



# **IGNOU**

## **COMMON PROSPECTUS**

### **2017-18**

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# COMMON PROSPECTUS



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Master's Degree

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Bachelor's Degree

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Diplomas

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Certificates

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**Indira Gandhi National Open University**

Maidan Garhi, New Delhi-110068, INDIA | [www.ignou.ac.in](http://www.ignou.ac.in)

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

#### RECOGNITION

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

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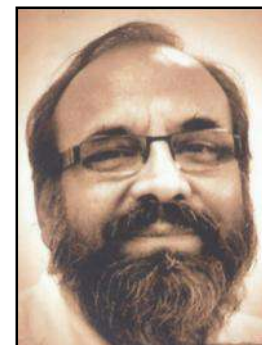
#### CUT OFF DATES

Please check the admission advertisement in National Dailies and on IGNOU Website for last dates of submission in January & July Cycle.  
[www.ignou.ac.in](http://www.ignou.ac.in)

# FOREWORD

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

Today, the University offers 232 academic programs. IGNOU's ever growing enrolment and popularity has encouraged us to diversify our courses. Our curriculum is on par with the best.



We are fully geared to help digital learners joining the University realize their educational needs and career ambitions. IGNOU has a dense network of 56 Regional Centers and over 3,000 Study Centers across the country to assist students. The University has introduced online admission for students. They can register online, upload the documents required for the admission and pay their fees online and thus enter the IGNOU database smoothly. This really helps us address student matters elaborately well.

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

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

Best wishes,



Ravindra Kumar

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# 1. THE UNIVERSITY

## 1.1 Introduction

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

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

## 1.2 Prominent Features

IGNOU has certain unique features such as:

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

## 1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to around 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

## 1.4 The Schools of Studies

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

The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)

- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

## 1.5 Academic Programmes

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

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

## 1.6 Course Preparation

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

## 1.7 Credit System

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

## 1.8 Support Services

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

## 1.9 Programme Delivery

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

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

- a) Self Instructional Written Material: The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners in batches of blocks for every

course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

- b) **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.  
 The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. In addition, some selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the university website.
- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.
- e) **Practicals/Project Work:** Some Programmes have practical/project component also. Practical are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student alongwith the study materials.

### 1.10 Evaluation System

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

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

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

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

| Letter Grade | Qualitative Level | Point Grade |
|--------------|-------------------|-------------|
| A            | Excellent         | 5           |
| B            | V.Good            | 4           |
| C            | Good              | 3           |
| D            | Average           | 2           |
| E            | Unsatisfactory    | 1           |

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

#### Term-end Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the following conditions :-

1. Your registration for these courses is valid and not time barred.
2. You have submitted the required number of assignments in the courses by due date wherever applicable.
3. You have completed the minimum time to pursue these courses as per the provision of your programme.
4. You have paid the examination fee for all the courses you are appearing in the examination.

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

### Examination Fee

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

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

### Submission of Examination Form

#### Dates for submission

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

#### Where to submit

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

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

#### Issue of Examination Hall Ticket

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

## 1.11 Associate Studentship

The University has a scheme of 'Associate Studentship' which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation, library facility, etc. The application form provided at the end of the Prospectus at Annexure VIII on page 189 can be used for registration. A fee of Rs.700/- per 8 credit course, or part thereof, is charged for admission to course(s) under B.A, B.Com, B.Sc., BSW and BTS programmes. The fee is irrespective of whether the course is of 2 credits, 4 credits, 6 credits or 8 credits. For rest of the programmes, the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of credits of the programme = fee for 1 credit, multiplied by the credit assigned to the specific course (rounded off to the next Fifty Rs.). Associate students choosing courses of B.A. can exercise their option for 'one course' only from a Group. If a student wants to opt four courses of 8 credits each, he/she can opt one each from Group-1 to 6 as per his/her choice. Grouping of courses are given in the Prospectus under B.A. (General).

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

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

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

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

Associate Students are not eligible for the award of any kind of 'Certificate/Diploma/Degree'. They are also not eligible for continuation of study by way of re-registration for 2<sup>nd</sup> and/or 3<sup>rd</sup> year, as the case may be. 'COURSE COMPLETION STATUS' Card only will be issued to Associate Students.

Change of course is not permitted under this scheme. Similarly, re-admission facility is not extended to Associate Students. Separate Enrolment No., i.e. 'AS - - - - -' would be allotted to such students. 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 International Students Residing in India

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

### 1.13 Provisional Admission

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

Other terms and conditions for seeking Provisional Admission are :

- i) All the prospective students who have submitted their filled-in admission form along with the Undertaking are required to submit the consolidated Final Mark-sheet and Provisional Certificate/Degree Certificate by 30<sup>th</sup> September (for July admission cycle) and 31<sup>st</sup> March (for January admission cycle).
- ii) Failure to submit the Final Mark-sheet and Provisional Certificate/Degree Certificate will attract cancellation of admission and forfeiture of 25% of fee paid.
- iii) Self-learning material will be issued to all the candidates seeking 'Provisional admission' on remittance of the programme fee, as in the case of other students
- iv) Regional Directors will confirm the final admission only on fulfilment of the condition at (i) above.
- v) Admission will not be offered in a Programme if the programme is not activated in a particular Regional Centre.

### 1.14 Online Admission System

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

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

### 1.15 eGyanKosh

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

### 1.16 Vidya Lakshmi Portal

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

## 2. MASTER'S DEGREE PROGRAMMES

### 2.1 Master of Computer Applications (MCA)

#### School of Computer & Information Sciences (SOCIS)

The broad objective of the MCA is to prepare graduate students for productive careers in software industry academia by providing an outstanding environment for teaching and research in the core and emerging areas of the discipline. The programme's thrust is on giving the students a thorough and sound background in theoretical and application-oriented courses relevant to the latest computer software development. The programme emphasizes the application of software technology to solve mathematical, computing, communications/networking and commercial problems. The Master's Degree Programme has been designed with a semester approach in mind. The first year courses are aimed at skills development in computers using various technologies, the second year is more focused on core courses providing a conceptual framework and the third year provides the specialization and the project work. After the successful completing of first year courses, the student will receive the PGDCA (Post Graduate Diploma in Computer Applications) certificate.

**Eligibility:** "Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND Mathematics as one of the subject at 10+2 level or graduation level; else the student is required to pursue and pass the BCS12 course concurrently with IGNOU MCA.

**Medium of Instruction:** English

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

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

#### Programme Details:

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

| Course Code  | Title of the Course                                     | Credits |
|--------------|---|---------|
| First Year   |   |         |
| I Semester   |   |         |
| MCS 11       | Problem Solving and Programming                         | 3       |
| MCS 12       | Computer Organization and Assembly Language Programming | 4       |
| MCS 13       | Discrete Mathematics                                    | 2       |
| MCS 14       | Systems Analysis and Design                             | 3       |
| MCS 15       | Communication Skills                                    | 2       |
| MCSL 16      | Internet Concepts and Web Design                        | 2       |
| MCSL 17      | C and Assembly Language Programming Lab                 | 2       |
| II Semester  |   |         |
| MCS 21       | Data and File Structures                                | 4       |
| MCS 22       | Operating System Concepts and Networking Management     | 4       |
| MCS 23       | Introduction to Database Management Systems             | 3       |
| MCS 24       | Object Oriented Technologies and Java Programming       | 3       |
| MCSL 25      | Lab (based on MCS21, MCS22, MCS23 and MCS24)            | 4       |
| Second Year  |   |         |
| III Semester |   |         |
| MCS 31       | Design and Analysis of Algorithms                       | 4       |
| MCS 32       | Object Oriented Analysis and Design                     | 3       |
| MCS 33       | Advanced Discrete Mathematics                           | 2       |
| MCS 34       | Software Engineering                                    | 3       |
| MCS 35       | Accountancy and Financial Management                    | 3       |
| MCSL 36      | Lab (based on MCS32, MCS34 and MCS35)                   | 3       |

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

Programme Coordinator: Sh. Akshay Kumar, [mca@ignou.ac.in](mailto:mca@ignou.ac.in), Ph. 011-29572914

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

### School of Continuing Education (SOCE)

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

The special feature of the programme is that it has a provision of exit point for learners in the form of Post Graduate Diploma in Dietetics and Public Nutrition (PGDDPN) after having successfully completed 30 credit course work and three months internship programme (16 credits).

**Eligibility:** °B.Sc. (Home Science) specialization in Food and Nutrition, Dietetics and Clinical Nutrition or PG Diploma in Dietetics and Public Health Nutrition, or its equivalent or Graduate (B.Sc.) or equivalent (MBBS, BHHS etc) from the following background – Home Science/ Food Science and Technology, Life Science, Microbiology Health Care, Medical, Pharmaceutical Catering alongwith the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted).

**Medium of Instruction:** English

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

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

**Programme Details:**

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



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

\* Three Months Internship

For MSc. (DFSM) Programme:

1st Year Courses : MFN 1, MFN 2, MFNL 2, MFN 3, MFNL 3, MFN 6, MFNL 6, MFN 8, MFNL 8 and MFN 10

2nd Year Courses : MFN 4, MFNL 4, MFN 5, MFNL 5, MFN 7, MFNL 7, MFN 9, MFNP 11 and MFNP 12

For PGDDPN Programme:

Courses : MFN 1, MFN 2, MFN 3, MFN 4, MFN 5, MFNL 5, MFN 6, MFNL 6, MFN 7, MFNL 7 and MFNP 11

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

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

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

**Programme Coordinator :** Prof. Deeksha Kapur, [deekshakapur@ignou.ac.in](mailto:deekshakapur@ignou.ac.in)  
 Ph. 011-29536347, 29572960

## 2.3 Master of Arts in Rural Development (MARD)

### School of Continuing Education (SOCE)

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

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

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

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

Programme Coordinator: Ms. Santosh Tanwer, [santosh\\_tanwer@hotmail.com](mailto:santosh_tanwer@hotmail.com) Ph. 011-29572955

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

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

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

**Eligibility:** ° Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development and Family Relationships, Home Science, Psychology, Social Work, Medicine or other allied disciplines. "Allied disciplines" include Anthropology, Sociology, Education, Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University.

OR

° Bachelor's degree with a higher degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counselling from a recognized University.

**Medium of Instruction:** English

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

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

**Programme Details:**

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

Programme Coordinators: Prof. Neerja Chadha, [neerja\\_chadha@ignou.ac.in](mailto:neerja_chadha@ignou.ac.in)  
 Ph. 011-29572946, 29536347  
 Dr. Amiteshwar Ratra, [amiteshwar@ignou.ac.in](mailto:amiteshwar@ignou.ac.in)

## 2.5 Master of Tourism and Travel Management (MTTM)

### School of Tourism and Hospitality Services Management (SOTHSM)

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

#### Eligibility :

\***Category 1:** BTS, BA(Tourism); B.Sc. Hospitality and Hotel Administration(BHM); Bachelor's in Hotel Management (approved by AICTE) and those students who have done their graduation in any field along with a Diploma in Tourism, which is recognized in the University system or by AICTE.

\***Category 2:** A Bachelor's Degree in any field. (However, all students of Category 2 will have to pass four additional Tourism foundation courses during their period of study.)

**Medium of Instruction:** English

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

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

**Programme Details:**

| Course Code          | Title of the Course                                     | Credits   |
|----------------------|---|-----------|
| <b>I Year</b>        |   |           |
| <b>I Semester</b>    |   |           |
| MTTM 1               | Management Functions and Behaviour in Tourism           | 4         |
| MTTM 2               | Human Resource Planning and Development in Tourism      | 4         |
| MTTM 3               | Managing Personnel in Tourism                           | 4         |
| MTTM 4               | Information Management Systems and Tourism              | 4         |
| <b>II Semester</b>   |   |           |
| MTTM 5               | Accounting and Finance for Managers in Tourism          | 4         |
| MTTM 6               | Marketing for Tourism Managers                          | 4         |
| MTTM 7               | Managing Sales and Promotion in Tourism                 | 4         |
| MTTM 8               | Managing Entrepreneurship and Small Business in Tourism | 4         |
| <b>II Year</b>       |   |           |
| <b>III Semester</b>  |   |           |
| MTTM 9               | Understanding Tourism Markets                           | 4         |
| MTTM 10              | Tourism Impacts   | 4         |
| MTTM 11              | Tourism Planning and Development                        | 4         |
| MTTM 16              | Dissertation  | 8         |
| <b>IV Semester</b>   |   |           |
| MTTM 12              | Tourism Products: Design and Development                | 4         |
| MTTM 13              | Tourism Operations                                      | 4         |
| MTTM 14              | Tourist Transport Operations (Road Transport)           | 4         |
| MTTM 15              | Meetings, Incentives, Conference and Expositions (MICE) | 4         |
| <b>Total Credits</b> |   | <b>68</b> |

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

| Course Code          | Title of the Course  | Credits   |
|----------------------|--|-----------|
| TS 1                 | Foundation Course in Tourism                               | 8         |
| TS 2                 | Tourism Development: Products, Operations and Case Studies | 8         |
| TS 3                 | Management in Tourism                                      | 8         |
| TS 6                 | Tourism Marketing  | 8         |
| <b>Total Credits</b> |  | <b>32</b> |

**Programme Coordinator:** Ph. 011-29571756

## 2.6 Master of Arts in English (MEG)

### School of Humanities (SOH)

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

lkk=rk % स्नातक उपाधि अथवा मान्यताप्राप्त विश्वविद्यालय से उच्चतर उपाधि।

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vof/k % न्यूनतम 2 वर्ष और अधिकतम 5 वर्ष, जनवरी और जुलाई दोनों प्रवेश सत्रों में उपलब्ध।

'kŷd l jpk % रु. 9,000/ पूरे कार्यक्रम के लिए, रु. 4,500/ प्रति वर्ष ।

dk; Øe dk foj.k %

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| एम.एच.डी. 2             | आधुनिक हिन्दी कविता                                    | 8    |
| एम.एच.डी. 3             | उपन्यास एवं कहानियां                                   | 8    |
| एम.एच.डी. 4             | नाटक एवं अन्य गद्य विधाएँ                              | 8    |
| एम.एच.डी. 6             | हिन्दी भाषा और साहित्य का इतिहास                       | 8    |
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| एम.एच.डी. 1             | हिन्दी काव्य-1 (आदि काव्य, भक्ति काव्य एवं रीति काव्य) | 4    |
| एम.एच.डी. 5             | साहित्य सिद्धांत और समालोचना                           | 8    |
| एम.एच.डी. 7             | भाषाविज्ञान और हिन्दी भाषा                             | 4    |

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| एम.एच.डी. 09                                 | कहानी : स्वरूप और विकास                      | 4  |
| एम.एच.डी. 10                                 | प्रेमचंद की कहानियाँ                         | 4  |
| एम.एच.डी. 11                                 | हिंदी कहानी                                  | 4  |
| एम.एच.डी. 12                                 | भारतीय कहानी                                 | 4  |
| EkkWl; ny b[kB & mi U; kl %fo'kSk v/; ; u    |  |    |
| एम.एच.डी. 13                                 | उपन्यास: स्वरूप और विकास                     | 4  |
| एम.एच.डी. 14                                 | हिन्दी उपन्यास-1 (प्रेमचन्द का विशेष अध्ययन) | 4  |
| एम.एच.डी. 15                                 | हिन्दी उपन्यास-2                             | 4  |
| एम.एच.डी. 16                                 | भारतीय उपन्यास                               | 4  |
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| एम.एच.डी. 17                                 | भारत की चिंतन परम्पराएँ और दलित साहित्य      | 4  |
| एम.एच.डी. 18                                 | दलित साहित्य की अवधारणा एवं स्वरूप           | 4  |
| एम.एच.डी. 19                                 | हिन्दी दलित साहित्य का विकास                 | 4  |
| एम.एच.डी. 20                                 | भारतीय भाषाओं में दलित साहित्य               | 4  |
| dly ØfMV                                     |  | 64 |

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## 2.8 Master of Social Work (MSW)

### School of Social Work (SOSW)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

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

## 2.9 Master of Social Work (Counselling) (MSWC)

### School of Social Work (SOSW)

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

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

### Special Instruction, if any

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

### List of Courses in Social Work Discipline for Associate Studentship

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

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

## 2.10 Master of Arts in Philosophy (MAPY)

### School of Inter-disciplinary & Trans-disciplinary Studies (SOITS)

The Master's programme in philosophy in distance learning mode is intended not only to enhance career prospects for students but also to train the mind for better logical thinking, mental discipline, ability for analysis and synthesis, critical reflection on social and political realities. Philosophy broadens people's vision towards national integration, genuine appreciation of others' 'worldviews', better understanding of various thought patterns and peaceful co-existence. It also becomes a means to social transformation to build a better nation and to ensure social equality, human dignity and human rights for the citizens. The Master's programme in Philosophy has the following major components: 1) Compulsory Courses-16 credits; 2) Elective Courses-48 credits. Students can choose 6 electives in the first year and 6 electives in the second year. To successfully complete this programme, you will have to earn 64 credits over a period of 2 to 5 years. This programme is offered only in English. However, a student is permitted to write the exam in Hindi.

**Eligibility:** Bachelor's Degree or equivalent.

**Medium of Instruction:** English

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

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

#### Programme Details:

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



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

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

## 2.11 Master of Arts in Education (MAEDU)<sup>@\$</sup> School of Education (SOE)

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

- provide learning-experience, which will enable students to understand and appreciate knowledge structures and paradigms of education;
- develop professional for effective participation in educational actions in different areas of education; and
- create a community of scholars adequately equipped for participation in educational discourse.

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

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

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

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

### Programme Framework

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

Group A: Basic Course on Education

Group B: Core Courses

Group C: Courses on Knowledge Generation in Education

Group D: Specialized Areas in Education

### Programme Details:

#### Group A: Basic Course on Education (4 Credits)

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

| Course Code | Title of the Course     | Credits |
|-------------|-------------------------|---------|
| MES 11      | Understanding Education | 4       |

#### Group B: Core Courses

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

| Course Code | Title of the Course                 | Credits |
|-------------|-------------------------------------|---------|
| MES 12      | Education: Nature and Purposes      | 6       |
| MES 13      | Learning, Learner and Development   | 6       |
| MES 14      | Societal Context of Education       | 6       |
| MES 15      | Operational Dimensions of Education | 6       |

### Group C: Courses on Knowledge Generation in Education

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

| Course Code | Title of the Course  | Credits |
|-------------|----------------------|---------|
| MES 16      | Educational Research | 6       |
| MESP 1      | Dissertation         | 10      |

### Group D : Specialised Areas in Education

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

| Course Code                   | Title of the Course   | Credits |
|-------------------------------|---|---------|
| <b>Higher Education</b>       |   |         |
| MES 101                       | Higher Education: Its Context and Linkages  | 6       |
| MES 102                       | Instruction in Higher Education   | 6       |
| MES 103                       | Higher Education: The Psycho-social Context                                       | 6       |
| MES 104                       | Planning and Management of Higher Education                                       | 6       |
| <b>Distance Education</b>     |   |         |
| 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       |
| <b>Educational Technology</b> |   |         |
| MES 31                        | ET -An Overview   | 6       |
| MES 32                        | Communication and Information Technology  | 6       |
| MES 33                        | Computer Technology   | 6       |
| MES 34                        | Designing Courseware  | 6       |
| <b>Educational Management</b> |   |         |
| MES 41                        | Growth and Development of Educational Management                                  | 6       |
| MES 42                        | Dimensions of Educational Management  | 6       |
| MES 43                        | Organizational Behaviour  | 6       |
| MES 44                        | Institutional Management  | 6       |
| <b>Adult Education</b>        |   |         |
| MAE 1                         | Understanding Adult Education   | 6       |
| MAE 2                         | Policy Planning and Implementation of Adult Education in India                    | 6       |
| MAE 3                         | Knowledge Management, Information Dissemination and Networking in Adult Education | 6       |
| MAE 4                         | Extension Education and Development   | 6       |

### Course to be offered in 1<sup>st</sup> Year of the programme (Total 34 Credits) (All Compulsory)

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

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

- Out of the following Specialized Areas, a learner has to choose one specialized area.
  - Higher Education (24 Credits)
  - Distance Education (24 Credits)
  - Educational Technology (24 Credits)
  - Educational Management (24 Credits)
  - Adult Education (24 Credits)
- Dissertation Work (10 Credits)

Programme Coordinator: Prof. N. K. Dash, [nkdash@ignou.ac.in](mailto:nkdash@ignou.ac.in), Ph. 011-29572944

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

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

The Programme comprises 66 Credits covered through 11 Courses, 9 compulsory and 2 optional. All the courses covered in the first year are compulsory. In the second year, the first four courses given in the list below (MEC6, MEC7, MEC8 and MEC109) are Compulsory while rest are optional.

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

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

Programme Coordinator: Prof. G. Pradhan, [gpradhan@ignou.ac.in](mailto:gpradhan@ignou.ac.in), Ph. 011-29572745

## 2.13 Master of Arts in History (MAH)

### School of Social Sciences (SOSS)

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

#### Structure of the Programme:

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

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

| Course Code                               | Title of the Course                                      | Credits |
|---|--|---------|
| I Year                                    |  |         |
| MHI 1                                     | Ancient and Medieval Societies                           | 8       |
| MHI 2                                     | Modern World   | 8       |
| MHI 4                                     | Political Structures in India                            | 8       |
| MHI 5                                     | History of Indian Economy                                | 8       |
| II Year                                   |  |         |
| Compulsory Courses                        |  |         |
| MHI 3                                     | Historiography   | 8       |
| Optional Courses (Choose 24 credits only) |  |         |
| MPSE 3                                    | Western Political Thought                                | 4       |
| MPSE 4                                    | Social and Political Thought in Modern India             | 4       |
| MHI 6                                     | Evolution of Social Structures in India through the Ages | 8       |
| MHI 8                                     | History of Ecology and Environment : India               | 8       |
| MHI 9                                     | Indian National Movement                                 | 8       |
| MHI 10                                    | Urbanization in India                                    | 8       |
| Total Credits                             |  | 64      |

Programme Coordinator: Prof. Abha Singh, [programmecoordinatorhistory@gmail.com](mailto:programmecoordinatorhistory@gmail.com), Ph. 011-29572717

## 2.14 Master of Arts in Political Science (MPS)

### School of Social Sciences (SOSS)

The aim of the Master's Degree in Political Science (MPS) is to provide the learners a sound base in political studies by an in-depth investigation into a broad range of political phenomena at the national, regional and international

levels. The programme provides option for specialising in Political Theory, Comparative Politics, International Relations and Indian Government and Politics. Learners would thus acquire skills in political analysis as well as sharpen their critical and analytical abilities.

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

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

**Programme Coordinators:** Prof. S.V. Reddy, [svreddy@ignou.ac.in](mailto:svreddy@ignou.ac.in), Ph. 011-29572733

Prof. Jagpal Singh, [jagpal@ignou.ac.in](mailto:jagpal@ignou.ac.in), Ph. 011-29572729

## 2.15 Master of Arts in Public Administration (MPA)

### School of Social Sciences (SOSS)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

**Programme Coordinators:** Prof. E. Vayunandan, [evayunandan@ignou.ac.in](mailto:evayunandan@ignou.ac.in), Ph. 9810333831

Prof. Alka Dhameja, [alkadhameja@yahoo.com](mailto:alkadhameja@yahoo.com), Ph. 9811101033

## 2.16 Master of Arts in Sociology (MSO)

### School of Social Sciences (SOSS)

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

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

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

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

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

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

## 2.17 MA in Gandhi and Peace Studies (MGPS)

### School of Social Sciences (SOSS)

#### Programme Objectives:

- To provide opportunities of higher studies to the learners
- To provide quality education at post-graduate level in theoretical and applied Gandhian & Studies Peace, Conflict Management and Social Regeneration
- To provide an in-depth knowledge in the area of Peace Studies and Conflict Resolution and enable the learners to specialize in one of the Gandhian models of development.
- To provide the learners the opportunities of continuing higher education at the M.Phil/Ph.D. level.
- To widen the scope of the learners for further research, training and career opportunities in economic, social, gender, political, environmental and sustainable development issues.
- To enable the learners to join careers in teaching research, NGOs in Peace making and Peace building.

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

**Medium of Instruction:** English and Hindi.

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

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

#### Programme Details:

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

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

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

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

## 2.18 Master of Arts in Psychology (MAPC)

### School of Social Sciences (SOSS)

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

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

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

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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



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

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

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

The general objective of this programme is to contribute to building of professional human resources to meet the varied demands for information handling in libraries and information centres in the country. The programme comprises Core Courses (7) and Elective Courses (2).

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

Programme Coordinator: Prof. Uma Kanjilal, [ukanjilal@ignou.ac.in](mailto:ukanjilal@ignou.ac.in), Ph. 011-29572714

## 2.20 Masters in Anthropology (MAAN)

### School of Social Sciences (SOSS)

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

### School of Extension & Development Studies (SOEDS)

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

**Programme Objectives:**

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

**Eligibility:** ° Any Graduate.

**Medium of Instruction:** English

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

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

**Programme Details:**

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

**Programme Coordinators:** Prof. B.K.Pattanaik, [bkpattanaik@ignou.ac.in](mailto:bkpattanaik@ignou.ac.in), Ph. 011-29571662

Dr. P.V.K.Sasidhar, [pvksasidhar@ignou.ac.in](mailto:pvksasidhar@ignou.ac.in), Ph. 011-29571665

Dr. Nehal A. Farooquee, [nafarooquee@ignou.ac.in](mailto:nafarooquee@ignou.ac.in), Ph. 011-29571664

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

This programme is meant for all those interested in entering and seeking career in the field of adult education and allied areas as well as for those working with any institution in formal, non-formal or informal sector. It aims at promoting professional competency and capacity building of pre-service and in-service people in the field of adult education and allied areas.

**Programme Objectives:**

- To develop in them the national and international perspective of various aspects of theory and practice of adult education.
- To upgrade their knowledge and understanding of policies and programmes of adult, continuing and extension education, development and welfare, among others.
- To enhance their understanding and skills of documentation, management and dissemination of knowledge and information on various aspects and processes of adult education.
- To improve their knowledge, understanding, skills and abilities related to organizing and managing an adult learning setup.
- To equip them with the skills of involving the community in participatory planning, development and transaction of curriculum as well as training, evaluation and research processes related to adult education and development.
- To enhance their understanding and skills of networking at local, state, national and international level for their personal, social, and professional development.
- To enable them to critically analyse, appreciate and promote the role of adult education in the emerging social, political, cultural, economic, developmental and other situations for effecting transformation at the national and international levels.

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

**Medium of Instruction:** English

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

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

### Programme Study Centres

All the Programme Study Centres (PSCs) of IGNOU where both MA (Education) and MEd programmes of IGNOU are simultaneously on offer are provisionally the PSCs for MAAE programme as well.

### Programme Details:

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

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

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

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

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

## 2.23 Master of Arts in Gender and Development Studies (MAGD)

### School of Gender & Development Studies (SOGDS)

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

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

Exploration of gender issues has become an important activity for most non-governmental organizations. Increasing emphasis is being laid in Governmental agencies on establishing gender-differential impacts and taking positive, affirmative action towards gender equality and equity. It is now widely acknowledged that gender considerations need to be reflected in all development plans, programmes and policies. There is growing concern over the isolation of women in so-called "soft" sectors in education, employment and development rather than mainstreaming gender concerns across all organizations, institutions and activities. While the concerns are clearly articulated,

national goals and the UN millennium sustainable development goals cannot be achieved without concrete effort towards gender equality.

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

#### Programme Objectives:

The programmes seek to enable learners to:

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

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

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

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

Prof. Savita Singh, savitasingh@ignou.ac.in, Ph. 011-29571613

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

Women's & Gender Studies are emerging and growing areas of academic inquiry today. The modular MAWGS programme is aimed at students with a Bachelor's degree in any discipline with an interest in this area. The programme will acquaint students with the academic area of women's and gender studies and its history, theoretical premises and progression to present day status. It is expected that learners who have completed the MA programme would have a deeper understanding of formulations of empowerment. They would have been exposed to cultural, literary, political and socioeconomic dimensions within gender frameworks through either one of the two specialisations. This degree will equip students with the ability to deconstruct the complex power hierarchies and relationships operating in society, from the perspective of women and gender.

### Career Options

Students completing the Master's Degree will be able to pursue higher studies and research programmes, find employment with government agencies, corporate sector, advocacy assignments through national and international non-profit organisations, pursue careers in teaching, writing, editing, mass media or opt for other appropriate career options.

### Modular Structure and Specializations

This is a 66 credit two year programme. The first year consists of core, foundational courses which will equip learners with an analytical and critical understanding of theoretical and conceptual issues related to women's and gender studies in an inter-disciplinary context. Due to the progressive nature of the programme, students are required to complete the core foundation courses to be offered sequentially in semester 1 and semester 2 before proceeding further. Learners who successfully complete the requirements of the 34 credit first year curriculum (32 credits of coursework + 2 credits for Project Work) may exit with P.G.Diploma in Women's & Gender Studies. Thus, learners may exit at this point or continue for the 2nd year to earn the MA degree in Women's & Gender Studies.

After completion of the first year curriculum, learners may choose one of two specializations namely, "Gender, Literature & Culture" or "Women's Studies". The courses offered in the third and fourth semesters will be specific to the individual specializations. The specialization in "Gender, Literature and Culture" will enable students to familiarize themselves with salient topics in the humanities from the perspective of gender. Courses in third and fourth semesters will enhance their critical understanding of important issues such as marginalized cultural spaces, relationship between gender and the nation, gender and discourse (especially literary), and the mutually constructive relationships between literature, culture and society. The specialization in "Women's Studies" will expose students to multidisciplinary approaches of addressing historical and contemporary women's issues. It will equip the students in conceptualizing and developing analytical skills required to understand women's issues through theory, praxis, research and practicum.

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

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

\* Learners will have an option between a one month internship with an NGO/ other approved organization OR a Research Project depending on their individual interest/ preparation and employment circumstances.

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

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

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

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

Programme Coordinator: Mr. Tata Ramakrishna; [tataramakrishna@ignou.ac.in](mailto:tataramakrishna@ignou.ac.in), Ph. 011-29572608

## 2.26 Master of Commerce (MCOM)

### School of Management Studies (SOMS)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

Programme Coordinator: Prof. MSS Raju, [mssraju@ignou.ac.in](mailto:mssraju@ignou.ac.in), Ph. 011-29573032

## 2.27 M.Sc. Mathematics with Applications in Computer Science (MSCMACS)<sup>@</sup>

### School of Sciences (SOS)

This programme has the following broad objectives:

- to emphasise the relevance and usefulness of mathematics from an application point of view;
- to equip the learners with the core mathematical knowledge and training necessary for use in many application areas;
- to expose the learner to real life problems and promote the use of mathematics in industry and applied sciences;



- to develop a work force that is equipped with the mathematical skills that are necessary in the changing industrial and economic scenario of the country;
- to develop human resource in emerging disciplines such as Mathematical Biology, Computational Mathematics, Mathematical Economics, etc.;
- to promote collaborative research with industry and other user agencies.

#### Eligibility:

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

#### If the seats at a centre remain vacant then:

- "Graduate with a BA/B.Sc. degree with Mathematics as one of the three main subjects with equal weightage, having atleast 50% in aggregate and 55% in aggregate in the Mathematics courses will be considered for admission.

**Medium of Instruction:** English

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

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

#### Admission Procedure

Admission to the programme is based on merit. Fee has to be paid after admission to the programmes and only registration fee of Rs. 200/- has to be paid with application form.

#### Core Courses

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

#### Elective Courses

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

#### Project

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

#### Practical

Most of the courses of the programme have computer practical component. Practicals session will be held at the programme centres. Attending and completing the practical sessions is compulsory for each student. The total number of practical sessions per semester ranges from 11 to 36. The sessions are spread over the entire semester. In order to be eligible for attending the Term-end-Examination of the practicals in a course, the student has to complete at least 70% of the practical sessions prescribed for the course.

#### Scheme of Study

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

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

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

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

### Programme Details:

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

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

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

## 2.28 Master of Arts in Translation Studies (MATS)

### School of Translation Studies & Training (SOTST)

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

12 courses and a major project comprising practical component.

**Eligibility:** Graduate in any discipline with adequate knowledge of Hindi and English.

**Medium of Instruction:** Hindi

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

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

**Programme Details:**

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

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

## 3. BACHELOR'S DEGREE PROGRAMMES

### 3.1 Bachelor of Arts in Tourism Studies (BTS)

#### School of Tourism and Hospitality Services Management (SOTHSM)

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

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

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

Programme Coordinator: Ph. 011-29571754

## 3.2 Bachelor of Computer Applications (BCA)

### School of Computer & Information Sciences (SOCIS)

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

**Eligibility:** 10+2 or its equivalent

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

Programme Coordinator: Dr. Naveen Kumar, [bca@ignou.ac.in](mailto:bca@ignou.ac.in), Ph. 011-29572912

### 3.3 Bachelor of Social Work (BSW)

#### School of Social Work (SOSW)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

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

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

### 3.4 Bachelor of Library and Information Science (BLIS) (Revised)

#### School of Social Sciences (SOSS)

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

- Eligibility:** i) "Bachelor's Degree with 50% marks and 45% for General and for the SC/ST/OBC/PH category respectively. OR
- ii) "Bachelor's Degree with Diploma (one year) in Library Science OR
- iii) "Bachelor's Degree with 2 years of working experience in Library and Information Centre

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

## 3.5 Bachelor's Degree Programmes (BDP)-B.A./B.Com/B.Sc.

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

1. B.A. (Bachelor of Arts)
2. B.Com. (Bachelor of Commerce)
3. B.Sc. (Bachelor's Degree in Science)
  - A) Admission to (1) BTS (2) B.A. (3) B.Com and (4) BSW Programmes is through two streams.
    - i) Non-formal: The non-formal stream is for those students who have not passed 10+2 or its equivalent examination. They have to pass Bachelor's Preparatory Programme of IGNOU to qualify for admission to B.A., BTS, B.Com. & BSW.
    - ii) Formal: Formal stream of admission is 10+2 or its equivalent examination.

**Eligibility:** For B.A. – 10+2 or its equivalent or BPP from IGNOU

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

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

**Medium of Instruction:** English & Hindi

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

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

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

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

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

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



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

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

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

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

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

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

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

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

|                   |   |                        |   |
|-------------------|---|------------------------|---|
| BPAE 104          | Personnel Administration  |                        | 8 |
| EPA 5             | Financial Administration  |                        | 8 |
| EPA 6             | Public Policy   |                        | 8 |
| <b>Sociology</b>  |   |                        |   |
| 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 |
| <b>Philosophy</b> |   |                        |   |
| BPY 1             | Indian Philosophy: Part I   | } To be taken together | 4 |
| BPY 2             | Logic: Classical and Symbolic   |                        | 4 |
| BPY 3             | Ancient and Medieval Philosophy   | } To be taken together | 4 |
| BPY 4             | Religions of the World  |                        | 4 |
| BPY 5             | Indian Philosophy: Part II  | } To be taken together | 4 |
| BPY 8             | Modern Western Philosophy   |                        | 4 |
| BPY 6             | Metaphysics   | } To be taken together | 4 |
| BPY 7             | Ethics  |                        | 4 |
| BPY 9             | Contemporary Western Philosophy   | } To be taken together | 4 |
| BPY 10            | Epistemology  |                        | 4 |
| BPY 11            | Philosophy of Human Person  | } To be taken together | 4 |
| BPY 12            | Philosophy of Science and Cosmology   |                        | 4 |
| BPYE 1            | Philosophy of Religion  | } To be taken together | 4 |
| BPYE 2            | Tribal and Dalit Philosophy   |                        | 4 |
| <b>Psychology</b> |   |                        |   |
| BPC 1             | General Psychology  | } To be taken together | 4 |
| BPC 2             | Developmental Psychology  |                        | 4 |
| BPC 3             | Research Methods in Psychology  | } To be taken together | 4 |
| BPC 4             | Statistics in Psychology  |                        | 4 |
| BPC 5             | Theories of Personality   | } To be taken together | 4 |
| BPC 6             | Social Psychology   |                        | 4 |
| BPCL 7*           | Practicals in Psychological Testing   | } To be taken together | 4 |
| BPCL 8*           | Practical in Experimental Psychology  |                        | 4 |
| BPCE 11           | School Psychology   |                        | 4 |
| BPCE 13           | Motivation and Emotion  |                        | 4 |
| BPCE 14           | Psychopathology   |                        | 4 |
| BPCE 15           | Industrial and Organisational Psychology  |                        | 4 |
| BPCE 17           | Introduction to Counselling Psychology  |                        | 4 |
| BPCE 18           | Neuropsychology   |                        | 4 |
| BPCE 19           | Environmental Psychology  |                        | 4 |
| BPCE 21           | Forensic Psychology   |                        | 4 |
| BPCE 22*          | Practicals in Clinical Psychology OR<br>Practicals in Industrial &<br>Organisational Psychology OR<br>Practicals in Counselling | } To be taken together | 4 |
| BPCE 23*          | Internship in Psychology  |                        | 4 |

- \*Courses are compulsory for B.A. (Psychology) major students. These courses would not be offered to B.A. General Students.
- The course BPCE 22 should be related to theory course BPCE 14/BPCE 15/BPCE 17.
- The student is required to choose one 4 credit course from BPCE 14/BPCE 15/BPCE 17.
- The student is required to choose one 4 credit course from BPCE 11/BPCE 13/BPCE 18/ BPCE 19/BPCE 21
- Psychology courses are available in English medium only.

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

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

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

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

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

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

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

Note: MTE1 is a pre-requisite for MTE7 to MTE10.

MTE7 is a pre-requisite for MTE11.

MTE7 is a co-requisite for MTE8.

MTE8 is a pre-requisite for MTE14.

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

CHE1 is a co-requisite for CHE2

CHE2 is a pre-requisite for CHE10

CHE 5 is a co-requisite for CHE6 and pre-requisite for CHE9 & CHE10  
 BPHE-101, PHE4 and PHE5 are pre-requisite for PHE11  
 PHE7 is a pre-requisite for PHE16  
 PHE10 is a co-requisite for PHE16  
 BPHE104 and PHE5 are pre-requisite for PHE14  
 PHE11 is pre-requisite for PHE13

If you opt for LSE9, LSE10 and LSE11L, you cannot opt for LSE12, LSE13 and LSE14L, and vice-versa.

Since the Chemistry courses of IGNOU include quantitative techniques, we suggest that you take MTE 3, if you haven't studied Mathematics up to the +2 level. It will help you to cope better with these courses. However, if you plan to take any other Mathematics electives (MTE 1,2,4 to 14), you are not permitted to take MTE 3.

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

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

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

### 3.5.3 Application-Oriented Courses

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

List of Application Oriented Courses common to all B.A./B.Com./B.Sc.

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

|                    |  |   |
|--------------------|--|---|
| AST 1**            | Statistical Techniques   | 4 |
| AOR 1**            | Operations Research  | 4 |
| AEC 1 <sup>Ω</sup> | Environmental Chemistry (6 Credit Theory + 2 Credits Lab Work)       | 8 |
| APM 1              | Integrated Pest Management (6 Credit Theory + 2 Credits Project)     | 8 |
| BCOA 1             | Business Communication and Entrepreneurship<br>(English Medium only) | 4 |

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

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

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

Students are free to choose any Application oriented Course from the list given above subject to fulfilment of pre-requisites. However, they have to opt for at least two 4 credit courses to make up 8 credits in total.

### SCHEME OF STUDY

In order to enable you to complete Bachelor's Degree Programme within the minimum period of three years, you are allowed to take courses worth 32 credits in each year. In the first year of study, you should take the prescribed credits in Foundation Courses (BSHF 101, BEGF101 or FHD 2 and FEG 2 or any one of MILs or FST 1), and the remaining credits in Elective Courses. In the second year you should take the remaining credits of Foundation Course and Elective Courses. In the third year you should take 16 or 24 credits in Elective Courses and 16 or 8 credits in Application Oriented Courses.

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

##### B.A.

In the first year of study, you should take 16 credits in Foundation Courses (BSHF101, BEGF101 or FHD2 and FEG2 or any one of MILs), and the remaining 16 credits in Elective Courses. In the second year you should take the remaining 8 credits of Foundation Course (FST1) and Elective Courses. In the third year you should take 16 or 24 credits in Elective courses and 16 or 8 credits in Application-Oriented Courses. We discuss below the choices available in all these groups.

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

FEG 1 or FHD 2

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

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

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

##### B.A. (Major)

If you want to study one particular discipline in depth to obtain B.A. Major or you want to pursue the same discipline for your postgraduate studies, you can select courses worth 48 credits from that discipline, except for Mathematics. In B.A., the option to do Major is available in English, Hindi, Urdu, Economics, History, Political Science, Public Administration, Sociology, Psychology, Philosophy and Mathematics. You have to select courses worth 40 credits, in Mathematics to obtain BA Major in Mathematics as per the details given under the heading B.Sc. Major.

## B.A. (General)

If you do not intend to specialise in one discipline you can choose courses from various disciplines. Here you will have to be careful. If you choose from many disciplines you might end up doing one course from each discipline which might not give you enough knowledge in any of the disciplines. You should try to select courses of your choice from 2 or 3 disciplines.

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

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

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

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

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

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

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

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

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

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

## B.Com.

In order to enable you to complete B.Com Programme within the minimum period of three years, you are allowed to take 32 credits worth of courses in each year. In the first year you should take 16 credits of Foundation Courses (BSHF 101, BEGF101 or FHD 2 and FEG 2 or any one of the MILs). Eight credits of Elective Courses in Commerce (ECO 1 and ECO 2) and 8 credits of Elective Courses in Other Disciplines either from Group 1 or 2. In the second year you should take 8 credits of Foundation Courses (FST 01) and 24 credits of Elective Courses in Commerce (ECO 3, ECO 5, ECO 6 or ECO 13, ECO 7, ECO 12 and ECO 14). In the third year you should take 16 credit of Elective Courses in Commerce (BCOE108, ECO 9, ECO 10 & ECO 11), and 8 to 16 credits in Application-Oriented Courses. You should take 8 credits in elective courses in other discipline. It shall be noted that the commerce based Application-Oriented courses are AMK 1, AED 1, AOM 1, ASP 1 and BCOA 1

## B.Sc.

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

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



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

As per the above table, in the first year of study, you should take 16 Credits in Foundation Courses (FST 1, FEG 1 or FHD 2 and FEG 2 or BHDF 101 or any one of the MILs) and 16 credits in Elective Courses. In the second year, you should take 8 credits of Foundation Course in Humanities and Social Sciences (BSHF 101) and 24 credits of Elective Courses. In the third year, you can take 16 or 24 credits of electives and 8 or 16 credits of application-oriented courses (together it should be 32 credits).

### B.Sc. (Major)

To obtain B.Sc.(Major), the total number of Credits to be taken in elective courses in the respective disciplines is as follows, subject to the condition that you cannot take more than 48 credits in any Discipline:

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

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

## B.Sc.

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

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

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

Programme Coordinator: For BA. : Sh. Ajay Mahurkar, [ajaymahurkar@hotmail.com](mailto:ajaymahurkar@hotmail.com), Ph. 011-29572726

For B.Com : Dr. Sunil Kumar, [sunilkgupta@ignou.ac.in](mailto:sunilkgupta@ignou.ac.in) Ph. : 011-29573024

For B.Sc. : Geeta Kaicker, [geetakaicker@ignou.ac.in](mailto:geetakaicker@ignou.ac.in), 011-29572839

Dr. Sanjay Gupta, [drsgupta@ignou.ac.in](mailto:drsgupta@ignou.ac.in),

## 3.6 Bachelor's Preparatory Programme (BPP) ^^

### School of Social Sciences (SOSS)

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

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

**Eligibility:** No Formal Qualification, Minimum age - 18 years

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

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

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

**Programme Details:**

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

Programme Coordinator: Prof. B.S. Prakash, [bsprakash@ignou.ac.in](mailto:bsprakash@ignou.ac.in), Ph. 011-29572704

## 4. DIPLOMA PROGRAMMES

### 4.1 Post Graduate Diploma in Library Automation and Networking (PGDLAN)

#### School of Social Sciences (SOSS)

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

#### Programme Objectives:

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

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

**Eligibility:** Bachelor's Degree in Library and Information Science

**Medium of Instruction:** English

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

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

#### Programme Details:

The programme is essentially a judicious mix of theory and practical components to develop technology based knowledge, skills and aptitude of library and information professionals

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

Programme Coordinators: Dr. Archana Shukla, archana@ignou.ac.in, Ph. 011-29572743

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

The major objectives of the programme are to:

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

### Target Group

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

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

**Eligibility:** Graduate in any discipline

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

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

\* Course is available in English only

**Programme Coordinators:** Prof. Uma Medury, [umamedury@gmail.com](mailto:umamedury@gmail.com), Ph. 011-29572741

Dr. Dolly Mathew, [dolly.mathew9@gmail.com](mailto:dolly.mathew9@gmail.com), Ph. 011-29572728

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

### Objectives:

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

**Eligibility:** <sup>a</sup>Graduate in any discipline.

**Medium of Instruction:** English and Hindi

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

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

### Programme Details:

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

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

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

The Post Graduate Diploma in Rural Development provides comprehensive knowledge of socio-economic factors affecting the transformation of rural society. The contents are designed to impart an integrated understanding to learners about the crucial dimensions of rural development. It aims at enabling the learners to acquire skills related to planning, formulation, monitoring and evaluation of rural development projects and programmes. The Programme also introduces the learner to the basic aspects of research and project-work. The Project Work provides its learners an opportunity to study rural development problems, which enables them to develop necessary skills to undertake research work in rural development. The learners of PGDRD interested in Master of Arts (Rural Development) (MARD) are entitled for credit transfer except RDD5.

**Eligibility:** <sup>a</sup>Bachelor's Degree.

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

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

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

## 4.5 Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)

### School of Continuing Education (SOCE)

The Post Graduate Diploma in Counselling and Family Therapy is aimed at developing professionals in this vital field, which is gaining greater salience in the present times both from social and employment perspectives. The contemporary social scenario has resulted in an increased need and demand for professional support in terms of counselling and family therapy, which is being increasingly recognized as an effective approach both for promoting positives like strengthening families, fostering positive parenting, and increasing resilience of individuals in vulnerable situations as well as for addressing negative aspects such as social-psychological problems, maladaptive behaviours, declining mental health, and psychosomatic disorders that are being 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 unique feature of this programme of study is that on completing it the learner can enroll for the second year of M.Sc. in Counselling and Family Therapy [M.Sc. (CFT)] through credit transfer.

**Eligibility:** °Bachelor's degree with specialization in subjects like Human Development and Family Studies, Child Development, Human Development and Childhood Studies, Child Development and Family Relationships, Home Science, Psychology, Social Work, Medicine or other allied disciplines. "Allied disciplines" include Anthropology, Sociology, Education, Philosophy, MBBS or equivalent qualification in Ayurveda, Unani, Sidha or Homeopathy Medicines, Nursing etc. from a recognized University.

OR

°Bachelor's degree with a higher degree in any of the above mentioned subjects or Bachelor's Degree along with a Post Graduate Diploma in Guidance and Counselling from a recognized University.

**Medium of Instruction:** English

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

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

**Programme Details:**

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

Programme Coordinators : Prof. Neerja Chadha, [neerja\\_chadha@ignou.ac.in](mailto:neerja_chadha@ignou.ac.in)  
 Ph. 011-29572946, 29536347  
 Dr. Amiteshwar Ratra, [amiteshwar@ignou.ac.in](mailto:amiteshwar@ignou.ac.in)

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

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

**Eligibility:** ° Bachelor's Degree

**Medium of Instruction:** Hindi

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

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

**Programme Details:**

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

Programme Coordinators: Dr. Harish Kumar Sethi, [hksethi@ignou.ac.in](mailto:hksethi@ignou.ac.in), Ph. : 011-29571626  
 Dr. Jyoti Chawla, [jyoti\\_chl@ignou.ac.in](mailto:jyoti_chl@ignou.ac.in), Ph. : 011-29571623

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

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

The salient features of this programme are as follows:

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

**Eligibility:** Bachelor's Degree in any discipline or equivalent.

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

**Programme Coordinator:** Dr. Anupriya Pandey, [anupriya@ignou.ac.in](mailto:anupriya@ignou.ac.in), Ph. 011-29573016

## 4.8 Post Graduate Diploma in Environment and Sustainable Development (PGDESD)

### School of Sciences (SOS)

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

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

**Eligibility:** Graduate from a recognized University/Institution

**Medium of Instruction:** English

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

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

**Programme Details:**

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



#### Please Note:

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

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

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

**Programme Coordinator :** Dr. Subhakanta Mohapatra, [subhakanta@ignou.ac.in](mailto:subhakanta@ignou.ac.in), Ph. 011-29571680  
 Dr. Kakoli Gogoi, [kakoligogoi@ignou.ac.in](mailto:kakoligogoi@ignou.ac.in), Ph. 011-29571679  
[pgdesd\\_programme@ignou.ac.in](mailto:pgdesd_programme@ignou.ac.in)

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

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

### Objectives

The broad objectives of the Programme are:

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

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

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

**Programme Coordinators :** Dr. Lalita S. Kumar, [lalitaskumar@ignou.ac.in](mailto:lalitaskumar@ignou.ac.in), Ph.011-29572808  
 Prof. Javed A. Farooqi, [jafarooqi@ignou.ac.in](mailto:jafarooqi@ignou.ac.in), Ph.011-29572822

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

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

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

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

#### Programme Objectives:

- To provide learners with the core knowledge required for statistical applications,
- To acquaint learners with the use of statistics in applied sciences and industries,
- To provide hands-on training in selected areas of statistics, and
- To equip learners with the skills of using appropriate softwares for statistical applications in various fields.

**Eligibility:** Graduation in any discipline.

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

#### Special Instructions, if any

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

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

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

**Programme Coordinator:** Dr. Manish Trivedi, manish\_trivedi@ignou.ac.in, Ph. 011-29572825

## 4.11 Post Graduate Diploma in Journalism and Mass Communication (PGJMC)<sup>s</sup>

### School of Journalism & New Media Studies (SOJNMS)

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

**Eligibility:** <sup>a</sup> Bachelor's Degree with 2 years experience in a media/communication organisation.

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

## 4.12 Post Graduate Diploma in Audio Programme Production (PGDAPP)

### School of Journalism & New Media Studies (SOJNMS)

The Programme has been designed to address the growing need for training in audio/radio production by imparting both theoretical and practical skills. The aim of the programme is to prepare students in planning, producing audio programmes and managing radio stations.

The programme is aimed at the following target groups:

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

**Eligibility:** Graduate in any discipline

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

#### Practical Component

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

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

## 4.13 Post Graduate Diploma in Higher Education (PGDHE)

### School of Education (SOE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of Education (1986) and several other committees on higher education teachers with a view to provide necessary knowledge, understanding and skills pertaining to teaching in higher education for prospective and/or inservice university and college teachers.

The Programme is meant for:

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

**Programme Coordinator :** Ms. Poonam Bhushan, [poonambhushan14@gmail.com](mailto:poonambhushan14@gmail.com), Ph. 011-29572934

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

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

**Objectives:**

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

The programme will help the learners to:

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

**Target Population:**

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

**Eligibility:** Graduation from a recognized University.

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

Programme Coordinator: Dr. Sutapa Bose, [sbose@ignou.ac.in](mailto:sbose@ignou.ac.in), Ph. 011-29572942

## 4.15 Post Graduate Diploma in School Leadership and Management (PGDSLM)

### School of Education (SOE)

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

#### Objectives:

The objectives of the programme are as follows:

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

**Eligibility:** i) <sup>a</sup>Prospective and In-service Head Teachers/Principal with Graduate Degree from a recognized University  
OR

ii) <sup>a</sup> Graduate /Post Graduate Teachers

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

#### Extended Contract Programme (ECP)

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

Programme Coordinator: Prof. M.C. Sharma, [mcsharma@ignou.ac.in](mailto:mcsharma@ignou.ac.in), Ph. 011-29531302, 011-29572962

## 4.16 Post Graduate Diploma in Educational Management and Administration (PGDEMA)

### School of Education (SOE)

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

#### Objectives:

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

**Eligibility:** “ Graduate in any discipline

**Medium of Instruction:** English

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

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

#### Programme Details:

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

**Programme Coordinators:** Dr. Bharti Dogra, [bhartidogra@ignou.ac.in](mailto:bhartidogra@ignou.ac.in), Ph. 011-29572993  
 Dr. Vandana Singh, [vandana@ignou.ac.in](mailto:vandana@ignou.ac.in), Ph. 011-29572932

## 4.17 Post Graduate Diploma in Pre Primary Education (PGDPPED)

### School of Education (SOE)

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

#### Objectives:

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

**Eligibility:** “ Graduate in any discipline.

**Medium of Instruction:** English

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

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

### Programme Details:

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

Programme Coordinators : Dr. Sutapa Bose, [sbose@ignou.ac.in](mailto:sbose@ignou.ac.in), Ph. 011-29572942

Dr. Vandana Singh, [vandana@ignou.ac.in](mailto:vandana@ignou.ac.in), Ph. 011-29572932

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

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

### Objectives:

- To promote professional competency and capacity building of the adult education functionaries as well as all those who are not in service, but interested in the area of adult education;
- To develop their knowledge and understanding of the various aspects of theory and practice of adult education;
- To promote their understanding of adult education policies and programmes;
- To enable them to document, manage and disseminate knowledge and information on various aspects and processes related to adult education;
- To promote their knowledge, understanding and skills vis-a-vis diverse approaches to organizing and managing an adult learning set-up;
- To equip them with the skills of involving the community in participatory planning, development and transaction of curriculum and in participatory training, evaluation and research in adult education;
- To enhance their understanding and skills of networking for their personal, social, and professional development; and
- To develop in them the ability to critically analyse, appreciate and promote the role of adult education in the emerging social, economic, political, cultural and educational situations at the national and international levels.

### Programme Study Centres (PSCs)

All programme study centres of IGNOU where MA (Education) Programme of IGNOU is on offer are provisionally the PSCs for this programme also.

**Eligibility:** Bachelor's Degree from any recognised University/Institute

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

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

## 4.19 Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)

### School of Vocational Education & Training (SOVET)

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

**Eligibility:** °Graduate degree in any discipline with Science in 10+2 OR

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

**Programme Coordinators:** Prof. Javed A. Farooqi, jafarooqi@rediffmail.com, Ph. 011-29572822

Dr. Rachna Agarwal, rachna\_agarwal@ignou.ac.in, Ph. 011-29571647

## 4.20 PG Diploma in Information Security (PGDIS)

### School of Vocational Education & Training (SOVET)

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

The Programme aims at imparting:

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

#### Eligibility:

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

ii) °Bachelor Degree in any discipline or its equivalent from a recognized university / Institute with CIT/CIC/ACISE/ CISE from IGNOU or a Certificate in Computer Science/ Computer Application from a Govt. recognized institute with a minimum duration of 6 months or studied Computer Course as a part of the curriculum in Bachelor/PG Degree. OR

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

**Medium of Instruction:** English

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

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



#### Programme Details:

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

Programme Coordinator: Ms. Urshla Kant, [urshlakant@ignou.ac.in](mailto:urshlakant@ignou.ac.in), Ph. 011-29571648

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

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

The Objectives of this programmes are to:

- Acquaint the learners with basic concepts of Intellectual Property Rights
- Develop expertise in the learner on IPR related issues; and
- Sensitize the learners with the emerging issues in IPR and the rationale for the protection of IPR.

**Eligibility:** Graduate in any discipline

**Medium of Instruction:** English

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

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

#### Programme Details:

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

Programme Coordinator: Dr. Suneet Kashyap Srivastava, [suneetkashyap@ignou.ac.in](mailto:suneetkashyap@ignou.ac.in), Ph.011-29572990

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

### Objectives:

The objectives of the programme are:

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

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

**Medium of Instruction:** English

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

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

### Programme Details:

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

**Job Opportunity :** - Jobs related to Criminal Justice Administration in Govt. organizations, International and National NGO's.  
- Lawyers can specialize in Criminal Law related to woman, children and other vulnerable groups etc.

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

## 4.23 Post Graduate Diploma in Extension and Development Studies (PGDEDS)

### School of Extension & Development Studies (SOEDS)

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

### Objectives:

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

**Eligibility:** Any Graduate.

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

## 4.24 Post Graduate Diploma in Urban Planning and Development (PGDUPDL)

### School of Extension & Development Studies (SOEDS)

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

#### Objectives:

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

**Eligibility:** Graduation in any discipline

**Medium of Instruction:** English

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

**Fee Structure:** Rs.2,800/- for full programme

#### Programme Details:

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

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

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

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

- In a vast and diverse country like India, it is important that policy planners are sensitive to the impact of the developmental processes on the marginalized communities. This programme can contribute to that since it has two major concerns, first, to study the marginal society in their specificity, second, the impact of the contact with more complex societies on the marginal communities as tribes.
- This Programme seeks to address to that section of students who are not covered by formal education, mainly those students who seek to join the NGO circles or intend to pursue higher education in trans-disciplinary subjects such as Ethnography, Migration Studies, Marginal Studies, etc.
- It has the objective of appreciating culture and folklore in all their composite forms and of evaluating the social and political context in which culture manifests itself. It has the object of study and the location of political criticism by its focal points such as Marginal Studies, Tribal and Folklore Literature, Language Death and Preservation, etc.
- It has an obligation to an ethical appraisal of traditional as well as the modern society.
- Some of the important faculty in this Programme may be categorized as Critical Theory, Cultural Critic, Cultural Geography, Cultural History, Culture Theory, Ethnography, Feminism, Gender Studies, Museum Studies, Orientalism, Popular Culture Studies, Post-structuralism, Social Structuralism, Language Studies, History and Anthropology, etc.

### Target Group

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

**Eligibility:** Graduate in any discipline.

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

## 4.26 Post Graduate Diploma in Hospital and Health Management (PGDHHM)<sup>@</sup> School of Health Sciences (SOHS)

The programme fulfils specified needs of a middle level administrators in hospital or health care set-ups. This comprehensive programme provides a professional qualification and an insight in to managerial function for those

serving graduates who wish to take up hospital and health administration as a career. It will also be of immediate benefit to those who currently are engaged in hospital administration at senior levels.

#### Selection Procedure

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

#### Programme Design

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

#### Eligibility:

- Medical/Dental graduates from a Medical/Dental Institutes of India or other countries recognized by Medical Council of India (MCI) or Dental Council.
- Graduates in Indian System of Medicine (ISM) and Homeopathy, Nursing & Pharmacy recognized by the respective Council with three years of hospital experience.
- Candidates holding MBA degree or PG Diploma in Financial, Material or Personnel Management with five years hospital experience.

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

## 4.27 Post Graduate Diploma in Geriatric Medicine (PGDGM)<sup>®</sup> School of Health Sciences (SOHS)

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

#### Objectives:

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

- Upgrade their knowledge and skills for providing comprehensive health care to elderly;
- Inculcate the inter-disciplinary approach for diagnosing and managing of geriatric problems and
- Improve their clinical, social and communication skills by undergoing hands on training in medical colleges.

**Eligibility:** MBBS

**Medium of Instruction:** English

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

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

**Programme Details:**

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

| Course Code   | Title of the Course | Credits |
|---------------|---------------------|---------|
| MME 4         | Basic Geriatrics    | 6       |
| MME 5         | Clinical Geriatrics | 8       |
| MMEL 4        | Basic Geriatrics    | 6       |
| MMEL 5        | Clinical Geriatrics | 12      |
| Total Credits |                     | 32      |

**Selection Criteria**

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

The scores will be calculated by considering two criteria:

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

**Programme Implementation**

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

**Programme Coordinator:** Dr. Ruchika Kuba, [ruchikakuba@ignou.ac.in](mailto:ruchikakuba@ignou.ac.in), Ph. 011-29572813

## 4.28 Post Graduate Diploma in Maternal and Child Health (PGDMCH)<sup>@w</sup> School of Health Sciences (SOHS)

The programme is intended to provide an opportunity to medical personnel and private practitioners for upgrading their knowledge and skills in Maternal and Child Health (MCH) for providing better quality of MCH services.

The programme covers the concepts, practices and application for knowledge in the field of MCH services and aims at improving the knowledge and skills of medical personnel working both in the governmental health care delivery system and the private sector.

**Objectives:**

After completion of this programme, a student should be able to achieve the following objectives:

- imbibe comprehensive knowledge of ongoing Maternal and Child Programmes and be able to manage Health Care Services at different institutional levels;
- tackle the disease outbreaks and effectively manage the National Health Programmes especially in relation to MCH services;
- provide antenatal care including those of high risk pregnancy, conduct normal delivery, handle common emergency care related to pregnancy and its outcome and identify referral situations;
- manage common gynaecological morbidity and provide family planning services;
- provide newborn care, identify high risk babies, diagnose and manage common childhood morbidity including emergencies; and
- acquire knowledge on nutritional needs, assess growth and development of children and manage their respective problems.

**Eligibility:** MBBS

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

The scores will be calculated by considering two criteria:

Total percentages of marks secured in all MBBS examinations.

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

**Programme Implementation**

The students will be compulsorily required to attend 28 days of contact sessions in five divided spells at allotted medical college in addition to carrying out practical activities at district hospitals for 180 hours. At present there are 32 medical colleges acting as PSCs which have been listed in the prospectus regional centrewise. There is a maximum of 30 seats at each Programme Study Centre.

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

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

## 4.29 Post Graduate Diploma in HIV Medicine Programme (PGDHVM)

### School of Health Sciences (SOHS)

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

**Objectives:**

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

1. Imbibe comprehensive knowledge on basics of HIV as related to details of management of HIV/AIDS in tertiary care set up.
2. Manage all complications as well as opportunistic infections due to HIV/AIDS at the time of need and
3. Recognize and handle emergencies related to HIV/AIDS and its complication and take bedside decision for management whenever required.

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

**Medium of Instruction:** English

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

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

### Programme Details:

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

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

#### Programme Implementation

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

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

## 4.30 Post Graduate Diploma in Food Safety and Quality Management (PGDFSQM)

### School of Agriculture (SOA)

#### Objectives:

The objective of the PG Diploma Programme is to prepare professionals for development, implementation and auditing of Food Safety and Quality Management Systems in the country. The Programme has been developed in collaboration with the Agricultural and Processed Food Products Export Development Authority (APEDA), GOI. It seeks to develop India's capability to meet the global food safety and quality requirements and enhance the competitiveness of food products. In long term perspective, it would contribute to ensure consumer safety within and outside the country.

This PG Programme shall enable the students to:

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

#### Eligibility:

- i) "Graduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects.
- ii) "Degree in allied Sciences like Agriculture/ Food Science/ Food Technology/ Post Harvest Technology/ Engineering/ Home Science/ Life Science/ Microbiology/ Biochemistry/ Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/ Fisheries/ Hotel Management and Catering/ Hospitality Management, or equivalent etc.
- iii) "Science graduate in disciplines like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control. These students should have minimum 1 year experience in quality control activities.



- iv) “Arts/Commerce graduate with diploma in food science/ hotel management disciplines viz fruits and vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc. with minimum 5 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) and out of which 2 years experience should be in quality control activities.
- v) “BA/B.Com graduates with minimum 7 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) or holding senior position in Govt./ Semi Govt. Units involved in Food Quality Control.
- vi) Master’s Degree awarded without a first degree is not recognized for purposes of admission to IGNOU’s Academic Programmes.

**Medium of Instruction:** English

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

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

**Programme Details:**

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

**Job opportunities for the passouts are as follows:**

- Quality Control Officer or Quality Assurance/ Management professionals in food/hospitality/retail industry and laboratories,
- Food Safety Officer in the regulatory bodies,
- Food Auditor in Certification and Inspection bodies,
- Trainer/Counsellor in Food Safety & Quality Management Systems,
- Food certifying/auditing professional for Food Safety & Quality Management Systems (FSQMS).

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

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

India is home to many plantations and is one of the largest contributors in the world. The sector has great significance due to its high employment potential and provides employment to the weaker section of the society, of which majority are women. In addition, the plantation industry offers lot of potential for earning foreign exchange by way of exporting plantation produce. The sector has scope for high-income generation, if managed well. The programme seeks to develop competent human resources for the plantations industry. The programme provides exposure to various management practices that are relevant and crucial for professional management of the sector as well as provides the technical know-how required to effectively managing different kinds of plantations.

**Objectives:**

The objectives of the programme are to:

- develop professionals in plantation industry;
- impart knowledge and skills in production, processing, marketing and finance management in the plantation sector, and
- upgrade the technical proficiency of professional working in the plantation Industry.

**Eligibility:** “Graduation in any discipline

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

**Programme Coordinators:** Dr. P.K. Jain, [pkjain@ignou.ac.in](mailto:pkjain@ignou.ac.in), Ph. 011-29573091

Ms. Sindhu P. Nair, [sindhunair@ignou.ac.in](mailto:sindhunair@ignou.ac.in), Ph. 0484-2340203

## 4.32 Post Graduate Diploma in Book Publishing (PGDBP)

### School of Humanities (SOH)

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

Self employment to aspiring/practising publishing professionals OR

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

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

The unique aspect of the programme is the month-long training/apprenticeship at a publishing house which carries a small stipend and the possibility of employment thereafter. This training is under the auspices of the Federation of Indian Publishers with whom IGNOU has a tie-up.

**Eligibility :** \*Bachelor Degree + knowledge of English & knowledge of word processing

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

**Programme Coordinator:** Dr. Nandini Sahu, [nandinisahu@ignou.ac.in](mailto:nandinisahu@ignou.ac.in), Ph. 011-29572780

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

### School of Gender & Development Studies (SOGDS)

This post graduate diploma programme is meant for learners interested in acquiring conceptual, theoretical and analytical knowledge in the areas of women's and gender studies.

**Eligibility:** Graduation in any discipline

**Medium of Instruction:** English

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

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

#### Programme Details:

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

\*Learners will have an option between a one month internship with an NGO/other approved organization OR a Research Project depending on their individual interest/preparation and employment circumstances.

Students who have completed their undergraduate programme in any discipline can join this programme. After completing this programme successfully learners can pursue their careers in higher studies, research work, Non-Profit Organisations/ Non Government Organizations, both at National and International level, work as advocacy agents for national and international Government organizations/ institutions, as well as pursue careers in specialized areas like media, publishing, and gender training programmes.

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

**Programme Coordinators:** Prof. Anu Aneja, [anuaneja@ignou.ac.in](mailto:anuaneja@ignou.ac.in), Ph. 011-29571611  
 Dr. Himadri Roy, [himadriroy@ignou.ac.in](mailto:himadriroy@ignou.ac.in), Ph. 011-29571615

## 4.34 Diploma in Early Childhood Care and Education (DECE)

### School of Continuing Education (SOCE)

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

**Eligibility:** 10+2 or its equivalent

**Medium of Instruction:** English, Hindi & Tamil

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

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

### Programme Details:

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| DECE 1        | Organizing Child Care Services                                     | 8       |
| DECE 2        | Child Health and Nutrition   | 8       |
| DECE 3        | Services and Programmes for Children                               | 8       |
| DECE 4        | Project Work : Working with Young Children in a Child Care Setting | 8       |
| Total Credits |  | 32      |

#### Project Work :

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

Programme Coordinator : Dr. Rekha Sharma Sen, [rehasharmasen@ignou.ac.in](mailto:rehasharmasen@ignou.ac.in), Ph. 011-29572958

## 4.35 Diploma in Nutrition & Health Education (DNHE)

### School of Continuing Education (SOCE)

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

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

**Eligibility:** 10+2 or its equivalent

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

| Course Code   | Title of the Course                           | Credits |
|---------------|---|---------|
| DNHE 1        | Nutrition for the Community                   | 8       |
| DNHE 2        | Public Health and Hygiene                     | 8       |
| DNHE 3        | Nutrition and Health Education                | 8       |
| DNHE 4        | Project Work : Nutrition and Health Education | 8       |
| Total Credits |   | 32      |

**Practicals :** Practical Manuals are to accompany the course material.

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

Programme Coordinator : Prof. Deeksha Kapur, [deekshakapur@ignou.ac.in](mailto:deekshakapur@ignou.ac.in), Ph. 011-29532302, 29572960

## 4.36 Diploma in Panchayat Level Administration and Development (DPLAD)

### School of Continuing Education (SOCE)

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

#### Objectives:

The major objectives of this programme are to:

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

**Eligibility:** 10+2 or its equivalent

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

## 4.37 Diploma in Tourism Studies (DTS)

### School of Tourism & Hospitality Services Management (SOTHSM)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

Programme Coordinator: Ph. 011- 29571757

## 4.38 Diploma in Aquaculture (DAQ)

### School of Sciences (SOS)

**Eligibility:** 10+2 Pass

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

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

STREAM II : Courses BAQ1+BAQP1+BAQ3+BAQL2 (total 28 credits)

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

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

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

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

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

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

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

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

**Medium of Instruction:** Urdu

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

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

**Programme Details:**

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

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

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

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

**Programme Coordinator:** Dr. Rose Nemiakim, [rosenemiakim@ignou.ac.in](mailto:rosenemiakim@ignou.ac.in), Ph. 011-29571695

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

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

**Facts and Benefit of the Programme**

IGNOU BPO Diploma is targeted towards undergraduate, graduate and working professionals

- First of its kind BPO certification launched with academia & industry collaboration
- It ensures imbibing key skills related to F&A in BPO industry
- First time complimenting classroom counselling with e-learning sessions.
- It qualifies the student to apply to all type of BPO organizations

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

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

**Medium of Instruction:** English

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

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

**Programme Details:**

This Programme comprises of Semester 1 and Semester 2, Sem 1: Finance and Accounting consists of 5 courses, having 16 Credits and Sem 2 consist of 2 courses: English Communications and IT Skills having 16 Credits. To be eligible for the award of the Diploma in Business Process Outsourcing– Finance and Accounting, a student has to



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

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

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

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

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

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

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

## 4.44 Diploma in Paralegal Practice (DIPP)

### School of Law (SOL)

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

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

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

**Programme Coordinator:** Dr. Anand Gupta, [anandgupta@ignou.ac.in](mailto:anandgupta@ignou.ac.in), Ph. 011-29572983

## 4.45 Diploma in Nursing Administration (DNA)<sup>@</sup>

### School of Health Sciences (SOHS)

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

#### Objectives:

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

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

**Eligibility:** General Nursing and Midwifery (GNM) with two years of experience in the profession. (for male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery) OR

<sup>@</sup>B.Sc. (Nursing) with no experience

**Medium of Instruction:** English

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

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

#### Programme Details:

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

Details are available at [www.ignou.ac.in](http://www.ignou.ac.in) under schools-SOHS

### Selection Criteria

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

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

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

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

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

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

## 4.46 Diploma in Critical Care Nursing (DCCN)

### School of Health Sciences (SOHS)

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

#### Objectives:

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

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

## 4.47 Diploma in Value Added Products from Fruits &

### Vegetables (DVAPFV) <sup>^^+</sup>

#### School of Agriculture (SOA)

The Diploma programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The programme aims to develop competent human resource in the field of post harvest management of fruits and vegetables and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers and technicians in the fruits processing industries, NGO functionaries/trainers, entrepreneurs, staff of Food Processing Training Centre (FPTC)/ horticulture/ post harvest/ food processing departments of the States/ Central, rural educators, farmers, etc.

Job opportunities for the pass outs of this programme include: procurement assistant, fruits/vegetables grader, post harvest technician, junior plant operator/production technician/ supervisor in fruit and vegetable processing industry, quality control assistant, packaging supervisor, fruit and vegetable cold storage supervisor, transport supervisor, retail supervisor, marketing assistant, store assistant, extension assistant, trainer, and self entrepreneur as procurer, trader, transporter, food processor, wholesaler, retailer and exporter of fresh and processed fruits and vegetables produce.

#### Objectives:

- To provide the knowledge & skills for minimizing the post-harvest losses and production of value added food products,
- To develop human resource for post harvest management and for primary processing of fruits and vegetables produce at the production areas/ clusters,
- To develop youth as young entrepreneurs for self employment through food processing and associated activities,
- To impart knowledge and technical proficiency in
  - Procurement of raw materials,
  - Preparation of value added products,
  - Prevention of losses in fresh and processed horticulture produce,
  - Marketing and economical aspects, and
  - Managing small and medium enterprises.

**Eligibility:** i) 10+2/ Senior secondary pass outs  
 ii) BPP (under IGNOU/ODL mode)  
 iii) 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

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

## 4.48 Diploma in Dairy Technology (DDT) <sup>^^++</sup> School of Agriculture (SOA)

This programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The Diploma in Dairy Technology aims to develop competent technician level human resource for dairy industry. Upgrading the technical proficiency of lower level workers/ technicians already working in the dairy and allied sectors is also intended. The focus is to develop competencies in procurement of milk, fluid milk processing, production of value added products and quality control aspects in dairy industry. It also imports development of skills for entrepreneurship to encourage self employment in dairy processing activities. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The quality milk and milk products produced will have good market and export potential. The target group includes: youth, workers/ technicians working in dairy industry; dairy and food processors in unorganized sector; personnel working in dairy cooperatives, state dairy

departments and dairy science institutions; small and medium entrepreneurs; NGO functionaries/ trainers and dairy farmers.

#### Job Opportunities :

For the pass outs of this programme the job opportunities include: secretary of dairy cooperative society, milk procurement supervisor, milk tester, dairy plant operator/ technician/supervisor, product technician ( ice cream/ cheese/ butter/indigenous dairy products unit), dairy assistant, chilling centre supervisor, quality control assistant, packaging assistant, marketing assistant, distribution assistant, retail supervisor, store assistant, extension assistant, trainer, and self entrepreneur as milk contractor, transporter, dairy products manufacture (indigenous and western), owner of milk parlour/milk booth/ ice cream parlour, wholesale distributor, retailer and exporter of milk and milk products.

#### Objectives:

The objectives of the programme are to:

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

**Eligibility:** I. 10+2/ Senior secondary pass outs

II. BPP (under IGNOU/ODL mode)

III. 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English, Hindi and Telugu

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

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

#### Programme Details:

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

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

## 4.49 Diploma in Meat Technology (DMT) <sup>^^++</sup>

### School of Agriculture (SOA)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Meat Technology aims for imparting basic knowledge and skills for quality production of meat and meat products. Development of human resource for industry is also part of it. Stress is on training of personnel for self employment and creating awareness and competency in the meat processing as well as poultry processing. The focus shall be to develop competencies in good slaughter practices, handling of meat on scientific lines, production of quality meat and meat products, and testing and quality control of meat and meat products. It also includes poultry processing. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The target group includes: youth, workers/ technicians working in meat and poultry industry, small and medium entrepreneurs,

poultry and meat processors in unorganized sector, personnel working in slaughter houses, processing plants, NGO functionaries/ trainers and farmers.

Job opportunities for the pass outs of this programme includes: animal procurement supervisor, meat processing technician, laboratory assistant, byproduct plant technician, poultry processing technician, technician in egg industry, meat and egg grader, packaging supervisor, technician in leather industry, marketing assistant, distribution assistant, store assistant and self entrepreneur as manufacturer, wholesaler, retailer and exporter of fresh meat, meat products and egg products, byproducts handler like leather producer, casing producer, blood meal and bone meal producer.

#### Objectives:

The objectives of the programme are to:

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

**Eligibility:** I. 10+2/ Senior secondary passouts

II. BPP (under IGNOU/ODL mode)

III. 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English & Hindi

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

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

#### Programme Details:

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

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

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

This programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The Diploma programme aims at providing technical support for the food processing industry specially engaged in Cereals, Pulses and Oilseeds as well as creating self employment opportunities for the rural youth. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The target group includes: youth, farmers, skilled workers in food processing industries, food processors in unorganized sector, personnel working in food processing cooperatives, and food processing institutions/ industries, small and medium entrepreneurs, NGO functionaries/ trainers and progressive farmers.

### Job Opportunities :

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

### Objectives:

- To develop a technician level human resource for Food Industry based on Cereals, Pulses and Oilseeds.
- To upgrade the technical proficiency of existing work force working in this sector.
- To develop youth (Urban & Rural) as young entrepreneurs for self-employment in the Food Industry based on Cereals, Pulses & Oilseeds and allied activities.
- To impart knowledge and technical proficiency in:
  - Processing of Cereals, Pulses and Oilseeds into Value Added Products;
  - Post harvest operations involved in Cereals, Pulses & Oilseeds;
  - Prevention of losses in raw and processed produce;
  - Manufacture and production of various products based on above crops;
  - Marketing and distribution of finished products at maximum economic returns; and
  - Managing small and medium enterprises.

**Eligibility:** I. 10+2/ Senior secondary pass outs  
 II. BPP (under IGNOU/ODL mode)  
 III. 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English & Hindi

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

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

### Programme Details:

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

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

## 4.51 Diploma in Fish Products Technology (DFPT) <sup>^^++</sup> School of Agriculture (SOA)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. This Diploma programme aims to develop competent human resource in the field of post harvest management of fish and production of value added fish products. It is intended to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth, women and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers in the field of fish harvesting and processing. The programme caters to the educational needs of rural youth, workers/ technicians working in fish and fish processing industry including fishermen, small and medium entrepreneurs, fish processors in an unorganized sector, and personnel working in processing plants, NGO functionaries/ trainers and farmers.

The objectives of the Programme are to:

- develop and strengthen human resource by infusing and imparting knowledge and skill in Value Added Fish Products;

- train personnel for self-employment and creating awareness and competency in the fish processing as well as fish products preparation; and
- impart basic knowledge and technical proficiency in Post-Harvest Management, primary processing of fish, value addition, quality control and marketing.

**Eligibility:** I. 10+2/ Senior secondary pass outs

II. BPP (under IGNOU/ODL mode)

III. 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English

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

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

**Programme Details:**

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

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

**Programme Coordinator :** Dr. P. Vijayakumar, [pvkumar@ignou.ac.in](mailto:pvkumar@ignou.ac.in), Ph. 011-29573092

## 4.52 Diploma in Watershed Management (DWM) <sup>^^+</sup>

### School of Agriculture (SOA)

This programme has been developed with the support of Department of Land Resources, Ministry of Rural Development, Govt. of India. The Diploma in Watershed Management aims at developing competent human resource in the field of Watershed Development/Management. It intends to impart basic knowledge and skills for water harvesting, conservation and utilization, soil erosion and its management integrated farming systems including crop husbandry, animal husbandry, agro-forestry, funding, monitoring, evaluation and capacity building of watershed development programmes besides extension and communication skills for long term socio-economic development of the society. It will provide the basic understanding of various activities undertaken during the development of watersheds. The Diploma programme also intends to address the workforce requirement of the watershed management and focus on upgrading the knowledge and skills of existing personnel in the Integrated Watershed Management Programme (IWMP). The target group includes rural youth, social workers/volunteers working with NGOs/ government functionaries implementing watershed development programmes.

Job opportunities for the passouts of this programme include: Self Entrepreneurship, soil conservation and agriculture/ horticulture inspectors, agro-forestry surveyors, water harvesting technicians/supervisors, livestock assistants in Government and Non-Governmental Organizations (NGOs) dealing with watershed projects, Urban Housing Boards, Private Real Estate Builders, Soil Conservation Departments and Ground Water Boards, Secretary in IWMP Projects.

#### Objectives

The main objectives of the programme are to:

- Develop human resource for watershed development. Introduce the principles of the watershed management approach and the value of working in a watershed;
- Generate awareness of sustainable development and maintenance of natural resources;
- Delineate different techniques for accessing and predicting physical, chemical and socio-economic conditions within a watershed including water quality;
- Mobilization and capacity building of rural youth, women and landless; and
- Develop skills for development of small scale irrigation and water storage/supply structures for human and livestock through water and soil conservation strategies.



- Eligibility:** I. 10+2 Pass  
 II. BPP (under IGNOU/ODL mode)  
 III. 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma Programme

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

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

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

### 4.53 Diploma in Teaching German as a Foreign Language (DTG)

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

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

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

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

**Medium of Instruction:** German

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

**Fee :** 7000/- for full programme

**Programme details:**

| Course Code          | Title of the Course                    | Credits   |
|----------------------|--|-----------|
| DTG1                 | General Principles of Teaching         | 6         |
| DTG2                 | Skill Development                      | 4         |
| DTG3                 | Classroom Teaching                     | 4         |
| DTG4                 | Lesson Planning Preparation Evaluation | 10        |
| <b>Total Credits</b> |  | <b>24</b> |

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

## 5. CERTIFICATE PROGRAMMES

### 5.1 Advanced Certificate in Power Distribution Management (ACPDM)<sup>N</sup>

#### School of Engineering & Technology (SOET)

The Advanced Certificate in Power Distribution Management has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power for professionals employed in electrical power utilities or the electricity sector to upgrade their skills, enhance systemic efficiency and demonstrate commercially viable electricity distribution system that deliver quality power to the satisfaction of the beneficiaries. As a part of the national strategy evolved to address and concern of human resource development, this specially designed programme provides opportunity of capacity building in power sector; it is targeted to provide training to the participants of power distribution utilities /companies, engineers and learners of electricity sector.

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

#### Objectives:

The objectives of this programme are to:

- Disseminate information about the current developments and reforms in the power distribution sector,
- Generate awareness about the applications of emerging technologies and trends in the sector, and
- Educate about various aspects of power distribution management to the personnel in the power sector/ candidates aspiring to take up a job in the electrical industry.

**Eligibility:** “Engineering graduate/Engineering Diploma Holders  
OR

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

**Programme Coordinator:** Dr. Rakhi Sharma , [rakhisharma@ignou.ac.in](mailto:rakhisharma@ignou.ac.in), Ph. 011-29572923, 29572924

### 5.2 Advanced Certificate in Information Security (ACISE)

#### School of Vocational Education and Training (SOVET)

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

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

1. Securing one's own desktop
2. Securing one's own data
3. Securing one's connectivity
4. Secure browsing. (E-mail, Internet Application)

5. Secure Internet transaction
6. W3C Compliance
7. Employee perspective of ISO 27000
8. Securing Web servers/services
9. Cyber Forensics
10. Securing in the mobile world
11. Govt. rules in IT Security

**Eligibility:** 10<sup>th</sup> or its equivalent

**Medium of Instruction:** English

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

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

**Programme Details:**

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

**Programme Coordinator:** Ms. Urshla Kant, [urshlakant@ignou.ac.in](mailto:urshlakant@ignou.ac.in), Ph.011-29571648

## 5.3 Post-Graduate Certificate in Extension and Development Studies (PGCEDs)

### School of Extension & Development Studies (SOEDS)

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

**Objectives:**

- To impart knowledge on various aspects of extension and development.
- To train and develop qualified human resources in the professional area of extension and development studies.

**Eligibility:** Any Graduate

**Medium of Instruction:** English

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

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

**Programme Details:**

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

**Programme Coordinators:** Dr. Nehal A. Farooquee, [nafarooquee@ignou.ac.in](mailto:nafarooquee@ignou.ac.in), Ph. 011-29571664

Prof. B.K. Pattanaik, [bkpattanaik@ignou.ac.in](mailto:bkpattanaik@ignou.ac.in), Ph. 011-29571662

Dr. P.V.K. Sasidhar, [pvksasidhar@ignou.ac.in](mailto:pvksasidhar@ignou.ac.in), Ph. 011-29571665

## 5.4 Post Graduate Certificate in Adult Education (PGCAE)

### School of Education (SOE)

This programme aims at providing an opportunity to all those interested in pursuing short-term professional development and capacity building programme in adult education. It will be useful to the graduates interested in working at the

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

#### Objectives:

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

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

#### Programme Study Centres

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

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

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

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

#### Objectives:

The main objectives of the programme are:

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

**Eligibility:** °Graduate in any discipline or 4<sup>th</sup> and 5<sup>th</sup> year students of 5 year integrated LLB course who passed three years.

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

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

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

#### Objectives:

- Provide learners in-depth knowledge of the Indian Patent Law
- Train learners in writing of patent application; and
- Develop expertise in patent search.

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

**Medium of Instruction:** English

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

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

#### Programme Details:

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

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

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

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

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

**Eligibility:** °Graduation

**Medium of Instruction:** Hindi

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

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

### Programme Details:

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

Programme Coordinators: Dr. Harish Kumar Sethi, [hksethi@ignou.ac.in](mailto:hksethi@ignou.ac.in), Ph. 011-29571623  
 Dr. Jyoti Chawla, [jyoti\\_chl@ignou.ac.in](mailto:jyoti_chl@ignou.ac.in), Ph. 011-29571623

## 5.8 PG Certificate in Malayalam-Hindi Translation (PGCMHT)

### School of Translation Studies & Training (SOTST)

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

**Eligibility:** Graduation

**Medium of Instruction:** Hindi

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

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

### Programme Details:

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

Programme Coordinators: Dr. Harish Kumar Sethi, [hksethi@ignou.ac.in](mailto:hksethi@ignou.ac.in), Ph. 011-29571626  
 Dr. Jyoti Chawla, [jyoti\\_chl@ignou.ac.in](mailto:jyoti_chl@ignou.ac.in), Ph. 011-29571623

## 5.9 Post Graduate Certificate in Agriculture Policy (PGCAP)

### School of Agriculture (SOA)

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

### Objectives:

The specific objectives of the programme are to:

- Create understanding of the salient features of the agriculture policy framework among policy makers, implementers and other stakeholders of the system for its effective implementation.

- Develop human resource for:
  - Identification of strategic issues with reference to national policies in agriculture;
  - Analysis of policy aspects and its operationalization; and
  - Development of an implementation framework for agriculture and rural development policies.

**Eligibility:** Graduation in any discipline

**Medium of Instruction:** English

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

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

**Programme Details:**

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

**Programme Coordinator:** Dr. P.K Jain, [pkjain@ignou.ac.in](mailto:pkjain@ignou.ac.in), Ph. 011-29573091/29533167.

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

**Objectives:**

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

**Eligibility:** Graduate in any discipline

**Medium of Instruction:** English and Hindi

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

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

**Programme Details:**

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

**Programme Coordinator:** Prof. D. Gopal, [dgopal@ignou.ac.in](mailto:dgopal@ignou.ac.in), Ph. 011-29572727/29534397

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

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

### Objectives:

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

### Eligibility:

- “Bachelor degree in Computer Science from a recognized university (BCA/BSc-Computer Science)  
OR
- “Bachelor degree in any discipline from a recognized university with diploma/certificate in Computer Science  
OR
- “Bachelor degree in any discipline from a recognized university subject to the condition that PGCIATIVI will only be awarded after successfully completing the CIT programme from IGNOU.

**Medium of Instruction:** English

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

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

### Programme Details:

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

Practical: This programme has practical components.

**Programme Coordinator:** Prof. D. Venkateshwarlu, [dvenkatesh@ignou.ac.in](mailto:dvenkatesh@ignou.ac.in), Ph. : 011-29573059

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

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

### Programme Objectives:

Objectives of the programme are to:

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

### Target Group:

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

**Eligibility:** Graduate in any discipline from a recognised university.

**Medium of Instruction:** English

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

**Fee Structure:** Rs.5000/- for full programme

### Programme Details:

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



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

#### Study Centres:

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

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

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

Programme Coordinator: Dr. Benidhar Deshmukh, [bdeshmukh@ignou.ac.in](mailto:bdeshmukh@ignou.ac.in), Ph. 011-29571677

## 5.13 Certificate in Indigenous Art Practices (CIAP) School of Performing & Visual Arts (SOPVA)

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

#### Objectives:

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

**Eligibility:** Functional Literate

**Medium of Instruction:** English/Hindi as per regional requirement of the zonal cultural centres.

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

**Fee Structure:** Rs. 100/- for full programme

#### Programme Details:

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

| Course Code   | Title of the Course                             | Credits |
|---------------|---|---------|
| OVA 11        | Folk Cultures and Traditions of India (Theory ) | 2       |
| OVAL 12       | Indigenous Practices of Arts (Practical)        | 14      |
| Total Credits |   | 16      |

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

| Course Code   | Title of the Course                            | Credits |
|---------------|--|---------|
| OVA 13        | Folk Cultures and Traditions of India (Theory) | 2       |
| OVAL 14       | Indigenous Practices of Arts (Practical)       | 14      |
| Total Credits |  | 16      |

This programme is not offered for general learners.

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

Programme Coordinator: Dr. Govindraju Bhardwaza, [dr.g\\_bhardwaza@ignou.ac.in](mailto:dr.g_bhardwaza@ignou.ac.in), Ph. 011-29571654

## 5.14 Certificate in Visual Arts – Painting (CVAP)

### School of Performing & Visual Arts (SOPVA)

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

#### Objectives:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs.13,500/-(4,500 X 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                          | Credits |
|---------------|--|---------|
| OVA 1         | Indian Cultural Heritage (Theory)            | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)      | 2       |
| OVA 3         | An Introduction to Indian Arts (Theory)      | 2       |
| OVAL 4        | Direct Study from Simple Objects (Practical) | 4       |
| OVAL 5        | Study from Still Life (Practical)            | 3       |
| OVAL 6        | Composition in Painting (Practical)          | 3       |
| Total Credits |  | 16      |

Programme Coordinator: Mr. Lakshaman Prasad, lakshaman.mau@ignou.ac.in, Ph. 011-29571653

## 5.15 Certificate in Visual Arts – Applied Art (CVAA)

### School of Performing & Visual Arts (SOPVA)

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

#### Objectives:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs.13,500/-(4,500 x 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                          | Credits |
|---------------|--|---------|
| OVA 1         | Indian Cultural Heritage (Theory)            | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)      | 2       |
| OVA 3         | An Introduction to Indian Arts (Theory)      | 2       |
| OVAL 4        | Direct Study from Simple Objects (Practical) | 4       |
| OVAL 7        | Geometrical Design (Practical)               | 3       |
| OVAL 8        | Graphic Design (Practical)                   | 3       |
| Total Credits |  | 16      |

Programme Coordinator: Mohd. Tahir Siddiqui, tahir.sid@ignou.ac.in, Ph. 011-29571658

## 5.16 Certificate in Performing Arts – Theatre Arts (CPATHA)

### School of Performing & Visual Arts (SOPVA)

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

#### Objectives:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs.13,500/- (4,500 x 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                         | Credits |
|---------------|---|---------|
| OVA 1         | Indian Cultural Heritage (Theory)           | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)     | 2       |
| OTH 1         | An Introduction to Theatre & Drama (Theory) | 2       |
| OTHL 2        | Voice & Speech (Practical)                  | 3       |
| OTHL 3        | Physical Aspects of Acting (Practical)      | 3       |
| OTHL 4        | Method Acting-Stanislawsky (Practical)      | 4       |
| Total Credits |   | 16      |

**Programme Coordinator:** Dr. Govindraju Bhardwaza,  
[dr.g\\_bhardwaza@ignou.ac.in](mailto:dr.g_bhardwaza@ignou.ac.in), Ph. 011-29571655

## 5.17 Certificate in Performing Arts>Hindustani Music (CPAHM)

### School of Performing & Visual Arts (SOPVA)

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

#### Objective:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs.13,500/-(4,500 x 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                        | Credits |
|---------------|--|---------|
| OVA 1         | Indian Cultural Heritage (Theory)          | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)    | 2       |
| OMU 1         | An Introduction to Indian Music (Theory)   | 2       |
| OMUL 2        | Hindustani Music Performance-1 (Practical) | 3       |
| OMUL 3        | Hindustani Music Performance-2 (Practical) | 3       |
| OMUL 4        | Hindustani Music Performance-3 (Practical) | 4       |
| Total Credits |  | 16      |

**Programme Coordinator:** Dr. Seema Johari, [dr.seemajohari@ignou.ac.in](mailto:dr.seemajohari@ignou.ac.in), Ph. 011-29571655

## 5.18 Certificate in Performing Arts>Karnatak Music (CPAKM)

### School of Performing & Visual Arts (SOPVA)

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

#### Objective:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs.13,500/-(4,500 x 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                        | Credits |
|---------------|--|---------|
| OVA 1         | Indian Cultural Heritage (Theory)          | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)    | 2       |
| OMU 5         | An Introduction to Karnatak Music (Theory) | 2       |
| OMUL 6        | Karnatak Music Performance-1 (Practical)   | 3       |
| OMUL 7        | Karnatak Music Performance-2 (Practical)   | 3       |
| OMUL 8        | Karnatak Music Performance-3 (Practical)   | 4       |
| Total Credits |  | 16      |

**Programme Coordinator:** Dr. Mallika Banerjee, mallikabanerjee@ignou.ac.in, Ph. 011-29571656

## 5.19 Certificate in Performing Arts>Bharatanatyam (CPABN)

### School of Performing & Visual Arts (SOPVA)

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

#### Objectives:

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

**Eligibility:** 10<sup>th</sup> pass

**Medium of Instruction:** English

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

**Fee Structure:** Rs. 13,500/- (4,500 x 3 installments) for full programme

#### Programme Details:

| Course Code   | Title of the Course                         | Credits |
|---------------|---|---------|
| OVA 1         | Indian Cultural Heritage (Theory)           | 2       |
| OVA 2         | Understanding Indian Art Forms (Theory)     | 2       |
| ODN 1         | Introduction to Indian Dance Forms (Theory) | 2       |
| ODNL 11       | Bharatanatyam 1 (Practical)                 | 4       |
| ODNL 12       | Bharatanatyam 2 (Practical)                 | 4       |
| ODNL 13       | Music and Talas (Practical)                 | 2       |
| Total Credits |   | 16      |

Programme Coordinator: Dr. P. Radhika, radhika@ignou.ac.in, Ph. 011-29571657

## 5.20 Certificate in Arabic Language (CAL)

### School of Foreign Languages (SOFL)

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

**Eligibility:** 10+2 or 18 years of age

**Medium of Instruction:** English/Arabic

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

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

#### Programme Details:

| Course Code   | Title of the Course  | Credits |
|---------------|----------------------|---------|
| BAL 1         | Basics of Arabic     | 8       |
| BAL 2         | Communication Skills | 8       |
| Total Credits |                      | 16      |

Programme Coordinator: Dr. Mohd. Saleem, Saleem@ignou.ac.in, Ph. 011-29571637

## 5.21 Certificate in French Language (CFL)

### School of Foreign Languages (SOFL)

The Certificate in French Language Programme aims to introduce the French language to beginners and gradually build up skills in reading, writing, listening and speaking, simultaneously developing intercultural competence. The programme is developed around the textbook *Connexions, Methode de francais* and based on the CEFR (Common European Framework of Reference for Language) used for international standardization of pedagogy of European languages around the world.

The book is being supplemented with additional self study materials developed by IGNOU in the form of user manuals with study guide, exercises on grammar plus CDs for developing spoken language skills and pronunciation.

The significant feature of the programme is that materials have been prepared both in English-French and Hindi-French to be accessible to a large number of learners. This makes them have choice of opting for either of the two media, as per their linguistic background.

– The programme is of 12 Credits, each credit amounting to 30 hrs. of total study time.

**Eligibility:** 10+2 and 18 years of age (minimum)

**Medium of Instruction.** English & Hindi

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

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

| Course Code   | Title of the Course   | Credits |
|---------------|-----------------------|---------|
| BFLI 1        | Talking About Oneself | 3       |
| BFLI 2        | Interaction           | 3       |
| BFLI 3        | Space                 | 3       |
| BFLI 4        | Time                  | 3       |
| Total Credits |                       | 12      |

The Regional Centres offering this programme are: Delhi, Lucknow, Aligarh, Rajkot, Nagpur, Guwahati, Karnal and Shimla

Programme Coordinator: Dr. Deepanwita Srivastava; [deepan@ignou.ac.in](mailto:deepan@ignou.ac.in); Ph. 011-29571636

## 5.22 Certificate in Russian Language (CRUL)

### School of Foreign Language (SOFL)

The Certificate in Russian Language is six-month programme of 16 credits. The programme aims at providing beginners with basics of Russian Language. The objective of the programme is to introduce learners to the basics of Russian grammar and phonetics so that they can read, write, listen and speak Russian in an accurate manner. The programme bilingual (Russian/English) in medium and has Self Learning material integrated with Audio Visual components, which will further enhance their learning capacity. The Programme will enable learners to speak and write Russian with confidence in their daily communications.

**Eligibility:** Minimum age 18 years. No formal qualification is required Class 10 level of English proficiency is desirable.

**Medium of Instruction:** Russian and English

**Duration:** Minimum six months and Maximum 2 years offered in both January and July cycle of admission.

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

Programme Details:

| Course Code   | Title of the Course     | Credits |
|---------------|-------------------------|---------|
| ORU 001       | Communication Skills-I  | 8       |
| ORUL 002      | Communication Skills-II | 8       |
| Total Credits |                         | 16      |

Programme Coordinator: Mr. Shivaji Bhaskar, [shivajibhaskar@ignou.ac.in](mailto:shivajibhaskar@ignou.ac.in), Ph. 011-29571639

## 5.23 Certificate in Disaster Management (CDM)

### School of Social Sciences (SOSS)

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

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

**Medium of Instruction:** English & Hindi

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

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

Programme Details:

| Course Code   | Title of the Course                        | Credits |
|---------------|--|---------|
| CDM 1         | Foundation Course in Disaster Management   | 8       |
| CDM 2         | Disaster Management : Methods & Techniques | 8       |
| Total Credits |  | 16      |

Programme Coordinator: Prof. Pardeep Sahni, [pardeepsahni@gmail.com](mailto:pardeepsahni@gmail.com), Ph. 011-29535140/011-29572735

## 5.24 Certificate in Environmental Studies (CES) School of Social Sciences (SOSS)

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

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

**Medium of Instruction:** English & Hindi

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

**Fee Structure:** Rs.2,000/-

**Programme Details:**

| Course Code   | Title of the Course                     | Credits |
|---------------|---|---------|
| AHE 1         | Human Environment (without AHE Project) | 6       |
| TS 5          | Ecology, Environment and Tourism        | 8       |
| PES 1         | Project Work - Environmental Studies    | 4       |
| Total Credits |   | 18      |

**Programme Coordinator:** Prof. Ravindra Kumar, [profravin@yahoo.co.in](mailto:profravin@yahoo.co.in), 011-29572744

## 5.25 Certificate Programme in NGO Management (CNM) School of Management Studies (SOMS)

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

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

**Objectives:**

The objectives of the programme are as follows:

- To provide the basic managerial concepts to NGO workers;
- To give a firsthand experience to the NGO workers or for that matter to the end users of the programme;
- To help and enhance the skills of end users at various levels of management.

**Eligibility:** 10+2 or Matriculate with at least 3 years of work experience in NGO sector.

**Medium of Instruction:** English

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

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

**Programme Details:**

| Course Code   | Title of the Course            | Credits |
|---------------|--------------------------------|---------|
| BMS 1         | Introduction to NGO Management | 4       |
| BMS 2         | Management Functions           | 4       |
| BMS 3         | Health Care Management         | 4       |
| Total Credits |                                | 12      |

Contact programme of 7 days is a compulsory, non-credit component and is to be done in any of the registered NOG's. The completion certificate regarding the contact programme is to be submitted by the student to the concerned regional centre. The study centres for this programme are same as the study centres for other Management Programmes.

**Programme Coordinator:** Dr. Neeti Agrawal, [neeti@ignou.ac.in](mailto:neeti@ignou.ac.in), Ph. 011-29573020

## 5.26 Certificate in Business Skills (CBS)

### School of Management Studies (SOMS)

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

In order to be eligible for the award of the Certificate in Business Skills, one has to complete the following 4 courses equivalent to 18 credits :

**Eligibility:** 10+2 or its equivalent.

**Medium of Instruction:** English

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

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

Programme Details:

| Course Code   | Title of the Course                       | Credits |
|---------------|---|---------|
| ECO 1         | Business Organisation                     | 4       |
| PCO 1         | Preparatory Course in Commerce            | 4       |
| BCOA 1        | Business Communication & Entrepreneurship | 4       |
| CITL 1        | Laboratory Course                         | 6       |
| Total Credits |   | 18      |

Programme Coordinators: Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, Ph. 011-29573018

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

### School of Humanities (SOH)

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

**Eligibility:** Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience

**Medium of Instruction:** English

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

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

Programme Details:

| Course Code                           | Title of the Course                | Credits |
|---------------------------------------|------------------------------------|---------|
| I) Compulsory Courses                 |                                    |         |
| CTE 1                                 | The Language Learner               | 4       |
| CTE 2                                 | The Structure of English           | 4       |
| CTE 3                                 | Teaching Strategies                | 4       |
| II) Optional Courses (Select any one) |                                    |         |
| CTE 4                                 | Teaching English-Elementary School | 4       |
| CTE 5                                 | Teaching English-Secondary School  | 4       |
| Total Credits                         |                                    | 16      |

Programme Coordinator: Prof. Anju S. Gupta, anjusgupta7@gmail.com, Ph. 011-29572776



## 5.28 Certificate in Functional English (Basic Level) (CFE) School of Humanities (SOH)

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

**Eligibility:** 10+2 or its equivalent

**Medium of Instruction:** English

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

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

**Programme Details:**

| Course Code   | Title of the Course    | Credits |
|---------------|------------------------|---------|
| BEG 4         | English in Daily Life  | 4       |
| BEG 5         | English in Education   | 4       |
| BEG 6         | Joining the Work Force | 4       |
| Total Credits |                        | 12      |

**Programme Coordinator:** Prof. Anju S. Gupta, [anjusgupta7@gmail.com](mailto:anjusgupta7@gmail.com), Ph. 011-29572776

## 5.29 Certificate in Urdu Language (CUL) School of Humanities (SOH)

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

**Eligibility:** Anyone interested in studying Urdu.

**Medium of Instruction:** Bilingual Hindi/Urdu

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

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

**Programme Details:**

| Course Code   | Title of the Course                  | Credits |
|---------------|--------------------------------------|---------|
| OUL 1         | Script & Pronunciation               | 8       |
| OUL 2         | Communicative & Comprehensive Skills | 8       |
| Total Credits |                                      | 16      |

**Programme Coordinators:** Prof. Satyakam, [satyakam@ignou.ac.in](mailto:satyakam@ignou.ac.in), Ph. 011-29572751  
Dr. Mohd. Akbar, [akbarjnu79@gmail.com](mailto:akbarjnu79@gmail.com), Mob. 9868598805

## 5.30 Certificate in HIV and Family Education (CAFE) School of Social Work (SOSW)

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

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

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

| Course Code                       | Title of the Course                | Credits |
|-----------------------------------|------------------------------------|---------|
| Compulsory Courses                |                                    |         |
| BFE 101                           | Basics of HIV/AIDS                 | 4       |
| BFE 102                           | Basics of Family Education         | 4       |
| Elective Courses (Choose any two) |                                    |         |
| BFEE 101                          | Elective on HIV/AIDS               | 4       |
| BFEE 102                          | Elective on Family Education       | 4       |
| BFEE 103                          | Alcohol, Drugs & HIV               | 4       |
| BFEE 104                          | Communication & Counselling in HIV | 4       |
| Total Credits                     |                                    | 16      |

**Programme Coordinator:** Dr. Rose NembiakKim, rosenembiakKim@ignou.ac.in, Ph. 011-29571695

## 5.31 Certificate in Social Work and Criminal Justice System (CSWCJS) School of Social Work (SOSW)

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

**Eligibility:** Graduate in any discipline

**Medium of Instruction:** English & Hindi

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

**Fee Structure:** Rs.1,100/- for full programme

**Programme Details:**

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| MSW 31        | Social Work Intervention in Correctional Settings (Compulsory) | 4       |
| MSW 32        | Social Work and Criminal Justice (Compulsory)                  | 4       |
| MSWL 33       | Social Work Practicum in Correctional Settings (Compulsory)    | 8       |
| Total Credits |  | 16      |

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

## 5.32 Certificate in Health Care Waste Management (CHCWM) School of Health Sciences (SOHS)

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

The programme aims to:

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

**Eligibility:** Doctors, Nurses, Paramedics, Health Managers and other professional workers with a minimum of 10+2 qualification

**Medium of Instruction:** English & Hindi

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

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

**Programme Details:**

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| BHM 1         | Fundamentals: Environment and Health, Health Care Waste Management Regulations | 4       |
| BHM 2         | Health Care Waste Management: Concepts, Technologies and Training              | 6       |
| BHMP 3        | Project  | 4       |
| Total Credits |  | 14      |

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

**Programme Coordinator:** Dr. Ruchika Kuba, [ruchikakuba@yahoo.com](mailto:ruchikakuba@yahoo.com), Ph. 011-29572813

## 5.33 Certificate in Newborn and Infant Nursing (CNIN)

### School of Health Sciences (SOHS)

Certificate in newborn and infant nursing is a six-month programme of 16 credits (6 credits in theory and 10 credits in practical) having 2 courses (1 theory and 1 practical courses).

**Objectives:**

The programme aims to:

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

**Eligibility:** Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) / B.Sc. (N) or above

**Medium of Instruction:** English

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

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

**Programme Details:**

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| Theory        |  |         |
| BNS 115       | Nursing Care of New Born and Infant                            | 6       |
| Practical     |  |         |
| BNSL 115      | Nursing Practices and Procedures in Care of Newborn and Infant | 10      |
| Total Credits |  | 16      |

**Programme Coordinator:** Prof. Pity Koul, Ms. Rohini Sharma, [cnin@ignou.ac.in](mailto:cnin@ignou.ac.in), Ph. 011-29572815

## 5.34 Certificate in Maternal and Child Health Nursing (CMCHN) School of Health Sciences (SOHS)

Certificate Programme in Maternal and Child Health Nursing is a 16 credits programme 6 credits in theory and 10 credits in practical and has 1 theory course and 1 practical course.

### Objectives:

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

**Eligibility:** Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) and above OR Auxiliary Nurse Midwife (ANM) /Female Health Worker (FHW)/Health Supervisor(HS)/ Lady Health Visitor (LHV)/Public Health Nurse (PHN).

**Medium of Instruction:** English

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

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

### Programme Details:

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| BNS 117       | Maternal and Child Health Care                             | 6       |
| BNSL 117      | Practices and Procedures in Maternal and Child Health Care | 10      |
| Total Credits |  | 16      |

**Programme Coordinator:** Prof. Pity Koul, Dr. Reeta Devi, cmchn@ignou.ac.in, Ph. 011-29572817

## 5.35 Certificate in Home Based Health Care (CHBHC) School of Health Sciences (SOHS)

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

### Objectives:

The broad objectives of this programme are to:

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

**Eligibility:** Minimum educational qualification - 10<sup>th</sup> pass (Matriculation)

**Medium of Instruction:** English/Hindi

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

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

### Programme Details:

| Course Code   | Title of the Course                           | Credits |
|---------------|---|---------|
| CNS-HC 1      | Home Based Care (Theory)                      | 4       |
| CNS-HCP 1     | Skills Related to Home Based Care (Practical) | 10      |
| Total Credits |   | 14      |

**Programme Coordinator:** Mrs. Reeta Devi, reetadevi@ignou.ac.in, Ph. 011-29572817

## 5.36 Certificate in Community Radio (CCR)

### School of Journalism & New Media Studies (SOJNMS)

**Eligibility:** 10<sup>th</sup> pass or its equivalent

**Medium of Instruction:** English/Hindi

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

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

**Programme Detail:**

| Course Code   | Title of the Course             | Credits |
|---------------|---------------------------------|---------|
| BJM 1         | Introduction to Community Radio | 4       |
| BJM 2         | Operating a Community Radio     | 4       |
| BJMP 1        | Practical/Internship (10 days)  | 8       |
| Total Credits |                                 | 16      |

**Practical Component**

The programme has a mandatory component of Practical/Internship spread over ten days. It will be conducted at select AIR/Gyan Vani Radio Stations or at IGNOU Headquarter (New Delhi). Students need to attend it at their own cost.

**Programme Coordinator:** Dr. O.P Dewal, [opdewal@ignou.ac.in](mailto:opdewal@ignou.ac.in), Ph. 011-29571603

## 5.37 Certificate in Tourism Studies (CTS)

### School of Tourism and Hospitality Services Management (SOTHSM)

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

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

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.1,500/- for full programme

**Programme Details:**

| Course Code   | Title of the Course   | Credits |
|---------------|---|---------|
| TS 1          | Foundation Course in Tourism                                | 8       |
| TS 2          | Tourism Development : Products, Operations and Case Studies | 8       |
| Total Credits |   | 16      |

**Programme Coordinator:** Ph. 011-29571757

## 5.38 Certificate in Food and Nutrition (CFN)

### School of Continuing Education (SOCE)

The Certificate in Foods and Nutrition is basically a Post-Literacy level awareness programme meant for people with basic reading and writing skills. The Programme aims to acquaint the learner with the role of food in ensuring healthy living for the individual, family and community. It includes features like food selection and preparation, nutrition from infancy to old age, economics of food, kitchen gardening, food adulteration, consumer rights, safety and education, etc. The programme lays primary emphasis on Nutrition with relevance to present day scenario, cost effectiveness, environment friendly approaches that reaches to almost the entire nation, hence making the learners responsible and aware citizens of tomorrow.

**Eligibility:** No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form.

**Medium of Instruction:** English, Hindi, Assamese, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil and Oriya

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

**Fee Structure:** Rs. 1,100/- for full programme

#### Programme Details:

| Course Code   | Title of the Course           | Credits |
|---------------|-------------------------------|---------|
| CFN 1         | You and Your Food             | 6       |
| CFN 2         | Your Food and its Utilisation | 6       |
| CFN 3         | Economics of Food             | 4       |
| Total Credits |                               | 16      |

Programme Coordinator: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960

### 5.39 Certificate in Nutrition and Child Care (CNCC) School of Continuing Education (SOCE)

This programme of study would be of tremendous relevance and use to all those who need to have the knowledge, understanding and skills, both with regard to Nutrition and Child Development. The Certificate in Nutrition and Child Care is specifically vocational in nature, opening avenues for employment as well as self-employment. Doing a programme of this nature, combining knowledge and skill development in the areas of Nutrition and Early Childhood Care and Education would make the learner uniquely qualified to take up jobs as functionaries with Government and Non-Government organisations working for women and children.

**Eligibility:** 10+2 or its equivalent or BPP from IGNOU

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

**Fee Structure:** Rs. 1,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course            | Credits |
|---------------|--------------------------------|---------|
| CNCC 1        | Nutrition for the Community    | 8       |
| CNCC 2        | Organising Child Care Services | 8       |
| Total Credits |                                | 16      |

Programme Coordinators: Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011-29536347, 29572960  
Dr. Rekha Sharma Sen, rekhasharmasen@ignou.ac.in, Ph. 011-29572958

### 5.40 Certificate in Rural Development (CRD) School of Continuing Education (SOCE)

This Programme in Rural Development provides a comprehensive knowledge of socio-economic factors affecting the transformation of rural society. The contents are designed to impart the integrated understanding about the crucial dimensions of rural development. It is primarily meant for those learners who, because of the limitations of time and resources are unable to take up Post Graduate Diploma in Rural Development but are still interested to have a comprehensive orientation in rural development within a short period of time. The learners who have completed CRD and further interested in programmes of rural development i.e., MARD and PGDRD are entitled for credit transfer.

**Eligibility:** Bachelor's Degree

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions

**Fee Structure:** Rs. 1,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                       | Credits |
|---------------|---|---------|
| MRD 101       | Rural Development : Indian Context        | 6       |
| MRD 102       | Rural Development Programmes              | 6       |
| MRD 103       | Rural Development Planning and Management | 6       |
| Total Credits |   | 18      |

Programme Coordinator: Dr. R.P. Singh, rpsingh@ignou.ac.in, Ph. 011-29572952

## 5.41 Certificate in Sericulture (CIS) ++

### School of Agriculture (SOA)

This programme has been developed with the support of Central Silk Board, Ministry of Textiles, Govt. of India. India occupies second position among the silk producing countries in the world besides being the largest silk consumer. The limited coverage is being made by the Central Silk Board under the educational and training components for the farmers, entrepreneurs and technicians through its institutional network. CSB and IGNOU aim to impart scientific & entrepreneurial principles to the farmers and technicians involved in mulberry cultivation and silkworm production through ODL.

#### Objectives:

The main objectives of the programme are to:

- prepare the rural youth/farmers for accepting sericulture as profit making enterprise;
- impart knowledge and technical skills in various aspects of Sericulture; and
- create awareness about the opportunities and employment in Sericulture.

**Eligibility:** 10<sup>th</sup> pass out OR non-10<sup>th</sup> pass-out having two years experience in the field of sericulture. The experience certificate should be from the extension officials of the Dept of Sericulture/Agriculture/Extension/Recognized NGOs/ Industry.

**Medium of Instruction:** English and Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.3,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course         | Credits |
|---------------|-----------------------------|---------|
| BLP 1         | Introduction to Sericulture | 2       |
| BLPI 2        | Host Plant Cultivation      | 6       |
| BLPI 3        | Silkworm Rearing            | 6       |
| BLP 4         | Crop Protection             | 2       |
| Total Credits |                             | 16      |

A 20-days hands-on training will be conducted at the Programme Study Centre in which all the practical aspects of Host-Plant cultivation and silkworm rearing will be covered.

**Programme Coordinator:** Dr. P. Vijayakumar, [pvkumar@ignou.ac.in](mailto:pvkumar@ignou.ac.in), Ph. 011-29573092

## 5.42 Certificate in Organic Farming (COF) ++

### School of Agriculture (SOA)

This programme has been developed with the support of APEDA, GoI.

Chemical fertilizers and pesticides rob the soil health, life, and vitality and thus produce crops that lack balance nutrition. These crops further contain residues of the poisonous chemicals that disrupt the health of human. Now emphasis is being laid on organic agriculture which primarily depends on the On-farm resources and maintains the farm biodiversity for sustaining the production in long run without use of chemicals.

The present programme aims to tap the global market of organic by educating the farmers about various aspects of organic production and certification.

#### Objectives:

- to impart knowledge and proficiency in Organic production practices, Certification process and Marketing of organically raised agricultural products, and
- to promote self employment and income generation.

**Eligibility:** 12<sup>th</sup> pass or its equivalent or 10<sup>th</sup> + BPP from IGNOU Minimum 18 years of age

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.4,000/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                             | Credits |
|---------------|---|---------|
| BAP 1         | Introduction to Organic Farming                 | 2       |
| BAPI 1        | Organic Production System                       | 6       |
| BAPI 2        | Inspection and Certification of Organic Produce | 4       |
| BAPI 3        | Economics and Marketing of Organic Produce      | 4       |
| Total Credits |   | 16      |

Programme Coordinator: Dr. S.K Yadav, skyadav30@gmail.com, Ph. 011-29573088/011-29533167

### 5.43 Certificate in Water Harvesting & Management (CWHM) ++ School of Agriculture (SOA)

Over the years with consistent increase in population urbanisation and industrialisation, increasing demand for agriculture produce, has led to over-exploitation of limited surface as well as groundwater resource. This has also resulted in sharp decline in groundwater table. The situation can be effectively reversed through rainwater harvesting which essentially means collection and storage of the rainwater from rooftop or from surface catchments for future use. Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. This certificate programme intends to generate mass awareness and disseminate skills through trained human resources, about rainwater harvesting techniques and management for the optimal use of harvested water by all concerned.

#### Objectives:

The main objectives of the programme are to:

- sensitize and educate learners on augmentation & utilization of water resources;
- impart necessary skills and expertise to understand water harvesting techniques; and
- enable learners to act as trainers and organizers at household and community levels for water management in terms of its usage and also for water conservation.

**Eligibility:** i) 10<sup>th</sup> pass  
ii) BPP from IGNOU

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.2,000/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                            | Credits |
|---------------|--|---------|
| ONR 1         | Introduction to Water Harvesting               | 2       |
| ONR 2         | Basics of Hydrology                            | 4       |
| ONR 3         | Water Harvesting, Conservation and Utilization | 6       |
| ONRL 1        | Practical Training at Water Harvesting Agency  | 4       |
| Total Credits |  | 16      |

Programme Coordinators: Dr. Mukesh Kumar, mkumar@ignou.ac.in, Ph. 011-29572971

Dr. Sanjeev Pandey, rcdelhi2@ignou.ac.in, Ph. 23392274/76/77

### 5.44 Certificate in Poultry Farming (CPF) ++ School of Agriculture (SOA)

Poultry Farming has been one of the most important subsidiary occupation of the farming community in India. It is a remunerative business both in rural and urban areas due to the requirement of small space, low capital investment and quick return throughout the year. It has a significant role in the eradication of malnutrition and poverty as well as eliminating un- and under-employment among the rural masses. However, due to lack of modern and updated method of poultry farming, the farmers are practicing their own way which is unproductive and not commercially viable. The present programme aims to impart knowledge and skill to make Poultry Farming a viable business. The target group includes: Rural youth, Women, Farmers and Entrepreneurs.



### Objectives:

The main objectives of the programme are to:

- develop and strengthen Human Resource by infusing/imparting knowledge and skill in Poultry Farming through Open and Distance Learning (ODL) Mode;
- create awareness about the opportunities of employment and livelihood in Poultry Sector; and
- impart basic knowledge and technical proficiency in Poultry Breeding, Housing, Management and Nutrition.

**Eligibility:** 8<sup>th</sup> Pass

**Medium of Instruction:** English, Hindi, Mizo and Telugu

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.3,000/- for full programme

### Programme Details:

| Course Code   | Title of the Course                           | Credits |
|---------------|---|---------|
| OLP 1         | Introduction to Poultry Farming               | 2       |
| OLPI 1        | Poultry Housing and Management                | 6       |
| OLPI 2        | Poultry Feeds and Feeding                     | 4       |
| OLPL 1        | Poultry Health Care and Bio-security Measures | 2       |
| OLPL 2        | Poultry Farm Training                         | 2       |
| Total Credits |   | 16      |

A compulsory 10-days continuous hands-on training (OLPL2) will be conducted at the Programme Study Centres (PSCs).

**Programme Coordinator:** Dr. P. Vijayakumar, [pvkumar@ignou.ac.in](mailto:pvkumar@ignou.ac.in), Ph. 011-29573092

## 5.45 Certificate in Beekeeping (CIB) ++ School of Agriculture (SOA)

There is always an increasing demand for the honey across the world. Most of the honey is being collected from the wild resources (forest) and a limited population is engaged to rear the bees. Due to less technical knowledge and poor infrastructure, the honey production is less. A great potential exists in this area, when this unorganized sector can be established into an organized one for the betterment of the society.

At village level, successful honey production provides nutritional and economic security and also empowerment to the farmers, farm women, and rural youth. Beekeeping also helps conserve the natural resources. There is a need to impart improved technical knowhow to the traditional beekeepers in order to facilitate the adoption of improved technologies available in this area.

The certification may be required to the beekeeper to seek any financial help from any bank, non-governmental or governmental agencies, etc.

### Objectives:

The main objectives of the programme are to:

- impart education about modern beekeeping.
- build human resource in the beekeeping sector.
- diversification of apiculture to increase income of the farmers; and
- develop entrepreneurial skills in beekeepers.

**Eligibility:** 8<sup>th</sup> Pass or Professional Beekeepers

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.1,100/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                       | Credits |
|---------------|---|---------|
| OAPI 11       | Introduction to Beekeeping                | 4       |
| OAPI 12       | Management of Honey Bee Colonies          | 8       |
| OAPI 13       | Hive Products and Economics of Beekeeping | 4       |
| Total Credits |   | 16      |

Programme Coordinator: Dr. S.K. Yadav, skyadav30@gmail.com. Ph. 011-29573088/011-29533167

## 5.46 Certificate in Human Rights (CHR)

### School of Law (SOL)

Certificate in Human Rights Programme is an innovative learning package of 16 credits spread over 2 courses. It has been designed specifically to sensitize and educate professionals and workers who, as a part of their routine duty, interact with masses daily. Besides general students, specific target groups include law enforcement personnel (police, army, paramilitary forces) and functionaries of the lower judiciary and administrative officers, primary school teachers and NGO functionaries. In preparing the course material, special care has been taken to address the concerns raised by the UN High Commissioner for Human Rights at the time of launching of the UN Decade for Human Rights Education.

**Eligibility:** 10+2 OR its equivalent OR BPP from IGNOU

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.2,000/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                            | Credits |
|---------------|--|---------|
| CHR 11        | Human Rights: Evolution, Concepts and Concerns | 8       |
| CHR 12        | Human Rights in India                          | 8       |
| Total Credits |  | 16      |

Programme Coordinator: Dr. Anand Gupta, anandgupta@ignou.ac.in, Ph. 011-29572983

## 5.47 Certificate in Consumer Protection (CCP)

### School of Law (SOL)

This 16 Credit Programme on Consumer Protection is open to candidates with 10+2 qualifications or have done BPP from IGNOU. The Programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this Programme the learners may become consumer activists, work in industries, NGOs and government departments on consumer affairs. They can file and plead their own cases in Consumer Redressal forums created under consumer Protection Act, 1986.

**Eligibility:** 10+2 OR its equivalent OR BPP from IGNOU

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs. 1,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                              | Credits |
|---------------|--|---------|
| ACS 1         | Application Oriented Courses in Consumer Studies | 8       |
| CPI           | Consumer Protection Issues and Acts              | 4       |
| CCP           | Project Work in Consumer Protection              | 4       |
| Total Credits |  | 16      |

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29531115/29572981

## 5.48 Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) School of Law (SOL)

The main objective of the programme on Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) is to have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

**Eligibility:** i) 10+2 for in-service personnel (with minimum three years service)

ii) Any degree for fresher

**Medium of Instruction:** English

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.7,000/- for full programme

**Programme Details:**

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| BLE 11        | Cooperation: Genesis, Principles, Values, Policy, Growth and Development | 4       |
| BLE 12        | Co-operative Law   | 4       |
| BLE 13        | Business Law as applicable to Cooperatives – I                           | 4       |
| BLE 14        | Business Law as applicable to Cooperatives – II                          | 4       |
| Total Credits |  | 16      |

**Programme Coordinator:** Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29531115/29572981

## 5.49 Certificate in Anti Human Trafficking (CAHT) School of Law (SOL)

**Objectives:**

- To bring about awareness and provide comprehensive understanding to the learners in Anti Human Trafficking.
- To develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of Human Trafficking directly or indirectly.
- Awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners.
- To develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking.
- Prepare well informed professionals, those working in the government agencies, civil society organisations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation and reintegration.

**Eligibility:** 10+2 with five years of experience in the related field/10th standard (after doing bridge course from IGNOU, they will be admitted).

**Medium of Instruction:** English and Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.1,100/- for full programme

**Programme Details:**

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| BLE 31        | Understanding Human Trafficking                              | 4       |
| BLE 32        | Law Policies and Institutional Response to Human Trafficking | 4       |
| BLE 33        | Rehabilitation and Prevention                                | 4       |
| BLEP 34       | Project Work   | 4       |
| Total Credits |  | 16      |

- Job Opportunity:**
- Police Personnel's can work in Anti Human Trafficking units.
  - Learners can work in International and National NGO's/Legal firms related to Human Trafficking, Legal aid, Juvenile Justice, Women, Children and disability etc.

**Programme Coordinator:** Ms. Mansi Sharma, mansisharma@ignou.ac.in, Ph. 011-29572992

## 5.50 Certificate in International Humanitarian Law (CIHL) School of Law (SOL)

This programme is developed with the support of International Committee of Red Cross (ICRC), New Delhi.

### Objectives:

The objective of the programme is to develop :

- Knowledge and skills in the area of International Humanitarian Law.
- To provide specialists understanding on contemporary issues International Humanitarian Law in South Asian Regions.
- To enhance the competencies of professional already working in the area of IHL.

**Eligibility:** 10+2 or its equivalent or BPP from IGNOU

**Medium of Instruction:** English

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.2,200/- for full programme

### Programme Details:

| Course Code   | Title of the Course                          | Credits |
|---------------|--|---------|
| BLE 35        | Understanding International Humanitarian Law | 4       |
| BLE 36        | Application of IHL                           | 4       |
| BLE 37        | IHL Issues of Concern in South Asia          | 4       |
| BLEP 38       | Project Work                                 | 4       |
| Total Credits |  | 16      |

**Programme Coordinator:** Dr. Anand Gupta, anandgupta@ignou.ac.in, Ph. 011-29572983

## 5.51 Certificate in Information Technology (CIT) School of Computer & Information Sciences (SOCIS)

This is a programme which not only imparts fundamentals of Computer Systems and Information Technology but also introduces advanced technologies such as Multimedia and Internet. This programme is also having a dedicated practical course. Students get hands-on experience in the areas of Word Processing, Spread Sheets, Presentation Tools, Databases and Web Site Development. One of the highlights of this programme is that students also learn a little bit of Programming using 'C' language.

**Eligibility:** 10<sup>th</sup> Pass OR SSC OR BPP from IGNOU OR DLC from Microsoft or equivalent

**Medium of Instruction:** English

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.4,000/- for full programme

### Programme Details:

| Course Code   | Title of the Course                              | Credits |
|---------------|--|---------|
| CIT 1         | Fundamentals of Computer Systems                 | 4       |
| CIT 2         | Introduction to Information Technology           | 4       |
| CIT 3         | Web based Technologies & Multimedia Applications | 4       |
| CITL 1        | Laboratory Course                                | 6       |
| Total Credits |  | 18      |

**Programme Coordinator:** Sh. P.V. Suresh, cit@ignou.ac.in, Ph. 011-29572908

## 5.52 Certificate in Guidance (CIG)

### School of Education (SOE)

The Certificate in Guidance Programme is a joint project of Indira Gandhi National Open University (IGNOU) and National Council of Educational Research and Training (NCERT).

This Programme would enable the participants to:

- develop an understanding of child development and individual differences in the context of the educational processes,
- develop an understanding of the concepts and processes involved in guiding elementary school children for learning and socio-emotional development,
- identify children with special needs and problems, and
- Suggest intervention strategies for parents, teachers, social workers, volunteers and other adults to facilitate all-round development of children.

The Programme is essentially for a target group comprising of teachers, parents, social workers, personnel from voluntary agencies or any individual who is interested in understanding and guiding children. The Programme consists of four courses of four Credits each.

**Eligibility:** Teachers of recognized Institutions OR Pass in Matriculation/SSC OR BPP from IGNOU

**Medium of Instruction:** English, Hindi and Odia

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycles of admission.

**Fee Structure:** Rs.1,100/- for full programme

**Programme Details:**

| Course Code   | Title of the Course                             | Credits |
|---------------|---|---------|
| NES 101       | Understanding the Elementary School Child       | 4       |
| NES 102       | Facilitating Growth and Development             | 4       |
| NES 103       | Guiding Children's Learning                     | 4       |
| NES 104       | Guiding Socio-emotional Development of Children | 4       |
| Total Credits |   | 16      |

**Programme Coordinator:** Dr. Eisha Kannadi, [ekannadi@ignou.ac.in](mailto:ekannadi@ignou.ac.in), Ph. 011-29572938

## 5.53 Certificate in Communication & IT Skills (CCITSK)

### School of Vocational Education and Training (SOVET)

The Certificate in Communication and IT Skills is a 16 Credits programme. The course has been designed keeping in mind the BPO industry and other forms of industry. The Communication Skills course covers area of listening, reading, writing, grammar pronunciations, vocabulary and speaking. The IT Skills course covers area like MS Word, MS PowerPoint, MS Access, MS Excel.

**Eligibility:** 10+2 pass with English as one of the subject

**Medium of Instruction:** English

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.4,500/- for full programme

**Programme Details:**

| Course Code   | Title of the Course   | Credits |
|---------------|-----------------------|---------|
| BPOI 6        | English Communication | 8       |
| BPOI 7        | IT Skills             | 8       |
| Total Credits |                       | 16      |

A student who has completed this Certificate Programme will be exempted from doing these Courses offered in the 2nd Semester of Diploma in Business Process Outsourcing - Finance & Accounting (DBPOFA) Programme provided they fulfill the other eligibility criteria.

**Programme Coordinator:** Dr. Geetika S. Johry, [geetikajohry@ignou.ac.in](mailto:geetikajohry@ignou.ac.in), Ph. 011-29571646

## 5.54 Certificate Programme in Laboratory Techniques (CPLT) School of Sciences (SOS)

This programme is designed to provide the know-how and skills needed to work as a laboratory technician in a School/College Science laboratory. It will train learners to extend effective and efficient services to the Science teachers and students in these laboratories. It is a highly skill-oriented programme and involves intensive practical work. The objectives of the programme are to help learners to know about basic facilities and equipment in School/College Science laboratories, and train them in the skills of organizing and managing these laboratories, maintaining simple instruments and taking care of laboratory safety aspects.

**Eligibility:** 10+2 with Science subjects or equivalent OR pass in Higher Secondary with Science subjects or equivalent and one year of experience of working in a School/College/University science laboratory OR 10<sup>th</sup> pass or equivalent with Science subjects and two years experience of working in a School/College/University science laboratory

**Medium of Instruction:** English and Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.3,500/- for full programme

**Programme Details:**

| Course Code   | Course Title                               | Nature of Course | Credits |
|---------------|--|------------------|---------|
| CLT 101       | Good Laboratory Practices                  | Theory           | 04      |
| CLTL 101      | Good Laboratory Practices: Basic Exercises | Laboratory       | 02      |
| CLT 102       | Laboratory Techniques in Biology           | Theory           | 02      |
| CLTL 102      | Basic Experiments in Biology               | Laboratory       | 02      |
| CLT 103       | Laboratory Techniques in Chemistry         | Theory           | 02      |
| CLTL 103      | Basic Experiments in Chemistry             | Laboratory       | 02      |
| CLT 104       | Laboratory Techniques in Physics           | Theory           | 02      |
| CLTL 104      | Basic Experiments in Physics               | Laboratory       | 02      |
| Total Credits |  |                  | 18      |

\* IGNOU will try to make every effort to conduct Laboratory Courses of the programme at the Study Centre chosen by you. But in case of any difficulty, you may be advised to attend the Laboratory Courses at some other Study Centre. You should be prepared for such a situation.

**Programme Coordinator:** Prof. Lalita S. Kumar, lalitaskumar@ignou.ac.in, Ph. 011-29572808

## 5.55 Certificate Programme in Teaching of Primary School Mathematics (CTPM) School of Sciences (SOS)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society. The objectives are expected to be met by exposing the learners of this programme to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

**Eligibility:** Adult with 10<sup>th</sup> pass

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

**Fee Structure:** Rs. 1,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course  | Credits |
|---------------|--|---------|
| AMT 1         | Teaching of Primary School Mathematics<br>(6 credits theory + 2 credits project) | 8       |
| LMT 1         | Learning Mathematics   | 8       |
| Total Credits |  | 16      |

Programme Coordinator: Prof. Parvin Sinclair & Prof. Sujatha Varma, [ctpm@ignou.ac.in](mailto:ctpm@ignou.ac.in), Ph. 011-29572830

## 5.56 Certificate Programme in Value Education (CPVE) School of Extension and Development Studies (SOEDS)

CPVE is a six months certificate programme designed to inculcate the importance of value education in teaching-learning process among teachers, teacher educators, graduates, NGOs and professionals from the corporate and other sectors.

#### Objectives:

- To orient the target group of teachers (mostly elementary) for integrating values in their transactional process of teaching and learning.
- To generate awareness and interest for inculcating positive values among teachers, professionals, students, parents and the community.
- To develop awareness and societal responsibility among NGO's, Government servants and civil society organizations.

**Eligibility:** 10+2 or its equivalent.

**Medium of Instruction:** English

**Duration:** Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.

**Fee Structure:** Rs.1,500/- for full programme

#### Programme Details:

| Course Code   | Title of the Course                                | Credits |
|---------------|--|---------|
| BEDS 1        | Overview and Perspectives of Values (Theory)       | 4       |
| BEDS 2        | Socio-Psychological Basis (Theory)                 | 4       |
| BEDS 3        | Pedagogy of Values (Theory)                        | 4       |
| BEDS 4        | Application Support Skills (Theory) and Activities | 4       |
| Total Credits |  | 16      |

Programme Coordinators: Dr. Silima Nanda, [snanda@ignou.ac.in](mailto:snanda@ignou.ac.in), Ph. 011-29585258/29572608  
 Dr. Grace Don Nemching, [gdnemching@ignou.ac.in](mailto:gdnemching@ignou.ac.in), Ph. 011-29571669

## 5.57 Certificate in Energy Technology and Management (CETM) School of Engineering & Technology (SOET)

CETM aims at equipping all its students about various energy resources, energy conversion processes, energy use, energy conservation, energy planning and management.

#### Objectives:

The broad objectives of the Programme are:

- To give an over view of various energy resources, their availability and energy use pattern
- To give an exposure about environmental effects of energy use
- To give an overview of renewable energy technologies
- To conduct an energy audit and implement energy conservation measures
- To see the importance of Energy, Economy and Environment interaction
- To know how to make energy plan
- To know about energy efficient devices for energy conservation.

**Eligibility:** 10<sup>th</sup> Pass

**Medium of Instruction:** English

**Duration:** Minimum 6 Months and Maximum 2 years; offered in January & July cycle of admissions..

**Fee Structure:** Rs. 2,500/- for full programme.

**Programme Details:**

| Course Code   | Title of the Course                          | Credits |
|---------------|--|---------|
| OEY 1         | Energy Resources and Conversion Processes    | 4       |
| OEY 2         | Renewable Energy Technologies and their Uses | 6       |
| OEY 3         | Energy Management: Audit and Conservation    | 6       |
| OEYP 4        | Energy Projects                              | 4       |
| Total Credits |  | 20      |

**Programme Coordinator:** Prof. Ajit Kumar, [ajit@ignou.ac.in](mailto:ajit@ignou.ac.in), Ph.011-29572925, 9811333400 (M)

## 5.58 Certificate of Competency in Power Distribution (Electrical Technicians) (CCPD)<sup>@</sup> School of Engineering & Technology (SOET)

Certificate of Competency in Power Distribution (for Electrical Technicians) (CCPD), programme has been developed by the School of Engineering & Technology, IGNOU in collaboration with the Ministry of Power under IGNOU-MoP Project towards implementing the competency based skill development training for the electrical technicians/equivalent level work force of the country.

The main objectives of this programme are to :

- To offer need based and tailor made academic programme for the specific need of technicians/equivalent level workforce engaged in electricity sector,
- To train, assess and certify the skills and competencies of electrical technicians,
- To provide better industrial education linkage by matching learner's educational needs while collaborating with professional bodies,
- To help technicians to improve their ability and to make them eligible for acquiring further knowledge/training/ educational qualification,
- Provide more accessible and quality skill development training that meets the real work needs of power industry
- To develop entrepreneurial skills in the learners,
- Employment related educational programme aiming at increased job potential and economic activities

Who can be benefited by this programme (Target group):

- Electrical Technicians or Manpower working in Power distribution sector /Electricity Sector;
- Candidates aspiring to take up a job in the electricity sector / working in relevant field min. 8<sup>th</sup> passed;
- Electrical Technicians having or pursuing trade certificate in Electrician /Lineman /Wireman /Electric Fitter or related trade;
- Electrical Technician having license for Foreman/ Lineman/Wireman or license in relevant area of expertise;
- Candidates having electrician apprenticeship;
- Candidates with ITI / Dip./Deg. (passed/pursuing) interested in relevant field.

**Eligibility :** Electrical Technicians /Equivalent tradesman or manpower working in electricity/power sector

OR

General candidates or private electrical technicians 8<sup>th</sup> passed minimum

**Medium of Instruction :** English/Hindi

**Fee Structure :** Rs. 3000/- for full programme

**Admission Procedure:**

- Bulk Registration: Contact Programme Study Centre (PSC), Students are sponsored in bulk by power organisations/ PSCs; Filled in Application forms in bulk alongwith programme fees are received by Regional Centre(RC) concerned.



- Individual Registration: Contact nearest IGNOU Regional Centre (Regn. Programme Study Centre (PSC). Candidates can obtain admission application forms from IGNOU, Regional Centre, and also can download the Prospectus and application form from the university website at [www.ignou.ac.in](http://www.ignou.ac.in) Candidates can submit the same only at the Regional Centre concerned.

Applicants of CCPD should also fill in the Form-D for CCPD programme attached to the Application. Form with self attested necessary proofs of qualification and experience, if any.

#### Programme Delivery

On admission, each student will be attached to a identified Programme Study Centres (PSG) as per available seats, where he/she will be attending counselling sessions to clear their doubts related to theory component Theory counselling (14 sessions) and hands-on-training / practical (3-4 weeks) will be held in the Programme Study Centres (PSC), as per dates to be notified by the PSC incharge concerned.

CCPD programme candidates should select the programme study centre from the list as given below, for necessary contact updates, students may also refer supplementary booklet to Common Prospectus for information regarding activated Programme Study Centre and concerned IGNOU Regional Centre for admission.

| PSC Code/ Name   | Programme Study Centre(PSC) / Address   | IGNOU Regional Centre (RC) Code/Name |
|--|---|--------------------------------------|
| (1694 P)<br><br>REMI,<br>Mumbai                          | Programme in Charge (CCPD)<br>Reliance Energy Management Institute (REMI)<br>Reliance Infrastructure Limited<br>Versova Technical Training Centre<br>220 KV Receiving Station, Swami Samarth Nagar<br>Lokhandwala Complex, Near Shivaji Maharaj Jogger's Park, Andheri (West), Mumbai 400053, Phone : 022-30096500, 30096513, 30096514<br>narendra.jadhav@relianceada.com, shikant.sharma@relianceada.com<br>sudhir.radke@relianceada.com | (49)<br>RC, Mumbai                   |
| (29042 P)<br><br>BSES<br>Yamuna<br>Power Ltd.<br>Delhi   | Programme in charge (CCPD)<br>The Knowledge Centre<br>BSES Yamuna Power Limited<br>Plot no.365, Patparganj Industrial Area<br>Near Anand Vihar, Delhi-110032<br>nepal. nimesh@relianceada.com, Ph. 011-32019851   | (29)<br>RC, Delhi-2                  |
| (29043 P)<br><br>BSES<br>Rajdhani<br>Power Ltd.<br>Delhi | Programme In charge (CCPD)<br>BSES Rajdhani Power Limited<br>BSES Technical Training Centre<br>East Panjabi Bagh, Serape Store Complex<br>Rahtak Road, Delhi<br>Nagendra.shankar@relianceada.com, Ph.011- 25084540, 9312667642  | (29)<br>RC, Delhi-2                  |
| (28105 P)<br><br>NPTI,<br>Durgapur                       | Programme Incharge (CCPD)<br>National Power Training Institute (NPTI) Eastern Region, Durgapur<br>City Centre, Durgapur, (West Bengal)- 713216<br>Phone' 0343-2546887, 254 5888; Fax : 0343 254 6237<br>E-mail: nptidurgapur@npti.in. skbose@npti.in. jssrao@yahoo.com.   | (28)<br>RC, Kolkata                  |
| (1695)<br><br>NPTI,<br>Nagpur                            | Programme Incharge (CCPD)<br>National Power Training Institute (NPTI) Western Region, Nagpur<br>South Amabazari Raod, Gopal Nagar<br>Nagpur, (Maharashtra) - 440022<br>Phone: 0712- 222564, 2231478, Fax: 1712-2220413<br>E-mail: nptinagpur@npti.in, agvinchurkar@npti.in. jssrao@yahoo.com.   | (36)<br>RC, Nagpur                   |

### Programme Details:

| Course Code   | Title of the Course                | Credits |
|---------------|------------------------------------|---------|
| OEE 1         | Electricity and Safety Measures    | 4       |
| OEE 2         | Power Distribution System – Basics | 4       |
| OEEL 1        | Practical in Power Distribution    | 8       |
| Total Credits |                                    | 16      |

Programme Coordinator: Dr. Rakhi Sharma, [rakhisharma@ignou.ac.in](mailto:rakhisharma@ignou.ac.in), Ph.011-29572923, 29572924

## 5.59 Appreciation Course on Environment (ACE) School of Sciences (SOS)

Environment is everybody's business. It has been observed that many individuals, who have the benefit of education and are actively engaged in their professions, often have strong desire to educate themselves on environmental matters. They also want to play a significant role in environmental management of their neighbourhood. Sometimes, due to misinformation or availability of excessive information on a subject, these individuals despite their enlightened background, are not in a position to appreciate significant environmental issues. They are also sometimes misled by adverse propaganda. Owing to these reasons, the Appreciation Course on Environment has been developed by the University in collaboration with the Ministry of Environment and Forests, Govt. of India, as a non-credit awareness course.

The objectives of this course are to:

- disseminate information on national and international environmental issues;
- create environmental consciousness among professionals, academicians and other members of society who can play an active part in opinion making within the society so that corrective environmental action could be encouraged; and
- facilitate development of environmental leadership among individuals who may organize/participate in environment upgradation programmes.

**Eligibility:** Graduation from a recognized University or equivalent qualification

**Medium of Instruction:** English & Hindi

**Duration:** Minimum 3 months; Maximum 1 Year, offered in both January & July cycle of admissions.

**Fee Structure:** ₹ 1,000/- for full course

### Course Details:

| Block No. | Title of the Block        |
|-----------|---------------------------|
| 1.        | Environmental Concerns    |
| 2.        | Environment Management    |
| 3.        | Improving the Environment |

This course can be completed in two modes:

**Mode 1 Awareness Mode** – This mode gives one the flexibility to study the print materials as per one's convenience and pace. There is no formal assessment for this mode.

**Mode 2 Certification Mode** – For this mode, besides pursuing the study of print materials, one has to successfully complete a Project Work for earning the Certificate of Participation.

Programme Coordinator: Prof. Jaswant Sokhi, [ace@ignou.ac.in](mailto:ace@ignou.ac.in), Ph. 011-29572850

## 5.60 Appreciation Course on Population and Sustainable Development (ACPSD)

### School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)

The Appreciation Course on Population and Sustainable Development explores the linkages between 'population' and 'sustainable development' in India, focusing on the intersection of population issues with areas such as health, education, opportunities for livelihoods, environmental safety and sustainable development.

#### Course Objectives

- To introduce the contemporary issues in the field of population studies concerning the interrelationships between population and social and economic development.
- To explore and gain insights into the appropriate strategic planning for population stabilization.
- To understand other related thematic areas including environment, gender, reproductive health and other health issues, ageing and population displacement within broader perspectives of population and development.
- To provide an understanding of theory based knowledge as well as field experiences on the several dimensions pertaining to population and sustainable development.

**Eligibility** : Bachelor's Degree or equivalent from any recognized University

**Duration** : Minimum 3 months and Maximum 1 year; offered in both January & July cycle of admissions.

**Medium of Instruction** : English

**Fee** : Rs. 800/- for full programme.

#### Programme Details :

| Block No. | Title of the Block  |
|-----------|---|
| Block 1   | Population, Sustainable Development and Human Development       |
| Block 2   | Key issues on Population and Sustainable Development in India   |
| Block 3   | Population and Sustainable Development: Programmes and Policies |
| Block 4   | Project Work  |

Programme Coordinator: Dr. Deeksha Dave, [deekshadave@ignou.ac.in](mailto:deekshadave@ignou.ac.in), Ph.011-29571121

## 5.61 Certificate in Library and Information Science (CLIS)

### School of Social Sciences (SOSS)

This programme is meant to sensitive library and information professionals at grass root level. It gives an opportunity to those who are already working in libraries without having any professional qualifications. The Certificate in Library and Information Science (CLIS) programme comprises of four courses. Out of the four courses, three courses have both practical and theoretical aspects whereas one course deals only with theoretical aspects of the subject.

**Eligibility** : 10+2 Passed or BPP from IGNOU

**Medium of Instruction** : English

**Duration** : 6 months (Minimum), 2 years (Maximum); offered in both January and July cycle of admission

**Fee** : Rs. 2000/- for full programme.

#### Programme Details :

| Course Code   | Title of the Course                      | Credits |
|---------------|--|---------|
| BLI 011       | Libraries: An Introduction               | 4       |
| BLII 012      | Document Processing and Organisation     | 4       |
| BLII 013      | Information Sources and Library Services | 4       |
| BLII 014      | ICT in Libraries                         | 4       |
| Total Credits |  | 16      |

Programme Coordinator: Dr. Zuchamo Yanthan, [Zuchamo@gmail.com](mailto:Zuchamo@gmail.com), Ph. 011-29572723,  
 Dr. Archana Shukla, [archana@ignou.ac.in](mailto:archana@ignou.ac.in), Ph. : 011-29572743,  
 Dr. S.R. Zonunthara, [rcaizwal@ignou.ac.in](mailto:rcaizwal@ignou.ac.in), Ph. : 0389-2311693

### Explanation:

α Bachelor's Degree means Bachelor's Degree of not less than 3 years duration.

#### IMPORTANT

IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

\$ Candidates seeking admission to the MAEDU programme are advised not to pay the programme fee along with the filled in application form. They will get a separate communication about their admission and payment of fee from the concerned Regional Centre. They are required to pay only the Registration fee of Rs.200/- along with the filled in application form. The admission to MAEDU programme will be made on the basis of a merit list of candidates to be prepared by the concerned RC.

β Professional means a person holding a degree in Engineering, Law, Medicine, and Nursing etc. For PGJMC experience may be as Scriptwriter, Reporter, Editor, Photographer, Technical Assistant, PRO etc.

φ For PGDMCH, the experience does not necessarily mean work experience in Government service. It will be counted as period between the date of completion of internship and June 30 irrespective of place of work. PGDMCH is being offered through Programme Study Centre (Medical Colleges) and Skill Development Centres (District Hospitals) which would be allocated by the Regional Centre after finalisation of the admission.

@ The Candidates of M.Sc.(MACS) should select the programme centre from the list as given on page no. 40-41 under 2.27. The candidates of PGDMCH, PGDHHM, PGDGM, DNA, MSCMACS, MAEDU, should deposit only the Registration Fee of Rs.200/- with the application form. Their selection will be determined by way of a merit list and they will be duly informed. Only selected candidates will be required to pay the Programme Fee within a stipulated date. DNA students are also required to fill Form A, PGDMCH & PGDGM students are also required to fill the Form-B, PGDHHM students to fill the Form-C. CCPD students to fill the Form-D.

+ PGDT is a Programme of Translation from English-to-Hindi and vice-versa. It is advisable for students seeking admission in it to have proficiency in both languages.

\* \* \* The student should complete 18 years of age by 1<sup>st</sup> April for the preceding January session and 1<sup>st</sup> October for preceding July session of the year.

++ All the candidates from rural areas shall be entitled for 50% fee concession seeking admission for this programme subject to production of domicile certificate; and the Urban students below the poverty line may also be given 50% fee concession subject to production of income certificate.

^^ BPP is a Bridge Course (non-credit course) of six months duration for those who do not have 10+2, but attained the age of 18 years as on 1<sup>st</sup> April and 1<sup>st</sup> October and seeking admission in the preceding January and July sessions respectively. BPP is valid for seeking admission only to IGNOU's first degree B.A./B.Com etc. under non-formal stream (non 10+2 stream).

At no stage BPP is treated as equivalent to 10+2. It is also not equivalent to Matric. No Certificate is issued on successful completion of BPP.

UGC Regulations, 1985 (Notification No.F.1-117/83(CP) dated 25<sup>th</sup> Nov.1985) published in the Gazette of India regarding minimum standards of instructions for the grant of first degree through non-formal/distance education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences, prescribed the minimum age limit of 21 years. The age limit has been brought down to 18 years for admission to the First Degree under non-formal/distance education in the said faculties through another Notification No.F.1-117/83(CPP-II) dated 18<sup>th</sup> Oct.1995 published in the Gazette of India by University Grants Commission.

γ Relevant PG medical qualifications will be considered in case less number of applications are received fulfilling the mentioned criteria.

\* \* Candidates with age of less than 17 years are not eligible for admission to under graduate programmes.

## 6. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of their registration.

### 6.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman), Adhiniyam, 2002" are non-existent and can not be considered for admission to any Academic Programme in IGNOU.

### 6.2 Validity of Degree for Admission

6.2.1 Master's Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU's Academic Programmes. However, this condition is not applicable for the five year Integrated Master's degree acquired from a recognized University/Institutions.

6.2.2 Bachelor's Degree means, Bachelor's Degree of not less than 3 year duration.

6.2.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university completed up to the year 1998-99 for purposes of higher studies; provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.

6.2.4 Acceptance of 'Two year Bachelor's degree'

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed 3 years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled prior to June 1986 shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

6.2.5 'One sitting B.A. degree' of Osmania University, Andhra University, Kakatia University, Kurukshetra University, etc. is recognized for purposes of admission to IGNOU's Master's Degree programmes subject to the condition that the candidates have enrolled for the programme up to the year 1995-96 and completed their course up to the year 1998-99. Besides, such candidates should have a gap of two year after +2 before they have registered themselves for 'One sitting BA degree'.

6.2.6 Degrees acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the concerned State is not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.

6.2.7 Similarly, Degrees acquired from an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/Deemed to be Universities/Institutions of National Importance offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

### 6.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required self attested certificates. The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date mentioned in the admission notification. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

### 6.4 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

## 6.5 Simultaneous Registration

- 6.5.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any Certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.
- 6.5.2 Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now, except. Certificate Programmes of six month duration indicated in clause 6.5.1 above.

## 6.6 Re-Registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

Schedule for Re-Registration

| For July Session                                   | For January Session                                   | Late fee (Rs.) |
|--|---|----------------|
| 1 <sup>st</sup> February to 31 <sup>st</sup> March | 1 <sup>st</sup> August to 1 <sup>st</sup> October     | NIL            |
| 1 <sup>st</sup> April to 30 <sup>th</sup> April    | 3 <sup>rd</sup> October to 31 <sup>st</sup> October   | 200.00         |
| 1 <sup>st</sup> May to 31 <sup>st</sup> May        | 1 <sup>st</sup> November to 30 <sup>th</sup> November | 500.00         |
| 1 <sup>st</sup> June to 20 <sup>th</sup> June      | 1 <sup>st</sup> December to 20 <sup>th</sup> December | 1000.00        |

## 6.7 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

| Programmes   | Duration of the programme | Re-admission validity |
|--|---------------------------|-----------------------|
| Certificate Programmes   | 6 Months                  | 6 Months              |
| Diploma/PG Diploma Programmes and all other Programmes* with one year duration | 1 Year                    | 1 Year                |
| Bachelor's Degree Programmes   | 3 Years                   | 2 Years               |
| Master's Degree Programmes   | 2 Years                   | 2 Years               |

\*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website ([www.ignou.ac.in](http://www.ignou.ac.in) > Student Zone > Downloads > Re-admission >).

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

## 6.8 Additional chance in Differently-abled students

- 6.8.1 i) Students with disabilities of 40% or more are given additional 2(two) years beyond the maximum duration prescribed for all academic programmes.

- ii) Disabled students seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which in turn verify it, make entry in the database and transmit the data to SRD for updating in the Master records.
- iii) Re-admission facility to disabled students will be extended without charging any pro-rata fee, i.e. further extending the duration beyond the maximum duration, by six months/ one year/ two year, as the case may be. However, disabled students are required to submit Re-admission Form, as per schedule, without any pro-rata fee.

## 6.9 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

## 6.10 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to the awarding authority directly.

To avail scholarships, students can log on to the National Scholarships Portal at <http://www.scholarships.gov.in/>, which is one-stop solution aiming at providing a 'SMART' system for faster and effective disposal of scholarship applications and delivery of funds directly into beneficiaries' account, without any leakages. The students can contact the Regional Centre concerned for verification of their applications.

Students belonging to SC/ST, OBC and PWD categories, who are desirous of availing the Scholarship Schemes of the Government of India, should submit their Scholarship Form for the academic year by February for processing Scholarships to these categories of students each year, as conveyed by the University Grants Commission vide their letter No. F.1-27/2009 (SCT) dated 26.02.2015.

### Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes.

The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;
- b) the urban students below the poverty line (BPL) may be given a 50% fee concession subject to production of an income certificate.

## 6.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The fee exemption/reimbursement under SCSP and TSP schemes for the SC/ST students for July 2017 and January 2018 sessions for specific programmes shall be applicable as decided by the University.

#### 6.12 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of processing fee, if any, through A/c Payee Cheque only.

#### 6.13 Waiver of IGNOU Programme fee to Inmates Lodged in Prisons

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including cost of Prospectus. The under-trial/short term prisoners are also eligible for the same benefit of FREESHIP as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (Examination fee, re-registration fee, pro-rata fee for Readmission, registration fee for Convocation etc.).

#### 6.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered post/ Speed Post/ Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in). For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/ admitted.

#### 6.15 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of Rs.300/- for a 2/4 credit course or part thereof, Rs.600/- for a 6/8 credit course for undergraduate courses. For Master's Degree Programme, it is Rs.500/- for 2/4 credits and Rs.1000/- for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Elective/ Course should be addressed to the concerned Regional Centre only as per schedule.

#### 6.16 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the first year ONLY, on payment of Rs.300/- plus Rs.300/- per 2/4 credit course and Rs.600/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.300/- plus Rs.500/- per 2/4 credit course and Rs.1000/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre only, as per schedule.

#### 6.17 Change of Programme

Change of programme from B.A. to B.Com./BTS/BSW or vice-versa or B.Com to B.A./BTS/BSW or vice-versa or B.Sc. to B.A./B.Com/BTS/BSW is permitted only in the first year of study within 30 days from the receipt of first set of course material on payment of Rs.500/- plus Rs.300/- per 2/4 credits course and Rs.600/- per 6/8 credit course by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS/BSW, the student will be required to pay the difference of fee in addition to Rs.500/- stated above. No change is permitted from B.A./B.Com/BTS/BSW to B.Sc.

Similarly, change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./MAPY/MAPC) is permitted only in the first year of study within 30 days from the receipt of first set of course material. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre. Students are not required to return the old course material.

#### 6.18 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.



### 6.19 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of the proforma provided in the Programme Guide and send it to the Regional Director concerned who will make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University will not be entertained. The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in). Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of Study Centre is desired, the learners are advised to fill the Proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

### 6.20 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/ Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle, the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

### 6.21 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU's selected programmes who have valid student visa for the minimum duration of the programme on payment of international fee applicable for them. For programme fee and other charges the student can visit "INTERNATIONAL STUDENTS" icon on IGNOU's website. Admission of foreign student residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats not offered to foreign students. \

### 6.22 Guidelines for Admission in Respect of International Students Residing in India

- (i) Download the Admission form for the respective Programme from IGNOU's website [www.ignou.ac.in](http://www.ignou.ac.in)
- (ii) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with Programme fee and cost of Prospectus.
- (iii) Submit the hard copy of the form along with documents, fees and submit the same at the following address  
Director, International Division, IGNOU, Block No.15. Section K, Maidan Garhi. New Delhi.  
The complete applications should reach at the above address not later than the last date of submission of forms
- (iv) The learner may apply only for those courses for which International fees have been prescribed.
- (v) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme.

Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.

- (vi) The learner will have to remit the International Fees of Programme.
- (vii) The fee has to be remitted through Bank Draft favouring "IGNOU" payable at "New Delhi".
- (viii) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet "Equivalence of Foreign Degrees" published by Association of Indian University. In case the Degree/ Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.
- (ix) Before forwarding the Admission form to International Division, the learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission.
- (x) The fees once paid will neither be refunded nor transferred. However, in case where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.
- (xi) The student needs to submit NO OBJECTION CERTIFICATE from the concerned embassy. In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from concerned Embassy.
- (xii) PIO/ OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.
- (xiii) For further details you may visit:

<http://www.ignou.ac.in/ignou/aboutignou/division/id/introduction>

### 6.23 Term-end Examination

The learner are instructed to refer to Page No. 11, para 1.10 Evaluation System sub-head 'Term-end Examination and Payment of Examination Fee' before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

### 6.24 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi – 110068.

For Indian Students:

- 1) Rs. 300/- for each transcript, if to be sent to the Student/Institute within India
- 2) Rs. 500/- for each transcript, if to be sent to the Student/Institute out of India

For SAARC Countries Students:

Rs. 1200/- for each transcript, if to be sent to the Student/Institute of SAARC Countries.

For Non-SAARC Countries Students:

\$ 120 for each transcript, if to be sent to the Student/Institute of Non-SAARC Countries.

Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

### 6.25 Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor's / Master's Degree programme, but falling short of 2% marks for securing 1<sup>st</sup> and 2<sup>nd</sup> Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

### 6.26 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.1000/- per course. The application for early declaration of result shall be entertained only if the student has been selected

for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

#### 6.27 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format alongwith the fee of Rs.750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

#### 6.28 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

#### 6.29 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.200/- in favour of IGNOU payable at "New Delhi". Format is available in the Programme Guide or IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in)

#### 6.30 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the scheduled examination.

#### 6.31 Correction/Change of Name/Surname of Learner

6.31.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

6.31.2 For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- (i) Original copy of Notification in a daily newspaper notifying the change of name;
- (ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- (iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- (iv) Gazette Notification, in original, reflecting the change of name/surname;
- (v) Demand Draft of Rs.400/- drawn in favour of IGNOU payable at New Delhi.

6.31.3 Request for correction and/or change of Name / Surname will be entertained only before completion of the programme.

#### 6.32 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned

Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Student Registration Division (SRD), IGNOU HQs.

### 6.33 Disputes on Admission & other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

### 6.34 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 5<sup>th</sup> May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No.AICTE/Academic/ MOU-DEC/2005 dated May 13, 2005 and UGC/DEB/2013 dated 14.10.2013 (See pages 140 to 149).

### 6.35 Pre-admission Counselling of Persons with Disabilities

Persons with disabilities before opting for a programmes for admission may please go through the category of perspective jobs for persons with disabilities and the physical requirements of jobs by visiting the link (<http://www.disabilityaffair.gov.in/content/page/rules--and-regulations.php#ipd2013>) of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India. After having made this informed decision, the person with disability seeking admission must give an undertaking in the prescribed proforma as given at Annexure III on Page 181.

UNIVERSITY GRANTS COMMISSION  
BAHABUR SHAH ZAFAR MARG  
NEW DELHI-110 002

No.F.1-8/92(CPP)

February, 1992

The Vice-Chancellors/Director's  
of all the Indian Universities/  
Deemed Universities/Institutions  
of National Importance.  
-----

Sub: Recognition of Degrees/Diplomas awarded by  
Indira Gandhi National Open University, New Delhi.

Sir,

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide notification No.F.13-12/85-Dusk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,

  
(Gurcharan Singh)  
Under Secretary



कार कुविग्रन्त  
विश्वविद्यालय अनुदान आयोग  
बहादुरशाह जफर मार्ग  
नई दिल्ली-110 002

GRAN'S UNIGRANTS  
UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI-110 002

R.P. Gangurde  
Additional Secretary  
Tel.No.3319659

D.O.No.F.1-25/03(CPP-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

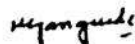
As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-92 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,



(R.P. Gangurde)



F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

The Registrar  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi - 110 068

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28<sup>th</sup> July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

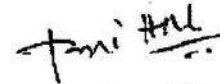
The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: [www.ugc.ac.in](http://www.ugc.ac.in)

Contd...../-

No.F.1-52/2000(CPP-II)

May, I therefore request you to treat the Degrees /Diploma /Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,



**(Dr.[Mrs.]Pankaj Mittal)**  
Joint Secretary

**Encl : As above**

**Copy to : -**

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New 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. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

*वि. जायसवाल*

**(V.K. Jaiswal)**  
Under Secretary

IGNOU Common Prospectus 2





University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi-110 002

F. No. UGC/DEB/ 2013  
Dated 14.10.2013

The Registrar/Director  
Of all the Indian Universities  
(Deemed, State, Central Universities/  
Institutions of National importance)

**Subject:** Equivalence of Degrees awarded by Open and Distance Learning (ODL) Institutions at par with Conventional Universities/ Institutions

Sir/ Madam,

There are a number of Open and Distance Learning Institutions (ODLIs) in the country offering Degree/ Diploma/Certificate programmes through the mode of non formal education. These comprise Open Universities, Distance Education Institutions (either single mode or dual mode) of Central Universities, State Universities, Deemed to be Universities, Institutions of National Importance or any other Institution of Higher learning recognized by Central/State/Statutory Council/Societies registered under the Society Registration Act 1860.

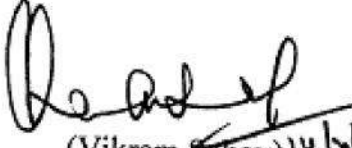
2. A circular was earlier issued vide UGC letter F1 No- 52/2000(CPP-II) dated May 05, 2004 (**copy enclosed**) mentioning that Degrees/Diplomas / Certificates/ awarded by the Open Universities in conformity with the UGC notification of degrees be treated as equivalent to corresponding awards of the traditional Universities in the country.

3. Attention is also invited to UGC circular No F1-25/93(CPP-II) dated 28<sup>th</sup> July 1993 (**copy enclosed**) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional universities/ institutions is ensured without any difficulty.

4. The Government of India, in exercise of its power conferred under section 20(1) of UGC Act 1956, issued directions dated 29<sup>th</sup> December 2012 entrusting UGC with the responsibility of regulating higher education programme in open and distance learning (ODL) mode. Consequently, Universities/ Institutions desirous of offering any programme through distance mode would require recognition of UGC.

5. As you are aware, the Government of India has envisaged a greater role for the Open and the Distance Education System. The envisioned role may be fulfilled by recognizing and treating the Degrees / Diplomas/ Certificates awarded through distance mode at par with the degrees obtained through the formal system of education. Open and Distance Education System in the country is contributing a lot in expansion of Higher Education and for achieving target of GER, without compromising on quality. Non recognition/ non equivalence of degrees of ODL institutions for the purpose of promotion/ employment and pursuing higher education may prove a deterrent to many learners and will ultimately defeat the purpose of Open and Distance Education.

6. Accordingly, the Degrees/ Diplomas/ Certificates awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/ institutions in the country.



(Vikram Sahay) 14/12/21  
Director(Admn)

Tel: 011 2323 0405

Email: [vikramsahay7@gmail.com](mailto:vikramsahay7@gmail.com)

Encl: As above

Copy to:

1. Secretary, Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi-110 001.
2. Secretary, All Indian Council for Technical Education, 7<sup>th</sup> Floor, Chandra Lok Building, Janpath, New Delhi.
3. Secretary, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.



## ASSOCIATION OF INDIAN UNIVERSITIES

AIU HOUSE, 16 KOTLA MARG, NEW DELHI -110 002

Phones : 3312305, 3313390

Gram : ASINGU

3310059, 3312429

Telex : 31 66180 AIU IN

Fax : 011-3315105

No. EV/II(449)/94/176915-177115

January 14, 1994

The Registrar(s)

Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68<sup>th</sup> Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-  
(K.C.KALRA)  
Joint Secretary



अखिल भारतीय तकनीकी शिक्षा परिषद्  
**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(भारत सरकार का एक सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND  
ADVISOR (PC/ACADEMIC)

F. No. AICTE/Academic/MOU-DEC/2005  
May 13, 2005

To


**The Secretaries/Directors,**  
Technical Education,  
All State Governments/Union Territories.

**Subject: Recognition of MBA, MCA programmes awarded by  
Indira Gandhi National Open University, (IGNOU) New Delhi.**

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk(U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

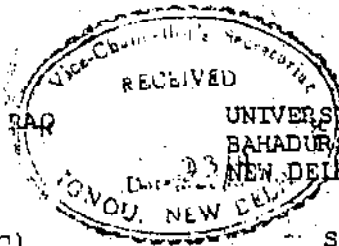
Yours faithfully,

  
(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

इंदिरा गांधी खेल परिसर, इन्दौरस्थ एस्टेट, नई दिल्ली - 110002  
Indira Gandhi Sports Complex, I.P. Estate, New Delhi-110002  
दूरभाष / Phone : 23392506, 63-65,68,71,73-75 फॉक्स : Fax : 011-23392554



P.H. SETHUMADHAVA RAO  
JOINT SECRETARY

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI - 110 002.

D.O.No.F.1-6/90(ASC)

September, 1993,

Dear Mr. Vice-Chancellor,

The University Grants Commission at its meeting held recently considered the relaxation of conditions for participation of lecturers in the Refresher Courses/Summer Institutes for placement in senior scale/selection grade/Reader.

The Commission had constituted a Standing Committee to look into the matter and make recommendations accordingly.

On the recommendations made by the Standing Committee, the Commission has taken the following decisions:

(1) It was decided that the following courses/programmes will be recognised as equivalent to Orientation/Refresher Courses:

(a) P.G. Diploma in English conducted by CIEFL, Hyderabad may be considered as equivalent to two refresher courses in English.

(b) P.G. Diploma in Higher Education conducted by I.G.N.O.U. New Delhi may be considered as equivalent to one Orientation Course for teachers of various disciplines. This course may be considered as equivalent to two Refresher Courses for teachers of Education.

(c) The P.G. Diploma in Distance Education of I.G.N.O.U. may be considered as equivalent to two Refresher Courses for teachers of Distance Education in various Universities.

(d) The Masters Degree in Subject Communication conducted by Yashwant Rao Chavan Maharashtra Open University, Nashik may be considered as equivalent to two Refresher Courses in the respective disciplines.

(e) The Masters Degree in Distance Education of Yashwant Rao Chavan Maharashtra Open University, Nashik may be considered as equivalent to two Refresher Courses for teachers of Distance Education.

(2) S.E.R.C. and other schools organised by Universities on behalf of D.S.T. in various disciplines which are of three to four weeks' duration may be considered as equivalent to one Refresher Course in that particular or related discipline.

(3) The Summer Institutes of about six weeks' duration conducted in different disciplines by various universities under the aegis of the University Grants Commission may be considered as equivalent to one Refresher Course in that particular discipline.

(4) The courses such as Indo-British Workshop conducted by E.M.R.C., Ahmedabad (six-weeks' duration), Indo-French Workshop organised at M.C.R.C., New Delhi (four weeks' duration), Indo-American Workshop organised at CIEFL, Hyderabad (four weeks' duration), may be treated as equivalent to one Refresher Course specially for the faculty

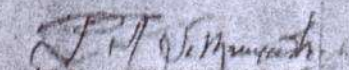
2 - 4  
working in various media centres who are in the Lecturer's  
scale of Rs. 3300-4000 for the purpose of Career Advancement.

(5) The Course on "An Integrated Approach to Knowledge &  
Information for University and College Teachers" conducted by  
National Institute of Advanced Studies, Indian Institute of  
Science, Bangalore may be recognised as equivalent to the  
orientation course.

I shall be grateful if you kindly bring the  
decisions to the notice of all concerned.

With regards,

Yours sincerely,

  
V. H. SETHURAMAYA E.A.

Dr. V. S. K. S. S. S. S. S. S.  
Vice-Chancellor  
Indira Gandhi National Open University,  
Maidan Garhi, New Delhi-68.

Encl: No: TA/2/52/91/300 dated 12-10-93

Copy forwarded to Director of schools /  
inspections and Regional Directors for information  
and circulation among teachers and other staff

10/10/93  
1/10/93

## 7. PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118, 2957 2404)
4. Registrar, SED (Tele: 2953 5828, 2957 2204)
5. Registrar, SRD (Tele: 2953 2741)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)
8. Deputy Registrar (SRD) (Tele: 2957 1112)

Alternatively complaints may be faxed on 29532312.

**Email :** [ignouregistrar@ignou.ac.in](mailto:ignouregistrar@ignou.ac.in)

**Website:** <http://www.ignou.ac.in>

**Note :** Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not 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.

## 8. PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in). They are further advised to visit our home page [www.ignou.ac.in](http://www.ignou.ac.in) for regular updates on placement related activities.

## 9. WHOM TO CONTACT FOR WHAT

|    |   |   |
|----|---|---|
| 1  | Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address | Concerned Regional Centre   |
| 2  | Non-receipt of study material and assignments   | Concerned Regional Centre   |
| 3  | Change of Elective/Medium/opting of left over electives/ Deletion of excess credits   | Concerned Regional Centre   |
| 4  | Re-admission and Credit Transfer  | Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068   |
| 5  | Purchase of Audio/Video Tapes   | Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068   |
| 6  | Academic Content  | Director of the School concerned  |
| 7  | Approval of a Project Synopsis  | Project Co-ordinator in the Concerned School  |
| 8  | Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU                                      | Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068<br>E-mail : ssc@ignou.ac.in Tel.Nos.: 29572513 & 29572514                                 |
| 9. | International Students residing in India should contact   | Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571684<br>E-mail : internationaldivision@ignou.ac.in |

|    | Issues related   | Contact No.                                  | Controlling Officer & Telephone No. | E-mail ID  |
|----|--|--|-------------------------------------|--|
| 10 | Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation   | 011-29572213<br>011-29535438                 | Asstt. Registrar<br>011-29572224    | convocation@ignou.ac.in  |
| 11 | Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-end-examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer | 011-29572209<br>011-29572202                 | Asstt. Registrar<br>011-29535064    | sgoswami@ignou.ac.in<br>jitenderkr@ignou.ac.in                               |
| 12 | Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes  | 011-29572212                                 | Section Officer<br>011-29536103     | mdresult@ignou.ac.in<br>bdresult@ignou.ac.in<br><br>practicalsed@ignou.ac.in |
| 13 | Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme   | 011-29572211                                 | Section Officer<br>011-29536743     | bdresult@ignou.ac.in<br>dresult@ignou.ac.in                                  |
| 14 | Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme  | 011-29572208                                 | Section Officer<br>011-29536405     | cpresult@ignou.ac.in   |
| 15 | Verification of genuineness of provisional certificate and grade card/ Issue of Transcript   | 011-29572210                                 | Section Officer<br>011-29536405     | gcverification@ignou.ac.in   |
| 16 | Queries related to UFM cases   | 011-29572208<br>011-29576405                 | Section Officer                     | ufmgroup@ignou.ac.in   |
| 17 | Status of Project Report of all Programmes/ Dissertation and Viva marks  | 011-29571324<br>011-29571321                 | Asstt.Registrar<br>011-29532294     | projects@ignou.ac.in   |
| 18 | Queries related to Assignment Marks  | 011-29571325<br>011-29571319                 | Asstt.Registrar<br>011-29571313     | assignment@ignou.ac.in   |
| 19 | Students general enquiries and grievances/ Issue of duplicate mark sheet   | 011-29572218<br>011-29571313                 | Asstt. Registrar                    | sedgrievance@ignou.ac.in   |
| 20 | Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.   | 011-29572206<br>011-29572215<br>011-29572219 | Dy. Director/<br>Asstt. Director    | garora@ignou.ac.in   |



## 10. ADDRESSES & CODES OF REGIONAL CENTRES

| SI. NO. | REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES | ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL   | JURISDICTION   |
|---------|--|---|--|
| 1       | AGARTALA<br>RC CODE : 26                                 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>M.B.B. COLLEGE COMPOUND<br>P.O. AGARTALA COLLEGE<br>AGARTALA - 799004TRIPURA<br>PH.OFF : 0381-2519391<br>FAX : 0381-2516266<br>E-MAIL : rcagartala@ignou.ac.in                                  | STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)   |
| 2       | AHMEDABAD<br>RC CODE : 09                                | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>OPP. NIRMA UNIVERSITY SARKHEJ<br>GANDHINAGAR HIGHWAY CHHARODI<br>AHMEDABAD - 382481, GUJARAT<br>PH.OFF : 02717-242975, 241579, 242976<br>FAX : 02717-241580<br>E-MAIL : rcahmedabad@ignou.ac.in | STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKANTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)  |
| 3       | AIZWAL<br>RC CODE : 19                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>HOUSE NO. YC-10, ROIPIRA BUILDING,<br>CHALTLANG DAWRKAWN,<br>AIZAWL - 796012, MIZORAM<br>PH.OFF : 0389-2395260, 2391692<br>E-MAIL : rcalzwal@ignou.ac.in  | STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)  |
| 4       | ALIGARH<br>RC CODE : 47                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>3/310, MARRIS ROAD ALIGARH-202001,<br>UTTAR PRADESH<br>PH.OFF : 0571-2700120,2701365<br>FAX : 0571-2402147<br>E-MAIL : rcaligarh@ignou.ac.in  | STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)  |
| 5.      | BANGALORE<br>RC Code: 13                                 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NSSS KALYANA KENDRA 293, 39TH CROSS,<br>8TH BLOCK JAYANAGAR, BANGALORE-560 070<br>KARNATAKA<br>PH.OFF : 080-26654747/26657376<br>FAX : 080-26644848<br>E-MAIL : rcbangalore@ignou.ac.in         | STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)  |
| 6.      | BHAGALPUR<br>RC CODE: 82                                 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>3 <sup>RD</sup> FLOOR, SUMAN PLAZA, CENTRAL JAIL RD.,<br>TILKAMANJHI, BHAGALPUR-812001 BIHAR<br>PH.OFF : 0641-2610055/2610066<br>E-MAIL : rcbhagalpur@ignou.ac.in                               | STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)   |
| 7.      | BHOPAL<br>RC CODE: 15                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>12, ARERA HILLS, BHOPAL-462 011<br>MADHYA PRADESH<br>PH.OFF : 0755-2578455/ 2578452/ 2762524<br>FAX : 0755-2578454<br>E-MAIL : rcbhopal@ignou.ac.in   | STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN) |

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| 8.      | BHUBANESHWAR<br>RC CODE: 21                              | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>C - 1, INSTITUTIONAL AREA<br>BHUBANESHWAR-751 013 ORISSA<br>PH.OFF : 0674-2301348/2301250/2301352<br>FAX : 0674-2300349<br>E-MAIL : rcbhubaneswar@ignou.ac.in                                    | STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH) |
| 9.      | BIJAPUR<br>RC CODE: 85                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>ANANDA MAHAL, OLD ZP OFFICE,<br>DR. B.R. AMBEDKAR CIRCLE,<br>VIJAYAPURA-586101 KARNATAKA<br>PH.OFF : 08352-252006<br>FAX : 08352-256005<br>E-MAIL : rcbijapur@ignou.ac.in                        | STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLARY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)  |
| 10.     | CHANDIGARH<br>RC CODE: 06                                | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SCO 208, SECTOR 14, PANCHKULA-134109 HARYANA<br>PH. OFF : 0172-2590277, 2590278, 2590208<br>FAX : 0172-2590279<br>E-MAIL : rcchandigarh@ignou.ac.in  | STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)  |
| 11.     | CHENNAI<br>RC CODE: 25                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>3 <sup>rd</sup> FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI-600035 TAMILNADU<br>PH.OFF : 044-24312766, 24312979<br>FAX : 044-24312799<br>E-MAIL : rcchennai@ignou.ac.in            | STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.))   |
| 12.     | COCHIN<br>RC CODE: 14                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>KALOOR COCHIN - 682 017 KERALA<br>PH.OFF : 0484-2340203/2348189/2330891<br>FAX : 0484-2340204<br>E-MAIL : rccochin@ignou.ac.in   | STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.))   |
| 13.     | DARBHANGA<br>RC CODE: 46                                 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>LALIT NARAYAN MITHLA UNIV. CAMPUS,<br>KAMESHWAR NAGAR, NEAR CENTRAL BANK,<br>DARBHANGA-846004, BIHAR<br>PH.OFF : 06272-251833, 251862<br>FAX : 06272-253719<br>E-MAIL : rcdarbhangaa@ignou.ac.in | STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)   |
| 14.     | DEHRADUN<br>RC CODE: 31                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NANOOR KHERA, TAPOVAN, RAIPUR ROAD<br>DEHRADUN - 248 008 UTTARAKHAND<br>PH.OFF : 0135-2789200<br>FAX : 0135-2789190<br>E-MAIL : rcdehradun@ignou.ac.in   | STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))                    |

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| 15.     | DELHI 1<br>RC CODE: 07                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044<br>PH.OFF : 011-26990082, 26990083<br>FAX : 011-26990084<br>E-MAIL : rcdelhi1@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)   |
| 16.     | DELHI 2<br>RC CODE: 29                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002<br>PH.OFF : 011-23392374/23392376, 23392737<br>FAX : 011-23392375<br>E-MAIL : rcdelhi2@ignou.ac.in                            | STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)   |
| 17.     | DELHI 3<br>RC CODE: 38                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>F-634-636 PALAM EXTENSION, SAHEED, RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 077<br>PH.OFF : 011-25088939, 25088944<br>FAX : 011-25088983<br>E-MAIL : rcdelhi3@ignou.ac.in      | STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT) |
| 18.     | DEOGHAR<br>RC CODE: 87                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>MANDAKINI SADAN BASUWADIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142<br>PH.OFF : 06432-34448<br>E-MAIL : rcdeoghar@ignou.ac.in  | STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)  |
| 19.     | GANGTOK<br>RC CODE: 24                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>5 <sup>TH</sup> MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM<br>PH.OFF : 03592-231102<br>FAX : 03592-231103<br>E-MAIL : rcgangtok@ignou.ac.in               | STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)   |
| 20.     | GUWAHATI<br>RC CODE: 04                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>HOUSE NO 71, GMC H ROAD, CHRISTIAN BASTI GUWAHATI-781005 ASSAM<br>PH.OFF : 0361-2343771/2343785-86<br>FAX : 0361-2343784<br>E-MAIL : rcguwahati@ignou.ac.in                                | STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)  |

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| 21.     | HYDERABAD<br>RC CODE: 01                                 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>PLOT NO 207 KAVURI HILLS PHASE II, NEAR<br>MADHAPUR PS, JUBILEE HILLS (P.O.)<br>HYDERABAD - 500 033 A.P.<br>PH.OFF : 040-23117550-53<br>FAX : 040-23117554<br>E-MAIL : rchyderabad@ignou.ac.in             | STATE OF TELENGANA (DISTRICT:<br>ADILABAD, HYDERABAD, KARIM<br>NAGAR, KHAMMAM, MEDAK,<br>MAHABOOB NAGAR, NALGONDA,<br>NIZAMABAD, RANGA REDDY,<br>WARANGAL)  |
| 22.     | IMPHAL<br>RC CODE: 17                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>ASHA JINA COMPLEX, NORTH AOC<br>IMPHAL-795001 MANIPUR<br>PH.OFF : 0385-2421190/2421191<br>FAX : 0385-2421192<br>E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com  | STATE OF MANIPUR (DISTRICT:<br>BISHNUPUR, CHURACHANDPUR,<br>CHANDEL, IMPHAL EAST, IMPHAL<br>WEST, SENAPATI, TAMENGLONG,<br>THOUBAL, UKHRUL)   |
| 23.     | ITANAGAR<br>RC CODE: 03                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>HORNBILL COMPLEX, 'C' SECTOR<br>(NEAR CENTRAL SCH.) NAHARLAGUN<br>ITANAGAR -791110, ARUNACHAL PRADESH<br>PH.OFF : 0360-2247536, 0360-2351705<br>FAX : 0360-2350990<br>E-MAIL : rcitanagar@ignou.ac.in      | STATE OF ARUNACHAL PRADESH<br>(DISTRICT: ANJAW, CHANGLANG,<br>EAST KAMENG, EAST SIANG,<br>KURUNG KUMEY, LOHIT, LOWER<br>DIBANG VALLEY, LOWER SUBANSIRI,<br>PAPUM PARE, TAWANG, TIRAP,<br>UPPER DIBANG, UPPER SUBANSIRI,<br>UPPER SIANG, WEST KAMENG, WEST<br>SIANG) |
| 24.     | JABALPUR<br>RC CODE: 41                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR, RAJSHEKHAR BHAVAN, RANI<br>DURGAVATI VISHVAVIDYALAYA CAMPUS,<br>PACHPEDHI, JABALPUR - 482001<br>PH.OFF : 0761-2600411/2609896 /2600219<br>FAX : 0761-2609919<br>E-MAIL : rcjabalpur@ignou.ac.in | STATE OF MADHYA PRADESH<br>(DISTRICT: ANNUPUR BALAGHAT,<br>CHHINDWARA, DINDORI, JABALPUR,<br>KATNI, MANDLA, NARSINGAPUR,<br>SEONI, SHAHDOL, SIDDHI,<br>SINGRAULI, UMARIA, DAMOH,<br>PANNA, SAGAR, CHHATARPUR,<br>REWA , SATNA, TIKAMGARH)                           |
| 25.     | JAIPUR<br>RC CODE: 23                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>70/79, SECTOR-7, PATEL MARG, MANSAROVAR,<br>JAIPUR - 302 020 RAJASTHAN<br>PH.OFF : 0141-2785730, 2396427<br>FAX : 0141-2784043<br>E-MAIL : rcjaipur@ignou.ac.in  | STATE OF RAJASTHAN (DISTRICT:<br>AJMER, ALWAR, BARAN,<br>BHARATPUR, BHILWARA, BUNDI,<br>CHITTORGARH, CHURU, DAUSA,<br>DHOLPUR, HANUMUNGARH, JAIPUR,<br>JHALAWAR, JHUNJHUNU, KARALI,<br>KOTA, SAWAI MADHOPUR, SIKAR,<br>SRI GANGANAGAR & TONK)                       |
| 26.     | JAMMU<br>RC CODE: 12                                     | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SPMR COLLEGE OF COMMERCE, PREMISES<br>AUROBINDO BLOCK, 1ST FLOOR, CANAL ROAD,<br>JAMMU - 180 001, JAMMU & KASHMIR<br>PH.OFF : 0191-2579572/2546529<br>FAX : 0191-2585154<br>E-MAIL : rcjammu@ignou.ac.in   | STATE OF JAMMU & KASHMIR<br>(JAMMU REGION – DISTRICT:<br>DODA, JAMMU, KATHUA, KISHTWAR,<br>POONCH, RAJOURI, RAMBAN,<br>REASI, SAMBA, UDHAMPUR)  |
| 27.     | JODHPUR<br>RC CODE:88                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE,<br>PLOT NO. 439, OPP. PAL LINK ROAD,<br>KAMLA NAGAR HOSPITAL,<br>JODHPUR-342008 RAJASTHAN<br>PH.OFF : 0291-2012987<br>E-MAIL : rcjodhpur@ignou.ac.in   | STATE OF RAJASTHAN COVERING<br>DISTRICTS JODHPUR, BARMER,<br>JAISALMER, RAJASMAND, UDAIPUR,<br>BIKANER, JALORE, SIROHI,<br>NAGOUR, DUNGARPUR, PALI,<br>PRATAPGARH, BANSWARA   |
| 28.     | JORHAT<br>RC CODE: 37                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>JANAMBHUMI, BUILDING, 1ST FLOOR,<br>TULSI NARAYAN, SARMAH PATH,<br>NEAR NEHRU PARK, JORHAT-785001 ASSAM<br>PH.OFF : 0376-2371116, , 2371115<br>E-MAIL : rcjorhat@ignou.ac.in                               | STATE OF ASSAM (DISTRICT:<br>NAGAON, GOLAGHAT, JORHAT,<br>SHIVASAGAR, DIBRUGARH,<br>TINSUKIA, LAKHIMPUR, DHEMAJI,<br>SONITPUR, BISWANATH,<br>CHARAIDEO, HOJAI & MAJULI  |

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| 29.     | KARNAL<br>RC CODE: 10                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>06 SUBHASH COLONY, NEAR HOME GUARD<br>OFFICE, KARNAL-132 001 HARYANA<br>PH.OFF : 0184-2271514<br>E-MAIL : rckarnal@ignou.ac.in   | STATE OF HARYANA (DISTRICT:<br>BHIWANI, FATEHABAD, HISAR,<br>JHAJJAR, JIND, KAITHAL,<br>KARNAL, KURUKSHETRA,<br>MAHENDRAGARH, PANIPAT,<br>REWARI, ROHTAK, SIRSA,<br>SONIPAT, YAMUNANAGAR)  |
| 30.     | KHANNA<br>RC CODE: 22                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA)<br>KHANNA - 141401 PUNJAB<br>PH.OFF : 01628-229993/237361<br>E-MAIL : rckhanna@ignou.ac.in  | STATE OF PUNJAB (DISTRICT:<br>GURDASPUR, AMRITSAR, TARN<br>TARAN, KAPURTHALA,<br>JALANDHAR, HOSHIARPUR, SBS<br>NAGAR/NAWANSHAHR, BARNALA,<br>SANGRUR, BATHINDA, MANSA,<br>MUKTSAR, LUDHIANA,<br>FEROZEPUR, FARIDKOT, MOGA)   |
| 31.     | KOHIMA<br>RC CODE: 20                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NEAR MOUNT HERMON SCHOOL, DON BOSCO,<br>HR. SEC SCHOOL ROAD, KENDOUZOU,<br>KOHIMA – 797001 NAGALAND<br>PH.OFF : 0370-2260366/2260167<br>FAX : 0370-2260216<br>E-MAIL : rckohima@ignou.ac.in                          | STATE OF NAGALAND (DISTRICT:<br>KOHIMA, DIMAPUR, WOKHA,<br>MOKOKCHUNG, ZUNHEBOTO,<br>TUENSANG, LONGLENG, KIPHIRE,<br>MON, PEREN, PHEK)   |
| 32.     | KOLKATA<br>RC CODE: 28                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK,<br>SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091<br>WEST BENGAL<br>PH.OFF : 033-23349850, 23592719,<br>033-23589323(RCL)<br>FAX : 033-23347576<br>E-MAIL : rckolkata@ignou.ac.in | STATE OF WEST BENGAL<br>(DISTRICT: KOLKATA, NORTH 24<br>PARAGANAS, SOUTH 24<br>PARAGANAS, PURBA, MEDINIPUR,<br>PASCHIM MEDINIPUR, BANKURA,<br>HOWRAH, HOOGHLY, PURULIA,<br>BURDWAN, NADIA)   |
| 33.     | KORAPUT<br>RC CODE: 44                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>DISTRICT AGRICULTURE OFFICE ROAD,<br>BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-<br>KORAPUT-764020, ORISSA<br>PH.OFF : 06852-251535<br>FAX : 06852-252503<br>E-MAIL : rckoraput@ignou.ac.in                                 | STATE OF ORISSA (DISTRICT:<br>KORAPUT, MALKANGIRI,<br>RAYAGADA, NABARANGPUR,<br>KALAHANDI, NUAPADA)  |
| 34.     | LUCKNOW<br>RC CODE: 27                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>5-C/INS-1, SECTOR-5,<br>VRINDAVAN YOJNA, TELIBAGH<br>LUCKNOW-226029<br>PH. OFF : 0522-2442832<br>E-MAIL : rclucknow@ignou.ac.in  | STATE OF UTTAR PRADESH<br>(DISTRICT: AURAIYA, BAHRACH,<br>BALRAMPUR, BANDA, BARABANKI,<br>BAREILLY, BASTI, CHITRAKUT,<br>FAIZABAD, FARUKHABAD<br>(FATEHGARH), FATEHPUR, GONDA,<br>HAMIRPUR, HARDOI, JALAUN<br>(ORAI), JHANSI, KANNAUJ,<br>KANPUR RURAL, KANPUR URBAN,<br>KAUSHAMBI, LAKHIMPUR(KHERI),<br>LALITPUR, LUCKNOW, MAHOBA,<br>PILIBHIT, RAEBAREILY,<br>SHAHJANANPUR, SHRAVASTI,<br>SIDHARTHANAGAR, SITAPUR,<br>UNNAO) |

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| 35.     | MADURAI<br>RC CODE: 43                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SIKKANDAR CHAVADI, ALANGANALLUR ROAD<br>MADURAI-625018 TAMIL NADU<br>PH.OFF : 0452-2380733<br>FAX : 0452-2380588<br>E-MAIL : rcmadurai@ignou.ac.in  | STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA-NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR) |
| 36.     | MUMBAI<br>RC CODE : 49                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2nd and 3rd FLOOR,<br>KAPPEESH BUILDING, M.G. ROAD,<br>OPP. TO MULUND RAILWAY STATION,<br>MULUND (WEST),<br>MUMBAI-400008, MAHARASHTRA<br>PH.OFF : 022-25925540,25923159<br>FAX : 022-25925411<br>E-MAIL : rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA<br>(DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)  |
| 37.     | NAGPUR<br>RC CODE: 36                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>GYAN VATIKA 14, HINDUSTAN COLONIY<br>AMARAVATI ROAD NAGPUR 440033<br>MAHARASHTRA<br>PH. OFF : 0712-2536999, 2537999, 0712-2022000<br>FAX : 0712-2538999<br>E-MAIL : rcnagpur@ignou.ac.in  | STATE OF MAHARASHTRA<br>(DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)  |
| 38.     | NOIDA<br>RC CODE: 39                                     | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>C- 53, SECTOR 62 INSTITUTIONAL AREA<br>NOIDA 201305 UTTAR PRADESH<br>PH.OFF : 0120-2405012/2405014<br>FAX : 0120-2405013<br>E-MAIL : rcnoida@ignou.ac.in  | STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR)<br>STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)                        |
| 39.     | PANAJI<br>RC CODE: 08                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>H. NO. 1576,<br>NEAR P&T STAFF QUARTERS, ALTO POVORIM<br>P.O. POVORIM-403521 GOA<br>PH.OFF : 0832-2414553<br>E-MAIL : rcpanaji@ignou.ac.in  | STATE OF GOA<br>(DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD)<br>STATE OF MAHARASHTRA<br>(DISTRICT: SINGDHDURG)  |
| 40.     | PATNA<br>RC CODE: 05                                     | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR, BISCOMAUN TOWER<br>WEST GANDHI MAIDAN, PATNA-800 001, BIHAR<br>PH.OFF : 0612-2219539/2219541<br>FAX : 0612-2219538<br>E-MAIL : rcpatna@ignou.ac.in   | STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRRA, SARAN)                       |
| 41.     | PORT BLAIR<br>RC CODE: 02                                | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA,<br>PORT BLAIR SOUTH-744104<br>ANDAMAN & NICOBAR, ISLANDS<br>PH.OFF : 03192-242888<br>FAX : 03192-230111<br>E-MAIL : rcportblair@ignou.ac.in           | ANDAMAN & NICOBAR ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)  |

| SI. NO. | REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES | ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL   | JURISDICTION  |
|---------|--|---|---|
| 42.     | PUNE<br>RC CODE: 16                                      | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>1ST FLOOR, MSFC BUILDING<br>270, SENAPATI BAPAT ROAD<br>PUNE - 411 016 MAHARASHTRA<br>PH.OFF : 020-25671867/25651321<br>FAX : 020-25671864<br>E-MAIL : rcpune@ignou.ac.in | STATE OF MAHARASHTRA<br>(DISTRICT: NANDURBAR, DHULE,<br>JALGAON, AURANGABAD, NASIK,<br>JALNA, AHMADNAGAR, BID, PUNE,<br>OSMANABAD, , SANGLI, SATARA,<br>KOLHAPUR)   |
| 43.     | RAGHUNATHGANJ<br>RC CODE: 50                             | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BAGAN BARI, NEAR DENA BANK, FULTALA,<br>MURSHIDABAD RAGHUNATHGANJ<br>WEST BENGAL-742 225<br>PH.OFF : 03483-271555/271666<br>E-MAIL : rcraghunathganj@ignou.ac.in          | STATE OF WEST BENGAL<br>(DISTRICT: MURSHIDABAD,<br>BIRBHUM, MALDA)  |
| 44.     | RAIPUR<br>RC CODE: 35                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>IGNOU COMPLEX, KACHNA<br>RAIPUR - 492014<br>CHHATTISGARH<br>PH.OFF : 0771-2283285, 2971322<br>FAX : 0771-2971323<br>E-MAIL : rcraipur@ignou.ac.in                         | STATE OF CHHATTISGARH<br>(DISTRICT: BILASPUR, DHAMTARI,<br>DURG, JANJGIR-CHAMPA,<br>JASHPUR, KANKER, KAWARDHA,<br>KORBA, KORIYA, MAHASAMUND,<br>RAJGARH, RAIPUR, RAJNANDGAON,<br>SURAJPUR, SARGUJA, BALOD,<br>BALODBAZAR, BALRAMPUR,<br>BEMETARA, GARIABANDH,<br>MUNGELI, BASTAR, NARAYANPUR,<br>DANTEWADA, BIJAPUR, SUKMA,<br>KUNDAGOAN) |
| 45.     | RAJKOT<br>RC CODE: 42                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SAURASHTRA UNIVERSITY CAMPUS<br>RAJKOT-360005 GUJARAT<br>PH.OFF : 0281-2572988<br>FAX : 0281-2571603<br>E-MAIL : rcrajkot@ignou.ac.in                                     | STATE OF GUJARAT<br>(DISTRICT: RAJKOT, KACHCHH,<br>JAMNAGAR, PORBANDER,<br>JUNAGADH, AMRELI, BHAVNAGAR,<br>SURENDRANAGAR, DEV-BHOOMI<br>DWARKA, GIR-SOMNATH, BOTAD,<br>MORBI), DIU(U.T.)  |
| 46.     | RANCHI<br>RC CODE: 32                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>457/A, ASHOK NAGAR<br>RANCHI - 834022, JHARKHAND<br>PH.OFF : 0651-2244688, 2244699, 2244677<br>FAX : 0651-2244400<br>E-MAIL : rcranchi@ignou.ac.in                        | STATE OF JHARKHAND<br>(DISTRICT: RANCHI, LOHARDAGA,<br>GUMLA, SIMDEGA, PALAMU,<br>LATEHAR, GARHWA, WEST<br>SINGHBHUM, SARAIKELA<br>KHARSAWAN, EAST SINGHBHUM,<br>HAZARIBAGH, CHATRA &<br>KODERMA, KHUNTI,<br>RAMGARH,BOKARO, DHANBAD)   |
| 47.     | SAHARSA<br>RC CODE: 86                                   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NAYA BAZAR<br>SHARSHA-852201, BIHAR<br>PH.OFF : 06478-219015<br>FAX : 06478-219018<br>E-MAIL : rcsaharsa@ignou.ac.in  | STATE OF BIHAR COVERING<br>(DISTRICTS KHAGARIYA, SAHARSA,<br>SUPAUL, MADHEPURA, KATI HAR,<br>ARARIYA, KISHANGANJ & PURNIA)  |

| SI. NO. | REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES | ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL   | JURISDICTION  |
|---------|--|---|---|
| 48.     | SHILLONG<br>RC CODE: 18                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>UMSHING, MAWKYNROH, NEHU CAMPUS,<br>SHILLONG - 793 022<br>MEGHALAYA<br>PH.OFF : 0364-2521117/2521271/0364-2520503<br>FAX : 0364-2521271<br>E-MAIL : rcshillong@ignou.ac.in                | STATE OF MEGHALAYA<br>(DISTRICT: EAST GARO HILLS,<br>EAST JAINTIA HILLS , EAST KHASI<br>HILLS, NORTH GARO HILLS,<br>RI-BHOI, SOUTH GARO HILLS,<br>SOUTH WEST GARO HILLS,<br>SOUTH WEST KHASI HILLS,<br>WEST GARO HILLS, WEST JAINTIA<br>HILLS, WEST KHASI HILLS)                              |
| 49.     | SHIMLA<br>RC CODE: 11                                    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>CHAUHAN NIWAS BUILDING, KHALINI<br>SHIMLA-171 002, HIMACHAL PRADESH<br>PH.OFF : 0177-2624612/2624613<br>FAX : 0177-2624611<br>E-MAIL : rcshimla@ignou.ac.in                               | STATE OF HIMACHAL PRADESH<br>(DISTRICT: BILASPUR, CHAMBA,<br>HAMIRPUR, KANGRA, KINNAUR,<br>KULLU, LAHUL & SPITI, MANDI,<br>SHIMLA, SIRMAUR, SOLAN, UNA)   |
| 50.     | SILIGURI<br>RC CODE: 45                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>17/12 J. C. BOSE ROAD, SUBHAS PALLY,<br>SILIGURI - 734001 WEST BENGAL<br>PH.OFF : 0353-2526818<br>FAX : 0353-2526829<br>E-MAIL : rcsiliguri@ignou.ac.in<br>rcsiliguri45@gmail.com         | STATE OF WEST BENGAL<br>(DISTRICT: COOCHBEHAR,<br>JALPAIGURI, DARJEELING,<br>UTTAR DINAJPUR, DAKSHIN<br>DINAJPUR, ALIPURDUAR)   |
| 51.     | SRINAGAR<br>RC CODE: 30                                  | REGIONAL DIRECTOR<br>STATE IGNOU REGIONAL CENTRE<br>NEAR LAWRENCE VIDHYA BHAWAN KURSU<br>RAJ BAGH, SRINAGAR - 190 008<br>JAMMU & KASHMIR<br>PH.OFF : 0194-2311251/2311258<br>FAX : 0194-2311259<br>E-MAIL : rcsrinagar@ignou.ac.in      | STATE OF JAMMU & KASHMIR<br>(SRINAGAR REGION-DISTRICT:<br>ANANTNAG, BANDIPORE,<br>BARAMULLA, BUDGAM, GANDERBAL,<br>KARGIL, KULGAM, KUPWARA, LEH,<br>PULWAMA SHOPIAN, SRINAGAR)  |
| 52.     | TRIVANDRUM<br>RC CODE: 40                                | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>RAJADHANI COMPLEX<br>OPP PRS HOSPITAL, KILLI PPALAM KARAMANA<br>PO, TRIVANDRUM -695002 KERALA<br>PH.OFF : 0471-2344113/2344120<br>FAX : 0471-2344121<br>E-MAIL : rctrivandrum@ignou.ac.in | STATE OF KERALA<br>(DISTRICT: KOLLAM,<br>PATHANAMTHITTA,<br>THIRUVANANTHAPURAM)<br>STATE OF TAMILNADU<br>(DISTRICT: KANYAKUMARI,<br>TUTICORIN, TIRUNELVELI)   |
| 53.     | VARANASI<br>RC CODE: 48                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>GANDHI BHAWAN B.H.U. CAMPUS<br>VARANASI-221005 UTTAR PRADESH<br>PH.OFF : 0542-2368022/2368622<br>0522-2364893<br>FAX : 0542-2369629<br>E-MAIL : rcvaranasi@ignou.ac.in                    | STATE OF UTTAR PRADESH<br>(DISTRICT: AMBEDKAR NAGAR,<br>AZAMGARH, BALLIA, CHANDAULI,<br>DEORIA, GHAZIPUR, GORAKHPUR,<br>JAUNPUR, KUSHINAGAR,<br>MAHARAJGANJ, MAU, MIRZAPUR,<br>SANT KABIR NAGAR, SANT RAVIDAS<br>NAGAR, SONEBHADRA, VARANASI,<br>ALLAHABAD, AMETHI, PRATAPGARH,<br>SULTANPUR) |
| 54.     | VATAKARA<br>RC CODE: 83                                  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NUT STREET (PO), KOZHICODE<br>VATAKARA-873104 KERALA<br>PH.OFF : 0496-2525281, 2515413<br>E-MAIL : rcvatakara@ignou.ac.in   | STATE OF KERALA<br>(DISTRICT: KANNUR, KASARAGOD<br>WAYANAND, KOZHICODE,<br>MALAPPURAM, MAHE)<br>(PUDUCHERRY, UT)  |



| Sl. No. | REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES | ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL   | JURISDICTION   |
|---------|--|---|--|
| 55.     | VIJAYAWADA<br>RC CODE: 33                                | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRES.<br>K.P.V.V HINDU HIGH SCHOOL, KOTHAPET<br>VIJAYAWADA 520 001 ANDHRA PRADESH<br>PH.OFF : 0866-2565253/2565959<br>FAX : 0866-2565353<br>E-MAIL : rcvijayawada@ignou.ac.in  | STATE OF ANDHRA PRADESH<br>(DISTRICTS: KRISHNA, GUNTUR,<br>PRAKASHAM, NELLORE,<br>CHITTOOR, KADAPA,<br>KURNOOL, ANANTAPUR)                                 |
| 56.     | VISAKHAPATNAM<br>RC CODE: 84                             | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2 <sup>nd</sup> FLOOR,VUDA COMPLEX<br>SECTOR-12, MVP COLONY<br>USHODAYA JUNCTION<br>VISAKHAPATNAM- 530017 ANDHRA PRADESH<br>PH.OFF : 0891-2511200<br>FAX : 0891-2511300<br>E-MAIL : rcvisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH<br>COVERING (DISTRICTS EAST<br>GODAVARI, WEST GODAVARI,<br>VISAKHAPATNAM, VIZIANAGARAM<br>& SRIKAKULAM, YANAM)<br>(PUDUCHERRY, UT) |

### Sub-Regional Centres

| Sl. No. | SUB-RC                   | SRC Address   | Operational Area                                       |
|---------|--------------------------|---|--|
| 1       | TIRUPATI<br>Vijayawada   | DR. B. PRASAD BABU<br>ASSISTANT REGIONAL DDIRECTOR<br>IGNOU SUB-REGIONAL CENTRE<br>OPERATING FROM MENTOR RC   | ANANTPUR, CHITTOOR,<br>KADAPA, KURNOOL                 |
| 2       | KANDHAMAL<br>Bhubaneswar | DR. P. K. JENA<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB-REGIONAL CENTRE<br>GOVT. COLLEGE CAMPUS<br>PHULBANI<br>ODISHA  | KANDHAMAL, BOUDH, GAJAPATI,<br>BOLANGIR, SONEPUR       |
| 3.      | PITHORAGARH<br>Dehradun  | DR. RAJEEV KUMAR<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB REGIONAL CENTRE<br>L.S.M. GOVT. P.G. COLLEGE<br>PITHORAGARH<br>UTTARAKHAND-262502<br>05964-264077                  | BAGESHWAR, CHAMPAWAT,<br>ALMORA, NAINATL               |
| 4.      | DARJEELING<br>Silliguri  | DR. PRAVEEN PRALAYANKAR<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB REGIONAL CENTRE<br>C/O RAMESH GUPTA<br>LASA VILLA<br>H. C. ROAD<br>DARJEELING<br>WEST BENGAL<br>08116903933 | DARJEELING, KALIMPONG,<br>KURSEONG, MIRIK SUB-DIVISION |

## IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

| Sl. No. | RC                  | RC Code | Address   | Operational Area                     |
|---------|---------------------|---------|---|--------------------------------------|
| 1       | IAEP – KOLKATA      | 51      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION, FORT WILLIAM<br>HQ EASTERN COMMAND<br>C/O 99 APO - 908542<br>KOLKATA- 700021<br>WET BENGAL<br>033-22317556<br>rcarmy51@ignou.ac.in1                     | EASTERN COMMAND AREA<br><br>IAEP – 5 |
| 2       | IAEP – CHANDIMANDIR | 52      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION (G.S. EDU. BRANCH)<br>HQ WESTERN COMMAND<br>CHANDIMANDIR-134107 HARYANA<br>0172-2589355, (CIVIL) 2670 (MILITARY)<br>0172-2589423<br>rcarmy52@ignou.ac.in |                                      |
| 3       | IAEP – LUCKNOW      | 53      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>IAEP HQ CENTRAL COMMAND-<br>GS (EDN)<br>LUCKNOW – 226002, UTTAR PRADESH<br>0522-2482968 (CIVIL); 2670 (MIL)<br>rcarmy53@ignou.ac.in                                     | CENTRAL COMMAND AREA                 |
| 4       | IAEP – PUNE         | 54      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION<br>HQ SOUTHERN COMMAND<br>HRDC-1 BEG & CENTRE<br>C/O 56 APO – 908 791<br>020-20265568<br>rcarmy54@ignou.ac.in  | SOUTHERN COMMAND AREA                |
| 5       | IAEP–UDHAMPUR       | 55      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION<br>UTTAR KAMAN MUKHYALAYA 908545<br>C/O 56 APO, HQ NORTHERN COMMAND<br>UDHAMPUR, JAMMU & KASHMIR<br>01992-242486<br>rcarmy55@ignou.ac.in                 | NORTHERN COMMAND AREA                |
| 6       | IAEP – JAIPUR       | 56      | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>EDUCATION BRANCH<br>HQ SOUTHERN WESTERN COMMAND<br>C/O 56 APO 908546<br>JAIPUR, RAJASTHAN<br>0141-6640 (MILITARY)<br>rcarmy56@ignou.ac.in                               | SOUTH WESTERN COMMAND                |
| 7       | IAEP – SHILLONG     | 81      | REGIONAL DIRECTOR<br>IGNOU ASSAM-RIFLES RECOG. R.C.<br>DIRECTORATE GENERAL ASSAM<br>RIFLES (DGAR)<br>LAITUMKHAH<br>SHILLONG – 793 011 MEGHALAYA<br>0364-2705181<br>0364-2705184<br>iarrc81@ignou.ac.in                        | COMMAND AREA                         |

| Sl. No. | RC                   | RC Code | Address   | Operational Area             |
|---------|----------------------|---------|---|------------------------------|
| 8       | INEP – NEW DELHI     | 71      | REGIONAL DIRECTOR<br>IGNOU NAVY RECOG. REG. CENTRE<br>DIRECTORATE OF NAVAL EDUCATION<br>INTERATED HQS. MINISTRY OF DEF<br>WEST BLOCK 5, RK PURAM,<br>SECTOR-1, NEW DELHI – 110 066<br>DELHI<br>011-26178462<br>011-26185299<br>rcnavy71@ignou.ac.in | NAVAL HQS.                   |
| 9       | INEP – MUMBAI        | 72      | REGINAL DIRECTOR<br>IGNOU NAVY RECOG. REG. CENTRE<br>HQ WESTERN NAVAL COMMAND<br>SHAHID BHAGAT SINGH MARG<br>MUMBAI – 400 023<br>MAHARASHTRA<br>022-22752245<br>022-22665458<br>rcnavy72@ignou.ac.in  | HQ WESTERN NAVAL<br>COMMAND  |
| 10      | INEP – VISAKHAPATNAM | 73      | REGIONAL DIRECTOR<br>IGNOU NAVY RECOG. REG. CENTRE<br>INEP REGIONAL CENTRE-73<br>NCS COMPLEX<br>NAUSENABAUGH<br>POST: GANDHIGRAM<br>VISAKHAPATNAM -530005<br>ANDHRA PRADEH<br>0891-2812669<br>0891-2515834<br>rcnavy73@ignou.ac.in                  | HQ EASTREN NAVAL<br>COMMAND  |
| 11      | INEP – KOCHI         | 74      | REGIONALDIRECTOR<br>IGNOUY NAVY RECOG. REG. CENTRE<br>NAVAL BASE<br>HQ SOUTHERN NAVAL COMMAND<br>KOCHI – 682 004<br>KERALA<br>0484-266210,2662515<br>0484-266194<br>rcnavy74@ignou.ac.in  | HQ SOUTHERN NAVAL<br>COMMAND |

# 11. LIST OF CODES

## 11.1 STATE CODE

Code Description

|    |  |
|----|--|
| 01 | Andhra Pradesh                         |
| 02 | Andaman & Nicobar Islands (UT)         |
| 03 | Arunachal Pradesh                      |
| 04 | Assam                                  |
| 05 | Bihar                                  |
| 06 | Chandigarh (UT)                        |
| 07 | Delhi                                  |
| 08 | Goa                                    |
| 09 | Gujarat                                |
| 10 | Haryana                                |
| 11 | Himachal Pradesh                       |
| 12 | Jammu & Kashmir                        |
| 13 | Karnataka                              |
| 14 | Kerala                                 |
| 15 | Madhya Pradesh                         |
| 16 | Maharashtra                            |
| 17 | Manipur                                |
| 18 | Meghalaya                              |
| 19 | Mizoram                                |
| 20 | Nagaland                               |
| 21 | Odisha                                 |
| 22 | Punjab                                 |
| 23 | Rajasthan                              |
| 24 | Sikkim                                 |
| 25 | Tamil Nadu                             |
| 26 | Tripura                                |
| 27 | Uttar Pradesh                          |
| 28 | West Bengal                            |
| 29 | Dadra & Nagar Haveli, Daman & Diu (UT) |
| 30 | Lakshadweep (UT)                       |
| 31 | Pondicherry (UT)                       |
| 32 | C/o 99 APO                             |
| 33 | Learners Abroad                        |
| 34 | Chattisgarh                            |
| 35 | Jharkhand                              |
| 36 | Uttarakhand                            |
| 37 | Telangana                              |

## 11.2 EDUCATIONAL QUALIFICATION CODE

Code Description

|     |  |
|-----|--|
| 000 | Below Matriculation, SSC/No Formal Education |
| 001 | Matriculation/SSC                            |
| 002 | 10+2 or Equivalent                           |
| 003 | Diploma in Engineering                       |
| 004 | Graduation in Engineering                    |
| 005 | Graduation or Equivalent                     |
| 006 | Post Graduation or Equivalent                |
| 007 | Doctoral or Equivalent                       |
| 008 | BPP from IGNOU                               |
| 009 | Bachelor of Library Information Science      |
| 010 | Master of Library & Information Science      |

### 11.3 LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects\*

| Sl. No. | Code of Board | Board (Abbr) | Year from which 10+2 in effect | Name of the Board   |
|---------|---------------|--------------|--------------------------------|---|
| 1.      | 0101          | ABIE         | ALWAYS                         | Board of Intermediate Education, Andhra Pradesh                         |
| 2.      | 0401          | AHSL         | 1986                           | Assam Higher Secondary Education Council                                |
| 3.      | 0501          | BIEC         | ALWAYS                         | Bihar Intermediate Education Council                                    |
| 4.      | 0701          | CBSE         | 1979                           | Central Board of Secondary Education, New Delhi                         |
| 5.      | 0702          | ICSE         | 1979                           | Council for the Indian School (Certificate Exam), New Delhi             |
| 6.      | 0703          | NOS/NIOS     | 1991                           | National 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., U.P.                          |
| 26.     | 2802          | WBSE         | 1978                           | West Bengal Council of Higher Secondary Education                       |
| 27.     | 3601          | JAC          | 2006                           | Jharkhand Academic Council, Ranchi                                      |
| 28.     | 8888          | DDDD         | -                              | A recognised three/two year Diploma/Certificate after 10th Class        |
| 29.     | 9999          | XXXX         | -                              | Not listed in this list.  |

(FOR 10+2 Vocational Stream)

| Sl. No. | Code of Board | Board (Abbr) | Year from which 10+2 in effect | Name of the Board                    |
|---------|---------------|--------------|--------------------------------|--------------------------------------|
| 1.      | 1901          | MZSE         | 2001                           | Mizoram Board of Secondary Education |

\* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue Sr. Secondary level Examination from NIOS/SOSs in order to fulfil the condition of passing in minimum five core subjects.

## 11.4 LIST OF UNRECOGNIZED SCHOOL BOARDS\*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

| Sl. No. | Name of Board  | Remarks   |
|---------|--|---|
| 1.      | 2.   | 3.  |
| 1.      | Board of Higher Secondary Education, Delhi   |   |
| 2.      | Indian Council of Secondary Education, India<br>Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP   | Do not mistake with ICSE, New Delhi   |
| 3.      | Indian Council of Secondary Education, India Village:<br>Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.  | Do not mistake with ICSE, New Delhi   |
| 4.      | All India Board for Education Training, Delhi<br>(operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan,<br>Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone,<br>District Rohtas, Bihar)<br>OR<br>All India Board of Secondary Education, Delhi.<br>Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur,<br>P.O. Azadpur, Delhi-110009 |   |
| 5.      | Intermediate Council for Open Education, Jalandhar, Punjab   |   |
| 6.      | All India Council for Open Education, New Delhi  |   |
| 7.      | Board of Adult Education & Training, Delhi<br>Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur,<br>New Delhi-110003. Campus : R.X. 295, Brahampuri,<br>Nangal Raya Rly, Crossing, Pankha Road, New Delhi.  |   |
| 8.      | Central Board of Higher Education, East Patel Nagar, New Delhi.  |   |
| 9.      | Central Board of Higher Education, Uttam Nagar, New Delhi.   |   |
| 10.     | Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex,<br>Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh   |   |
| 11.     | Council of Secondary Education, Mohali, Punjab   |   |
| 12.     | Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041  |   |
| 13.     | Council for the Indian Certificate Examination, New Delhi  | Not ICSE  |
| 14.     | Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**   |   |
| 15.     | Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow  |   |
| 16.     | The Central Board of Higher Education, New Delhi.  |   |
| 17.     | Dr. Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh  |   |
| 18.     | Board of Secondary Education, Madhya Bharat, Gwalior.  |   |
| 19.     | Board of Secondary, Higher Secondary & Vocational Education,<br>Mangal Bazar Road, Laxmi Nagar, Delhi.   |   |
| 20.     | Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi   |   |
| 21.     | Board of Secondary and Higher Secondary Open Education, West Bengal  |   |
| 22.     | The Council of Basic and Technical Education, Ludhiana   |   |
| 23.     | Madhyamik Shiksha Parishad, Gwalior, M.P.  |   |
| 24.     | Central Board of Education, Ajmer  |   |
| 25.     | Council of Higher Secondary Education, Delhi   |   |
| 26.     | Council of Higher and Senior Secondary Education, Delhi  |   |
| 27.     | Delhi Board of Senior Secondary Education  |   |
| 28.     | Boad of Technical and Secondary Education, Delhi   | <a href="http://www.technicalboard.org">www.technicalboard.org</a><br><a href="http://www.technicalboard.org">http://www.technicalboard.org</a> |

| Sl. No. | Name of Board   | Remarks   |
|---------|---|---|
| 1.      | 2.  | 3.  |
| 29.     | Indian Council of Secondary Education, India (Uttar Pradesh)<br>OR<br>Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh) |   |
| 30.     | Board of Youth Education in India   |   |
| 31.     | Council of Secondary & Senior Secondary Education, Delhi  |   |
| 32.     | Indian Council of Open School Certificate Examination, Maharashtra  | www.icosce.com  |
| 33.     | Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh   |   |
| 34.     | National Board of Higher Secondary Education, Delhi   |   |
| 35.     | National Board of Secondary Education, India  |   |
| 36.     | Board of Higher Secondary Open Education, Delhi   |   |
| 37.     | Board of School and Technical Education, Chhattisgarh   |   |
| 38.     | Board of Senior Secondary Education (BSSE), Delhi   | www.bsedelhi.com  |
| 39.     | Rural Institute of Open Schooling, Laxmi Nagar, Delhi   |   |
| 40.     | Nav Bharat Shiksha Parishad (NSP), India  |   |
| 41.     | Madhyamik Shiksha Parishad of U.P. and Delhi  | Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education, UP) |
| 42.     | Swami Vivekanand Board of Secondary Education, Delhi  |   |
| 43.     | Board of Education for Senior Secondary & Technology, New Delhi   |   |
| 44.     | Board of Open Learning School, Delhi  |   |
| 45.     | Board of Secondary & Higher Secondary Education, Delhi  |   |
| 46.     | Urdu Education Board, New Delhi   |   |
| 47.     | Jamia Urdu Hind, Begusari, Bihar  |   |
| 48.     | Ucchtar Madhyamik Shiksha Mandal, Delhi   |   |
| 49.     | All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.                         |   |
| 50.     | Central Board of Senior Secondary Education   |   |
| 51.     | Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059  |   |
| 52.     | Delhi Academic Council for Higher Education   |   |
| 53.     | All India Council of Secondary Education, New Delhi   |   |
| 54.     | Council of National Secondary Education, Delhi  |   |
| 55.     | Central Board of Secondary & Higher Secondary Education, Delhi  |   |
| 56.     | Delhi Board of Secondary and Senior Secondary Education   |   |
| 57.     | Rural Development Board of Secondary and Higher Secondary, Delhi  |   |
| 58.     | Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065   |   |
| 59.     | Council of National Secondary Education, Tripura  |   |
| 60.     | Delhi Board of Secondary and Higher Secondary Open Education, Delhi   |   |
| 61.     | State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi  |   |
| 62.     | State Board of Secondary Education, Delhi   |   |
| 63.     | Dr. Bhimrao Ambedkar Intermediate Education, West Bengal  |   |

| Sl. No. | Name of Board   | Remarks |
|---------|---|---------|
| 1.      | 2.  | 3.      |
| 64.     | Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi                     |         |
| 65.     | Central Board of High School & Intermediate Examination, Delhi                                  |         |
| 66.     | Bharatiya Council of Open Schooling   |         |
| 67.     | Akhil Bhartiya Shiksha Sansthan, New Delhi  |         |
| 68.     | All India Board of Secondary Education, Gazipur   |         |
| 69.     | Central Board of Higher Education, Delhi  |         |
| 70.     | Council of Secondary Education Board, Mohali  |         |
| 71.     | Rajkiya Institute of Open Schooling (RIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P. |         |
| 72.     | Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P. |         |
| 73.     | State Council of Secondary Education, Delhi   |         |
| 74.     | Ravindra Vishwa Vidyapeeth, New Delhi   |         |
| 75.     | International Council of Schooling Education, Delhi   |         |
| 76.     | Delhi Board of Higher Education   |         |
| 77.     | Indian Council of Senior Secondary Education, New Delhi   |         |
| 78.     | Council of Secondary and Higher Secondary Education, Delhi                                      |         |
| 79.     | Council of Secondary Education, Delhi   |         |
| 80.     | Dr. Bhimrao Intermediate Education, Delhi   |         |
| 81.     | Indira Gandhi Higher Secondary and Open Education, Badarpur Border, New Delhi                   |         |
| 82.     | Indian Board of Higher School Certificate Examinations, Rajasthan                               |         |
| 83.     | Bhartiya Shiksha Sansthan, Uttar Pradesh  |         |
| 84.     | The Council of Basic & Technical Education, India   |         |
| 85.     | Board of Open Distance Learning, West Bengal  |         |
| 86.     | Indian Institute of Schooling Education, Lucknow, Uttar Pradesh                                 |         |
| 87.     | Indian Board of School Education, Howrah  |         |
| 88.     | Board of Secondary Education, Maharashtra, Malkapur   |         |
| 89.     | Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai                               |         |
| 90.     | Grameen Mukta Vidyalayi Shiksha Sansthan (GMVSS), Delhi   |         |
| 91.     | Board of School Education, Hubli (Karnataka)*   |         |
| 92.     | Delhi Board of Secondary & Higher Secondary Education   |         |
| 93.     | Jharkhand State Open School, Ranchi   |         |
| 94.     | National Institute of Research & Development Council, New Delhi                                 |         |
| 95.     | Board of Secondary Education, Delhi   |         |
| 96.     | Central Board of Open School Education, New Delhi   |         |

\*Also refer to [www.ignou.ac.in](http://www.ignou.ac.in) for latest updated list.

\*\* The matter is subjudice before the District Judge, Lucknow.



## LIST OF VOLUNTARY HINDI INSTITUTIONS

The examinations conducted by Voluntary Hindi Institutions and/or Govt. Institutions for propagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Government Services.

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|-----|---|---|---|---|
| 1.  | (हिंदी) साहित्य सम्मेलन,<br>इलाहाबाद      | 1. प्रथमा<br>2. मध्यमा (विशारद)<br>3. उत्तमा<br>(हिंदी साहित्य) | एस.एस.सी.<br>बी.ए.<br>बी.ए. (हिंदी आनर्स) | स्थाई मान्यता<br>एफ.-7.50/69 एच. 1<br>18 फरवरी, 1970  |
| 2.  | राष्ट्रभाषा प्रचार समिति,<br>वर्धा        | 1. परिचय<br>2. कोविद<br>3. रत्न                                 | एस.एल.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 3.  | दक्षिण भारत हिंदी प्रचार सभा,<br>मद्रास   | 1. प्रवेशिका<br>2. विशारद<br>3. प्रवीण                          | एस.एल.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 4.  | हिंदी विद्यापीठ,<br>देवघर, बिहार          | 1. प्रवेशिका<br>2. साहित्य भूषण<br>3. साहित्यालंकार             | एस.एल.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 5.  | महाराष्ट्र राष्ट्रभाषा सभा,<br>पूना       | 1. प्रबोध<br>2. प्रवीण<br>3. पंडित                              | एस.एल.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 6.  | हिंदी प्रचार सभा,<br>हैदराबाद             | 1. विशारद<br>2. भूषण<br>3. विद्वान                              | एस.एल.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 7.  | गुजरात विद्यापीठ,<br>अहमदाबाद             | 1. तीसरी<br>2. विनीत<br>3. सेवक                                 | एस.एल.सी.<br>इंटर<br>बी.ए.                | 7-50/69 एच-1<br>18 फरवरी, 1970<br>स्थायी मान्यता  |
| 8.  | बम्बई हिंदी विद्यापीठ,<br>बम्बई           | 1. उत्तमा<br>2. भाषा रत्न<br>3. साहित्य-सुधाकर                  | एस.एल.सी.<br>इंटर<br>बी.ए.                | वि.सं.एफ. 2/70 हिंदी<br>30-3/1 स्थायी मान्यता<br>—  |
| 9.  | असम राष्ट्रभाषा प्रचार समिति,<br>गुवाहाटी | 1. प्रबोध<br>2. विशारद<br>3. प्रवीण                             | एस.एल.सी.<br>इंटर<br>बी.ए.                | वि.सी. 7-1/73 हि.<br>ता. 7 जुलाई, 1973 से<br>स्थायी मान्यता<br>—                            |
| 10. | मणिपुर हिंदी परिषद्,<br>इम्फाल            | 1. प्रबोध<br>2. विशारद<br>3. रत्न                               | एस.एस.सी.<br>इंटर<br>बी.ए.                | —<br>—<br>—   |
| 11. | हिन्दुस्तानी प्रचार सभा,<br>बम्बई         | 1. तीसरी<br>2. काबिल<br>3. विद्वान                              | एस.एल.सी.<br>इंटर<br>बी.ए.                | वि.सी. 9-2/6 डी-1 हि.<br>13 अगस्त, 1976   |
| 12. | मैसूर हिंदी प्रचार परिषद्,<br>बंगलौर      | 1. प्रदेश<br>2. उत्तमा<br>3. रत्न                               | एस.एल.सी.<br>इंटर<br>बी.ए.                | वि.सी. 9-2/6 डी-1 हि.<br>स्थायी मान्यता<br>17 नंबर, 76 से प.सं. 8-6/84<br>डी-1 ता. 10-12-86 |

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| 13. | केरल हिंदी प्रचार सभा,<br>त्रिवेन्द्रम                         | 1. प्रदेश<br>2. भूषण<br>3. साहित्याचार्य                   | एस.एल.सी.<br>इंटर<br>बी.ए.                             | स्थायी मान्यता<br>—<br>प्रेस 9-6/84 डी. (भाषा)<br>ता. 12 दिसंबर, 1986   |
| 14. | कर्नाटक हिंदी प्रचार समिति,<br>बंगलोर                          | 1. राजभाषा<br>2. राजभाषा प्रकाश<br>3. राजभाषा विद्वान      | एस.एल.सी.<br>इंटर<br>बी.ए.                             | स्थायी मान्यता<br>—<br>प.सं. 9-6/84 डी. (भाषा)<br>ता. 12 दिसंबर, 1986   |
| 15. | कर्नाटक महिला हिंदी<br>सेवा समिति, बंगलोर                      | 1. हिंदी उत्तमा<br>2. हिंदी भाषा भूषण<br>3. भाषा प्रवीण    | एस.एल.सी.<br>इंटर<br>बी.ए.                             | स्थायी मान्यता<br>—<br>प.सं. 9-6/डी.-I (भाषा)<br>ता. 12 दिसंबर, 1986  |
| 16. | उड़ीसा राष्ट्रभाषा परिषद्,<br>पुरी                             | 1. विनोद<br>2. प्रवीण<br>3. शास्त्री                       | एस.एल.सी.<br>इंटर<br>बी.ए.                             | स्थायी मान्यता<br>—<br>प.सं. 9-4/79 डी.-I (भाषा)<br>ता. 26 जुलाई, 1979  |
| 17. | सौराष्ट्र हिंदी प्रचार समिति,<br>राजकोट                        | 1. तीसरी   | एस.एल.सी.  | स्थायी मान्यता<br>प.सं. एफ. 9-6/84 डी.-I (भाषा)<br>ता. 12 दिसंबर, 1986  |
| 18. | प्रथम महिला विद्यापीठ,<br>इलाहाबाद                             | 1. विद्या विनोदिनी<br>2. विदुषी साधारण<br>3. सरस्वती       | मैट्रिक<br>इंटर<br>बी.ए.                               | स्थायी मान्यता<br>प.सं. 9-6/84 डी.-I (भाषा)<br>ता. 12 दिसंबर, 1986  |
| 19. | मिजोरम हिंदी प्रचार सभा,<br>आइजोल                              | 1. प्रबोध<br>2. विशारद<br>3. प्रवीण                        | मैट्रिक<br>इंटरमीडिएट<br>बी.ए.                         | स्थायी मान्यता<br>प.सं. 9-4/84 डी.-I (भा.)<br>स्थायी मान्यता<br>ता. 12 अप्रैल, 1988   |
| 20. | मुंबई हिंदी सभा,<br>दादर, मुंबई                                | 1. हिंदी विबोध   | मैट्रिक (हिंदी)  | फा.सं. 3-20/2000 डी.-II (एल)<br>30-8-2000 द्वारा स्थायी मान्यता   |
| 21. | बेलगांव विभागीय<br>हिंदी सेवा शिक्षण समिति,<br>हुबली (कर्नाटक) | राजभाषा प्रबोध   | मैट्रिक (हिंदी)  | फा.सं. 1-4/2003 हि.शि.स.<br>दिनांक 25-5-2004 के द्वारा<br>राजभाषा प्रबोध को जून, 2005<br>तक अस्थायी मान्यता   |
| 22. | हिंदी शिक्षा समिति,<br>ओडिसा, कटक                              | प्रवेशिका<br>हिंदी अभिज्ञ<br>स्नातक                        | मैट्रिक (हिंदी)<br>इंटर (हिंदी)<br>बी.ए. (हिंदी)       | फा.सं. 1-4-2003 हि.शि.स.<br>दिनांक 25-5-2004 के द्वारा<br>प्रवेशिका तथा हिंदी अभिज्ञ को<br>जून, 2002 से स्थायी मान्यता<br>तथा स्नातक को जून, 2005<br>तक अस्थायी मान्यता                       |
| 23. | हिंदी प्रचार-प्रसार संस्थान,<br>जयपुर                          | 1. हिंदी कोविद<br>2. हिंदी प्रवीण<br>3. हिंदी साहित्य रत्न | मैट्रिक (हिंदी)<br>इंटरमीडिएट (हिंदी)<br>बी.ए. (हिंदी) | फा.सं. 1-4/2003 हि.शि.स.<br>दिनांक 25-5-2004 के द्वारा<br>हिंदी कोविद तथा हिंदी प्रवीण<br>को दिनांक 31-3-2000 से<br>स्थायी मान्यता। हिंदी साहित्य<br>रत्न को जून, 2005 तक<br>अस्थायी मान्यता। |

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24-11-2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25-11-2003 तक विद्यमान समझा जाय।

राष्ट्रभाषा हिन्दी के प्रचार-प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सके। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियाँ भी जारी की गई हैं। समय-समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही है। बाद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत सरकार में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार, प्रसार और विकास के संबंध में भारत सरकार को समय-समय पर सलाह देती है और सिफारिशें करती है। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्छिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डों और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथमा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समकक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय-समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद् तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यता नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही, यह हिन्दी के साथ-साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

इसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएँ न तो किसी राज्य परीक्षा परिषद् और न ही विश्वविद्यालय के समकक्ष मानी गई हैं। जहाँ तक सरकारी नौकरियों के लिए इन परीक्षाओं की मान्यता का प्रश्न है, इस सम्बन्ध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परन्तु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वैच्छिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।

अतः उपर्युक्त विवरण के आधार पर, संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी संस्थाओं की मान्यता केवल संलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण-पत्र या डिग्री परीक्षा के बरोबर नहीं माना जायगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,  
मानव संसाधन विकास मंत्रालय,  
शास्त्री भवन, नई दिल्ली-110001  
पत्र सं. एफ. 9-1/88-डी-1 (भाषा)  
5 मई 1988

## 12. IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website ([www.ignou.ac.in](http://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:

| <b>Apex Committee Against Sexual Harassment (ACASH)</b>   |              |                             |
|---|--------------|-----------------------------|
| Prof. Anju Sahgal Gupta, Chairperson, SOH   | 011-29572776 | anjugupta7@gmail.com        |
| Ms. Ghazala Parveen, Prod. Asstt., EMPC   | 011-29573286 | ghazala.syed.mail@gmail.com |
| Ms. Kailash Saluja, A.R., MPDD  | 8800736002   | kailashsaluja@ignou.ac.in   |
| Prof. Jyantika Dutta, Lady Irwin College  |              |                             |
| <b>IGNOU Committee against Sexual Harassment (ICASH)</b>  |              |                             |
| Prof. Uma Medury, Chairperson, SOSS   | 011-29572741 | umamedury@ignou.ac.in       |
| Dr. Gurmeet Kaur, Associate Professor, SOL  | 011-29572984 | gurmeetkaur@ignou.ac.in     |
| Dr. Neera Singh, Associate Professor, SOH   | 011-29572790 | neerasingh@yahoo.com        |
| Dr. Rakhi Sharma, Associate Professor, SOET   | 011-29572923 | rakhis@ignou.ac.in          |
| Mr. Raveendran P. T. , AR, F&A  | 011-29571211 |                             |
| Ms. Renu Katyal, AR, SOA  | 011-29572977 | renu@ignou.ac.in            |
| Ms. Rashmi Sarpal, PS, SOSS   | 011-29572702 | rashmisarpal@ignou.ac.in    |
| Ms. Parineeta, Assistant, SOTHSM  | 011-29571758 |                             |
| Ms. Swati Pal, Ph.D in Chemistry  |              |                             |
| Dr. Taisha Abraham, Associate Professor   |              |                             |
| Ms. Naina Kapoor, Director (Sakshi, NGO)  |              |                             |
| <b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>   |              |                             |
| Dr. Bini Toms, Chairperson, Dy. Director, RSD   | 011-29572407 | binitoms@ignou.ac.in        |
| Dr. G. Mythili, Dy. Director, STRIDE  | 011-29572614 | gmythili@ignou.ac.in        |
| Ms. Azra Arshad, Maintenance Engineer, EMPD   |              |                             |
| Ms. Neeru Sayal, EA, RSD  | 011-29572417 | neerusayal115@mail.com      |
| Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University  |              |                             |
| <b>RCCASH for Regional Centres</b>  |              |                             |
| Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor. |              |                             |

**PLEASE NOTE:**

1. The next pages comprise the admission application form.
2. Before you start filling in the form make sure that you have read the Sections and the instructions for filling up the form very carefully. Please note that change of category code shall not be entertained after the submission of application form.
3. Remember that making wrong entries in the application form will lead to rejection.
4. An electronic version of the Prospectus is also available on the internet at: <http://www.ignou.ac.in>

## 13. APPLICATION FORM: INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional Centre within stipulated dates mentioned in the Advertisement notification in the newspaper and website of IGNOU.

### GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Name of the Programme Applied for refer page no. 14-130 of this prospectus
2. For Programme Code, refer to pages 14-130 of this Prospectus.
3. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

|   |   |
|---|---|
| B | 2 |
|---|---|

4. Code of Regional Centres is given at Pages 152-162. You have to write the code of that Regional Centre in which your Study Centre falls. List of Study Centres is attached in separate booklet.
5. For Study Centre Code refer to Supplementary Booklet to Common Prospectus.
6. For State Code, refer page no. 163
7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes, if A1 then write the Enrol No. & Programme Code. This field is mandatory for those who are applying for lateral entry to M.Com., MCA, MAGD Programmes.
8. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|
| V | I | R | E | N | D | E | R | K | U | M | A | R | H | A | S | I | Z | A |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|

Please Note: Name of the candidate should be as mentioned in the High School/ +2 Certificate. In case the name is written other than the one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with the Admission Form.

9. Please write your Father's/Husband's/Guardian name. If the name is KEDAR NATH HASIZA, then write it as follows

|  |    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|  | /o | K | E | D | A | R | N | A | T | H | H | A | S | I | Z | A |
|--|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

10. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 136. See section 6.21 and 6.22.
- 11A. Write down your landline telephone No., Mobile No. and E-mail Address, if any. (Provision of Mobile No. or E-mail Address, one of them is mandatory.
- 11B. Correct Aadhar Card Number may be indicated in the box provided.
12. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as  

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| 0 | 5 | 0 | 6 | 1 | 9 | 7 | 6 |
|---|---|---|---|---|---|---|---|
13. For 13-22, write the relevant code in the appropriate box. For example, if you are male, put (A1) in the box, for female it is B2 and C3 for others who do not want to disclose their Gender (like Transgenders etc.). Please fill up category code carefully. No request for change of category code shall be entertained afterwards. All fields are mandatory.
23. Furnish the details of scholarship, if any received by you.
24. For (a) and (b), write the relevant code in the box. If A1, then fill the column 24(b) also. Supporting documents are to be enclosed.
25. Note that
  - (a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009 and 010. You have to write only highest qualification code which could be found on page 163.

- (b) Write your main subjects in short form.
  - (c) Fill in the year of passing.
  - (d) Write division - 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.
  - (e) Write down aggregate percentage obtained by you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
  - (f) Fill the Board Code from the list given on page No 164.
26. For fee details, refer to pages 14-130 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. For PGDHHM, PGDGM, PGDMCH, DNA, MSCMACS, MAEDU, only Registration Fee (Rs. 200/-) is to be paid. (In case you are submitting the form during the time slot with late fee, please submit the late fee of Rs. 300/- with amount of DD.
27. For MSCDFSM, add Rs 1100/- extra for opting CFN or Rs 1500/- for opting CNCC. See Details on page no. 116 and 117 (Section 5.38 and 5.39), if you have filled CFN, Write A1 & For CNCC write B2 in the column. For MTTM, you have to write your category as A1 or B2. See details (Section 2.5) page 18-19 for explanation. For DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it have to fill their option for BPP Programme also. For BPP you have to choose only two courses out of three i.e. OMT101, OSS101 & PCO1. For course title see Section 3.6 page no. 57.
28. Write the relevant code in the appropriate box. For BA/B.Com/B.Sc./BSW/BTS please refer Annexure 1(a). For MA (Edu), please refer Annexure 1(b). For MLIS please refer Annexure 1(c). For MAPY please refer Annexure 1(d). If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the box against BCS12 and add Rs.1200/- extra in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 or graduation level, you must attach copy of marks sheet along with other testimonials, refer page no. 14 Section 2.1. For PGDBP/CAFÉ/DAQ please refer Annexure 1(e). For PGDDM/PGDEMA/PGDUPPL/PGDRD please refer Annexure 1(f).

## CHECKLIST

Before sending the filled-in application form to concerned Regional Centre, please check whether you have enclosed 'Self Attested' :

- (a)
  - i) Photograph
  - ii) Certificates in support of your educational qualification(s) i.e. semester-wise/year wise mark-sheets and Provisional/Degree Certificat(s), Besides, if you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.
  - iii) Experience certificate wherever required.
  - iv) Category certificate (for SC/ST/PH/OBC (non-creamy layer) Minority candidates).
  - v) Age certificate wherever required.
  - vi) Student Card duly filled in along with photograph.
  - vii) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.
  - viii) Copy of Passport (for International Students)
  - ix) Copy of Visa (for International Students)
  - x) No Objection Certificate from the concerned Embassy in India (for International Students)
  - xi) Proof of resident of the candidate in India (for International Students)
  - xii) Translated copy of educational certificates wherever the same are other than in English/Hindi, duly attested by concerned Embassy. (for International Students)
- (b) Attached a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, issued by the bank.
- (c) Attached documentary proof (photocopy of BPL ration card), in case of below poverty line students.





|  |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--|--|---|---|---|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>25. Relevant Qualifications (which make you eligible for application to the programme):</b>   |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>a) Qualification:</b><br><input type="text"/> <input type="text"/> <input type="text"/><br>CODE   | <b>b) Main Subjects:</b><br>1. _____<br>2. _____<br>3. _____<br>4. _____   | <b>c) Year of passing</b><br><input type="text"/> <input type="text"/><br>Last two digits<br>of the Year  | <b>d) Division</b><br><input type="text"/> <input type="text"/><br>01, 02, 03 or 04<br>for pass | <b>e) %age of Marks</b><br><input type="text"/> <input type="text"/><br>Without decimal   | <b>f) Board code/University</b><br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>Wherever<br>required   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>26. Details of Fee remittance</b>   |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>a) Mode of payment:</b><br>(Please write relevant code in the BOX)<br>A1 Cash Challan <input type="text"/> <input type="text"/><br>B2 Demand Draft <input type="text"/> <input type="text"/>  | <b>b) Amount:</b> Rs. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                                      |   | Please add Rs. 300/- in case of Late Fee  |   | <b>c) DD/Challan Number:</b><br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>e) Bank Name:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  | <b>d) Date of DD/Challan No.:</b><br><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                       |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>27. Simultaneous Programme/Course Options: MSCDFS/MTTM/DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants only:</b>   |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>MSCDFS applicants:</b><br>(Please write relevant code in the BOX)<br>A1 CFN <input type="text"/> <input type="text"/><br>B2 CNCC <input type="text"/> <input type="text"/>  | <b>MTTM applicants:</b><br>(Please write relevant code in the BOX)<br>A1 Category 1 <input type="text"/> <input type="text"/><br>B2 Category 2 <input type="text"/> <input type="text"/> | <b>DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants</b><br>Willing to pursue BPP (In case of YES, please take Optional courses under BPP) <input type="checkbox"/><br>(Please write relevant code in the BOX)<br>A1 Yes <input type="text"/> <input type="text"/><br>B2 No <input type="text"/> <input type="text"/>                      |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>28. Elective/Optional Courses:</b>  |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| 1 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 year Semester  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>BPP Applicants: (✓ any two courses)</b><br>OMT101 <input type="checkbox"/><br>OSS101 <input type="checkbox"/><br>PCO1 <input type="checkbox"/>  |  | <b>BA/BCOM/BSC/BSW/BTS applicants: please refer Annexure 1 (a) for selecting courses:</b><br>FOUNDATION COURSES of 8 credits<br>a) BEGF1 or FHD2 (BEGF1 is compulsory for BTS) <input type="checkbox"/> <input type="checkbox"/><br>b) Any one course from list at Annexure 1 (a) <input type="checkbox"/> <input type="checkbox"/> |   |   |   | ELECTIVE COURSES of 16 credits (No option for BTS/BSW)<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>MA (EDU) applicants:</b><br>Any ONE from A1/A2/A3/A4/A5 <input type="checkbox"/><br>(Details given at Annexure 1 (b))   |  | <b>MLIS applicants:</b> <input type="checkbox"/> <input type="checkbox"/><br>Any TWO courses from Annexure 1 (c)  |   | <b>MAPY applicants:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/><br>Any SIX courses from Annexure 1 (d) |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>MCA applicants:</b><br>(✓ for opting BCS12)<br>For non-maths stream <input type="checkbox"/>  |  | <b>PGDBP/CAFÉ/DAQ applicants:</b> <input type="checkbox"/> <input type="checkbox"/><br>Any TWO courses from Annexure 1 (e)  |   | <b>PGDDM/PGDEMA/PGDUPDL/PGDRD applicants:</b> <input type="checkbox"/><br>Annexure 1 (f)  |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>DTS applicants:</b><br>Any TWO courses from one Group TS4 and PTS4 OR TS5 and PTS5 OR TS6 and PTS6 <input type="checkbox"/> <input type="checkbox"/>  |  | <b>DCE applicants:</b><br>Any THREE courses DCE2/ DCE3/DCE4/DCE5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>   |   | <b>CTE applicants:</b><br>Any ONE courses from CTE4/CTE5 <input type="checkbox"/>   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>29. Declaration and Undertaking:</b>  |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <p>I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advance intimation and I will be abiding by them.</p> |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| Place: _____   |  |   |   |   | <div style="border: 1px solid black; width: 150px; height: 30px; margin: auto;"></div> Signature of the Applicant   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| Date: _____  |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <b>(FOR OFFICE USE ONLY)</b>   |  |   |   |   |   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| ADMITTED   | NOT-ADMITTED   | Reason for NOT-Admitting<br>_____<br>_____  |   |   | Signature with Date<br>of Admission In-charge,<br>Regional Centre   |   |                          |                          |                          |                          |                          |                          |                          |                          |                          |

**Annexure 1(a):**

FOR PROGRAMME BA/BCOM/BSC/BSW

(Optional Courses)

For BA programme (Choose TWO electives)

(Modern Indian Language from list given below)

|         |           |   |
|---------|-----------|---|
| FAS1    | Assamese  | 4 |
| FBG1    | Bengali   | 4 |
| FEG2    | English   | 4 |
| FGT1    | Gujarati  | 4 |
| BHDF101 | Hindi     | 4 |
| FKD1    | Kannada   | 4 |
| FML1    | Malayalam | 4 |
| FMT1    | Marathi   | 4 |
| FOR1    | Oriya     | 4 |
| FPB1    | Punjabi   | 4 |
| FTM1    | Tamil     | 4 |
| FTG1    | Telugu    | 4 |
| FUD1    | Urdu      | 4 |
| *BSKF1  | Sanskrit  | 4 |
| *BBHF1  | Bhojpuri  | 4 |
| *BMAF1  | Maithilee | 4 |

(Elective Courses)

For BA Programme (Choose TWO electives

8 credit from group 1 and 8 credits from

group 2). For BCOM program (Choose 8 credit

either from group 1 or group 2)

(Choose any ONE course)

| GROUP 1                                     | GROUP 2                              |
|---|--------------------------------------|
| BEGE101 (8)                                 | BEGE102 (8)                          |
| BHDE 101 (8)                                | EHD2 (8)                             |
| EHD5 (8)                                    | BHDE108 (8)                          |
| EEC11 (8)                                   | BECE2 (8)                            |
| EHI1 (8)                                    | EHI2 (8)                             |
| BHIE107 (8)                                 | BPSE212 (8)                          |
| EPS11 (8)                                   | BPAE102 (8)                          |
| EPA1 (8)                                    | BRDE101 (8)                          |
| ESO11 (8)                                   | ESO12 (8)                            |
| ECO1 (4),ECO2 (4)<br>(taken together)       | MTE2(4),MTE6(4)<br>(taken together)  |
| MTE1(4),MTE4(2),MTE5(2)<br>(taken together) | BPY3(4),BPY4 (4)<br>(taken together) |
| BSWE4(8)                                    | BPC3(4),BPC4(4)<br>(taken together)  |
| BPY1 (4), BPY2 (4)<br>(taken together)      | **BULE2(8)                           |
| BPC1 (4), BPC2 (4)<br>(taken together)      |                                      |
| BULE1** (8)                                 |                                      |

**BSc programme**

Choose 16 credits from below mentioned courses:

|   |             |                                       |                                       |         |         |
|---|-------------|---------------------------------------|---------------------------------------|---------|---------|
| BPHE101 (2), BPHE 102 (2)<br>(taken together) | BPHL103 (4) | PHE4(2), PHE5 (2)<br>(taken together) | PHE6 (4)                              |         |         |
| CHE1(2), CHE3(L) (2)<br>(taken together)      | CHE2(4)     | CHE5 (4)                              | CHE7L(2),CHE8L(2)<br>(taken together) |         |         |
| LSE1 (4)                                      | LSE2(4)     | LSE3(4)                               | LSE4L(4)                              |         |         |
| MTE1(4)                                       | MTE2(4)     |                                       | MTE4(2)                               | MTE5(2) | MTE6(4) |

**BTS/BSW Programme**

Check Annexure 1(a) only For Modern Indian Languages.

\*BSKF1, BBHF1 and BMAF1 are not applicable for BTS Prog.

\*\* Self learning material would be available in URDU Language only.

### Annexure I (b):

MAEDU Programme Elective Courses (Details given under Programme)

(Choose any ONE stream)

| A1         | A2         | A3        | A4        | A5       |
|------------|------------|-----------|-----------|----------|
| MES101 (6) | MES111 (4) | MES31 (6) | MES41 (6) | MAE1 (6) |
| MES102 (6) | MES112 (4) | MES32 (6) | MES42 (6) | MAE2 (6) |
| MES103 (6) | MES113 (4) | MES33 (6) | MES43 (6) | MAE3 (6) |
| MES104 (6) | MES114 (6) | MES34 (6) | MES44 (6) | MAE4 (6) |
|            | MES115 (6) |           |           |          |

Note : If the candidate has already acquired a Diploma or PG Diploma in any of the above areas of specialization, the candidate is required to choose one area of specialization from the remaining areas of specialization.

### Annexure I (c)

MLIS Programme Elective Courses (Details given under Programme)

(Choose any TWO courses)

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| MLIE101 | MLIE102 | MLIE103 | MLIE104 | MLIE105 | MLIE106 |
|---------|---------|---------|---------|---------|---------|

### Annexure I (d)

MAPY Programme Elective Courses (Details given under Programme)

(Choose any SIX courses)

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| MPYE1 | MPYE2 | MPYE3 | MPYE4 | MPYE5 | MPYE6 |
| MPYE7 | MGP5  |       |       |       |       |

### Annexure I (e)

PGDBP Programme Elective Courses (Details given under Programme)

(Choose any TWO courses)

|          |          |          |
|----------|----------|----------|
| MBP5 (4) | MBP6 (4) | MBP7 (4) |
|----------|----------|----------|

CAFE Programme Elective Courses (Details given under Programme)

(Choose any TWO courses)

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| BFEE101 (4) | BFEE102 (4) | BFEE103 (4) | BFEE104 (4) |
|-------------|-------------|-------------|-------------|

DAQ Programme Elective Courses (Details given under Programme)

(Choose TWO course/ONE STREAM)

| STREAM I |           | STREAM II |       |
|----------|-----------|-----------|-------|
| BAQ2 (8) | BAQL1 (6) | BAQ3 (8)  | BAQL2 |
| THEORY   | LAB       | THEORY    | LAB   |

## Annexure I (f)

PGDDM Programme Elective Courses (Details given under Programme)

(Choose any ONE courses)

|          |           |
|----------|-----------|
| MED4 (4) | MPAP1 (4) |
|----------|-----------|

PGDEMA Programme Elective Courses (Details given under Programme)

(Choose any ONE courses)

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| MES45 (4) | MES46 (4) | MES47 (4) | MES48 (4) |
|-----------|-----------|-----------|-----------|

PGDRD Programme Elective Courses (Details given under Programme)

(Choose any ONE courses)

|             |          |          |
|-------------|----------|----------|
| MRDE101 (6) | RDD6 (6) | RDD7 (6) |
|-------------|----------|----------|

PGDUPDL Programme Elective Courses (Details given under Programme)

(Choose any ONE courses)

|             |             |
|-------------|-------------|
| MEDSP45 (8) | MEDSE46 (8) |
|-------------|-------------|

**APPLICATION FORM FOR PROVISIONAL ADMISSION**

1. Name
2. Programme for which admission is being sought
3. RC Code
4. Qualifications
5. Details of Qualifying Examination, the result of which is awaited OR the result has been declared, but final mark-sheet and Provisional Certificate awaited.
  - a) Examination
  - b) Board/University
  - c) Expected date of issue of final mark-sheet/Provisional certificate

(Signature of the candidate)

**UNDERTAKING**

Mr/Ms ..... son/daughter/Wife of .....

....., understand that my admission to ..... programme commencing July/January ..... admission cycle is provisional and is subject to my qualifying ..... Examination and production of proof of the same (Mark-sheet and Provisional Certificate/Degree Certificate) by 30<sup>th</sup> September (for July admission cycle) / 31<sup>st</sup> March (for January admission cycle).

Further, I hereby accept the conditions that if I fail to successfully complete the qualifying examination or fail to produce the proof thereof by the prescribed date, the provisional admission given to me will be cancelled, 25% of the programme fee forfeited and I will have no claim to pursue the programme in July...../ January..... Admission cycle.

(Signature of the candidate)

Place :

## Undertaking from Prospective Students with Disability

I, .....enrolled in .....  
(name of Programme) ..... admission cycle, certify that  
I read and Empowerment, Govt. of India (www .....) regarding physical  
requirement of various posts identified for persons with disabilities (PWD) enrolling in the this programme is my  
informed decision.

Signature

Name in Capital Letter

Date :

Place :

## INDIRA GANDHI NATIONAL OPEN UNIVERSITY Maidan Garhi, New Delhi-110068

Registration form for Fee exemption of SC/ST Students under SCSP and TSP

(Please submit duly completed Form along with enclosures to your Regional Centre)

(Exclusively for fresh students enrolled in BDP (BA; B.Com; B.Sc.); BTS, BSW and Fresh and 2nd semester of BCA in admission cycle July 2016/January 2017/ Re-registered students in aforesaid academic programmes who were freshly (first time) enrolled in July 2015/January 2016 admission Cycle).

1. Name:
2. Enrollment Number (only for re-registered students):
3. Category: Scheduled Caste (SC)/Scheduled Tribe (ST):
4. Programme of Study:
5. Regional Centre:
6. State:
7. Correspondence Address:
8. E-mail:
9. Mobile Number:
10. Aadhaar Number:
11. Family Income (Annually):
12. Bank Account No. :
13. Bank Name and Branch with City:
14. IFSC code of the Bank-Branch:

### Declaration by the Candidate

I, .....son/daughter/wife of .....  
have read, understand and abide by conditions for claim of fee exemption under SCSP and TSP. I also state that I belong to SC/ST category. I have also not availed any financial benefit by way of scholarship/fellowship of fee waiver for this programme of study from any other institute/centre/Social Welfare Departments of Respective State or other Government agencies for the financial year 2016-17. I have also enclosed self attested copy of my caste certificate (SC/ST) for making this claim for fee exemption.

I hereby state that above information is true to the best of my knowledge. If it is found false. I shall abide by any action taken against me by the University and immediately return the amount received as fee reimbursement in IGNOU's account along with penal interest (if any). I shall be liable to legal action against me in accordance with law in such a case.

.....  
)Signature)  
Name (Capital Letter)

Date :

Place :

Documents needs to be submitted along with this form

1. Copy of IGNOU Student I card issued from the Regional Centre of IGNOU (only for Re-registered student)
2. Self attested copy of Caste Certificate (SC/ST) issued from the appropriate authority.

..... ✂ ..... ✂ .....

### Verification/Information to be furnished by the Regional Centre

It is certified that the information mentioned above in respect of (He/She) .....  
enrolment no. .... enrolled in ..... academic programme in admission  
cycle ..... is correct as per information furnished by students in admission form.

Date :

Signature of Regional Director  
(Name and Seal)

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST  
 CATEGORIES ALONGWITH APPLICATION FORM  
 FORM OF CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/Shrimathi\*/Kumari\*.....Son/daughter\* of  
 ..... of village/town\*.....in District/  
 Division\*.....of the State/Union Territory\*.....belongs to  
 the.....

Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* Under:

The Constitution (Scheduled Castes) Order, 1950.

\*The Constitution (Scheduled Tribes) Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

\*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North- Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.)

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

\*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970; \*The Constitution (Sikkim) Scheduled Castes Order,

1978; \*The Constitution (Sikkim) Scheduled Tribes Order, 1978; \*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. \*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. \*The Constitution

(Scheduled Tribes) Order Amendment Act, 1991. \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. \*\*This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi\*.....father/mother\*of Shri/Shrimathi/Kumari\*.....of village/  
 town\*.....in District/Division\*.....of the State/Union  
 Territory\*.....who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled  
 Tribe\* in the State/Union Territory\*.....issued by the  
 .....dated.....

3. Shri/Shrimathi\*/Kumari\*.....and /or\* his/her\* family ordinarily reside(s) in village/  
 town\*.....of .....District/Division\* of the State/Union Territory\* of  
 .....

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\* Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

\*\* Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).



**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC  
(NON CREAMY LAYER) CATEGORIES ALONGWITH  
APPLICATION FORM**

This is to certify that ....., son/daughter of....., of village.....District/Division.....in the State.....belongs to the.....community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare\*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India,

Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

\* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

\* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

\* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

\* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.

\* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

\* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

\* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

\* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

\* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

\* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

\*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

\*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

\*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

\*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

\* Shri.....and/or his/her family ordinarily reside(s) in the..... District/ Division of the.....State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL \_\_\_\_\_

\*Strike out whichever is not applicable

N.B.—

- (a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form
- (b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (c) The authorities competent to issue caste certificates are indicated below:
  - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii)Revenue Officer not below the rank of Tehsildar; and (iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.

## EXPERIENCE CERTIFICATE

(PGJMC / CIG/CTE / PGDHE / PGDHMM / DNA)

This is to certified that Mr./Ms./Mrs. \_\_\_\_\_

is employed with this school/Institution/Organisation/Office/Hospital as \_\_\_\_\_

since \_\_\_\_\_



Place : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Name : \_\_\_\_\_

(in Block letters)

Designation :



Name of School/Institution/ \_\_\_\_\_

Organisation/Office/Hospital \_\_\_\_\_

(Seal/Stamp) \_\_\_\_\_

(Self employed professional may certify on their own behalf, but they should attach copies of their Registration Certificates)



FORM - A  
 (For those seeking admission to DNA Programme)

1) Professional Qualification General Nursing & Midwifery

|   |  |         |  |             |
|---|--|---------|--|-------------|
| a) Completion State Board/<br>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 Obtained | Total Max. Marks | Percentage |
|----------|----------------------|------------------|------------|
| 1st year |                      |                  |            |
| 2nd year |                      |                  |            |
| 3rd year |                      |                  |            |
| Total    |                      |                  |            |

3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)

|                     |                      |                     |                      |
|---------------------|----------------------|---------------------|----------------------|
| Psychiatric Nursing | <input type="text"/> | Ophthalmic Nursing  | <input type="text"/> |
| Tuberculosis        | <input type="text"/> | Leprosy             | <input type="text"/> |
| Operation Theatre   | <input type="text"/> | Oncology            | <input type="text"/> |
| Cancer Nursing      | <input type="text"/> | Occupational Health | <input type="text"/> |
| Neurology           | <input type="text"/> |                     |                      |

4) Working Experience (Please give details chronologically) :

| S. No. | Name of Organization | Designation | Dates of Service |       | Length of Experience |        |
|--------|----------------------|-------------|------------------|-------|----------------------|--------|
|        |                      |             | From             | To    | Years                | Months |
|        |                      |             |                  |       |                      |        |
|        |                      |             |                  | Total |                      |        |

### FORM – B

( For those seeking admission to PGDMCH/PGDGM Programme)

1. Date of Completion of Internship.
2. Number of completed years as on December 31, 2007  
 Since the date of completing of Internship   yrs   months
3. Details of M.B.B.S. Marks:

| Examination                          | Number of Attempts | Maximum Marks | Marks Obtained | Percentage | Enclosure No. | For Official Use |
|--------------------------------------|--------------------|---------------|----------------|------------|---------------|------------------|
| 1 <sup>st</sup> M.B.B.S.             |                    |               |                |            |               |                  |
| 2 <sup>nd</sup> M.B.B.S.             |                    |               |                |            |               |                  |
| 3 <sup>rd</sup> M.B.B.S.             |                    |               |                |            |               |                  |
| 4 <sup>th</sup> M.B.B.S.<br>(if any) |                    |               |                |            |               |                  |
| Grand Total                          |                    |               |                |            |               |                  |

4. If MBBS marks in grade system, mention the above all grade for total MBBS .....
5. Mention if sponsored by the State/ Central Government .....

### FORM – C

(For those seeking admission to PGDHHM)

1. Educational Qualifications

| Degree (s)/Diploma(s) held | Date of Completion | University |
|----------------------------|--------------------|------------|
| i) .....                   |                    |            |
| ii) .....                  |                    |            |
| iii) .....                 |                    |            |
| iv) .....                  |                    |            |

2. Date of Completion of Internship (where applicable) .....
3. Medical Council/States/Other Council Registration Number (indicate if not applicable)  
 .....
4. Work Experience in chronological order starting from present (indicate if self employed)

| Name of Organisation | Designation | Nature of work | No. of years |
|----------------------|-------------|----------------|--------------|
| .....                |             |                |              |
| .....                |             |                |              |
| .....                |             |                |              |

## FORM – D

### (For those seeking admission to CCPD Programme)

Registration category (tick ✓ in appropriate box only)

Sponsored  
(Bulk registration through PSC)

Non Sponsored  
(Individual registration)

|                              |                 |
|------------------------------|-----------------|
| If sponsored, please specify | (for IGNOU use) |
| PSC Code:                    |                 |
| Name and Seal of office      |                 |

Qualification and Work Experience in chronological order

| S.No. | Educational (8 <sup>th</sup> onwards) | Professional | S.No. | Work experience in chronological order starting from present |
|-------|---------------------------------------|--------------|-------|--|
| i     |                                       |              | i     |  |
| ii    |                                       |              | ii    |  |
| iii   |                                       |              | iii   |  |
| iv    |                                       |              | iv    |  |
| v     |                                       |              | v     |  |

Summary of Qualification and Experience

| Educational Qualification                     | (tick in appropriate box only) | Official use only<br>A | Total Experience     | (tick in appropriate box only) | Official use<br>B |
|---|--------------------------------|------------------------|----------------------|--------------------------------|-------------------|
| 8 <sup>th</sup> class                         |                                |                        | Less than 1 year     |                                |                   |
| 10 <sup>th</sup> class                        |                                |                        | 1 to 2 years         |                                |                   |
| 12 <sup>th</sup> class                        |                                |                        | 2 to 3 years         |                                |                   |
| Diploma                                       |                                |                        | 3 to 5 years         |                                |                   |
| Degree  |                                |                        | 5 years to 7 years   |                                |                   |
| Any other relevant Professional Qualification |                                |                        | 7 years to 10 years  |                                |                   |
|   |                                |                        | 10 years to 15 years |                                |                   |
|   |                                |                        | More than 15 years   |                                |                   |

(To be filled by Associate Student Only)


**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**APPLICATION FORM FOR ASSOCIATE STUDENTSHIP**  
**ADMISSION**

 DO NOT Staple  
  
 Affix your latest  
 passport size  
 photograph (4cm x  
 5cm) duly attested by  
 you

 Enrolment No. 

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| A | S |  |  |  |  |  |  |  |  |
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(for office use only)

 Regional Centre Code 

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Study Centre Code

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State Code

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1. Name of the Student (in capital letters): \_\_\_\_\_

a) Father's Name \_\_\_\_\_

2. Complete Address (in capital letters) \_\_\_\_\_

3. Details of fee paid: Pro-rata as per course(s) opted (total amount Rs. \_\_\_\_\_). Draft is to be made in the name of IGNOU payable at the city of the concerned Regional Centre.

a. Name of the Bank \_\_\_\_\_ Place \_\_\_\_\_

b. Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

c. Total Amount Rs. \_\_\_\_\_

 4. Educational Qualification :  
 (attach copies of the mark sheet and certificate)

 5. Date of Birth      Date      Month      Year      6. Gender      Male  Female 

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7. Opted Course Code :

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Please (✓) the appropriate box only

 8. Medium Code:      English       Hindi       9. Marital Status: Married  Unmarried 

 10. Nationality:      Indian       Others       If other, please specify: 

|  |
|--|
|  |
|--|

 11. Category:      SC       ST       OBC 

 12. Location Code:      Urban       Rural       Tribal 

 13. Religion:            
                  Hindu      Muslim      Christian      Sikh      Jain      Buddhist      Parsi      Jews      Other

(Please specify)

**DECLARATION BY APPLICANT**

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfil the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable to cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advanced intimation and I will be abiding by them.

**Checklist**

Affix photograph and sign over it, Attach the following:

- i) Demand Draft towards Programme fee.
- ii) Certificates in support of your Educational Qualification(s)
- iii) Category Certificate for SC/SC/OBC(nor creamy layer)/PH candidates wherever required
- iv) Age Certificate wherever required
- v) Student Card duly filled-in alongwith photograph
- vi) Acknowledgement Card duly stamped

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Signature of Candidate

Place \_\_\_\_\_

Date \_\_\_\_\_

 Send this filled-in Form alongwith fee to:  
**The Regional Director,**  
**IGNOU Regional Centre**  
 .....  
 .....





## INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination/practical without it.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 200/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station &
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



## STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

## Indira Gandhi National Open University

### ACKNOWLEDGEMENT CARD

*Dear Student,*

*Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.*

#### **To be filled in by the Student**

Course Applied for : .....

DD/Challan No. : .....

DD/Challan Date : .....

Amount : .....

DD Drawn on : .....

#### **For Office Use Only**

Your Enrolment Number is





**Indira Gandhi  
National Open University**

Maidan Garhi, New Delhi 110068, INDIA  
[www.ignou.ac.in](http://www.ignou.ac.in)