All the following six courses are compulsory.

Course Code	Title of the Course
IBO-01	International Business Environment
IBO-02	International Marketing Management
IBO-03	India's Foreign Trade
IBO-04	Export-Import Procedures and Documentation
IBO-05	International Marketing Logistics
IBO-06	International Business Finance

4.13 Post Graduate Diploma in Disaster Management (PGDDM)

The major objectives of the programme are to:

- Provide comprehensive knowledge to the learners on disaster preparedness, mitigation and rehabilitation.
- Enable the learners to carry out risk assessment and vulnerability analysis.
- Generate community awareness, and strengthen institutional mechanism for community mobilisation and participation in disaster management.
- Develop communication skills for disaster preparedness.
- Create greater awareness about effective disaster response in various emergency situations.
- Equip learners with tools for meeting emergency medical requirements.
- Incorporate gender sensitive disaster management approach; and
- Inculcate new skills and sharpen existing skills of government officials, voluntary activists, development professionals and elected representatives for effective disaster management.

Target 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.

Programme Structure

- The Programme is of 32 credits and has two components: a) Courses and b) Project Work.
- The following eight Courses of four credits each shall be offered to the learners:

Course Code	Name of the Course	Credits
MPA-001	Understanding Natural Disasters	4
MPA-002	Understanding Man-made Disasters	4
MPA-003	Risk Assessment and Vulnerability Analysis	4
MPA-004	Disaster Preparedness	4
MPA-005	Disaster Response	4
MPA-006	Disaster Medicine	4
MPA-007	Rehabilitation, Reconstruction and Recovery	4
MPAP-001	Project Work	4
	OR	
MED-004*	Towards Participatory Management	
	Total	**32**

*This course is available in English only.

4.14 Post Graduate Diploma in Intellectual Property Rights (PGDIPR)

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

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

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

Course Code	Title of the Course	Credits
MIP-001	General Overview of Intellectual Property	4
MIP-002	Industrial Property: Patents, Designs, Plant Varieties	4
MIP-003	Industrial Property: Trademarks, Geographical Indications, Trade Secrets and Unfair Competition	4
MIP-004	Copyrights and Related Rights (International)	4
MIP-005	Protection of Industrial Property at the National Level	4
MIP-006	Protection of Copyright and Related Rights at the National Level	4
MIP-007	Enforcement of Intellectual Property Rights	4
MIP-008	Contemporary Intellectual Property Issues	4
	Total	**32**

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

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

- Disseminate information and exchange knowledge and experiences gained in the pursuit of the goal of sustainable development.
- Strengthen regional co-operation in environmental capacity building especially in the area of environmental management.
- Educate and train individuals from different walks of life, viz. development functionaries, government officials, journalists, policy makers, farmers, industrialists, grassroots workers, environmentalists who have a stake in protecting the environment as well as ensuring a better quality of life for the people of their countries.

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

Course Code	Title of the Course	Credits
MED-001	Understanding the Environment	4
MED-002	Sustainable Development: Issues and Challenges	4
MED-003	Energy and Environment	4
MED-004	Towards Participatory Management	4
MED-005	Integrated Environment Management: Urban and Rural	4
MED-006	Natural Resource Management: Physical and Biotic	4
MED-007	Agriculture and Environment	4
MED-008	Globalisation and Environment	4
	Total	**32**

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

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

Programme Objectives

The objectives of the programme are as follows:

i) To develop essential skills, competencies and values needed for effective school leadership and management.

ii) To enable head teachers/principals to create an effective and enabling environment.

iii) To improve the overall performance of the school.

iv) To develop a trained and competent cadre of head teachers/principals.

Eligibility

Prospective and in-service school head teachers/principals with Graduate degree from a recognised university OR (ii) Graduate/Post Graduate Teachers aspiring to be school heads/principals in near future.

Medium of Instruction

Hindi and English.

Programme Structure

Course Code	Title of the Course	Credits
MES-004	Head Teachers as School Leaders	6 credits
MES-005	Human Resource Development	6 credits
MES-006	Managing Teaching - Learning	6 credits
MES-007	School Governance and Financial Management	6 credits
MES-008	Leadership for Better Schools	6 credits

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

4.17 Post Graduate Diploma in Book Publishing (PGDBP)

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

Self employment to aspiring/practicing publishing professionals

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

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

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

Training aspiring publishing professionals in marketable skills in the various areas of publishing, including specialised editing, copyediting and proofreading online, marketing, distribution, sales etc.

The unique aspect of the programme is the month-long training/apprenticeship at a publishing house which carries a small stipend and the possibility of employment thereafter. This training is under the auspices of the Federation of Indian Publishers with whom IGNOU has a tie-up and trainees would get a Joint Certificate from both IGNOU and the FIB on successful completion of the training.

Programme Structure

This programme has eight courses, of which Courses 1-4 are compulsory and courses 5- 7 are electives (learners to choose any two). Course 8 is a compulsory course where learners would be attached to a publishing house and do a project for which they would be evaluated and get a separate 'Certificate of Completion'.

Course Code	Title of the Course	Credits
MBP 001	Introduction to Publishing and Its Legal Aspects	4
MBP 002	Editing and Pre-Press	4
MBP 003	Production and Emerging Technologies	4
MBP 004	Marketing, Promotion and Distribution of Books	4
MBP 005	Editing Books for Children	4
MBP 006	Editing Scientific, Technical and Medical Books	4
MBP 007	Editing Textbooks	4
MBP 008	Apprenticeship/Training	4

4.18 Post Graduate Diploma in Educational Technology (PGDET)

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

Objectives of the Programme

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

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

Target Population

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

Course Details

Course Code	Title of the Course	Credits
MES -031	(ET-An Overview)	6
MES-032	(Communication & Information Technology)	6
MES-033	(Computer Technology)	6
MES-034	(Designing Courseware)	6
MES-035	(Project)	6

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

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

The Post-Graduate Diploma Programme in Participatory Management of Displacement, Resettlement and Rehabilitation (PGDMRR) is a proactive initiative of the World Bank and Indira Gandhi National Open University for building the skills of both development practitioners, in

general and resettlement and rehabilitation officers, field staff, desk staff and technical experts in participatory methods of managing the concerns and issues of displacement and working for satisfactory resettlement and rehabilitation (R&R) of those displaced by development projects in particular.

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

The objectives of the programme are to orient learners to:

● Contextualise development caused displacement and rehabilitation.
● Strategise participatory planning of resettlement and rehabilitation.
● Appreciate the particulatory implementation and monitoring of resettlement and rehabilitation.
● Understand theoretical perspectives in the study of R&R.
● Learn lessons from already executed development projects.
● Imbibe specialised knowledge on different phases of R&R process.
● Prepare an individual field work based Project work report that integrates the learning with specific activities of processes in a development project.

The programme consists of Eleven courses (7 compulsory and one optional) listed below:

Course Code	Title of the Course	Credits
MRR-101	Understanding Development-Caused Displacement	4
MRR-102	Role of Participation in Sustainable Development	4
MRR-103	Participatory Planning of Resettlement and Rehabilitation	4
MRR-104	Participatory Implementation and Monitoring of Resettlement and Rehabilitation	4
MRR-005	Theoretical Perspectives on R&R	4
MRR-006	Illustrative R&R Case Studies from Different Development Sectors	4
MRRE-007*	Economic Planning of R&R and Implementation	4
MRRE-008*	Socio-Cultural and Infrastructural Planning and Relocation	4
MRRE-009*	Economic Rehabilitation of PAPs	4
MRRE-010*	Monitoring and Evaluation of R&R	4
MRRP-111	Project Work to be completed by the learners	4

Note: * refers to optional courses. The learner is expected

to specialise in one of the themes by opting for one of the four courses. All the other courses are compulsory.

For online admission please visit http://www.ignouonline.ac.in / pgdmrr.

4.20 Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM)
(Offered in January session only) (online also)

Programme Objectives

The core objective of the PG Diploma Programme is to prepare professionals for development, implementation and auditing of Food Safety and Quality Management Systems in the country. The Programme has been developed in collaboration with the APEDA and is offered online. It seeks to develop India's capability to meet the global food safety and quality requirements and enhance the competitiveness of food products. In long term perspective, it would contribute to ensure consumer safety within and outside the country. The programme is offered online through www.ignouonline.ac.in/safe.

The PG Programme shall enable the students to:

● Comprehend the issues of safety and quality in food production, handling, processing and trade.
● Build technical proficiency in undertaking food safety and quality assurance in food processing chain i.e., from farm to fork.
● Ensure the safety and quality of food products as per mandatory legal requirements and voluntary standards including export regulations if required.
● Design and implement: Good Hygienic Practices (GHP),Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point (HACCP),Quality Management Systems (QMS):ISO 9001,Food Safety Management Systems (FSMS): ISO 22000, Laboratory Management System :ISO 17025 and Retail Standards.
● Be able to effectively plan, conduct, report and audit as per the guidelines of the ISO 19011-2002.
● Undertake Standard Microbiological and Chemical analysis of Food Products.
● Apply Good Hygienic, Manufacturing, Laboratory, Transportation and Retail Practices in Food Processing / Hospitality industry and Retail outlets.

Target Groups

The PG Diploma is intended for graduates in Science/Agriculture /Food Science/Food Technology or allied disciplines contemplating a career in Food Safety and Quality management. It is also intended for professionals in food processing and quality control for strengthening their proficiency in design and implement new food act -Food Safety and Standards Act 2006. The programme shall also open new vista for entrepreneurs who intent to diversify in food

safety and quality aspects.

Programme Structure:

The PG Diploma is of 32 credits and consists of eight courses as given here:

Course Code	Title of the Course	Credits (Theory + Practical = Total)
MVP -001	Food Fundamentals and Chemistry	4 + 0 = 4
MVPI-001	Food Microbiology (Integrated)	2 + 2 = 4
MVP-002	Food Laws and Standards	4 + 0 = 4
MVP-003	Principles of Food Safety and Quality Management	4 + 0 = 4
MVP-004	Food Safety and Quality Management Systems	4 + 0 = 4
MVPL-001	Food Safety and Quality Auditing (Practical)	0 + 4 = 4
MVPL-002	Chemical Analysis and Quality Assurance (Practical)	0 + 4 = 4
MVPP-001	Project Work	0 + 4 = 4

Job opportunities for the pass outs are as follows:

- Quality Control Officer or Quality Assurance/ Management professionals in food/hospitality/retail industry and laboratories.
- Food Safety Officer in the regulatory bodies.
- Food Auditor in Certification and Inspection bodies.
- Trainer/Counsellor in Food Safety & Quality Management Systems.

4.21 Post Graduate Diploma in Plantation Management (PGDPM) (Offered in January session only)

The PG Diploma in Plantation Management is jointly developed by the School of Agriculture and Regional Centre, Cochin, (Kerala). India is home to many plantations and is one of the largest contributors in the world. The sector has great significance due to its high employment potential and provides employment to the weaker section of the society, of which majority are women. In addition, the plantation industry offers lot of potential for earning foreign exchange by way of exporting plantation produce. The sector has scope for high-income generation, if managed well. The programme seeks to develop competent human resource for the plantation 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 tor effectively managing different kinds of plantations.

The objectives of the programme are:
- to develop competent professionals in plantation industry;
- to impart knowledge and skills in production, processing, marketing and finance management in the plantation sector, and
- to upgrade the technical proficiency of professionals working in the plantation Industry.

Target group:

The programme would be helpful to the supervisors/managers presently employed in the various plantation organisations such as tea, coffee, spices, , rubber, etc. as well as to fresh graduates desirous of pursuing a challenging career in the plantation sector.

Job Opportunities

- Managers/Supervisors/Technicians in production, post-harvest management and marketing of plantation products
- Self-entrepreneur in plantation sector
- Researchers and extension functionaries
- Market functionaries
- Trainer/Counsellor in plantation industry

Programme Structure:

The programme consists of totally five Courses; with four theory courses and one project work.

Course Code	Title of the Course	Credits
MAM-001	Introduction to Plantation Management	4
MAM-002	Crop Production Technology	8
MAM-003	Post Harvest Management & Value Addition	8
MAM-004	Human Resource, Marketing and Financial Management	4
MAMP-001	Project Work	8

4.22 Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)

The basic objective of this programme is to improve career opportunities of 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 graduates and non-science graduates with D.Pharma can take admission in the programme. It is offered twice a year in July as well as January Session.

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

Course Code	Course Title	Credits
MVE-001	Introduction to Anatomy, Physiology, and Pharmaceutical Chemistry	6
MVE-002	Pharmacology and Toxicology	6
MVE-003	Pharmaceutics	4
MVE-004	Drugs Regulatory Affairs	4
MVE-005	Introduction to Management	6
MVE-006	Sales Management	6

4.23 Post Graduate Diploma in Social Work (PGDSW)

The Post Graduate Diploma in Social Work (PGDSW) is the first of its kind in open and distance learning (ODL) system in India. It has been designed to provide essential know how, skills and professional knowledge for the functionaries involved in social welfare and development sectors in the country. The PGDSW is equivalent to the 1st year of MSW programme of IGNOU. Those interested in pursing MSW can take admission for the same after successfully completing the PGDSW. MSWL-001: Social Work Practicum of 10 credits is designed to provide hands on training to the para-professionals. This programme is of one year duration. The medium of instruction is English for January 2009 session. The programme consists of the seven compulsory courses including practicum as given below:

Course Code	Course Name	Credits
MSW-001	Origin and Development of Social Work	4
MSW-002	Professional Social Work: Indian Perspectives	4
MSW-003	Basic Social Science Concepts	4
MSW-004	Social Work and Social Development	4
MSW-005	Social Work Practicum	4
MSW-006	Social Work Research	6
MSWL-001	Social Work Practicum-I (Practicals)	10
	Total	36

4.24 Post Graduate Diploma In Disability Management For Med ical Practitioner (PGDMD)

A collaborative programme of IGNOU and Rehabilitation Council of India (RCI)

Programme Code: PGDMD

Introduction of the programme:

The rapid advances in Medical Technology have successfully increased the survival of high risk babies but this adds on to number of babies who might end up with developmental delays and disabilities. Therefore, it is of utmost importance to focus on preventive aspects of disabilities. If a baby is born with or developing impairments or disability, there is a dire need to identify such infants with problems at the earliest and provide Rehabilitation services and enhance the development and the quality of life. Such Rehabilitation services early in life and development constitute the early intervention services. This programme has been developed in collaboration with Rehabilitation Council of India (RCI) to provide an opportunity to medical practitioners in Govt. and private sectors as well as for those who are in private practice. This training programme will equip the learners on the prevention, promotion, assessment, early identification, timely intervention and rehabilitation for all types of disabilities.

Objectives of the programme:

After undergoing this programme, the students will be able to:

1. Explain the genesis of Disability and terminologies used in the area of Disability Rehabilitation.
2. Identify and assess children, adults and elderly having physical, sensory or cognitive impairments or at risk.
3. Understand the rehabilitation methodology/strategies of persons with disabilities.
4. Undertake effective intervention to disability related issues for children/adults/elderly with disabilities.
5. Undertake medical intervention for disability related health issues.
6. Plan and implement prevention programmes for the persons with disabilities.
7. Carry out parental & family counselling of persons with disabilities.
8. Play leadership role in advocacy, community mobilisation and generating awareness about preventive measures, possible therapies and productive potentials of persons with disabilities by propagating the needs and rights of the disabilities.
9. Be aware of existing facilities and legislations available for persons with disabilities.
10. Refer the persons with disabilities for appropriate need based rehabilitation intervention.
11. Be aware of disability certification procedures.

Programme Design:

The PGDMD programme consist of seven courses. The details of the courses are as follows:

Course Credits	Code	Title	Nature of Course
MMD 001	Overview of Disability Rehabilitation	Theory	2

MMD 002	Locomotor Impairment & Leprosy Cured	Theory	6
MMD 003	Blindness and Low Vision	Theory	4
MMD 004	Mental Retardation and Specific Learning Disabilities	Theory	4
MMD 005	Speech, Language and Hearing Impairment	Theory	4
MMD 006	Multiple Disabilities and Developmental Disorders	Theory	4
MMD 007	Mental Illness	Theory	4
	TOTAL		28

4.25 Post Graduate Diploma in District Health Management (PGDDHM)

National Rural Health Mission's vision of a national programme focused at the district and sub-district level requires capacity building at all levels. Although many initiatives have been taken in this direction, however it needs to supplement creative and massive endeavors from state governments, health resource centres, different professionals and different sections of the society.

The present programme aims to support public health practitioners working in the districts in all aspects of Public Health Systems. This distance learning programme compliments regular training programmes and thus contributes in meeting the immense training need of Public Health practitioners.

The PGDDHM programme is a 32 credit programme (24 credits for theory and 8 credits for practical). This programme aims to support Public Health practitioners working in the districts in all aspects of public health systems. The role of public health practitioners working in the districts is very crucial in all aspects of district health management and public health management.

OBJECTIVES

● To acquire theoretical knowledge and. develop practical skills to apply a scientific approach to management of district health services
● Learn newer management techniques required for making district health plans
● Capacity building to plan in advance how to face the problems of health delivery services and assess HR needs, understanding the administrative and technical requirements of different personnel for better implementation.
● Providing opportunity to learn through flexible learning methods especially for working professionals in the health sector at all levels.

Programme Structure

The PGDDHM programme consists of six courses.

The Courses are designed on the basis of learning hours required by an average student. As mentioned earlier, one credit represents 30 hours of learning. The design of the PGDDHM programme in terms of credit distribution of the courses is as per the following pattern:

Course Code	Name of Course	Nature of Course	No. of Credits
PGDDHM-01	Public Health System	Theory	4
PGDDHM-02	Women and Child Health	Theory/ Practical	6
PGDDHM-03	Community Participation for Health	Theory/ Practical	6
PGDDHM-04	Managing District Health Services	Theory/ Practical	6
PGDDHM-05	Emerging issues in Health sector	Theory/ Practical	6
PGDDHM-06	Special focus areas in health care	Theory	4
	Total		32

4.26 Post Graduate Diploma in Analytical Chemistry (PGDAC)

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

Objectives

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

The basic structure of the programme is as follows:

Course Code	Course Title	Credits
MCH-001	Basic Analytical Chemistry	6
MCH-002	Separation Methods	6

MCH-003	Spectroscopic Methods	6
MCH-004	Electroanalytical and Other Methods	6
MCHL-001	Basic Analytical Chemistry Lab	2
MCHL-002	Separation Methods Lab	2
MCHL-003	Spectroscopic Methods Lab	2
MCHL-004	Electroanalytical and Other Methods Lab	2

4.27 PG Diploma in Folklore and Culture Studies (PGDFCS)

The Programme PG Diploma in Folklore and Culture Studies primarily focuses on time, geography, space and literature of the folklore and culture of the world in general, and of India in particular. The Programme aims to find out the relation between folk culture and context through various frameworks borrowed from disciplines such as Literature, History, Sociology, Anthropology, Folklore Studies and emerging disciplines such as Culture Studies. This Programme is a result of the interdisciplinary approach to the paradigms of knowledge. The Programme focuses on themes such as oral literature, material culture, social customs, performing arts, the theories and methods of folklore employed so far such as historical-geographical, historical-re-constructional, ideological, functional, psycho-analytical, cross-cultural, structural and contextual — all of which demand an inter-disciplinary approach. The social relevance of the Programme may be categorised 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 marginalised 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 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 modern society.
- Some of the important faculty in this Programme may be categorised as Critical Theory, Cultural Critic, Cultural Geography, Cultural History, Culture Theory, Ethnography, Feminism, Gender Studies, Museum Studies, Orientalism, Popular Culture Studies, Post-structuralism, Social Structuralism, Language Studies, History and Anthropology, etc.

Target Group

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

This 30 credits Programme has five courses:

Course Code	Title of the Course	Credits
MFC-001	Folklore and Culture: Conceptual Perspectives	06
MFC-002	Tradition, Identity and Cultural Production	06
MFC-003	Cultural and Societal Transformation	06
MFC-004	Tribes of India: Identity, Culture and Folklore	06
MFCI-005	Project	06
	Total	**30**

4.28 Post Graduate Diploma in Adult Education: Participatory Adult Learning Documentation and Information Networking (PGDAE) (Offered in July session only)

This programme is the result of collaborative efforts of IGNOU, UNESCO and JNU aimed at capacity building and professional development of adult education with an emphasis on participatory adult learning documentation, information dissemination and networking at national and international levels.

Programme Objectives

a) To promote professional competency and capacity building of the adult education functionaries as well as all those interested in the area of adult education;

b) To develop their knowledge and understanding of the various aspects of theory and practice of adult education;

c) To promote their understanding of adult education policies and programmes;

d) To enable them to document, manage and disseminate knowledge and information on various aspects and processes related to adult education;

e) To promote their knowledge, understanding and skills vis-a-vis diverse approaches to organising and managing an adult learning set up;

f) To equip them with the skills of involving the community in participatory planning/development of curriculum, teaching-learning materials, training, evaluation and research in adult education;

g) To enhance their understanding and skills of networking for their personal, social, and professional development; and

h) To develop in them the ability to critically analyse, appreciate and promote the role of adult education in the

emerging social, cultural and educational situation at the national and international levels.

Eligibility

The minimum required qualification for admission to this programme is Bachelor's Degree from any recognised University/Institute.

Age

Age is no bar for admission to this programme.

Medium of Instruction

The medium of instruction of the programme is English.

Duration of the programme

Minimum duration is one year and maximum duration is 4 years.

Programme Fee

The fee for the programme is Rs.5,000 to be paid in one installment.

Programme Study Centres

All programme study centres (PSCs) of M.A. (Education) and M.Ed Programmes of IGNOU are PSCs for this PGDAE Programme also.

Programme Structure

The Programme consists of 34 credits (one credit is equal to 30 study hours). The programme has 5 courses - 4 theory courses and one practical course. The course codes, titles, nature and credits are given below.

Course Code	Course Title	Nature	Credits
MAE-001	Understanding Adult Education	Theory	6
MAE-002	Policy Planning and Implementation of Adult Education in India	Theory	6
MAE-003	Knowledge Management, Information Dissemination and Networking in Adult Education	Theory	6
MES-016	Educational Research	Theory	6
MAEL-001	Student's Handbook for Practical Work	Practical	10
		Total	34

4.29 Post Graduate Diploma in Corporate Governance (PGDICG)

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

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

Objectives

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

Programme Structure

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

Course Code	Course Title	Credits
	SEMESTER - 1	
MCT-001	Fundamentals and Framework of Corporate Governance	6
MCT-002	Issues and Practices of Corporate Governance	6
MCT-003	Compliance and Risk Management	6
	SEMESTER - 2	
MCTT-001	Training Component	6
MCTP-001	Project Work	6
	Total	30

Training Component — (MCTT-001)

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

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

Project Work -- (MCTP-001)

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

Credit

The programme is of 30 credits, each course having 6 credits.

Evaluation

The programme carries total 500 marks. For each of the three theory papers there will be both continuous (30 % weightage) and term end evaluation (70% weightage). In the continuous evaluation, student has to submit assignment, which carries 20% weightage and attendance of counseling carries 10% weightage. Attendance in the training programme, follow up test and seminar presentation carry 100 marks. Preparation of the project report and viva-voce carry 100 marks. Examination is carried twice in a year i.e. June and December. All the evaluation will be scored as Numerical Marking Scheme. Depending upon the percentage of marks scored by a candidate, the division will be awarded as:

> I Division 60% and above
> II Division 50% to 59.9%
> Pass 35% to 49.9%
> Unsuccessful Below 35%

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

The Postgraduate 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 freshers interested in pursuing a career as Extension and Development professionals. This Diploma holder can further continue for MA in Extension and Development Studies under modular approach.

Programme Objectives

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

Course Code	Course Title	Credits
MEDS-001	Introduction to Extension and Development	4
MEDS-002	Dynamics of Extension and Development	4
MEDS-003	Problems and Issues in Development	6
MEDSP-004	Project Work I	4
MEDS-005	Planning and Management of Extension and Development Programmes	4
MEDS-006	Research Methods in Extension and Development Studies	6
MEDSP-007	Project Work II	6
	Total Credits	**34**

Students will have an exit option at the end of 6 months to get PG Certificate in Extension and Development Studies (Course 001-004)

4.31 Advanced Diploma in Construction Management (ADCM) (Offered in January session only)

To train polytechnic diploma holders engaged in construction industry and to provide them opportunity of pursuing continuing education with upgradation in their professional knowledge.

Programme Structure

Advanced Diploma in Construction Management - Modules I & II

Course Code	Title of the Course	Credits
ET 101 A	Mathematics-I	3
ET 101 B	Mathematics-II	3
ET 105 A	Physics	4
ET 105 B	Chemistry	4
ET 202 A	Engineering Mechanics	2
ET 202 B	Principles of Electrical Sciences	4
ET 204 A	Materials Science	2
ET 204 B	Engineering Materials	2
ET 301 A	Systems Methods	2
ET 301 B	Computer Applications	2
ET 501 A	Soil Mechanics	2
ET 501 B	Foundation Engineering	2
ET 521 A	Planning & Construction of Buildings	2

ET 521 B	Building Architecture	2
ET 521 C	Design Detailing	2
ET 521 D	Quantity Surveying & Valuation	2
ET 522	Concrete Technology & Construction Techniques	4
ET 523 A	Construction Works Supervision	2
ET 523 B	Operation Maintenance of Construction Equipment	3
ET 523 C	Repair and Maintenance of Buildings	3
ET 524 A	Principles of Engineering Management & Economics	3
ET 524 B	Construction Management-I	3
ET 571	Laboratory-I (ADCM)	2
ET 581 A	Testing for Quality Control (Elective-I)	2
ET 581 F	Mechanical Equipment in Construction (Elective-I)	2
	TOTAL	**64**

4.32 Advanced Diploma in Water Resources Engineering (ADWRE) (Offered in January session only)

Objectives

To train polytechnic diploma holders engaged in water resources sector and to provide them opportunity of pursuing continuing education with up-gradation in their professional knowledge.

Programme Structure

Advance Diploma in Water Resources Engineering - Modules I & II.

Course Code	Name of the Course	Credits
ET-101 A	Mathematics-I	3
ET-101 B	Mathematics-II	3
ET-105 A	Physics	4
ET-105 B	Chemistry	4
ET-201 A	Mechanics of Fluids	4
ET-201 B	Engineering Thermodynamics	4
ET-501 A	Soil Mechanics	2
ET-501 B	Foundation Engineering	2
ET-502 A	Strength of Materials	4
ET-502 B	Structural Analysis	4
ET-531 A	Earth and its Environment	3
ET-531 B	Soil Science	3
ET-532 A	Hydrology	4
ET-532 B	Ground Water Development	2
ET-533 A	Irrigation Engineering	4
ET-533 B	Open Channel Flow	4
ET-534 A	Principle of Engineering Management & Economics	3
ET-534 B	Systems Methods	2
ET-534 C	Water Resource Planning	3
ET-573	Laboratory-I (ADWRE)	1
	Total	**63**

4.33 Advanced Diploma in Computer Integrated Manufacturing (ADCIM) (Offered in January session only)

Advanced Diploma in Computer Integrated Manufacturing (ADCIM) is designed to provide training and continuing education and professional knowledge appropriate for upgrading the diploma level manpower engaged in managing Mechanical/Production/Automobiles engineering tasks.

Medium of Instruction: English

Duration of programme: Minimum- 2 Year, Maximum – 4 Years

Fee: Theory Course Rs 400/ per credit
Practical-Rs 1400/ per credit

Session starts from January

Eligibility:

1. Three year diploma in Mechanical/Electrical/Electronics/ Agriculture/Automobiles/ Computer/Civil Engineering from a recognised Polytechnics or its equivalent, AND

2. Candidates should be employed in Central or State level industrial organisation or in Public sector or in other related organisation employing similar manpower or self-employed in equivalent capacity.

Programme Structure of the ADCIM Programme – First Year

Course Code	Name of the Course	Credits
BME 001	Engineering Mathematics-I	4
BME 002	Computer Aided Design	2
BME 003	Manufacturing Technology	4
BME 004	CNC Technology and Programming	4
BME 005	Computer Integrated Manufacturing	4
BME 006	Mechatronics	4
BME 007	Quality Engineering	4
BMEL 001	Laboratory-I (CAD/CAM Lab)	4
BMEL 002	Laboratory-II (Mechatronics Lab)	2
	Total	32
Programme Structure of the ADCIM Programme Second Year		
BME 008	Machining Technology	4
BME 009	Computer Programming and Application	4
BME 010	Tool Engineering and Management	4
BME 011	Computer Aided Process Planning	4
BME 012	Manufacturing System, Integration and Control	4
BME 013	Production Management	4
BME 014	Metrology and Instrumentation	2
BMEL 003	Laboratory-III	4
BMEL 004	Laboratory-IV	2
	Total	32

4.34 Diploma in Civil Engineering (G) [DCLE(G)]

This Diploma aims to incorporate a blend of practical aspects with academics in the curriculum. The module is flexible and shall be as per the site conditions and time availability of the personnel. The Diploma programme in Civil Engineering seeks to provide more accessible and quality education and training to construction personnel to meet the real work needs of construction industry and prepare them for the changes in techniques, technologies, markets and employment patterns. The Diploma in Civil Engineering is equivalent to Diploma offered by the Technical /Education System and is equivalent to any of the similar diploma offered by any other University / Polytechnic in India.

Objectives of the Programme

- To offer need-based and tailor-made academic programme for the specific need of supervisory level manpower engaged in Construction.
- To upgrade and modernise the technical know-how of those engaged in the construction related activities apart from the fresh entrants to the construction industry desirous of advancing their careers in Construction Industry.
- To provide better industry-education linkage by matching learners educational needs while collaborating with professional bodies and technical institutions.

FIRST SEMESTER

Course Code	Course	Credits
BET-011	Mathematics-I	2
BET-012	Physics	2
BET-013	Chemistry	2
BET-014	Applied Mechanics	2
BET-015	Engineering Materials	2
BETL-011	Lab-I (Applied Sciences)	4
BETL-012	Lab-II (Applied Mechanics)	2
	Total Credits	**16**

SECOND SEMESTER

Course Code	Course	Credits
BET-016	Engineering Drawing	2
BET-021	Mathematics - II	2
BET-022	Strength of Materials	2
BET-023	Elements of Survey	2
BET-026	Workshop Technology	2
BETL-021	Lab-III (Survey and Strength of Material)	4
BETL-022	Lab- IV (Workshop Technology)	2
	Total Credits	**16**

THIRD SEMESTER

Course Code	Course	Credits
BET-024	E/M Engineering	2
BET-017	Computer Basics	2
BCE-031	Advanced Survey	2
BCE-032	Theory of Structures-l	2
BET-036	Technical Documentation	2
BCEL-031	Lab V (Advanced Survey)	2
BETL-036	Lab VI (Computer Applications and Technical Documentation)	4
	Total Credits	**16**

FOURTH SEMESTER

Course Code	Courses	Credits
BCE-046	Soil Mechanics and Foundation Engineering	2
BCE-041	Theory of Structures-II	2
BCE-044	Concrete Technology	2
BCE-024	Construction Technology-I	2
BCE-034	Estimating & Quantity Surveying-I	2
BCEL-041	Lab VII (Concrete Technology)	2
BCEL-046	Lab VIII (Soil Mechanics and Foundation Engineering)	4
	Total Credits	16

FIFTH SEMESTER

Course Code	Course	Credits
BET-037	Fluid Mechanics	2
BCE-043	Construction Technology-II	2
BCE-045	Construction Drawing	2
BCEE-052	Construction Equipment	2
BETL-037	Lab IX (Fluid Mechanics)	2
BCEP-060	Major Project	6
	Total Credits	**16**

SIXTH SEMESTER

Course Code	Course	Credits
BCE-033	Environmental Engineering	2
BCE-051	Construction Management	4
BCE-052	Transportation Engineering	4
BCE-061	Irrigation Engineering	2
BCE-062	Construction Supervision and Building Maintenance	2
BCEE-061	Pre-stressed Concrete	2
	Total Credits	**16**

4.35 Diploma in HIV and Family Education (DAFE)

The Diploma in HIV and Family Education aims at providing basic and accurate information about HIV/ AIDS, sex and sexuality, family life education, alcohol and drugs and communication and counselling. The contents are designed to impart an integrated understanding to the

learners about the issues involved in HIV / AIDS and behaviour modification. The main objective of this programme is to enhance the knowledge and skills of functionaries involved in HIV/AIDS and related issues. The main target groups include school teachers, NGO functionaries, para-medicals, parents of adolescents and those interested in acquiring knowledge on the subject. The Diploma in HIV and Family Education Programme has the following seven courses:

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
BEEE-103	Alcohol, Drugs and HIV	4
BFEE-104	Communication and Counselling in HIV	4
BFEP-101	Project Work	8
	Total	32

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

4.36 Diploma in Creative Writing in English (DCE)

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

i) **Compulsory Courses**

DCE-1   General Principles of Writing

DCE-6   Guided Project Work

ii) **Elective Courses (any three to be opted)**

DCE-2   Feature Writing

DCE-3   Short Story

DCE-4   Writing for Media: Radio and Television

DCE-5   Writing Poetry

4.37 Diploma Programme in URDU (DPU)

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

COMPULSORY COURSES	
Course Code	Title
DPU-01	An Outline of Urdu Language & Literature
DPU-08	Project
ELECTIVE COURSES	
DPU-02	Contemporary Urdu Poetry
DPU-03	Contemporary Urdu Prose
DPU-04	Non-Fiction
DPU-05	Writing for Media
DPU-06	Principle of Translation
DPU-07	Editing, Publishing & Proof Reading
DPU-08	Feature Writing

4.38 Diploma in Youth in Development Work (DCYP)

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

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

Objectives

A unique competency based programme that endeavours to develop the potential of youth in development work, the objectives are to:

● enable young people to act on their own behalf,
● ensure that the youth function in accordance with value systems which give a sense of purpose and meaning to how young people use their skills and knowledge; and
● empower youth with democratic principles so that young people can play an assertive and constructive role in decision making process of the country.

Course Contents

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

Course Code	Title of the Course
CYP-01	Commonwealth values in Youth in Development Work Young People and Society
CYP-02	Principles and Practice of Youth in Development Work Working with People in their Communities
CYP-03	Gender and Development Learning Processes
CYP-04	Management Skills Project Planning, Monitoring and Evaluation
CYP-05	Policy Planning and Implementation Conflict Resolution, Strategies and Skills

CYP-06	Promoting Enterprise and Economic Development Youth and Health
CYP-07	Sustainable Development and Environmental Issues Asia Regional Blocks: Part 1: Personality Development and Communication Part 2: Population and Family Life Education
CYP-08	Project Work

Target Group of Programme

All students and community development functionaries both in government and non-government organisations including National Service Scheme (NSS), Nehru Yuva Kendra (NYK), Bharat Scouts and Guides and youth organisations etc. **Programme Credits:** 32 (960 hours)

4.39 Diploma in Early Childhood Care and Education (DECE)

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

Course Code	Title of the Course	Credits
DECE-1	Organising 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	**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 guide, supervise as well as evaluate the

learner. The Project Work has been designed to give the learners hands-on experience. Learning in the actual field situation under the guidance of a judiciously selected professional (pre-school educators) is expected to help the learner in imbibing and developing the requisite skills, leading to a better understanding of how the theoretical concepts may be translated into practice and make a major contribution to the development of the learner's competence.

4.40 Diploma in Nutrition & Health Education (DNHE)

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

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

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	**32**

Practicals: Practical Manuals will accompany the course material.

Project Work: is a vital component of the DNHE 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.

4.41 Diploma in Tourism Studies (DTS)

The Programme consists of 36 Credits only.

Course Code	Title of the Course	Credits
I) 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
II) ANY ONE OF THE FOLLOWING GROUPS OF ELECTIVES		
TS-4	Indian Culture - A 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**

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

The Diploma programme aims to sensitise 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 organisers in addressing gender issues. It caters to the needs of persons employed in non-governmental organisations and governmental organisations engaged in gender planning and training. The courses can also be used as multiple media training packages for use in training contexts. The programme includes both national and international perspectives and concerns.

Programme Structure

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

Course Code	Title of the Course	Credits
SOCIAL SCIENCE PERSPECTIVES		
BWEE-012	Women and Society: Global Concerns and Local Issues	8
BWEE-004	Strategies for Women's Development	4
BWEE-005	Women and Development	4
TRAINING PERSPECTIVES		
BWEF-002	Gender Training Perspectives	4

BWEE-006	Organisation and Leadership	4
BWEE-007	Work and Entrepreneurship	4
BWEE-008	Credit and Finance	4

4.43 Diploma in Value Added Products From Fruits & Vegetables (DVAPFV) (Offered in January session only)

The Diploma programme has been developed with the support of the Ministry of Food Processing Industries. The Diploma in Value Added Products from Fruits and Vegetables aims to develop competent human resource in the field of post harvest management of fruits and vegetables and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers 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.

Objectives

- To provide the knowledge & skills for minimising 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 horti culture produce,
  - Marketing and economical aspects, and
  - Managing small and medium enterprises.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Title of the Course	Credit
BPVI-001	Food Fundamentals	4 Credits
BPVI-002	Principles of Post Harvest Management of Fruits and Vegetables	4 Credits
BPVI-003	Food Chemistry and Physiology	4 Credits
BPVI-004	Food Processing and Engineering-I	4 Credits
BPVI-005	Food Microbiology	4 Credits
BPVI-006	Food Processing and Engineering-II	4 Credits
BPVI-007	Food Quality Testing and Evaluation	4 Credits
BPVI-008	Entrepreneurship and Marketing	4 Credits

4.44 Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)
(Offered in January session only)

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 programme is being developed with the support of Ministry of Food Processing Industries, Govt. of India. The target group includes: urban/rural youth, farmers and senior secondary pass outs, skilled workers in food processing industries, food processors in unorganised sector, personnel working in food processing cooperatives, and food processing institutions/industries, small and medium entrepreneurs. NGO functionaries/ trainers and progressive farmers.

Job opportunities for the pass outs of this programme include: Self entrepreneurship. laboratory assistant, packaging supervisor, store house keeper, production line supervisor, distribution assistant, food processor, plant operator in cereals, pulses and oilseeds industries, procurer and retailer of food grain industry, plant operator, quality control supervisor and plant manager in the food industry (rice mill, flour mill, pulses mills and snacks manufacturing units etc).

Objectives

- To provide knowledge and skills for minimising the post-harvest losses and production of value added food products;
- To develop human resource for post harvest management and for primary/secondary/tertiary processing of cereals pulses and oilseeds at the production areas/clusters;
- To develop young entrepreneurs for self employment through food processing and associated activities; and
- To impart knowledge and technical proficiency in:
  - Procurement of raw materials,
  - Preparation of value added products
  - Prevention of losses in raw and processed produce,
  - Marketing and economical aspects, and
  - Managing small and medium enterprises.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits.

Course Code	Title of the Course	Credit
BPVI-031	Food Fundamentals	4 Credits
BPVI-032	Food Microbiology	4 Credits
BPVI-033	Milling of Wheat, Maize and Coarse Grains	4 Credits
BPVI-034	Baking and Flour Confectionery	4 Credits
BPVI-035	Paddy Processing	4 Credits
BPVI-036	Processing of Pulses and Oilseeds	4 Credits
BPVI-037	Food Quality, Testing and Evaluation	4 Credits
BPVI-038	Entrepreneurship and Marketing	4 Credits

4.45 Diploma in Meat Technology (DMT)
(Offered in January session only)

The Diploma in Meat Technology aims to impart 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 the unorganised 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

- To provide knowledge and skills for quality production of meat and meat products;
- To develop human resource for meat industry and associated activities;
- To train personnel for self employment; and
- To impart knowledge and technical proficiency in
  – Good slaughter practices
  – Handling of meat on scientific lines
  – Production of quality meat and meat products
  – Testing and quality control of meat and meat products
  – Managing small and medium enterprises.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Title of the Course	Credit
BPVI-021	Fundamentals of Food and Meat Science	4 Credits
BPVI-022	Meat Animals and Abattoir Practices	4 Credits
BPVI-023	Fresh Meat Technology	4 Credits
BPVI-024	Processed Meat Technology	4 Credits
BPVI-025	Meat Packaging and Quality Assurance	4 Credits
BPVI-026	Poultry Products Technology	4 Credits
BPVI-027	Utilisation of Animal By-Products	4 Credits
BPVI-028	Marketing and Entrepreneurship	4 Credits

4.46 Diploma in Dairy Technology (DDT) (Offered in January session only)

The Diploma in Dairy Technology aims to develop competent technician level human resource for dairy industry. Upgrading the technical proficiency of lower level workers/ technicians already working in the dairy and allied sectors is also intended. The focus shall be to develop competencies in procurement of milk, fluid milk processing, production of value added products and quality control aspects in dairy industry. It will also impart development of skills for entrepreneurship to encourage self employment in dairy processing activities. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The quality milk and milk products produced will have good market and export potential. The target group includes: youth, workers/ technicians working in dairy industry; dairy and food processors in unorganised sector, personnel working in dairy cooperatives, state dairy departments and dairy science institutions, small and medium entrepreneurs, NGO functionaries/ trainers and dairy farmers

For the pass outs of this programme the job opportunities includes: 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

- To develop technician level human resource for dairy industry;
- To upgrade the technical proficiency of existing workers and lower level / technicians working in the dairy and allied sectors;
- To develop skilled young entrepreneurs for self employment in milk processing and associated activities; and
- To impart knowledge and technical proficiency in:
  – Clean milk production and handling
  – Processing of milk
  – Manufacture of western and indigenous dairy products
  – Testing and quality control of milk and milk products
  – Marketing and economical aspects
  – Managing small and medium enterprises

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Title of the Course	Credit
BPVI-011	Milk Production and Quality of Milk	4 Credits
BPVI-012	Dairy Equipment and Utilities	4 Credits
BPVI-013	Milk Processing and Packaging	4 Credits
BPVI-014	Dairy Products - I	4 Credits
BPVI-015	Dairy Products - II	4 Credits
BPVI-016	Dairy Products - III	4 Credits
BPVI-017	Quality Assurance	4 Credits
BPVI-018	Dairy Management and Entrepreneurship	4 Credits

4.47 Diploma in Nursing Administration (DNA)
(Offered in January Session only)

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

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

Programme Objectives

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

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

Course Design

Course Code	Title of the Course	Credit
BNS-011	Principles of Practice of Nursing Administration	4
BNS-012	Management of Educational Institute, Hospital & Community	4
BNS-013	Group Dynamics	4
BNS-014	Resource Management	4
BNSL-011	Nursing Service Administration	
	Practical Manual-I	6
	Practical Manual-II	6

Admission

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

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

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

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

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

4.48 Diploma in Mechanical Engineering (DME)

IGNOU has come forward to meet the requirement and provide opportunity to lakhs of manufacturing/production personnel to move ahead in their careers while on the job. This Diploma aims to incorporate a blend of practical aspects with academics in the curriculum. The module is flexible and shall be as per the site conditions and time availability of the personnel. The study centres have been established at various locations depending upon the strength of the participants.

The Diploma Programme in Mechanical Enginering seeks to provide more accessible and quality education and training to manufacturing/production personnel to meet the real work needs of manufacturing/production industry and prepare them for the changes in techniques, technologies, markets and employment patterns. This Programme has been designed to enhance quality and productivity of manufacturing/production personnel.

The Diploma in Mechanical Engineering is equivalent to Diploma offered by the Technical Education System and is equivalent to any of the similar diplomas offered by any other University/Polytechnic in India.

Objectives of the Programme

- To offer need based and tailor-made academic Programme for the specific need of supervisory level manpower engaged in manufacturing/production.
- Upgrade and modernise the technical know-how of those engaged in the manufacturing/production related activities apart from the fresh entrants to the manufacturing/production industry desirous of advancing their careers in manufacturing/production.
- Provide better industry-education linkage by matching learners educational needs while collaborating with professional bodies and technical institutions.

Programme Structure

Curriculum for Diploma in Mechanical Engineering (DME)

Course Code	Course Title	Credits
BET-011	Mathematics-I	2
BET-012	Physics	2
BET-013	Chemistry	2
BET-014	Applied Mechanics	2
BME-050	Engineering Materials	2
BETL-011	Lab-I (Applied Science)	4
BETL-012	Lab-II (Applied Science)	2
	Total	**16**

SECOND SEMESTER

Course Code	Course Title	Credit
BET-021	Mathematics-II	2
BET-036	Technical Documentation	2
BME-051	Manufacturing Processes-I	2
BET-016	Engineering Drawing	2
BET-017	Computer Basics	2
BMEL-007	Lab-III (Manufacturing Practices-I)	4
BMEL-006	Lab-IV (Computer Application)	2
	Total	**16**

THIRD SEMESTER

Course Code	Course Title	Credit
BET-022	Strength of Materials	2
BCE-025	Elementary Civil Engineering	2
BME-034	Machine Drawing	2
BME-052	Basics of Thermal Engineering	2
BEE-031	Electrical Technology	2
BMEL-0053	Lab-V (Strength of Materials)	2
BMEL-009	Lab-VI (Thermal Engineering)	4
	Total	**16**

FOURTH SEMESTER

Course Code	Course Title	Credit
BME-044	Industrial Management	2
BET-037	Fluid Mechanics	2
BETE-042	Electronics	2
BME-053	Applied Thermal Engineering	2
BME-054	Manufacturing Processes-II	2
BETL-037	Lab-IX (Fluid Mechanics)	2
BMEL-010	Lab-VII (Manufacturing Practices-II)	4
	Total	**16**

FIFTH SEMESTER

Course Code	Course Name	Credit
BME-055	Computer Integrated Manufacturing	2
BME-056	Theory of Machines	2
BME-057	CNC Machines	2
BME-058	Power Plant Engineering	2
BME-059	Manufacturing Processes-III	2
BMEP-002	Project	6
	Total	**16**

SIXTH SEMESTER

Course Code	Course Name	Credit
BME-060	Machine Design	2
BME-032	Refrigeration & Air Conditioning (RAC)	2
BME-061	Automobile Engineering	2
BME-062	Metrology and Instrumentation	2
BME-063	CAD/CAM	2
BMEL-012	Lab-VII Metrology & Instrumentation	2
BMEL-011	Lab-X Refrigeration & Air Conditioning	4
	Total	**16**

4.49 Diploma In Computer Integrated Manufacturing (DCIM)

Diploma in Computer Integrated Manufacturing (DCIM) is designed to provide training and continuing education and professional knowledge appropriate for upgrading the diploma level manpower engaged in managing Mechanical/Production/Automobiles engineering tasks.

Medium of Instruction: English

Duration of programme: Minimum- 1 Year, Maximum – 2 Years

Fee: Theory Course Rs 400 per credit

Practical-Rs 1400 per credit

Session starts from January

Eligibility: 1.Three year diploma in Mechanical/ Electrical/Electronics/Agriculture/Automobiles/ Computer/ Civil Engineering from a recognised Polytechnics or its equivalent, AND

2. Candidates should be employed in Central or State level industrial organisation or in Public sector or in other related organisation employing similar manpower or self-employed in equivalent capacity.

Course Code	Name of the Course	Credit
BME 001	Engineering Mathematics-I	4
BME 002	Computer Aided Design	2
BME 003	Manufacturing Technology	4
BME 004	CNC Technology and Programming	4
BME 005	Computer Integrated Manufacturing	4
BME 006	Mechatronics	4
BME 007	Quality Engineering	4
BMEL 001	Laboratory-I (CAD/CAM Lab)	4
BMEL 002	Laboratory-II (Mechatronics Lab)	2
	Total	**32**

4.50 Diploma in Aquaculture (DAQ)

The Diploma in Aquaculture shall include the following courses.

Core Courses

(For both the streams, Fresh Water Aquaculture and Coastal Aquaculture)

Course 1: Basics of Aquaculture (BAQ -001) (8 Credits theory)

Course 2: Project ((BAQP – 001) (6 Credits)

(Both courses are compulsory)

Optional Courses

Freshwater Aquaculture (Stream I)

Course 3: Fresh water Aquaculture (BAQ-002) (8 Credits theory)

Course 4: Laboratory (BAQ -001) (6 Credits practical)

Coastal Aquaculture (Stream II)

Course 3: Coastal Aquaculture (BAQ -002) (8 Credits theory)

Course 4: Laboratory (BAQ -001) (6 Credits practical)

To successfully complete Diploma in Aquaculture you have to compulsorily complete Course 1 and Course 2 as listed above and opt for either Stream I (Course 3 & 4) or Stream II (Course 3 & 4). Let us explain to you more clearly in the following manner:

Stream I: Courses $1 + 2 + 3 + 4$ (Total 28 credits)

Stream II: Courses $1 + 2 + 3 + 4$ (Total 28 credits)

Those interested in both the streams of Aquaculture (Freshwater as well as Coastal Aquaculture) would have to first finish the Diploma in one stream (either Stream I or Steam II) and then join the other Stream at half the fees and for half the duration of time as compulsory courses 1 and 2 would have already been completed with the first Stream. A Certificate would be given on completion of the second Stream apart from the Diploma.

Course Structure

Course Code	Name of the Course	Credit
BAQ-001	Basics Of Aquaculture	8
Baqp-001	Project Work	6
Baq-002	Freshwater Aquaculture	6
Baql-001	Freshwater Aquaculture Lab	6
Baq-003	Coastal Aquaculture	8
Baql-002	Coastal Aquaculture Lab	6

4.51 Diploma in Paralegal Practice (DIPP)

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

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

Course 1	Introduction to the Indian Legal System	5
Course 2	Introduction to Law: Substantive and Procedural	5
Course 3	Law and Vulnerable Groups	5

Course 4	Rural Local Self Governance	5
Course 5	Clinical Course on legal research writing and advocacy	12

4.52 Diploma in Fish Products Technology (DFPT) (Offered in January Session only)

Diploma in Fish Products Technology (DFPT) has been developed with the financial 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 unorganised sector, and personnel working in processing plants, NGO functionaries/ trainers and farmers.

The objectives of the Programme are to:

- develop and strengthen human resource by infusing and imparting knowledge and skill in Value Added Fish Products;
- training of personnel for self-employment and creating awareness and competency in the fish processing as well as fish products preparation; and
- impart basic knowledge and technical proficiency in Post-Harvest Management, primary processing of fish, value addition, quality control and marketing.

Programme Structure

In order to be eligible for the award of the certificate, a student has to complete the following 7 courses equivalent to 32 credits (1 credit is equal to 30 study hours), compulsory hands-on training for 15 days in a fish processing plant and field visit.

Course Code	Title of the Course	Credit
BPVI -041	Introduction to Fish Processing, Packaging and Value Addition	6
BPVI-042	Mince and Mince based Products	4
BPVI-043	Coated Products	6
BPVI-044	Fish by-products and Waste Utilisation	6
BPVI-045	Quality Assurance	4
BPV -046	Marketing and Entrepreneurship Development	4

BPVL-047	Training and Field Visits.	2
	Total	32

4.53 Diploma in Business Process Outsourcing – Finance and Accounting (DBPOFA)

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

Facts and Benefits of the Programme

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

Programme Structure

This Programme comprises Sem 1 and Sem 2. Sem 1: Finance and Accounting consists of 5 courses, having 16 Credits and Sem 2: English Communications and IT skills, consists of 2 Courses, having 16 Credits. To be eligible for the award of the Diploma in Business Process Outsourcing – Finance and Accounting, a student has to complete all the 7 courses as shown below and a candidate will also get an EXIT option after 6 months (Sem1) and upon successful completion he/she would get Certificate in Finance and Accounting

FINANCE AND ACCOUNTING		(SEMESTER 1)
Course Code	**Course Title**	**Credit**
BPOI - 001	Course 1: Introduction to Finance and Accounting BPO	2 Credits
BPOI - 002	Course 2: Fundamentals of Accounting	4 Credits
BPOI - 003	Course 3: Procure to Pay (P2P, Accounts Payable)	4 Credits
BPOI -004	Course 4: Order to Cash	

	(O2O, Accounts Receivable)	3 Credits
BPOI -005	Course 5: Record to Report	3 Credits
	Total	**16 Credits**
ENGLISH COMMUNICATIONS AND IT SKILLS		(SEMESTER 2)
BPOI – 006	Course 6: English Communication	8 credits
BPOI - 007	Course 7: IT Skills (MS Word, MS Excel)	8 credits
	Total	**16 Credits**

- Students will have an exit option at the end of 6 months (ie. Semester 1). The successful candidates will get a 'Certificate in Finance and Accounting'. This Exit option is available for only working professionals who are either working in a BPO industry or a relevant industry with a minimum of 6 months work experience.
- Regional centers with less than 10 students enrolled in this Programme will undergo Extended Counseling Session (ECS) where students will take the course online through e-learning and will be invited to attend sessions in Delhi /Bangalore.

4.54 Diploma in Teaching German as a Foreign Language (DGL)

The diploma in Teaching of German as a foreign language is the first of its kind through distant mode with an active practical component of classroom teaching. IGNOU has already initiated Teacher Training Programmes at all levels and programmes in foreign languages within the European framework of common reference. This programme is aimed at meeting the need of professional German language teachers.

This programme is being developed in collaboration with Goethe Institut (MMB), University of Vienna and IGNOU and aims to train teachers professionally enhancing higher language learning competencies.

This programme will become a model for teacher training in other European languages.

The Programme contains 4 courses of 24 credits as follows:

Course Code	Course Title	Credit
Course 1	General Principles of Teaching	6
Course 2	Skill Development	4
Course 3	Classroom Teaching	4
Course 4	Lesson-Planning Preparation Evaluation	10

5. CERTIFICATE PROGRAMMES

5.1 Post Graduate Certificate in Cyber Law (PGCCL)

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

The main objectives of the programme are:

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

Virtual Education in Law (VEL)

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

Open Distance Learning (ODL)

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

The programme is of 16 credits and consists of four courses.

Course Code	Title of the Course	Credits
MIR-011	Cyber Space, Technology and Social Issues	4
MIR-012	Regulation of Cyberspace	4
MIR-013	Commerce and Cyberspace	4
MIR-014	Privacy and Data Protection	4

5.2 PG Certificate in Patent Practice (PGCPP)

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

The objective of the Programme is to provide learners in-depth knowledge of. the Indian patent law, training in writing of patent application, and to develop expertise in patent search. This programme is offered in collaboration with Council of Scientific and Industrial Research (CSIR). This course is open to those with Degree in Science/Technology/Medicine, Law and Fourth & Fifth year students integrated LL.B. Course who passed three years. Learners with experience in dealing with patents and technology transfer will be preferred. It is of 16 credits and comprises of four courses. It consists of the following four courses:

Course Code	Title of the Course	Credits
MIR 021	Overview of Intellectual Property Rights	4
MIR 022	International Framework for Patents Protection	4
MIR 023	Indian Patent Law and Procedures	4
MIR 024	Project	4

5.3 PG Certificate in Bangla-Hindi Translation (PGCBHT)

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

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

Course Code	Title	Credits
MTT-001	Bharatiya Bhashaon Mein Anuvad	4
MTT-002	Bangla-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT-003	Bangla Aur Hindi Ke Vibhinna Bhashik Kshetroa Mein Anuvad	4
MTTP-001	Anuvad Pariyojana (Translation Project)	4

5.4 PG Certificate in Malayalam — Hindi Translation Programme (PGCMHT)

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

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

Course Code	Title	Credits
MTT-001	Bharatiya Bhashaon Mein Anuvad	4
MTT-004	Malayalam-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT-005	Malayalam Aur Hindi Ke Vibhinna Bhashik Kshetron Mein Anuvad	4
MTTP-002	Anuvad Pariyojana (Translation Project)	4

5.5 Post Graduate Certificate in Agriculture Policy (PGCAP) (Offered online also)

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/organisations involved in policy making and implementation at the state/regional and central levels having stake in agriculture and rural development. The programme is also offered online at www.ignouonline.ac.in.

Objectives:

The specific objectives of the programme are:
- 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 operationalisation; and
  - Development of an implementation framework for agriculture and rural development policies.

Target Group

The target group includes persons/organisations involved in policy making and implementation at the state/regional and central levels having stake in agriculture and rural development.

Job Opportunities:

- Agriculture Officers/Planning Officers in Ministries and Central and State Agriculture Departments
- Project Managers/Program Officers/Project Coordinators in Government and Non Governmental Organisations
- Research Officers in Ministries/Development Departments
- Extension/Information Officers in Agriculture Universities and Departments
- Marketing officers in Marketing Boards and Departments

Programme Structure:

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

Course Code	Title of the Course	Type of Course	Credits
MNR -001	Indian Agricultural Development	Compulsory	4
MNR-002	Agricultural Policy: Formulation, Components, Process, Implementation and Comparative Analysis	Compulsory	4
MNRE-015	Cooperatives and Farmers' Organisations	Elective	4
MNRE-016	Project Analysis	Elective	4

5.6 Post Graduate Certificate in Extension and Development Studies (PGCEDS)

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

Programme Objectives:

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

Course Code	Title of the Course	Credits
MEDS-001	Introduction to Extension and Development	4
MEDS-002	Dynamics of Extension and Development	4
MEDS-003	Problems and Issues in Development	6
MEDSP-004	Project Work I	4
	Total Credits	**18**

5.7 Advanced Certificate in Power Distribution Management (ACPDM)

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

Objectives:

The objectives of this programme are to:

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

Course Code	Title of the Course	Credits
BEE-001	Power Distribution Sector	6 Credits
BEE-002	Energy Management and IT Applications	4 Credits
BEE-003	Management of Power Distribution	6 Credits
	Total	**16**

5.8 Certificate in Disaster Management (CDM)

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

Course Code	Title of the Course	Credits
CDM-01	Foundation Course in Disaster Management	8
CDM-02	Disaster Management : Methods & Techniques	8
	Total	**16**

5.9 Certificate in Environmental Studies (CES)

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

Course Code	Title of the Course	Credits
AHE-01	Human Environment (without AHE Project)	6
TS-5	Ecology, Environment and Tourism	8
PES-01	Project Work — Environmental Studies	4
	Total	**18**

5.10 Certificate in Foods and Nutrition (CFN)

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

Course Code	Title of the Course	Credits
CFN-1	You and Your Food	6
CFN-2	Your Food and its Utilisation	6
CFN-3	Economics of Food	4
	Total	**16**

5.11   Certificate in Human Rights (CHR)

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

Programme Structure

The Programme consists of two courses. The courses are:

Course Code	Title of the Course	Credits
CHR-11	Human Rights: Evolution, Concepts and Concerns	8
CHR-12	Human Rights in India	8
	Total	16

5.12   Certificate in Information Technology (CIT)

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

Programme Structure

Course Code	Course Title	Credits
CIT - 001	Fundamentals of Computer Systems	4
CIT - 002	Introduction to Information Technology	4
CIT - 003	Web-based Technology & Multimedia Applications	4
CITL - 001	Laboratory Course	6
	Total	**18**

5.13   Certificate in Guidance (CIG)

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

a) Develop an understanding of child development and individual differences in the context of the educational processes,

b) Develop an understanding of the concepts and processes involved in guiding elementary school children for learning and socio-emotional development,

c) Identify children with special needs and problems, and

d) 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 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.

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	**16**

5.14   Certificate in Sericulture (CIS)

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

The main objectives of the programme are:

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

Programme Structure

In order to be eligible for the award of the certificate, a student has to complete the following 4 courses equivalent to

16 credits (1 credit is equal to 30 study hours).

Course Cede	Title of the Course	Credits
BLP-001	Introduction to Sericulture	2
BLPI-002	Host Plant Cultivation	6
BLPI-003	Silkworm Rearing	6
BLP-004	Crop Protection	2
	Total	**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.

5.15 Certificate in Organic Farming (COF)

The programme was developed in collaboration with APEDA.

The government in every country has cared for their citizens very poorly by supplying food that is grown in accord with the principles of modem chemical agriculture. Such food is not only lacking in full nutrition and vitality, but is filled with harmful chemicals that poison the body over the time.

Even in well-developed countries, where there is plenty of food for all, there is an escalating problem of malnutrition. Malnutrition is the root cause of many diseases and results in a lack of full development and proper functioning of the physiology. Such lack leads to a myriad of other educational, social, economic and other problems.

Chemical fertilizers and pesticides rob the soil of health, life, and vitality and thus produce crops that lack balance nutrition. These crops further contain residues of the poisonous chemicals that disrupt the healthy functioning of mind and body. Now emphasis is laid on organic agriculture which primarily depends on the On-farm resources and maintains the farm biodiversity for sustaining the production in long run.

The present programme aims to tap the global market of organic farming 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.

Programme Structure

Course Cede	Course Title	Nature of Course	Credits
BAP-001	Introduction to Organic Farming	Compulsory	2
BAPI-001	Organic Production System	Compulsory	6
BAPI-002	Inspection and Certification of Organic Produce	Compulsory	6
BAPI-003	Economics and Marketing of of Organic Produce	Compulsory	2
	Total		**16**

5.16 Certificate in Nutrition and Child Care (CNCC)

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

Course Code	Title of the Course	Credits
CNCC-1	Nutrition for the Community	8
CNCC-2	Organising Child Care Services	8
	Total	**16**

5.17 Certificate in Consumer Protection (CCP)

This 16 Credit Programme on Consumer Protection is open to candidates with 10 + 2 qualifications or have done BPP from IGNOU.

The Programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After going through this Programme the students can be consumer activists, work in industries, NGOs and government departments on consumer affairs. They can file and plead their own cases in Consumer Redressal forums created under the Consumer Protection Act, 1986. The programme consists of three courses as per details below:

Course Code	Title of the Course	Credits
ACS-01	Application Oriented Courses in Consumer Studies	8
CPI	Consumer Protection Issues and Acts	4

CCP	Project Work in Consumer Protection	4
	Total	**16**

5.18 Certificate in Rural Development (CRD)

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

Course Code	Title of the Course	Credits
MRD-101	Rural Development: Indian Context	6
MRD-102	Rural Development Programmes	6
MRD-103	Rural Development Planning and Management	6
	Total	**18**

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

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

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

Course Code	Title of the Course	Credits
I) COMPULSORY COURSES		
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	**16**

5.20 Certificate in Tourism Studies (CTS)

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

Course Code	Title of the Course	Credits
TS-1	Foundation Course in Tourism	8
TS-2	Tourism Development : Products, Operations and Case Studies	8
	Total	**16**

5.21 Certificate Programme in Laboratory Techniques (CPLT)

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

The programme consists of 4 courses listed below:

Course Code	Course Title	No. of Credits Theory	Practical	No. of Days of Practical Work
LT-1	Good Laboratory Practices	4	2	7
LT-2	Laboratory Techniques in Biology	2	2	7
LT-3	Laboratory Techniques in Chemistry	2	2	7
LT-4	Laboratory Techniques in Physics	2	2	7
	Total	**10**	**8**	**28**

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

5.22 Certificate in HIV and Family Education (CAFÉ)

The Certificate in HIV and Family Education provides

comprehensive knowledge about what, why and how of HIV/AIDS, family life education, facts of life and substance abuse. The contents are designed to impart an integrated understanding to the learners about the issues involved in HIV/AIDS and behaviour modification. The target groups include school teachers, NGO functionaries, para-medicals, parents of adolescents and those interested in acquiring knowledge on the subject. The Certificate Programme has the following courses of 4 credits each. A learner has to choose 2 compulsory courses and any 2 optionals from the 4 electives. One has to acquire 16 credits for a certificate. A student who has successfully completed CAFE can also pursue for DAFE by completing the remaining courses of 16 credits and request the university for credit transfer from CAFE to DAFE.

Course Code	Title of the Course	Credits	Credits Required
COMPULSORY COURSE			
BFE-101	Basics of HIV/AIDS	4	4
BFE-102	Basics of Family Education	4	4
ELECTIVE COURSES (CHOOSE ANY TWO)			8
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	24	16

5.23 Certificate in Food Safety (CFS)

IGNOU in collaboration with the Ministry of Health and Family Welfare (MoHFW), Government of India has launched this professional upgradation and career upgradation on-line programme in the area of food safety and quality that would integrate education and training and address the needs of training the workforce/developing human manpower in this sector. The programme will be offered in print mode as well as online mode. The on-line programme will be supported by CD-ROM and course materials in print. The programme will focus on knowledge upgradation and enrichment in the area of food safety especially for government functionaries, food industry workers and catering industry workers. The Directorate General of Health Services, Ministry of Health and Family Welfare has made this certificate a compulsory qualification for a supervisor in establishments (employing 20 persons or more) engaged in manufacturing, packing, processing of food as well as food service.

The 16 credit programme consists of three courses:

Course Code	Title of the Course	Credits
BFN-001	Introduction to Food Safety	4
BFN-002	Hazards to Food Safety	6
BFN-003	Food Safety and Quality Assurance	6

5.24 Certificate in Health Care Waste Management (CHCWM)

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

The programme aims to:

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

Programme Structure

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

Course Code	Title of the Course	Credits
BHM-001	Fundamentals: Environment and Health, Health Care Waste Management Regulations	4
BHM-002	Health Care Waste Management: Concepts, Technologies and Training	6
BHMP-003	Project	4
	Total	14

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

5.25 Certificate in Competency Enhancement for ANM/FHW (CCEANM)

Certificate in Competency Enhancement for ANM/FHW is a one-year programme of 32 credits (18 credits in practical and 14 credits in theory) having 8 courses (4 theory and 4 practical courses).

Programme Objectives

- Enhance the knowledge and skills of practising ANMs/FHWs in Reproductive and Child Health (RCH), communication, and socio-cultural areas including Integrated Management of Neonatal and Childhood Illness; and
- Enable ANMs/FHWs to develop positive attitude towards community in providing health care through community participation.

Target Group

Qualified ANM/FHW

Selection criteria

Selection will be made on the basis of merit. A separate merit list will be prepared for each Regional Centre. Separate merit list will be prepared for different categories as per Central Govt. rules. The final selection will be based on following two criteria:

- Total percentage of marks secured by the candidate in ANM/FHW examination
- Total years of experience (from the date of completion of two years and/or three years up to the date of begining of the session)

For every additional year of experience (over and above the minimum number of years of experience required for minimum eligibility) one mark will be given to a maximum of 20 marks.

Programme Structure

The programme comprises following courses:

Course Code	Title of the Course	Credits
THEORY		
BNS-001	Community Health	4
BNS-002	Reproductive and Child Health	4
BNS-003	Community Health Nursing	2
BNS-004	Management of Community Health	4
PRACTICAL		
BNSL-005	Practical Aspects of Community Health	2
BNSL-006	Practical Aspects of Reproductive and Child Health	8
BNSL-007	Practical Aspects of Community Health Nursing	4
BNSL-008	Practical Aspects of Management of Community Health	4
	Total Credits (Theory 14, Practical 18)	32

5.26 Certificate in Newborn and Infant Care (CNIC)

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

Programme Objectives

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

Target Group

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

Programme Structure

The programme consists of following courses.

Course Code	Title of the Course	Credit
Theory	Nursing Care of New Born and Infant	4
BNS-015 Practical		
BNSL-015 Practical	Integrated Management of Sick Newborn and Infant	2
BNSL-016	Nursing Practices and Procedures in Care of Newborn and Infant	8
	Total Hours (Theory: 120; Practical: 300) Credits (Theory: 4; Practical: 10)	14

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

5.27 Certificate in Maternal and Child Health Care (CMCHC)

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

Programme Objectives

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

Target Group

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

Programme Structure

The programme consists of following courses:

Course Code	Title of the Course	Credits
THEORY		
BNS-017	Community Health Management	4
BNS-018 Practical	Reproductive and Child Health	4
BNSL-017	Nursing Practices and Procedures in Maternal and Child Health	8
	Total Hours (Theory: 240; Practical: 240) Credits (Theory: 8; Practical: 8)	480 16

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

5.28 Certificate in Teaching of Primary School Mathematics (CTPM)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society by exposing them to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of his programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

The programme consists of two courses as detailed below:

Course Code	Title of the Course	Credits
AMT-01	Teaching of Primary School Mathematics	8 (6 + 2 credit project)
LMT-01	Learning Mathematics	8
	Total	**16**

5.29 Certificate in Business Skills (CBS)

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

In order to be eligible for the award of the Certificate in

Business Skills, one has to complete the following 4 courses equivalent to 16 credits :

Course Code	Title of the Course	Credits
ECO-01	Business Organisation	4
PCO-1	Preparatory Course In Commerce	4
BCOA-001	Business Communication & Entrepreneurship	4
CIC-05	MS-Office	4
	Total	**16**

5.30 Certificate in Functional English (Basic level) (CFE)

The Programme will improve proficiency in the English language of the students. 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 effectively in all the spheres of their daily life.

Credits

The programme is of 12 credits, comprising the following 3 Courses of 4 credits each.

Course 1: English in Daily Life

Course 2: English in Education

Course 3: Joining the Work Force

5.31 Certificate in German Language (CGL)

This programme introduces the basic structures of the German language. The student develops communicative competence in the areas of reading, listening, speaking and writing. The course enables the participant to engage in simple conversations in settings such as shopping or restaurants and to speak in the simple past tense. The student becomes familiar with listening comprehension strategies and develops the ability to extract socio-cultural information from simple texts, accompanied by exercises in communicative contexts.

Programme Objectives

To introduce the basics of the German language and gradually build skills in listening, speaking, reading and writing and also enable cultural understanding.

The course is based on the Common European Framework of Reference for Languages formulated by the Council of Europe for all European Languages.

Programme Module

- Bilingual radio and video course (26 units)   13 credits
- Examination preparation   1 credit
- Contact classes with counsellors
- Online tutoring (optional)
- A final examination — conducted jointly by IGNOU and MMB, New Delhi.

5.32 Certificate in Community Radio (CCR)

The programme is offered in three languages English, Hindi and Tamil.

Course Code	Title of the Course	Credits
A. THEORY	**2 COURSES (4 CREDITS EACH)**	**8**
1. Couse-1	Introduction to Community Radio (4 credits)	
2. Course-2	Operating a Community Radio (4 credits)	
3.	Practical Manual (1 No.)	
B. Internship: 10 days at any CRS		8
	(With Practical Assignments = 6)	
	(Final Project = 2)	
	Total	**16**

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

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

CEMCA is providing 150 scholarship of full tuition fee waiver.

5.33 Certificate Programme in NGO Management (CNGOM)

Non Governmental Organisations (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 organisations estimates that there are 1.2 million NGOs working in India. As per the data available with the Planning Commission, there are more than 12,000 NGOs

in the country. In view of the increasingly important role of the voluntary sector in the developmental process, all levels of policy making have stressed the importance of building its capacity to face the developmental challenge.

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

Objectives of the Programme

The objectives of the programme are as follows:

- To provide the basic managerial concepts to NGO workers;
- To give a first hand experience to the NGO workers or for that matter to the end users of the programme;
- To help and enhance the skills of end users at various levels of management.

Eligibility for Admission

Minimum qualification for admission to this certificate programme is 10 + 2 (Intermediate) or Matriculate with at least three years of work experience in NGO sector.

Medium of instruction

The medium of instruction is English.

Duration of the programme

The minimum duration of the programme is of 6 months and the maximum is of two years.

Student Support Services

The programme will be made on offer in all the study centres of the management programme across the country. The students are to do the contact programme in a registered NGO near to his/her place of residence.

Fee structure

The total fee for this programme is proposed as Rs. 1,200 payable along with the application form at the time of registration.

Programme Structure

The programme consists of following three courses along

with a contact programme. The detailed course outline is given under:

1) Introduction to NGO Management   4 credits
2) Management Functions   4 credits
3) Health Care Management   4 credits
4) Contact Programme in
   Identified NGO   7 days (56 hours)

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

BMS-001: Introduction to NGO Management

Course Introduction: The Course I deals with basic features of NGO Management. It tries to emphasise the relevance of the NGOs in the present context. Block 1 gives an insight into the features of NGOs and the basic environment of NGOs, which is necessary to understand the concept of NGOs. Block II deals with various elements of strategy, which help in identifying the strengths, weaknesses, opportunities and threats of an NGO thereby understanding the whole process of managing an NGO. Block 3 emphasises on the need and importance of communication skills.

Block 1: Concepts & Functions of NGOs

1. NGOS: An Introduction
2. NGO Environment
3. Issues in NGO Management
4. Problem Identification

Block 2: Strategy & Planning

5. Elements of Strategy
6. SWOT Analysis
7. Process of Management

Block 3: Communication Skills

8. Importance and Scope of Communication skills
9. Interpersonal and Group Communication
10. IT and Web Application
11. Reporting

BMS-OO2: Management Functions

Course Introduction: The Course 2 deals with Management functions with special emphasis on NGOs. It tries to cover different aspects related to the administration of NGOs. Block 1 deals with different procedures, which arc required in forming an NGO and the basics of the office procedures required to run an NGO. Block 2 deals with the marketing aspect, which is important in bringing the NGO on the forefront. Block 3 deals with project management, which

covers various aspects of making a project proposal and how to implement it. Block 4 deals with the financial aspects, whereby the intricacies like raising funds and utilising the funds in an optimum manner are taken care of.

Block 1: Administration of NGOs

1. Legal Procedures
2. Office Procedure and Documentation
3. Basics of Accounting
4. Budgeting

Block 2: Marketing

5. Principles of Marketing
6. Social Marketing
7. Information, Education and Communication

Block 3: Project Management

8. Project Planning
9. Scheduling
10. Monitoring & Evaluation

Block 4: Resource Mobilization

11. Proposal Development
12. Fund Raising.

BMS-OO3: Health Care Management

Course Introduction: The Course 3 deals with basics of Health Care Management. It tries to emphasise the relevance of the NGOs working in the health care sector. Block 1 deals with the issues related to the Primary Health Care Management where different national health policies are discussed and the importance of the NGOs dealing with the health sector regarding these policies is covered. Block 2 deals with the concerns of society like health and environment, gender issues and AIDS. Block 3 covers the skills related to health care management and how they can be useful in managing the NGOs.

Block 1: Primary Health Care Management

1. National Health Policies
2. NRHM and Role of NGOs
3. NACP-III and other National Health Programmes
4. Role in PHC

Block 2: Social Issues

5. Health and Environment
6. HIV/AIDS in Social Context
7. Poverty, Gender and Health

Block 3: Skills in Health Management

8. Health Situational Analysis
9. Networking and Advocacy
10. Community Mobilisation
11. Public Private Partnership in Health Sector

Evaluation System

The evaluation for each course covers two aspects:

a) Continuous evaluation through TMA assignments

b) Term-end examinations

Term-end examination will be held twice a year i.e. June and December.

1   In the final results the assignment of a course carries 30% weightage while 70% weightage is given for term-end examination.

2.   All the assignments and term-end examinations will be scored as a numerical marking scheme. Any component, which has not been attempted, would be treated as having a score of zero marks.

3.   Depending on the percentage of marks secured by a candidate, the divisions will be awarded.

5.34   Certificate Programme in Japanese Language (CJL)

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

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

5.35   Certificate in Persian Language (CPEL)

In collaboration with the Iran Culture House,New Delhi, IGNOU has initiated a certificate programme in the Persian language on pilot basis for a batch of 30 students.

The programme is supposed to provide a basic working knowledge of the Persian language and the Iranian culture.

Iran Culture House is collaborating with IGNOU to provide learning support along with the content software to the learners. This programme is expected to be extended to Hyderabad, Mumbai and Bangalore soon.

The programme shall comprise of 4 courses of 4 credits each, each credit amounting to 30 hours of total study time.

5.36   Certificate in Urdu Language (CUL)

This program is basically meant for Hindi and Urdu speakers who do not know how to read, write and correctly speak the Urdu language. This introduces the script writing, pronunciation skills, communicative Urdu and

comprehension of Urdu prose and poetry. The student develops the competence in the areas and also the ability to extract socio-cultural information from the texts. Each course has 8 credits. The themes of printed blocks are as follows:

Block No. 1	Script Learning
Block No. 2	Pronunciation Skills
Block No. 3	Communicative Urdu
Block No. 4	Comprehension of Prose and Poetry

Credit :   16

Courses :   1 OUL-001 Recognising, Reading and Writing the Script

2. OUL-002 Communicative & Comprehensive Skills.

5.37   Certificate in Communication Skills for BPO, ITeS & Related Sectors (CCSS)

The booming Information Technology (IT) segment comprising ITeS (IT-enabled services) and BPO (Business Process v Outsourcing) have emerged as a key employment generation sector in the country. The BPOs offer different kinds of services which include customer support, technical support, telemarketing, insurance processing, data processing, Internet/Online/Web Research and a whole lot of related services. This certificate will equip the participants to effectively communicate in English vis-a-vis the job requirements of the BPO industry. The programme comprises six courses:

Course Code	Course Title	Credits
BCSSI-001	Understanding BPO, and Related Sectors.	2
BCSSI-002	English Proficiency	2
BCSSI-003	Business Communication	4
BCSSI-004	Cultural Sensitisation	2
BCSSI-005	Customer Relationship Management	3
BCSSI-006	Positive Incrementals	3
	Total	**16**

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

5.38   Certificate in Lifelong Learning (CELL)

This certificate course prepares the learners to be lifelong learners to adopt changes and learn new skills in accordance with the new demands posed by globalisation. This is a capacity building course for adult/non-formal/lifelong learning functionaries through ODL system. Those who have completed 10th class and have an Interest in the adult/non-

formal education sector can join this course . This course has the following components:

Course code	Course Title	Credits
ODS-OOI	Alternative System of Education	6
ODS-002	Foundation of Lifelong Learning	6
	Total	**12**

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

5.39 Certificate in Visual Arts — Painting (CVAP)

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

Objectives:

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

Programme Structure:

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

Course code	Course Title	Credits
OVA-001 (Theory)	Indian Cultural Heritage	2
OVA-002 (Theory)	Understanding Indian Art Forms	2
OVA-003 (Theory)	An Introduction to Indian Arts	2
OVAL-004 (Practical)	Direct study from Simple Objects	4
OVAL-005 (Practical)	Study from Still Life	3
OVAL-006 (Practical)	Composition in Painting	3
	Total Credits	**16**

5.40 Certificate in Visual Arts — Applied Art (CVAA)

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

Objectives:

● To develop the visualisation and designing sensibility to create an art work.

● To understand and use of Material and Technique for graphic design.
● To introduce them to concept of Indian Art Practices and Aesthetics.
● To impart knowledge of graphic designing and advertising.

Programme Structure:

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

Course code	Course Title	Credits
OVA-001 (Theory)	Indian Cultural Heritage	2
OVA-002 (Theory)	Understanding Indian Art Forms	2
OVA-003 (Theory)	An Introduction to Indian Arts	2
OVAL-004 (Practical)	Direct Study from Simple Objects	4
OVAL-007 (Practical)	Geometrical Design	3
OVAL-008 (Practical)	Graphic Design	3
	Total credits	**16**

5.41 Certificate in Visual Arts — Sculpture (CVAS)

Sculpture is one of the most popular three dimensional forms of fine arts. It allows the artist to have an intimate relationship with the work. The certificate programme in Sculpture aims to impart understanding and use of Material and Technique to Create expressive sculptures with understanding of using principles of art.

Objectives:

● To develop the self-observation, visualisation and self-motivation to analyse sculptures according to use of art elements and principles.
● To introduce them to concept of Indian Art Practices and Aesthetics.
● Understanding of the basic forms and the fundamentals of drawing and sculpture.
● Knowing the artist's tools and materials and finding their possibilities and limitations through series of free and elaborate exercise.

Programme Structure:

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

Course code	Course Title	Credits
OVA-001 (Theory)	Indian Cultural Heritage	2
OVA-002 (Theory)	Understanding Indian Art Forms	2
OVA-003 (Theory)	An Introduction to Indian Arts	2
OVA-004 (Practical)	Direct Study from Simple Objects	4
OVAS-009 (Practical)	Clay Modelling	3
OVAS-010 (Practical)	Composition in Different Medium	3
	Total credits	**16**

5.42 Certificate in Performing Arts — Theatre Arts (CPATHA)

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

Objectives:

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

Programme Structure:

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

Course code	Course Title	Credits
OVA-001 (Theory)	Indian Cultural Heritage	2
OVA-002 (Theory)	Understanding Indian Art Forms	2
OTH-001 (Theory)	An Introduction to Theatre & Drama	2
OTHL-002 (Practical)	Voice & Speech	3
OTHL-003 (Practical)	Physical Aspects of Acting	3
OTHL-004 (Practical)	Method Acting- Stanislavisky	4
	Total credits	**16**

5.43 Certificate in Performing Arts — Hindustani Music (CPAHM)

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

Objective:

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

Programme Structure:

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

Course code	Course Title	Credits
OVA-001 (Theory)	Indian Cultural Heritage	2
OVA-002 (Theory)	Understanding Indian Art Forms	2
OMU-001 (Theory)	An Introduction to Indian Music	2
OMUL-002 (Practical)	Hindustani Music Performance-1	3
OMUL-003 (Practical)	Hindustani Music Performance-2	3
OMUL-004 (Practical)	Hindustani Music Performance-3	4
	Total credits	**16**

5.44 Certificate in Performing Arts — Karnatak Music (CPAKM)

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

Objective:

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

Programme Structure:

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

Course code	Course Title	Credits
OVA – 001 (Theory)	Indian Cultural Heritage	2
OVA – 002 (Theory)	Understanding Indian Art Forms	2
OMU– 005 (Theory)	An Introduction to Carnatic Music	2
OMUL– 006 (Practical)	Carnatic Music Performance-1	3
OMUL– 007 (Practical)	Carnatic Music Performance-2	3
OMUL– 008 (Practical)	Carnatic Music Performance-3	4
	Total Credits	**16**

5.45 Certificate in Performing Arts — Bharatanatyam (CPABN)

Indian classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Bharatanatyam, the classical dance of Tamil Nadu and provides a holistic and integrated approach to Indian performing arts through theory courses with 70% - 30% weightage for practical and theory. This is an innovative programme 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.

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art Forms	2
ODN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-014 Practical	Mohiniattam 1	4
ODNL-015 Practical	Mohiniattom 2	4
ODNL-016 Practical	Music and Talas	2

5.47 Certificate in Performing Arts — Odissi (CPAOS)

Indian Classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Odissi, the classical dance of Orissa and provides a holistic and integrated approach to Indian performing arts through theory courses with 70% — 30% weightage for practical and theory, respectively. This is an innovative programme from IGNOU which combines the strength of both IGNOU and its Programme Study Centres which are reputed Odissi 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 Programme Study Centres, for both theory and practicals.

Objectives:

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

Programme structure:

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

Theory — 6 credits and practicals — 10 credits

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art Forms	2
CDN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-008 Practical	Odissi 1	4
ODNL-009 Practical	Odissi 2	4
ODNL-010 Practical	Music and Talas	2

5.48 Certificate in Performing Arts — Kathak (CPAKT)

Indian Classical dances bring out the quintessential cultural

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- To improve culture sensitivity and develop cultural know how.
- To impart strong and solid basic practical training in dance that is fundamental for advanced learning.

Programme Structure:

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

Theory — 6 credits and practicals — 10 credits

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art Forms	2
ODN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-011 Practical	Bharatanatyam 1	4
ODNL-012 Practical	Bharatanatyam 2	4
ODNL-013 Practical	Music and Talas	2

5.46 Certificate in Performing Arts— Mohiniattam (CPAMT)

Indian Classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Mohiniattam, the classical dance of Kerala and provides a holistic and integrated approach to Indian performing arts through theory courses with 70% — 30% weightage for practical and theory, respectively. This is an innovative programme 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 Programme Study Centres, for both theory and practicals.

Objectives:

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

Programme structure:

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

Theory — 6 credits and practicals — 10 credits.

ethos of diverse regions of India. This programme offers training in the basics of Kathak, the classical dance form from north India and provides a holistic and integrated approach to Indian performing arts through theory courses with 70%— 30% weightage for practical and theory, respectively. This is an innovative programme from IGNOU which combines the strength of both IGNOU and its Programme Study Centres which are reputed Kathak 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 Programme Study Centres, for both theory and practicals.

Objectives:

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

Programme structure:

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

Theory — 6 credits and practicals — 10 credits

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding IndianArt Forms	2
ODN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-002 Practical	Kathak 1	4
ODNL-003 Practical	Kathak 2	4
ODNL-004 Practical	Music and Talas	2

5.49 Certificate in Performing Arts— Kuchipudi (CPAKP)

Indian Classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Kuchipudi, the classical dance of Andra Pradesh 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 Kuchipudi dance schools located across the length and breadth of India and abroad. It combines the flexibility of distance and continuing education with conventional learning system and provides for face-to-face interaction through its program study centres, for both theory and practicals.

Objectives:

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

Programme structure:

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

Theory — 6 credits and practicals — 10 credits.

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art Forms	2
CDN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-020 Practical	Kuchipudi 1	4
ODNL-021 Practical	Kuchipudi 2	4
ODNL-022 Practical	Music and Talas	2

5.50 Certificate in Performing Arts— Kathakali (CPAKK)

Indian Classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Kathakali, the classical dance-drama form of Kerala and provides a holistic and integrated approach to Indian performing arts through theory courses with 70%— 30% weightage for practical and theory, respectively. This is an innovative programme from IGNOU which combines the strength of both IGNOU and its Programme Study Centres which are reputed Kathakali 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 Programme Study Centres, for both theory and practicals.

Objectives:

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

Programme structure:

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

Theory— 6 credits and practicals — 10 credits

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art forms	2
ODN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-017 Practical	Kathakali 1	4
ODNL-018 Practical	Kathakali 2	4
ODNL-019 Practical	Music and Talas	2

5.51 Certificate in Performing Arts — Manipuri (CPAMP)

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

Objectives:

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

Programme structure:

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

Course code	Course Title	Credits
OVA-001 Theory	Indian Cultural Heritage	2
OVA-002 Theory	Understanding Indian Art Forms	2
ODN-001 Theory	Introduction to Indian Dance Forms	2
ODNL-005 Practical	Manipuri 1	4
ODNL-006 Practical	Manipuri 2	4
ODNL-007 Practical	Music and Talas	2

Theory — 6 credits and practicals — 10 credits.

5.52 Certificate in Water Harvesting and Management (CWHM)

Growing urbanisation and industrialisation, increasing demand for agriculture produce, has led to over exploitation of limited surface as well as ground water resource. This has also resulted in sharp decline in ground water table. The situation can be effectively reversed through rainwater harvesting which essentially means collection and storage of the rainwater from rooftop or from surface catchments for future use. Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. This certificate programme in Water Harvesting and Management intends to generate mass awareness and disseminate skills through trained human resources, about rainwater harvesting techniques and management for the optimal use of harvested water by all concerned.

The main objectives of the programme are:

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

Structure of the programme

Course Code	Title of the Course	Credits
ONR-001	Introduction to Water Harvesting	2
ONR-002	Basics of Hydrology	4
ONR-003	Water Harvesting, Conservation and Utilization	6
ONRL-001	Practical Training at Water Harvesting Agency	4

5.53 Certificate in Poultry Farming (CPF)

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

The main objectives of the programme are:

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

Programme Structure

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

Course Code	Title of the Course	Credits
OLP -001	Introduction to Poultry Farming	2
OLPI-001	Poultry Housing and Management	6
OLPI-002	Poultry Feeds and Feeding	4
OLPL-001	Poultry Health Care and Bio-security Measures	2
OLPL-002	Poultry Farm Training	2
	Total	16

A compulsory 10-days continuous hands-on training (Course 5) will be conducted at the Programme Study Centres (PSCs).

5.54   Certificate in Beekeeping (CIB)

There is always an increasing demand for honey across the world. Most of the honey is collected from wild resources (forest) and a limited population is engaged to rear bees. Due to limited technical knowledge and poor infrastructure, honey production is less than what is possible. A great potential exists in this area, where we may establish this unorganised sector into an organised 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, nongovernmental or government agencies, etc

The main objectives of the programme are as follows:

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

Programme Structure

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

Course Code	Title of the course	Credits
OAPI-011	Introduction to Beekeeping	4
OAPI-012	Management of Honey Bee Colonies	8
OAPI-013	Hive Products and Economics of Beekeeping	4

5.55   Certificate in Diabetes Care for Community Worker (CDCW)

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

Programme Objectives:

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

Target Group: 10 + 2 Preferably with Science.

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

Programme Structure:

Course Code	Title of the Course	Credits
CNS-DC 001	Theory -Concepts and Interventions of Diabetes Mellitus	4
CNS-DCP 001	Practical- Procedures related to Diabetes Mellitus	10
	Total	14

5.56   Certificate in Home Based Care Providers (CHBCP)

Certificate Programme for Home-Based Care Providers is a

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

Programme objectives: The broad objectives of this programme are to:

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

Target group: 10th Pass

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

Programme Structure

Course Code	Title of the Course	Credits
CNS-HC 001	Home-Based Care	4
CNS-HCP 001 Practical	Skills Related to Home Based Care	10
	Total Credits	**14**

5.57 Certificate in Entrepreneurship (CIE)

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

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

Programme Structure of CIE

The programme consists of following courses:

Course Code	Title of the Course	Credits
CIE-01	Introduction to Entrepreneurship	2
CIE-02	Business Opportunity Identification	2
CIE-03	Enterprise Creation and Legal Requirements	2
CIE-04	Enterprise Management	3
CIE-05	Computer for Entrepreneurs	3
	Total	**12**

5.58 Certificate in Energy Technology and Management (CETM)

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

Objectives:

The broad objectives of the Programme are:

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

Programme Structure:

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

Course code	Course Title	Credits
CETM-001	Energy Resources and Conversion Processes	4
CETM-002	Renewable Energy Technologies and their Uses	6
CETM-003	Energy Management: Audit and Conservation	6
CETM-004	Energy Projects	4

5.59 Certificate in French Language (CFL)

The programme aims to introduce French to beginners and gradually builds skills in listening, reading, writing and speaking and to develop intercultural competence of the learners. The programme is based on the textbook Connexions, Methods de francais, Regine Merieux, Yves Merieux, Yves Laiseau. Dideir,

2001 based on the common European Framework of Reference for languages formulated by the Council of Europe for all European Languages. The book Connexions is being supplemented with wrap up materials by IGNOU in the form of user manuel with study guide, added exercises, glossary and phonetics as additional material to help the learner. The significant feature is that materials have been prepared for the learners in both French-Hindi for Hindi-phones and French English for Angle Phones. The learners thereby have the choice of taking either of the two mediums.

Credits

The Programme is of 12 credits, comprising the following 4 courses of 3 credits each.

Course	Course Title	Credits
Course 1	Talking about oneself	6
Course 2	Interaction	4
Course 3	Space	4
Course 4	Joining the Work Force	10

5.60 Appreciation Course on Environment (ACE)

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

● Disseminate information on national and international environmental issues;

● Create environmental consciousness among professionals, academicians and other members of society who can play an active part in opinion making within the society so that corrective environmental action could be encouraged; and

● Facilitate development of environmental leadership among individuals who may organise/participate in environment upgradation programmes.

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

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

This course can be completed in two modes:

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

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

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 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 (Sathapane Aur Viniyaman), Adhiniyam, 2002" are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

6.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, 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 the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. The form is to be submitted to the Regional Director concerned ONLY on or before the due date. 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.

6.3 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 have to apply afresh and go through the admission process again.

6.4 'Walk in Admission' for all Advertised Programmes

The University has introduced Walk-in-admission facility, with effect from July 2008 for all Programmes except for the management & B.Ed. Programmes. The admission for these programmes will remain open round the year. Therefore, the candidates may submit the application forms as per the following schedule to concerned Regional Centre.

For January Session   : **From 1st June**
                     upto 31st October (without late fee)
                     1st November to 30th November
                     (with late fee of Rs. 200/-)

For July Session   : **From 1st December**
                     upto 30th April (without late fee)
                     1st May to 31st May
                     (with late fee of Rs. 200/-)

6.5 Online Admission

Applicants can submit their admission application forms 'online' round the year. However, as indicated at Para 6.4 above, such online applications shall be processed for January/July session depending upon the date of submission by the student. Payment of programme fee can be made through credit card, debit card, cash challan, demand drafts and any such other method in designated banks as specified in the online application form.

All other schedules viz. the submission of Examination Form, assignments and dates for examinations will remain as notified by the University from time to time.

6.6 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

6.7 Re-Registration

Learners are advised to **submit the Re-Registration forms only at the respective Regional Centre and nowhere else.** If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

Schedule for Re-Registration

For July Session	For January Session	Late fee
1. 1st February to 31st March	1st August to 1st October	NIL
2. 1st April to 30th April	3rd October to 31st October	200.00
3. 1st May to 31st May	1st November to 30th November	500.00
4. 1st June to 20th June	1st December to 20th December	1000.00

6.8 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	Re-admission Period
Certificates Programmes	6 Months	6 months
Diploma Programmes	1 Year	1 year
Bachelor's Degree Programmes	3 Years	2 years
Master's Degree Programmes	2 Years	2 years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to complete. For further details, please see the website.

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

6.9 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBCs, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

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.

SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes.

The students taking admission for the agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

a)   all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;

b)   the urban students below the poverty line may be given a 50% fee concession subject to production of an income certificate.

6.11 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 registration fee through A/c Payee Cheque Only.

6.12 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in. In case of non-receipt of study material students are required to write to concern Regional Centre, IGNOU.

6.13 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.200** for a **4 credit course or part thereof, Rs.400 for a 8 credit course for under- graduate courses.** For Master's Degree Programme it is **Rs.400** for 2/4 credits and **Rs.800** for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of **"IGNOU"** payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the **concerned Regional Centre only** as per schedule.

6.14 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY**, on payment of **Rs.200** plus Rs.200 per 2/4 credit course and Rs.400 per 6/8 credit course for undergraduate courses. For

Master's Degree Programme it is **Rs.200** plus Rs.400 per 2/4 credit course and Rs.800 per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of **"IGNOU"** payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the **concerned Regional Centre only** as per schedule.

6.15 Change of Programme

Change of programme from B.A. to B.Com./BTS or B.Com to B.A./BTS or B.Sc. to B.A./B.Com is **permitted only in the first year of study within 30 days from the receipt of first set of course material** on payment of **Rs.400 plus** Rs.200 per 2/4 credits course and Rs.400/- per 6/8 credit course by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS, the student will be required to pay the difference of fee in addition to Rs.400/- stated above. No change is permitted from B.A./B.Com to B.Sc. Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/MARD/M.Com) is **permitted only in the first year of study.** A student has to pay the full fee for the new Programme and he/she has to forfeit the fee paid for the earlier programme opted by him/her. The request for change of programme should be addressed to concerned Regional Centre. Students are not required to return the old course material.

6.16 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. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10 then in place of regular counselling, intensive counselling sessions will be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

6.17 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the

request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi - 110068. Requests received directly at SR&E, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counseling facilities are available, for the subject he/she has chosen, at the new centre 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.

6.18 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, SR&E Division and the learner. 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.

6.19 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website **www.ignou.ac.in**). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

6.20 Term-end Examination

The learner is instructed to refer to the Tables given on Page no. 6 before submitting Examination Form for appearing in the **June as well as December** Term-end examination. A learner should not apply for appearing at the Term-end examinations of any course without getting re-registered/re-admission for the same. The result would be withheld in such cases.

6.21 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SRE), IGNOU, Maidan Garhi, New Delhi–110 068. A fee of Rs.100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs.300/- in case of request for sending transcript outside India.

6.22 Disputes on Admission & other University matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

6.23 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005. (See Annexure-I, II & III)

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, SOCIS	(Tele: 2953 3426)
2.	Registrar/OSD, SRD	(Tele: 2953 2741)
3.	Registrar, SED	(Tele: 2953 5828)
4.	Director, RSD	(Tele: 2953 2118)
5.	Director, SSC	(Tele: 2953 5714)
6.	CPRO	(Tele: 2953 2321)
7.	Security Officer	(Tele: 2953 3237)
8.	Deputy Registrar, SRD	(Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588 or 29532312.

E-mail: ignouregistrar@hotmail.com

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, the authority would expel him from the University.

INFORMATION REGARDING IGNOU POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN

The Indira Gandhi National Open University, in adherence with the guidelines of the Supreme Court of India has evolved a specific policy and procedures to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court judgment, IGNOU adopts this policy to prevent, prohibit and punish sexual harassment of women at the workplace. IGNOU is committed to providing for all women who fall within its jurisdiction, including its academic, non-academic staff and students, a place of work and study free from sexual harassment, intimidation and exploitation.

For further information regarding the policy, definition of sexual harassment, rules and procedures approved by IGNOU, students may visit the IGNOU website (www.ignou.ac.in). In case of any incidents of sexual harassment, students may contact any member of the IGNOU Committee Against Sexual Harassment (ICASH) at the headquarters in New Delhi, the Regional Services Division Committee against Sexual Harassment (RSDCASH - overseeing committee for all Regional Centres) or the Regional Centre Committee against Sexual Harassment (RCCASH) at their nearest regional centre. The ACASH (Apex Committee against Sexual Harassment) will serve as the final appellate body for all complaints. Further contact information and administrative assistance may also be sought from the CPRO and Security Office of IGNOU.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the university has recently established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospecting suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in or Ph. : 29535924 / Extn. : 1312, 1319, 1325
6.	Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
7.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
8.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9.	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sregrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
11.	Academic Content	Director of the School concerned
12.	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
13.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, Block-12, Telephone Nos.: 29535924-32 Extn. : 2216
14.	Status of Project Reports of all programmes	Ph. : 011-5129532294 Ext. 1313/1320/1321 Email : projects@ignou.ac.in
15.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

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 eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg
New Delhi - 110002

No.F.1-52/2000(CPP-II)   5th May, 2004

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

Sub: Recognition of Degrees awarded by Open Universities

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February,1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC website: www.ugc.ac.in

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,
Sd/-
(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-2.
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 Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068
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. Babasaheb 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.)

Sd/-
(V.K. Jaiswal)

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
3310059, 3312429

Gram : ASINGU
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA)
Joint Secretary

अखिल भारतीय तकनीकी शिक्षा परिषद्
All India Council for Technical Education
(भारत सरकार का एक सांविधिक संस्थान)
(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

F.No. AICTE/Academic/MOU-DEC/2005
MAY 13, 2005

To

The Secretaries/Directors,
Technical Education,
All State Governments/Union Territories.

Subject : Recognition of MBA, MCA programmes awarded by Indira Gandhi National Open University, (IGNOU) New Delhi.

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk (U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.\

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Your faithfully,

(Nagin Chand)

Copy to :
All Regional Officers, AICTE.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CODES AND ADDRESSES OF REGIONAL CENTERS AND RECOGNISED REGIONAL CENTRES

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE **AGARTALA–799004 TRIPURA** 0381-2516715 / 25162660381-2516714 rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI **AHMEDABAD - 382481 GUJARAT** 02717-242975 02717-241579 02717-241580 rcignouahd@yahoo.com; rcahmedbad@ignou.ac.in	STATE OF GUJARAT,UNION TERRITORY OF DAMAN,DIU, DADRA & NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROADKHATLA (NEAR CENTRAL YMA OFF.) **AIZWAL–796001 MIZORAM** 0389-2311693, 0389-2311692, 0389-2311789 rd_aizwal@rediffmail.com; rcaizawl@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD **ALIGARH-202001, UTTAR PRADESH** 0571-2700120,2701365 ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH,KASGANJ,FIROZABAD,RAMPUR, ALIGARH,HATHRAS,BADAUN,AGRA BULANDSAHAR,MORADABAD,MANPURI, ETAWAH, MATHURA & J P NAGAR
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR **BANGALORE - 560 070 KARNATAKA** 080-26654747 / 26657376080-26639711 080-26644848 ignourcblr@gmail.com rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KARNATAKA
6.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR **BHOPAL - 462 016, MADHYA PRADESH** 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
7.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA **BHUBANESHWAR - 751 013 ORISSA** 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT & GAJAPATI)

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
8.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO-208, Sector-14, Panchkula-134109 Haryana-0172-2590208 ignouch@gmail.com, rcchandigarh@ignou.ac.in	CHANDIGARH U.T., DISTRICT RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DISTRICT UNA OF HIMACHAL PRADESH OPERATED BY RC KHANNA
9.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI **CHENNAI - 600 113 TAMILNADU** 044-22541919 / 22542727044-22542121 044-22542828 rgnldirector@yahoo.in rcchennai@ignou.ac.in	STATE OF TAMIL NADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHERRY, CHENNAI,KANCHIPURAM, VELLORE, CHENGAIPAT,CUDDALORE, VILLUPPURAM,SALEM,NAMAKKAL, PERAMBALU & TIRUVALLORE
10.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE **KALOOR COCHIN - 682 017 KERALA** 0484-2340203,2348189,230484-2533021 0484-2533021,23308910484-2340204 igrc14@vsnl.net rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM
11.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR,NEAR CENTRAL BANK **DARBHANGA-846004 BIHAR** 06272-253719 06272-251833 srcdarbhanga@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN,GOPALGANJ, SIWAN,SARAN,PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI,MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA,KHAGARIA
12.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD **DEHRADUN - 248 001 UTTARANCHAL** 0135-2789180 0135-2789205 0135-2789190 dimrianilk2002@yahoo.co.in rcdehradun@ignou.ac.in	STATE OF UTTARANCAL, DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR, DEHRADUN, HARDWAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGNAGAR & PURI
13.	DELHI 1	07	REGIONAL DIRECTOR(I/C) IGNOU REGIONAL CENTRE PLOT NO. J-2/1, BLOCK-B1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, **NEW DELHI 110 044** 011-26990082, 26990083 Fax : 26990084 EMAIL: rcdelhi1@ignou.ac.in Website: www.ignourcdelhi1.ac.in	SOUTH DELHI, WEST DELHI, DISTRICT FARIDABAD OF HARYANA
14.	DELHI 2	29	REGIONAL DIRECTOR-2 IGNOU REGIONAL CENTRE-2 GANDHI SMRITI & DARSHAN SAMITI **RAJGHAT, NEW DELHI - 110 002** 011-23392375 / 23392376 / 23392377 011-23392374011-23392373 ignourd2@ngmail.com rcdelhi2@ignou.ac.in	NORTH-EAST DELHI, EAST DELHI, NORTH DELHI & CENTRAL DELHI
15.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636, Palam Extn, Ramphal Chowk, Near Sector-7, Dwarka, New Delhi-45 011-25088939, 25088944, 25088983 rcdelhi3@ignou.ac.in;	WEST DELHI AND DISTRICT OF GURGAUN OF HARYANA, OPERATED FROM RC DELHI -1

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
16.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 31A, National Highway, 5th Mile, Below Manipal Hospital, Tadong Gangtok-737102 (Sikkim) 03592-270923, 270364, 212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	STATE OF SIKKIM
17.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI **GUWAHATI-781003, ASSAM** 0361-2662879 grcignou@sancharnet.in rcguwahati@ignou.ac.in	STATE OF ASSAM
18.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207,KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATION JUBILEE HILLS (P.O) **HYDERABAD - 500 033 ANDHRA PRADESH** 040-40266470,40266471,402266478 040-40266479 hyd2_ignourch@sancharnet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
19.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH, AOC **IMPHAL – 795001 MANIPUR** 0385- 2421190 ,24211910385-2421192 385-2421192 ignouimphal@rediffmail.com rcimphal@ignou.ac.inignouimp@man.nic.in	STATE OF MANIPUR
20.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX''C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN **ITANAGAR -791110 ARUNACHAL PRADESH** 0360-2247536 / 22475380360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
21.	JABALPUR	41	REGIONAL DIRECTORIGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, **JABALPUR - 482001 MADHYA PRADESH** 0761-2609269,65335690761-2600411 0761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website:www.ignoujabalpur.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI & ANUPPUR
22.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79,SECTOR-7 PATEL MARG, MANSAROVAR **JAIPUR - 302 020 RAJASTHAN** 0141-2785750 0141-2274292 0141-2784043 ignou-raj@.nic.in rcjaipur@ignou.ac.in	STATE OF RAJASTHAN

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
23.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD, **JAMMU - 180 001 , JAMMU & KASHMIR** 0191-25465290191-25795720191-2546995 jammurc12@rediffmail.com rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
24.	JORHAT (Camp Office)	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI **GUWAHATI-781003, ASSAM** 0361-2662879	STATE OF ASSAM
25.	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, **KARNAL - 132 001, HARYANA** 0184-2271514 0184-22600750184-2255738 ignourck10@bsnl.in rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA AND AMBALA)
26.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) **KHANNA – 141401 PUNJAB** 01628- 229994/229993/237361/238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICTS RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB)
27.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE Near Mount Hermon School Don Bosco Hr. Sec. School Road, kendouzoU, Kohima-797001 0370-2260366, 2260147, 2260216 rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
28.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR **KOLKATA - 700 091 WEST BENGAL** 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 ignourd28@yahoo.com, rd28cal@rediffmail.com rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
29.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN **KORAPUT – 764020 ORISSA** 06852-252982 06852-251535 ignou_koraput@rediffmail.com rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
30.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - ALIGANJ **LUCKNOW - 226 024 UTTAR PRADESH** 0522-2745114,09417966540522-2762410 (RCL/ 2364453 0522-2364889 ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI,RC ALIGARH AND RC NOIDA)
31.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS TPK ROAD (NH -7) PAUMAALAI **MADURAI - 625004 TAMIL NADU** 0452-2380733,2380387, 0452-2370588 ignoumadurai@yahoo.co.in, rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU COIMBATORE, NILGIRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR TIRUNELVELI, TUTICORIN & TRICHI
32.	MUMBAI	34	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND (E) **MUMBAI - 400081 MAHARASHTRA** 022-25633159 ignourcmumbai@gmail.com rcmumbai@ignou.ac.in	FOUR DISTRICS OF MAHARASHTRA : MUMBAI,THANE,RAIGARH AND RATNAGIRI.
33.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE Gyan Vatika, 14, Hindustan Colony, AMARAVATI ROAD, **NAGPUR 440033 MAHRASHTRA** 0712-2022000, 09657866936 (MOB) rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL ,WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)
34.	NOIDA (Camp Office)	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE rcnoida@ignou.ac.in GANDHI SMRITI & DARSHAN SAMITI **RAJGHAT, NEW DELHI - 110 002** 011-23392375 / 23392376 / 23392377 011-23392374011-23392373 ignourd2@ngmail.com rcdelhi2@ignou.ac.in	NOIDA, GREATER NOIDA, GHAZIABAD, G.B.NAGAR, MEERUT & BAGPAT OF UTTAR PRADESH OPERATED FROM RC DELHI 2 NORTH-EAST DELHI, EAST DELHI, NORTH DELHI & CENTRAL DELHI
35.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS OF MAPUSA- PANAJI ROAD, **POVORIM -403521 GOA** 0-9444024242 MOB0832-2462315 msparthasarathy@yahoo.com	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD & SINDHUDURG (DISTRICTS OF MAHARASHTRA)
36.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, **PATNA - 800 001 BIHAR** 0612-2221538/ 22215410612-2221539 rcpatna@gmail.com, rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
37.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, **PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS** 03192-242888,230111 rc_portblair@rediffmail.com rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
38.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, **PUNE - 411 016 MAHARASHTRA** 020-256671867 020-25671864 ignourcpune42@vsnl.net rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR ,BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICTS)
39.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR **RAIPUR – 492007 CHATTISGARH** 0771-2428285 / 5056508 0771-2445839 0771-2445839 rrcignou@cg.nic.in, rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
40.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS **RAJKOT – 360005 GUJARAT** 0281-2572988 subrcrajkot@yahoo.co.in rcrajkot@ignou.ac.in website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT,KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
41.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR, **RANCHI – 834022 JHARKHAND** 0651-2244688,2244699 0651-22446770651-2244400 ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
42.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NON SHILLIANG **SHILLONG - 793 003 MEGHALAYA** 0364-2521117 0364-2521271 0364-2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com	STATE OF MEGHALAYA
43.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING,KHALINI **SHIMLA - 171 002 HIMACHAL PRADESH** 0177-2624613,2624611,2625843/ 2624612 0177-2624611 sml_ignoures@sancharnet.in dbnegi@gmail.com rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT DISTIRT UNA)

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
44.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY **SILIGURI – 734001 WEST BENGAL** 0353-2526818 0353-2526819 ignourcsiliguri@yahoo.com rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH (PART OF WB)
45.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ, **SRI NAGAR - 190 008 JAMMU & KASHMIR** 0194-2311251 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
46.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION, CHEKKALAMUKKU SREEKARIYAM, **TRIVANDRUM -695017 KERALA** 0944750581 (MOB) ignourctrivandrum@gmail.com rctrivandrum@ignou.ac.in	KANYAKUMARI, DISTRICT OF TAMIL NADU & THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA)
47.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS **VARANASI-221005 UTTAR PRADESH** 0542-2368022,23686220522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA,KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN, CHANDAUL, SONBHADRA
48.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, SKPVV, HINDU HIGH SCHOOL KOTHAPETHA, **VIJAYWADA 520 001 ANDHRA PRADESH** 0866-256595 0866-2565253 0866-2565353 ignourcvijaywada@gmail.com rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF VIZAINAGARAM, VISAKHAPATNAM, EAST GODAVARI, WEST GODAVARIKHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLOR, SRIKAKULAM & CHITTOOR
49.	RAGHUNATHGANJ	50	DR RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE AMIYABALA BHAWAN VILL SANYASIDANGA PO BARALA PS RAGHUNTHGANJ DIST MURSHIDABAD, WEST BENGAL 09434731514, 05222364889 SRAJARAO@IGNOU.AC.IN	DISTRICT MURSHIDABAD, MALDA AND BIRBHUM

ARMY RECOGNIZED REGIONAL CENTRE

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND, **KOLKATA - 700021** **WEST BENGAL** 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
2	CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND **CHANDIMANDIR-134107** **HARYANA** 0172-2589423 (CIVIL)0712-2589423 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE BRIG-(EDN)IAEP, HQ CENTRAL COMMAND **LUCKNOW - 226002** **UTTAR PRADESH** 0522-2482968/2292670 iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
4	PUNE	54	COL ARUN SARIN REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ, SOUTHERN COMMAND **C/O 56 APO** 020-26102668020-26102670	SOUTHERN COMMAND AREA
5	UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, UTTAR KAMAN MUKHYALAYA C/O 56APO, HQ NORTHERN COMMAND, **UDHAMPUR, JAMMU & KASHMIR** 01992-242486	NORTHERN COMMAND AREA
6	JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH, **JAIPUR, RAJASTHAN** 0141-2386 ETN 2668	SOUTH WESTERN COMMAND

NAVY RECOGNIZED REGIONAL CENTRES

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	NEW DELHI	71	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II, RK PURAM, **NEW DELHI - 110066 DELHI** 011-26194686 ,26185299011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2	MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG **MUMBAI - 400023 MAHARASHTRA** 022-22688245022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND **VISAKHAPATNAM - 530014** **ANDHRA PRADESH** 0891-28122840891-2515834 inepu@hotmail.com	HQ EASTERN NAVAL COMMAND
4	KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ, SOUTHERN NAVAL COMMAND, **KOCHI - 682004 KERALA** 0484-2662515,266221026610070484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

ASSAM-RIFLES RECOGNIZED REGIONAL CENTRES

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH, **SHILLONG - 11 MEGHALAYA** 0364-705530/ 7055640364-705564 hqdgar@hotmail.com	COMMAND AREA

LIST OF CODES

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal

EDUCATIONAL QUALIFICATION CODE

Code	Description
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library & Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or equivalent

LIST OF BOARD CODES
(FOR 10 + 2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10 + 2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute 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., UP
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list

Sl. No.	Code of Board	Board (Abbr)	Year from which 10 + 2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

Banks & Branches designated to collect the fee in cash from IGNOU student

A - INDIAN BANK

1. **New Delhi**
   106.& 107 Aurbindo Place, Hauz Khas,
   New Delhi-110016
   011-26963543, 26562973.

   G-27, DDA Community Centre, Near Sonia Cinema,
   Vikas Puri, New Delhi-110018,
   011-2597250

   1336, Arya Samaj Road, Karol Bagh,
   New Delhi-110005
   011-25721486, 25739821

   D-1/1, Rana Partap Bagh,
   New Delhi-110007.
   011-27002540, 27231401

   33, Partap Nagar, Mayur Vihar, Phase-I,
   New Delhi-110092
   011-22750845,22757391

2. **Chennai**
   41-42, First Main Road, Gandhi Nagar,
   Adyar, Chennai-600020
   Ph.: 044-24912616, 24413430

3. **Hyderabad**
   3-6-943/2A, 1st Floor, Narayanguda, Hyderabad,
   Andhra Pradesh-500029
   Ph.: 23224575, 23225373

4. **Pune**
   495, Mantri Heights, Shaniwar Peth,
   Pune, Maharastra-411030
   Ph.: 020-24452673. 24450907

5. **Patna**
   P.B. No. 627, Jhauganj, Patna City,
   Bihar-800008
   Ph.: 0612-2265814

6. **Karnal**
   Guru Tegh Bahadur Market, G.T. Road, Karnal
   Haryana-132001
   Ph.: 0184-2272139

7. **Thiruvananthapuram**
   P.B. No. 45, Indian Bank Towers, M.G. Road,
   Thiruvanthapuram, Kerala-695001
   Ph.: 0471-2461058, 2471378

8. **Pondicherry**
   288, M.G. Road, Pondichery-605001
   Ph.: 0413-2336403, 2221299

9. **Ahmedabad**
   P.B. No. 275, Mission Road, Bhandra,
   Ahemdabad-380001
   Ph.: 079-25506641, 25506583

10. **Jaipur**
    Mirza Ismail Road, Jaipur, Rajasthan-302001
    Ph.: 0141-2366603, 2368204

11. **Chandigarh**
    SCO 38-39, Madhya Marg, Sector 7C,
    Chandigarh-160019
    Ph.: 0172-2793225

12. **Mumbai**
    11/12, Madhav Nagar, S V Road, Andheri (West),
    Mumbai, Maharashtra-400058
    Ph.: 022-26205900. 26205800

13. **Guwahati**
    S.S. Road, Lakhotia, Guwahat, Kamrup Distt.,
    Assam-781001
    Ph.: 0361-2540529, 2548805

14. **Lucknow**
    1-2, Ashok Mart, Lucknow, Uttar Pradesh-462001
    Ph.: 0522-2280496, 2280098

15. **Bhopal**
    473, Hamidia Road, Bhopal
    Madhya Pradesh-462001
    Ph.: 0755-2730045

16. **Shimla**
    17, The Mall, Shimla, Himachal Pradesh-171001
    Ph.: 0177-2658133

17. **Kolkata**
    P.B. No. 717,3/1, R.N. Mukharjee Road,
    Shree Ram Chambers, Koldata,
    West Bengal-700001
    Ph.: 033-22482597, 22484325

18. **Bhubaneshwar**
    32, Janpath, Ashok Nagar, Unit-II,
    Bhubneshwar, Khurda Distt., Orrissa-751009
    Ph.: 0674-2531645

19. **Bangalore City**
    P.B. 9725, 10 K.G. Road, Banglore
    Ph.: 080-22263162, 2223163,22263164

20. **Khanna**
    G T Road (Near Old Bus Stand), Khanna,
    Ludhiana District, Punjab-141401
    Tel: 01628-334817

21. **Shillong**
    G. S. Road Burra Bazaar, Shillong,
    East Khasi Hills, Meghalaya 793002
    Tel: 0364-2243408

22. **Agartala**
    Amulya Market, Mantribari Road, Agartala,
    West Tripura Dist, Tripura
    Tel:0381-2326642

23. **Siliguri**
    Hillcart Road,
    Air View Moor Siliguri

B - IDBI BANK

1. **Ahmedabad**
Lal Bunglow. Off. C.G. Road,
Ahmedabad-380006
Ph.: 079-26431902/1296

2. 23-25, Ruda Square, Nr. Judges Bunglow,
Bodakdev, Ahmedabad-380015
Ph.: 079-26872345, 268730024

3. Aishwarya Complex, Yash Kunj Society,
Prabhat Chowk, Ghatlodia, Ahmedabad-380061
Ph.: 079-27430337, 27430344

4. **Bangalore**
26/1 Sowbhagya Complex, 24th Mian,
5th Phase, J.P. Nagar, Sarraki Lake,
Bangalore-560078 :6595777, 26595800

5. IDBI House, 58 Mission Road,
Banglore-560027

6. **Bhopal**
Plot No. 43, Opposite Rang Mahal,
New Market, T. T. Nagar, Bhopal-462003

7. **Bhubaneshwar**
IDBI House, Janpath, Unit IX, Bhubaneshwar-751022
Ph.: 044-2541695

8. **Chennai**
P.M. Towers, 37, Greams Road,
Chennai-600006
Ph.: 044-28292371/72n3n4

9. Soan Building, 37, C.P. Ramaswamy Road, Alwarpet,
Chennai-600018
Ph.: 044-24661204/7

10. Nelson Towers, New No. 15, Nelson Manickkam
Road, Chennai-600029
Ph.: 044-23745802-05

11. **Cochin**
Near Padma Theater, M.G. Road,
Cochin-682035
Ph.: 0484-2382519-21

12. **Dehradun**
59/4, Rajpur Road, Dehradun-248001, Uttranchal
Ph.: 0135-2744477/2741225-27

13. **Hyderabad**
Mahavir House, Basheerbagh Square,
Hyderabad-500029
Ph.: 040-23260000, 23228517, 23222688

14. Plot No.9, Near L. V. Prasad Eye,
Hospital, J.R. House, Road No.2,
Banjara Hills, Hyderabad-500034
Ph.: 040-23548762n9i83

15. **Jaipur**
D24, Durlabh Niwas, C Scheme, Jaipur
Ph.: 0141-2367929/30/379955

16. **Kolkata**
Siddha Point, Ground Floor, 101 Park Street,
Kolkata- 700016
Ph.: 033-22175040/5003/5008

17. Mookerjee House, 17 Brabourne Road,
Kolkata- 700001
Ph.: 033-22437964/65/66/67

18. **Lucknow**
15, Ashoka Marg, Lucknow-226001
Ph.: 0522-2287104/105/287259

19. **New Delhi**
1/6 Siri Fort Institutional Area, Khel Gaon Marg,
New Delhi 110049
Ph.: 011-26499681-85

20. Surya Kiran Building, Ground Floor,
19, K.G. Marg, New Delhi-110001
Ph.: 011-23357800/01/02

21. J-13/17, Rajouri Garden, New Delhi-110027
Ph.: 011-25911478/82/83

22. Plot No. 8m C D Block. Local Shopping Centre,
Pitampura, Delhi-110034
Ph.: 011,27314623, 27312625, 27315629

23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,
New Delhi-11 0019
Ph.: 011-6231169/3415

24. Khasra No. 550, Vasant Kunj Road, Mahipalpur
Ph.: 011-26787116, 26787118

25. **Faridabad**
Ground Floor, SCO-99, Sector-16, Faridabad
Ph. : 0129-25225128/29,25225027

26. **Ghaziabad**
C-78, Raj Nagar District Centre,
Raj Nagar, Ghaziabad-201001
Ph.: 01220-24753000, 24755408/09

27. **Gurgaon**
Sikanderpur Brach, Mehrauli-Gurgaon Road,
Sikanderpur, Gurgaon-122002
Ph.: 0124-26357449 .

28. **Patna**
Kashi Palace Complex, Oak Bunglow Road,
Opp. Heera Palace, Patna
Ph.: 0612-2204141

29. **Pune**
Dynaneshwar Paduka Chowk,
Fergusson College Road, Pune-411004
Ph.: 020-25678585

30. Plot No. 128, Ground Floor, Blue Hills Avenue,
Kalyani Nagar, Nagar Road Yerawada, Pune-411 006
Ph.: 020-6612036/37/38 .

31. Rajas Apt, Plot No. 13, Abhimanshree Road,
Off Baner Road, Aundh, Pune-411007
Ph.: 020-25893535-36

32. **Ranchi**
Arjan Place, 5, Main Road, Ranchi-834001
Ph.: 0651-2315984, 2315971, 2315980

Annexure - VI
(Challan Form)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(For credit to the account of Indira Gandhi National Open University, New Delhi)

Control No.

Programme Code	Region Code	Bank & Branch Code	Computerised No.

(To be filled in by the Candidate)   (To be filled by the Bank)

Programme Name   Year :

Session: (January/July)

Semester :

Enrolment No. (if already allotted)

Programme Fee   Rs   _____

Late Fee   Rs.   _____

Any other Fee   Rs.   _____

Service Charges   Rs   _____

Total   Rs.   _____
Amount in words (_____)

Name and Address of the Student

(City)   (State)   (Pin Code)

Signature of Guardian/Student

Seal of the Bank

Instructions to the Depositor

1. Two copies will be returned to the depositor out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.

ignou
THE PEOPLE'S
UNIVERSITY

Indira Gandhi National Open University
Application form for Associate Studentship

DO NOT
Staple

Affix your latest
passport size
photograph
(4cm x 5cm)
duly attested by you

ADMISSION

Enrollment 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: (Rs. 100 (Registration) + 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. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Checklist
Affix photograph and sign over it, Attach the following: [ ]
 i Demand Draft towards Programme fee.   [ ]   Signature of Candidate
 ii Certificates in support of your Educational Qualification(s)   [ ]
 iii Category Certificate for SC/ST/OBC/PH candidates wherever required   [ ]   Date _____
 iv Age Certificate wherever required   [ ]
 v Student Card duly filled-in along with photograph   [ ]   Telephone No. _____
 vi Acknowledgement Card duly stamped   [ ]
                                                                                        E-mail_____
Send this filled-in Form along with fee to:
The Regional Director,
IGNOU Regional Centre
....
....

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 2-5 and the instructions for filling up the form very carefully.
3. Remember that making wrong entries in the application form will lead to rejection.
4. An electronic version of the Prospectus is also available on the internet at: http://www.ignou.ac.in
5. Applicants can submit their admission application form 'online' also round the year. For this, please visit IGNOU Website at : http://www.ignou.ac.in.

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 by the last Dates announced through admission advertisement Published in National Dailies and on IGNOU website http://www.ignou.ac.in to avoid Late Fee.

GUIDELINES FOR FILLING THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 16 to 49 of this Prospectus.

2. Leave it blank. University will allot the Enrolment No.

3. Code of Regional Centres and Recognised Regional Centres are given at Pages 167 to 175. You have to write the code of that Regional Centre which your Study Centre falls. List of Study Centres is attached with it.

4. For Study Centre Code refer to Supplement to Common Prospectus.

5. For State Code, refer page no. 176.

6. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

B	2

7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.

8. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

B	2		0	6		0	6	7	6

9. 9-17 write the relevant code in the appropriate Box. For example, if you are male, put (A1) in box against Sl. No. 10

10. 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					

11. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows :

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A								

12. (a) For M.Sc (DFSM), Add Rs. 800 extra for opting CFN or Rs. 900 for opting CNCC. See Details. If you have filled CFN Write A1 & For CNCC as write B2 in the column on page no. 92 (Section 2.16)

   (b) For MTM, you have to write your category as A1 or B2. See List of Programme on page 16 & 90 (Section 2.12) for explanation.

   (c) For MLIS, students have to opt two courses from MLIE-101, MLIE-102, MLIE-103, MLIE-104, MLIE-105 and MLIE-106. For titles, see Section 2.15 page no 92. Fill the course code in relevant column.

   (d) BA/B.Com/B.Sc./BSW/BTS FOUNDATION Courses.

   FHS-1 & FST-1 are compulsory; you have to choose from the following options only:

   (i) FEG-1 or FHD-2

   (ii) FEG-2 or BHDF-101 or any one of the Modern Indian Languages. For details, see section 3.3.2 page no. 99 and fill in appropriate box.

   (e) B.A. Elective Courses

   You have to choose 8 credits from Gr. I and 8 credits from Gr. 2. For course title & credits see page 100-104. Do not take more than 8credits from one group.

   Group-1: EHD-1, EHD-5, BEGE-101, EPS-11, EHI-1, EEC-11, EPA-1, ESO-11, MTE-1, MTE-4, MTE-5, ECO-1, ECO-2, EHI-7, BSWE-04, BPY-001, BPY-002

   Group-2: EHD-2, EHD-8, BEGE-102, EPS-12, EHI-2, EEC-12, BPAE-102, ESO-12, MTE-2, MTE-6, ERD-1, BPY-003, BPY-004

   Please write codes of courses carefully in the boxes as shown below:

   For EEG-1 write as   For TS-1, write as

E	E	G	1

T	S	1

B.Com Elective Courses

You have to choose Elective Courses of 8 credits from group 1 or group2 under the elective courses from other disciplines above in the first year, see page nos. 99-104.

B.Sc. Elective Courses

B.Sc. students have to choose course worth 16 credits from the available courses for the 1st year, See page no. 101-104.

(f) For MA (Edu), Please choose any one specialised area. See details on page no. 87 (Section 2.6). If you have already acquired a Diploma/a Post Graduate Diploma in any of the offered area of specialisation, you are required the choose one area specialisation from the remaining areas of specialisation. For example, if you have acquired a PG Diploma in Educational Technology (PGDET), you are required to choose one from the remaining areas of specialisation i.e. Distance Education, Higher Educational and Education Management.

(g) (i) For CTE, CTE-1, CTE-2 and CTE-3 are compulsory. You have to choose one from CTE-4 or CTE-5. For titles, see section 5.19 page no. 143.

(ii) For DTS, TS-1, TS-2 and TS-3 are compulsory. You have to choose one from TS-4 or TS-5. For titles, see section 4.41 page 131.

(iii) For PGDRD, you have to choose one from MRDE-101, RDD-6 and RDD-7. For titles, see section 4.8 page no 115.

(iv) For PGDDM, students have to choose between MPAP-001 and MED-004. For course title see section 4.13 page no 117.

(v) For PGDMRR, you have to opt One Course from MRRE-007, MRRE-008, MRRE-009, MRRE-010. Refer page No. 119-120. see section 4.19.

(vi) For PGDBP, you have to choose two out of three elective courses.
Refer page No. 118. see section 4.17.

(vii) For DPU, you have to choose three out of seven elective courses.
Refer page No. 129. see section 4.37.

(h) For CAFE, BFE-101 and BFE-102 are compulsory.
Students have to opt any two more courses from BFEE-101, BFEE-102, BFEE-103 and BFEE-104. For titles, see section 5.22 page no. 143.

(i) For DCE, DCE-1 and DCE-6 are compulsory. Students have to opt any three more courses from DCE-2, DCE-3, DCE-4 and DCE-5. For titles, see section 4.36 page no. 129.

(j) For BPP you have to choose only two courses out of three i.e. OMT-101, OSS-101 & PCO-01. For course title see Section 3.4 page no. 105.

DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it has to fill their option for BPP Programme also.

(k) If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the Box, against CS-60 and add Rs.1000 extra in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 level, you must attach copy of marks sheet along with other testimonials. Refer page no. 91-92. See Section 2.14.

(l) If you are applying for BCA and have not studied Maths at 10+2 level, please fill the relevant code in the box, against MTE-03 and add Rs. 850 extra in Demand Draft towards the Programme fee. If you have studied Maths at 10+2 level, you must attach copy of marksheet alongwith other testimonials. Refer page No. 98-99. See Section 3.2.

21. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.

22. Write the relevant code in the box.

23. Furnish the details of scholarship, if any received by you.

24. Note that
   (a) Qualification code is in three digits e.g. 001, 002, 003, 004, 005 and 006. You have to write only highest qualification code which could be found on page 176.
   (b) Write your main subjects in short form.
   (c) Fill in the year of passing.
   (d) Write division — 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.
   (e) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
   (f) Fill the Board Code which the list is given on page No 177.

25. For fee details, refer to pages 16 to 49 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 BScN (PostBasic) PGDHHM, PGDGM, PGDMCH, DNA, CCENAM, M.Sc. (MACs), M.A. (Edu), only Registration Fee (Rs.100) is to be paid. The candidates of PGDCC will also pay registration fee of Rs. 500. The Programme Fee will be collected from the candidates on their selection.

26. The Programme fee can also be remitted in cash in the branches of Indian Bank, IDBI Bank. The list of branches which are authorised for fee collection are given in Annex-V. For this, Rs.5 (Rupees Five only) is chargeable from the students per single transaction in cash while depositing the fees with the Indian Bank or IDBI Bank.

27. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 161. See section 6.19.

28. 29&30. Write down your landline Telephone No., Mobile No. E-mail Address if any.

CHECKLIST

Before sending the filled in form to concerned Regional Centre, please check whether you have :

(a) Affixed your Photograph.

(b) Enclosed the following attested certificates,
   i) Certificates in support of your educational qualification(s). If you are applying for BCA/MCA and have studied Mathematics at 10+2 level, attach marks sheet as proof.
   ii) Experience certificate wherever required.
   iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates.
   iv) Age certificate wherever required.
   v) Student Card duly filled in along with photograph.
   vi) Acknowledgement Card duly affixed with the postage stamp for Rs 6.

(c) Attach a Pay Order/Demand Draft in favour of IGNOU payable at the city where the Regional Centre is located for the Programme Fee/Fee for the first year/Semester and write your name, programme code and application No. on the reverse of the Demand Draft, Challan Form issued by bank (in case of fee deposited through cash challan at Indian Bank/IDBI Bank only).

d) In case of below poverty line students, documentary proof (photocopy of BPL ration card) is to be attached separately.

ignou
THE PEOPLE'S UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR WALK-IN-ADMISSIONS
To be Submitted at the Concerned Regional Centre only
(JANUARY / JULY SESSION)
[Strike out the Session whichever is not applicable]

PHOTOGRAPH

Affix your latest passport size photograph (4 cm x 5 cm) duly attested

1. Programme Code

2. Enrolment No. (For office use only)

3. Regional Centre Code

4. Study Centre Code

5. State Code

6. Medium Code (Write their level code in the box)
A1 English
B2 Hindi
C3 Others
If other please specify

7a. Are you already registered with IGNOU (Write the relevant code in the box)
A1 Yes
B2 No

7b. If yes write the Enrol. No. & Program Code in the boxes below:
Enrolment No.
Programme Code

8. Date of Birth
Date   Month   Year

9. Nationality
A1 Indian
B2 Others

Signature of Candidate

10. Sex (Write the relevant code in the box)
A1 Male
B2 Female

11. Category (Write the relevant code in the box)
A1 - GEN   C3 - ST
B2 - SC   D4 - OBC
D4 - A or D4 - B

12. Territory Code (Write the relevant code in the box)
A1 Urban
B2 Rural
C3 Tribal

13. Marital Status (Write the relevant code in the box)
A1 Married
B2 Unmarried

14. Religion
A1 Hindu   D4 Sikh   G5 Parsi
B2 Muslim   E5 Jain   H8 Jews
C3 Christian F6 Budhist I9 Others

15. Whether Minority (Write the relevant code in the box)
A1 Yes
B2 No

16. Social Status (Write the relevant code in the box)
A1 Ex-serviceman
B2 War widow
C3 Not applicable

17. Whether Kashmiri Migrant (Write the relevant code in the box)
A1 Yes
B2 No

18. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)

19. Father's/Husband's Name/Mother's Name [Strike out whichever is not applicable)

20. Course Codes: M.Sc. (DFSM)/MTM/MLIS/MA (Edu)/MCA, BCA, BLIS/BA/B.Com/B.Sc./BSW/BTS/PGDDN/PGDWRR/CTE/PGDRD/CAFE/DCE & BPP (Students who are simultaneously opting BPP along with DNT, CDT, CPVCPD and DFVAPFV)

(a) M.Sc. (DFSM) (Write the relevant code in the box)	A1 CFN B8 CNCC	(b) MTM (Write the relevant code in the box)	A1 Category 1 B2 Category 2

(c) MLIS (Optional Courses)

(d) BA/B.Sc./B.Com/BSW/BTS (Foundation Courses)

(e) BA/B.Sc./B.Com. (Elective Courses)

(f) MA (Edu)	Specialised Area	A1 Higher Education A2 Distance Education	A3 Educational Technology A4 Educational Management	

(g) CTE/CT3/PGDRD PGDDN/PGDMRR PGDBP/DPU etc.	Optional Courses			
(h) CAFE	Optional Courses			
(i) DCE	Optional Courses			
(j) BPP	Optional Courses			
(k) MCA	CS-60 A1			
(l) BCA	MTE-03 A1			

21(a) Whether a person with disability
(Write the relevant code in the box)

A1 Yes
B2 No

21(b) If a person with disability (nature of disability)
(Write the relevant code in the box)
A1 Speech and Hearing Impairment
B2 Locomotor Impairment
C3 Visual Impairment
D4 Low Vision
E5 Any other. Please specify

22. Employment Status
(Write the relevant code in the box)
A1 Unemployed   C3 Employed
B2 IGNOU Employee   D4 KVS Employee

23. Details of Scholarship being received if any:
(a) Annual Scholarship Amount

(b) Deptt. Offering Scholarship
(Write the relevant code in the box)
A1 Govt. Deptt.
B2 Other

(c) Family Income (yearly)

(d) Below Poverty Line
A1 Yes
B2 No

24. Relevant Qualifications: (Which makes you eligible for the programme)

(a) Qualification	(b) Main Subjects	(c) Year of passing	(d) Division	(e) % of marks	(f) Board Code
Code		(Last 2 Digits only)	(01, 02, 03 or 04) for pass	(Do not use Decimals)	(Wherever required)

25. Details of Fees
(Write the relevant code in box)
B2 Cash Challan of Bank
B3 Bank Draft

26. Amount
(Add Rs. 200/- in case of Late fee)

DD/Challan No.

DD/Challan Date

Bank Name :

27. Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.)

City

District

State

Pin Code

28. Landline Telephone Number (if any) with STD Code
STD Code   Telephone No.

29. Fax No. (if any) with STD Code
STD Code   Fax No.

30. Mobile Number (if any)

31. E-mail address/ID (if any)

DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date

Signature of Candidate

CHECKLIST
Tick the relevant boxes
Affix photograph and enclose the following attested copies:

- (i) Demand Draft/Challan Form for Programme fee/fee for 1st Year/1st Semester.
- (ii) Certificates in support of your educational qualification(s)
- (iii) Experience Certificate wherever required.
- (iv) Category Certificate for SC/ST/PH/Kashmiri Migrant/War Widow candidates wherever required.
- (v) Age Certificate wherever required.
- (vi) Student Card duly filled in along with photograph.
- (vii) Acknowledgement Card duly stamped.

Experience Certificate
(BTCM/BTWRE/BTME/DCLE(G)/PGJMC/B.Sc(N)/CIG/CTE/PGDHE/PGDHHM/CCEANM/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.)

--------------------✂--✂--------------------------------

Category Certificate (I)
(i) SC/ST Candidates

This is to certify that Mr./Ms./Mrs. _____ son/daughter/wife
of Shri _____ of Village _____ Town
_____Distt. _____ State/U.T._____belongs to
_____Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution
(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order,1956)
Mr./Ms./Mrs. _____and his/her family reside in
Village/Town_____District _____State U.T.

(Signature of Tehsildar/Commissioner/District Magistrate)

Signature :_____

Seal/Samp

Place : _____

Date : _____

--------------------✂--✂--------------------------------

Category Certificate (II)
(ii) OBC candidates (only non-creamy layer)

This is to certify that Mr./Ms./Mrs. _____son/daughter/wife
of Shri _____of Village _____Town
_____Distt._____State/U.T. _____ belongs to
_____Caste who are eligible for availing the benefits as per central list of 5 to
13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & improvement as modified from time to
time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).
Mr./Ms./Mrs _____ and his/her family reside in
Village/Town _____District _____State U.T. _____

(Signature of Tehsildar/Commissioner/District Magistrate)

Signature : _____

Seal/Stamp

Place : _____

Date : _____

FORM - A
(For those seeking admission to B.Sc. Nursing (Post Basic) and DNA Programme)

1) Professional Qualification General Nursing & Midwifery

a) Completion State Board/
   Nursing Council Examination   [   ] Year   [   ] % of marks

b) General Nursing   [   ] Year   [   ] % of marks

c) Midwifery Nursing   [   ] Year   [   ] % of marks

d) Name of Registration Council   [   ] Year of   [   ] 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	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
Total			

3) Male Nurses to mention course done in lieu of Midwifery (recognised 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 Organisation	Designation	Dates of Service		Length of Experience	
			From	To	Years	Months

FORM – B

(For those seeking admission to PGDMCH/PGDGM Programme)

1. Date of Completion of Internship.   [|]   [|]   [| | |]

2. Number of completed years as on June 30, 2010   [|] years [|] months
    Since the date of completing of Internship

3. Details of M.B.B.S. Marks:

Examination	Number of Attempts	Maximum Marks	Marks Obtained	Percentage	Enclosure No.	For Official
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

(Certificate in Competency Enhancement of ANM/FHW)

1) ANM or Female Health Worker Training Course

a) Completion of State Board/and/or
Nursing Council Examination [   ] Year [   ] % of marks

b) Name of Registration Council [   ] Year of
Registration [   ] Reg. No. RN

2) Marks Obtained

Year/s	Total Marks Obtained	Max. Marks	Percentage
Total			

3) Working Experience (Please give details chronologically) :

S.No.	Name of Organisation	Designation	Dates of Service		Length of Experience	
			From	To	Years	Months

FORM E

(For those seeking admission to Post Graduate Diploma
in Clinical Cardiology Programme)

1. Name of the Candidate (Block Letter):

2. Employment Status (Please tick in the right box): Private D Government D

3. Total obtained marks in MBBS (Percentage):

   Total obtained marks in Medicine (Percentage):

4. Choice of Programme Study Centre (Please write name of the Programme Study Centre):

   a) First Choice:

   b) Second Choice:

   c) Third Choice:

   d) Fourth Choice:

   e) Any Other Choice:

I hereby declare that all the information provided in the application form is correct. Signature of the Candidates

Signature of the Candidate

Indira Gandhi National Open University

FORM FOR SPONSORED CANDIDATES BY RETAIL COMPANIES

(To be submitted to the Regional Director, IGNOU Regional Centre, Delhi-1, 52 Institutional Area, Tughlakabad, New Delhi-110062

1. Name of the Unit : ....

2. Name of the Company : ....

3. Registration Details (includes date of registration) : ....
   (Enclose photocopy)

4. Number of Units Company Possesses   State (specify location):   Country

   ....

   ....

1.

5. Name of Unit/Company and Address (where the : ....
   candidate(s) is/are presently working. Enclose
   separate list, if necessary).

6. Products/Services Dealt with (Name them) by the : ....
   Unit/Company

7. Number of employees working with the Unit/ : ....
   Company (where the candidate is presently working)

8. Address of the Unit/Company's Head office : ....
   (furnish contact person & telephone & email ID)

9. Name of Supervisory Staff for Supervising Trainees
   (Name at least 4-5 staff members)

   1. Name.................................. Desig : .... Tel. : .... Email : ....

   2. Name.................................. Desig : .... Tel. : .... Email : ....

   3. Name.................................. Desig : .... Tel. : .... Email : ....

   4. Name.................................. Desig : .... Tel. : .... Email : ....

   5. Name.................................. Desig : .... Tel. : .... Email : ....

On behalf of the Company/Unit, we will provide required facilities for the sponsored candidate(s) to do their internship/ training. Similarly, the Unit/Company will also take the responsibility of such candidates to shift to any other Unit/Company in case the existing Unit/Company is shifted/closed for the remaining period of internship/ training.

List of Sponsored Candidates for the Diploma Programme in Retailing is enclosed (number... in words ....). Programme fee @ Rs. 6,500/- for .... candidates amounting to Rs. .... enclosed vide DD No. .... dated................................ on .... (Bank, Branch and its address) ....

The Unit/Company shall accept all terms and conditions for fulfilling the admission criteria specified under the Sponsored Category and also take the responsibility of providing internship during the minimum-maximum period of the programme.

Name of the Signing Authority

Date :

Place :

Contact Telephone No. if any :   Signature

E-mail ID :   (Stamp with full Address)

Note :

1. Please enclose any published write up which is being used by the Company/Unit for publicity or any other purpose for reference.

2. This particular form shall be filed in only by the Sponsor (Retail Companies/Unit). Candidates are not required to fill this form. However, all sponsored candidates are required to fill-up Application Form for admission into Diploma in Retailing.

Annexure I

AFFIDAVIT BY THE STUDENT

I, _____ (full name of the student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will no participate in or abet or propagate through any act of commission or omission that may be constituted as tagging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in he country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent

Name :
Address :
Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or missstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms._____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will no participate in or abet or propagate through any act of commission or omission that may be constituted as tagging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting, or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____
(month), _____ (year).

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____
(month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

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:

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

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.

2. The facilities would be available only relating to the course or courses for which the student is actually registered.

3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.

4. Loss of Identity Card is to be reported immediately to the nearest Police Station.

5. Identity Card is to be submitted to the issuing authority after completion of the said programme.

ignou
THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

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ignou
THE PEOPLES
UNIVERSITY

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 Candidate ....

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+-------------------------------+
|            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

To

_____

_____

_____

From
The Regional Director,
IGNOU Regional Centre

_____

CITY: _____

STATE: _____

PIN: [ ][ ][ ][ ][ ][ ]

Affix
Postage
stamp for
Rs 6/-

Indira Gandhi National Open University
Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU !

Now you rank our performance...

Dear Student,

As the largest distance education institution in the world, we have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU

Enrolment No. .... Name...

Gender : M F Age Group: Below 30 | 31 - 40 | 41 - 50 | Above 51

Programme of Study...

Year of Enrolment .... Year of Completion..........................

Regional Centre..................................... State ....Study Centre ....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	☐	☐	☐	☐	☐
2.	The learning materials were received in time	☐	☐	☐	☐	☐
3.	Supplementary study material (like video/audio) available	☐	☐	☐	☐	☐
4.	Academic counsellors explain the concepts clearly	☐	☐	☐	☐	☐
5.	The counselling sessions were interactive	☐	☐	☐	☐	☐
6.	Changes in the counselling schedule were communicated to you on time	☐	☐	☐	☐	☐
7.	Examination procedures were clearly given to you	☐	☐	☐	☐	☐
8.	Personnel in the study centers are helpful	☐	☐	☐	☐	☐
9.	Academic counselling sessions are well organized	☐	☐	☐	☐	☐
10.	Guidance from the programme coordinator and teachers from the school	☐	☐	☐	☐	☐
11.	Assignments are returned in time	☐	☐	☐	☐	☐
12.	Feedback on the assignments helped in clarifying the concepts	☐	☐	☐	☐	☐
13.	Project proposals are clearly marked and discussed	☐	☐	☐	☐	☐
14.	Studying in this programme provided the knowledge of the subject	☐	☐	☐	☐	☐
15.	Results and grade card of the examination were provided on time	☐	☐	☐	☐	☐
16.	Overall, I am satisfied with the programme	☐	☐	☐	☐	☐

After filling cut out this questionnaire and mail it to:

STRIDE, Block - 14, IGNOU, Maidan Garhi, New Delhi - 110 068

> "Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothening out inequalities imposed by birth and other circumstances."

Indira Gandhi

Indira Gandhi
National Open University
Student Support Services Network

Jammu & Srinagar
SRINAGAR ★ (28)

JAMMU ★ (37)

Himachal Pradesh
SHIMLA ★ (53)

CHANDIGARH ★ (19)

Punjab
KHANNA ★ (41)

DEHRADUN ★ (40)
Uttaranchal

Haryana
KARNAL ★ (27)

DELHI-1 ★ (58)
DELHI-II ★ (52)
DELHI-III ★ (26)

NOIDA ★ (28)

ALIGARH ★ (30)

Rajasthan

Uttar Pradesh
LUCKNOW ★ (85)

JAIPUR ★ (72)

VARANASI ★ (21)

DARBHANGA (23)

PATNA ★ (96)

Arunachal Pradesh
ITNAGAR ★ (12)

Sikkim
GANGTOK ★ (8)

GUWAHATI ★ (122)
Assam
JORHAT

KOHIMA ★ (16)
Nagaland

SILIGURI ★ (19)

Meghalaya
SHILLONG ★ (61)

IMPHAL ★ (20)

MURSHIDABAD

Manipur

Gujrat
AHMEDABAD ★ (52)

RAJKOT ★ (26)

Madhya Pradesh
BHOPAL ★ (74)

JABALPUR ★ (28)

Chhattisgarh
RANCHI ★ (70)

West Bengal

AGARTALA ★ (35)
Tripura

AIZWAL ★ (31)
Mizoram

KOLKATA ★ (86)

Chhattisgarh
RAIPUR ★ (24)

Orissa

NAGPUR ★ (19)

Maharashtra

BHUBANESWAR ★ (93)

MUMBAI ★ (31)

PUNE ★ (47)

KORAPUT ★ (35)

Andhra Pradesh
HYDERABAD ★ (61)

VIJAYAWADA ★ (25)

PANAJI ★ (19)

Karnataka

BANGLORE ★ (70)

CHENNAI ★ (99)

PORT BLAIR ★ (10)

Tamil Nadu

MADURAI ★ (74)

Kerala
COCHIN ★ (75)

TRIVANDRUM ★ (36)

Head Quarters
Regional Centres
Study Centres