COMMON PROSPECTUS

(Separate List of PCS's/SC's Attached)

Master's Degree
Bachelor's Degree
Diplomas
Certificates

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

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068, INDIA | www.ignou.ac.in

Price: Rs. 100/- by cash at the counter | Rs. 150/- by Registered Post

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

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

Prepared & vetted at:

Student Registration Division

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

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

CUT OFF DATES FOR WALK-IN-ADMISSION:

Please check the admission advertisement in National Dailies and on IGNOU Website
www.ignou.ac.in

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

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

Ladies and Gentlemen,

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

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

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

The importance of education cannot be over emphasized. It is a very powerful tool for empowering people and for giving them self-dignity. It becomes even more important for a nation like ours that is in the process of harnessing its human resources for rapid economic growth. Today, we need more children in school and more of them to go on to higher education. Proper training, provisioning of skills sets and capacity building of its population are tools which shall make our human resources competent and confident to face the new set of challenges of a fast changing world.

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

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

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

the Gyan Darshan Channel of IGNOU, which is reaching over 8 million homes, can be useful in motivating people.

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

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

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

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

Thanking you,

Jai Hind

Pratibha Devisingh Patil
President of India

Message from the Vice-Chancellor

Dear learners,

I welcome you to 'Indira Gandhi National Open University', the world's largest university disseminating open and distance learning. This Central University established by an Act of Parliament in 1985 is committed itself to serve the needs of variety of learners. With great pleasure, I present you the Common Prospectus 2011 of IGNOU offering admission for various certificate, diploma, degree, post-graduate and doctoral research programmes.

From a modest beginning of two academic programmes, IGNOU now offers around 520 programmes with significant features of openness, flexibility, and learner-centric quality education for skill up-graduate, training, competence enhancement and qualification. In the last 25 years IGNOU had been able to establish greater access to a large number of people, rural and urban across barriers of gender, caste, class and creed. As a pioneer in Open and Distance Learning (ODL), IGNOU has been at the forefront of taking education to the doorsteps of learners over the years particularly to the remotely located disadvantaged sections of society. We at IGNOU are dedicated to provide more opportunities for advanced learning for those who aspire for studies since upgrading the quality of workforce in the society requires access to higher education and capacity building.

The dedicated faculty of IGNOU is engaged in identifying educational needs of the society and to bring unique academic programmes in the fields of para-medics, law, agriculture, social sciences, performing arts, IT, engineering, humanities, languages, mass media, women and gender studies, etc. The faculty with a large number of adjunct teachers dedicate themselves in effective learning support and personalized academic support. IGNOU has a large professional strength of academics and administrative personnel located in the regional centres to provide just-in-time administrative support, be it pre-admission counseling support or post-programme placements.

In the previous Silver Jubilee year, we have taken a much desired step of going into the multiple mode of education delivery. Alongside Open and Distance Learning, on-line approach, we have started on-campus face to face teaching in emerging areas, not only at IGNOU Headquarters but at other campuses also which have added more versatility and life towards growth of the university. Classroom interaction will bring into focus problems that students might be facing. Community College Scheme, Convergence Scheme, Associate Studentship Scheme, Flexilearn Scheme have further brought education and knowledge in the reach of more learners. A unique Course-wise Registration Scheme is also under launch through a separate prospectus where any knowledge seeker can take any number of courses from IGNOU programmes without the restrictions of age, qualification, pre-knowledge and knowledge and education in the subject.

Programmes have been conceived and run for the armed forces, such as Gyan Deep for the Army and Akashdeep for the Air Force. A similar tie-up is at the anvil for personnel of the Indian Navy. Gyan Darshan, a 24 hour educational TV Channel and Gyan Vani, a large cooperative network of FM radio stations are exclusively devoted to education. Efforts are now on for two-way teleconferencing, interactive radio counseling and for relaying educational programmes through local FM radio stations.

IGNOU has witnessed all-round growth in terms of student enrolment, increase in the number of schools and centres, study centres, regional centres, faculty and number of programme it offers. The facilities to students in particular have considerably been stepped up. Seven Regional Evaluation Centres have been

opened in different zones of the country for timely declaration of results and evaluation of assignments. This expansion is not just within the country but also across the globe where also the strength of learners is continually on the rise. Not only this, IGNOU has the largest number of government-supported schemes in social and rural development sectors.

The university recognizes the importance of sustainable and affordable high quality learning modules, courses and programmes across disciplines and at diverse levels to meet the national mission– Education for all.

Come and join the University of Opportunities.

With best wishes,

(V.N. Rajasekharan Pillai)

Vice-Chancellor

1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

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

1.3 Important Achievements

- IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.
- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 520 within a year.

1.4 The Schools of Studies & Centres

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

operation:

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

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

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)

1.5 Academic Programmes

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

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

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities

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

1.7 Credit System

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

1.8 Support Services

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

1.9 Programme Delivery

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

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

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

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

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

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

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

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

1.10   Evaluation System

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

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

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

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

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

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

Term-end Examination and Payment of Examination Fee

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

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

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

1.11 Associate Studentship

The University has a scheme of 'Associate Studentship' which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation library facility, etc. The application form provided at the end of the Prospectus (please see Page No. 253) can be used for registration. A fee of Rs. 600/- per 8 credit course, or part thereof plus Rs.100/- as registration fee is charged for admission to course(s) under BA, B.Com, B.Sc., BSW and BTS programmes. For the rest of the programmes the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of courses in the programme, plus Rs.100/- as registration fee.

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

students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

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

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

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

Change of course is not permitted under the AssociateStudentship scheme

Similarly re-admission facility is not extended to associate students. Separate Enrolment Number 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 On-Demand Examination

The University has a scheme of 'Associate Studentship'

The Facility of On-Demand Exams ~

IGNOU provides facility of On-Demand examination to its bonafide and eligible students to appear for examination in several courses as per their convenience and preparation without waiting for six monthly term-end examination. If for any reason a student failed at or failed to appear at term-end examination or needs to clear any course for career advancement or any other kind of progress before the next available term-end examination, he/she may register for On-Demand Examination On-line from anywhere at any time. The facility of On-Demand Exam is available at selected Regional Centres of IGNOU in different parts of the country.

For details about On-Demand-Examination, visit The IGNOU Website www.ignou.ac.in OR Contact any of the Regional Centres of IGNOU OR Contact the Coordinator, On-Demand Exam, NCIDE, G-Block, New AcademicComplex,IGNOU, Maidan Garhi, New Delhi - 110068. Phone: 011-29573068, 29573069 OR e-mail: odexam@ignou.ac.in OR Contact the Registrar, Student Evaluation Division, Block-12, IGNOU, Maidan Ghari, New Delhi-110068, Phone:011-29535828, 29532482.

List of the Programmes and Courses Available for On-Demand Examination

S. No.	Programme Name	Course Name
1.	ACPDM	BEE-01
	ACPDM	BEE-02
	ACPDM	BEE-03
2.	B.Com	ECO-1
	B.Com	ECO-2
	B.Com	ECO-3
	B.Com	ECO-5
	B.Com	ECO-6
	B.Com	ECO-7
	B.Com	ECO-8
	B.Com	ECO-9
	B.Com	ECO-10
	B.Com	ECO-11
	B.Com	ECO-12
	B.Com	ECO-13

	B.Com	ECO-14
3.	BDP(Fnd)	FST-01
	BDP(Fnd)	FEG-01
	BDP(Fnd)	FEG-02
	BDP(Fnd)	FHD-02
	BDP(Fnd)	BSHF-101
4.	BDP(App)	AEC-1
	BDP(App)	AOM-1
	BDP(App)	ASP-1
	BDP(App)	ACC-1
	BDP(App)	AMK-01
	BDP(App)	AED-01
	BDP(App)	AHE-01
	BDP(App)	AWR(H)
	BDP(App)	AFW(H)
	BDP(App)	BRPA-101
	BDP(App)	ATR-1
	BDP(App)	ACS-1
	BDP(App)	BHDA-101
	BDP(App)	BCOA-001
	BDP(App)	ANC-01
	BDP(App)	CTE-3
	BDP(App)	CTE-4
	BDP(App)	CTE-5
5.	B.A.(Eco.)	EEC-5
	B.A.(Eco.)	EEC-6
	B.A.(Eco.)	EEC-7
	B.A.(Eco.)	EEC-10
	B.A.(Eco.)	EEC-11
	B.A.(Eco.)	EEC-13
	B.A.(Eco.)	EEC-14
	B.A.(Eco.)	BECE-002
6.	B.A.(Hindi)	EHD-07
7.	BPP	OMT
	BPP	PCO
	BPP	OSS-101
8.	BSW	BSWE-001
	BSW	BSWE-002
	BSW	BSWE-003
	BSW	BSWE-004
	BSW	BSWE-005
	BSW	BSWE-006
9.	BTME	BME-001
	BTME	BME-002

	BTME	BME-003
	BTME	BME-004
	BTME	BME-005
	BTME	BME-006
	BTME	BME-007
10.	BTS	TS-1
	BTS	TS-2
	BTS	TS-3
	BTS	TS-4
	BTS	TS-5
	BTS	TS-6
	BTS	TS-7
11.	CES	TS-5
	CES	AHE-01
12.	CBS	ECO-1
	CBS	PCO-1
	CBS	BCOA-001
13.	CIG	NES-101
	CIG	NES-I02
	CIG	NES-103
	CIG	NES-104
14.	COF	BAP-001
	COF	BAPI-001
	COF	BAPI-002
	COF	BAPI-003
15.	CTE	CTE-1
	CTE	CTE-2
	CTE	CTE-3
	CTE	CTE-4
	CTE	CTE-5
16.	CAFE	BFE-101
	CAFE	BFE-102
	CAFE	BFEE-I01
	CAFE	BFEE-102
	CAFE	BFEE-I03
	CAFE	BFEE-104
17.	CCP	CPI
	CCP	ACS-1
18.	CNCC	CNCC-1
	CNCC	CNCC-2
19.	CTS	TS-1
	CTS	TS-2
20.	DAFE	BFE-101
	DAFE	BFE-102

	DAFE	BFEE-101
	DAFE	BFEE-102
	DAFE	BFEE-103
	DAFE	BFEE-104
21.	DECE	DECE-01
	DECE	DECE-02
	DECE	DECE-03
22.	DNHE	DNHE-1
	DNHE	DNHE-2
	DNHE	DNHE-3
23.	DTS	TS-1
	DTS	TS-2
	DTS	TS-3
	DTS	TS-4
	DTS	TS-5
	DTS	TS-6
24.	FCED	FCED
25.	M.Com	MCO-1
	M.Com	MCO-3
	M.Com	MCO-4
	M.Com	MCO-5
	M.Com	MCO-6
	M.Com	MCO-7
26.	MTM(Category-2)	TS-1
	MTM(Category-2)	TS-2
	MTM(Category-2)	TS-3
	MTM(Category-2)	TS-6
27.	PGDFSQM	MVP-001
	PGDFSQM	MVPI-001
	PGDFSQM	MVP-002
	PGDFSQM	MVP-003
	PGDFSQM	MVP-004

1.13 Distance & E-Learning Programmes for Government Employees (DELPGE)

Objective:

The purpose of the Programme is to increase the availability and flexibility of options open to employees for enhancing their knowledge and skills in order to improve the functioning of Government organizations and the delivery of services to the public.

Eligibility:

i)   The Programme is open to Central Govt. Employees (working in Ministries/Departments/Attached offices) and the faculty members of State Apex Training Institutions. *The officers working under Public Sector Undertakings are not eligible for the Programmes covered under this Programme.*

ii)   The specific conditions of eligibility of employees (including level of employee and Ministries

covered) for each module/course will be decided for each course/module and notified from time to time by DoPT.

Types of Courses Offered under the Programme:

The following category of courses are open for enrolment under this programme:-

i) *Short-Duration Specialised modules:-*

The specialised Modules are basically oriented to cater to the requirement of Government employees in a specific domain.

ii) *Certificate Programmes.*

iii) *Masters, PG and PG Diploma Programmes.*

Admission Procedure

(i) The employees concerned have to apply directly in response to the admission notification of IGNOU subject to availability of funds.

While applying for the programme, the applicant shall enclose an employment certificate as per prescribed Performa (Annexure-A).

The officers may send their applications in the prescribed application form along with fee (as in the Common Prospectus of IGNOU) at the following address:-

Prof. P.R.R.Nair, Officer on Special Duty & Coordinator
Centre for Corporate Education, Training & Consultancy
PPC Building, Block- 11, IGNOU, Maidan Garhi, New Delhi – 110 068

ii) The number of seats for Employees in each programme shall be limited to 50 and these will be offered on a first come first served basis.

Payment and Reimbursement of Fees

i) The employees enrolling for the courses under this Programme will pay the required course fees to IGNOU. The amount so paid shall be reimbursed to the employee on his/her successful completion of the course by IGNOU.

ii) Employees failing to complete the course in the time limits and / or with the minimum qualifying grades prescribed by IGNOU shall not be eligible for any reimbursement.

iii) Reimbursement for the Masters programme is available to an employee only once in his/her career.

iv) The participants are eligible to enrol for only one programme at a time under this Programme.

List of Programmes offered under *Distance & E-Learning Programmes for Government Employees* (**DELPGE**)

(The list will be updated from time to time in consultation with different Ministries)

A. Certificate Programmes

Eligibility –UDC/Assistant and above

I. Generic

Sl. No.	Course	Ministries/Departments Covered

1	Certificate in Computing (CIC)	All Ministries
2	Computer Literacy Programme (CLP)	All Ministries
3	Certificate in ICT Application in Library (CICTAL)	All Ministries
4	Certificate in Disaster Management (CDM)	All Ministries
5	Certificate in Participatory Project Planning (SAVINI)	All Ministries

II. Specialised

Sl. No.	Course	Ministries/Departments Covered
1	Certificate in Environmental Studies (CES) Ministry of	Ministry of Environment and Forest/ Rural Development/DONER
2	Certificate in Human Rights (CHR) Law and	Ministry of Home Affairs/ Ministry of Justice
3	Certificate in Sericulture (CIS) Micro, Small	Ministry of Agriculture/Ministry of and Medium Enterprises/DONER
4	Certificate in Consumer Protection (CCP) /Ministry Enterprises	Ministry of Food Processing Industries of Micro, Small and Medium
5	Certificate in Health Care Waste Management (CHCWM) Ministry	Ministry of Health and Family Welfare/ of Urban Development
6	Certificate in HIV and Family Education (CAFE) Welfare/DONER	Ministry of Health and Family
7	Certificate Programme in Newborn and Infant Care (CNIC)	Ministry of Health and Family Welfare/DONER
8	Certificate Programme in Maternal and Child Welfare/DONER Health Care (CMCHC)	Ministry of Health and Family
9	Certificate in Primary Education (CPE)	Ministry of Human Resources
10	Certificate in NGO Management (CNGOM) Empowerment/	Ministry of Social Justice and Ministry of Rural Development/ Ministry of Agriculture
11	Certificate in Primary Teaching (Module-I of BPE) (CPT)	Ministry of Human Resources
12	Certificate Programme in Life Long Learning	DoPT of Personnel and Training
13	Certificate Programme in Water Harvesting of and Management	Ministry of Rural Development/Ministry Water Resources/Ministry of Agriculture

14	Certificate in Nutrition and Child Care (CNCC)	Ministry of Health and Family Welfare
15	Certificate in Food & Nutrition (CFN) of Food	Ministry of Health and Family/ Ministry Processing
16	Certificate in Food Safety (CFS)	Ministry of Health and Family Welfare/ Ministry of Food Processing
17	Certificate in Rural Development (CRD) of Ministry of Justice	Ministry of Rural Development/ Ministry Social Justice and Empowerment/ Ministry of Women and Child Welfare/ Ministry of Environment/DONER Water Resources/ Ministry of Social and Empowerment
18	Certificate in Tourism Studies (CTS)	Ministry of Tourism
19	Certificate in Empowering Women through of Self Help Groups (CWDL)	Ministry of Rural Development/ Ministry Social Justice and Empowerment/ Ministry of Women and Child Welfare/ Ministry of Environment/DONER
20	Certificate in Women's Empowerment and Development (CWED) Empowerment/ Forest/DONER	Ministry of Rural Development/ Ministry of Social Justice and Ministry of Women and Child Welfare/ Ministry of Environment and
21	Certificate in Youth in Development Work (CCYP)	Ministry of Youth Affairs and Sports
22	Certificate in Environmental Studies (CES)	Ministry of Environment and Forest
23	Certificate in Participatory Forest Management (CPFM) Ministry of Social Women Environment	Ministry of Rural Development/ Justice and Empowerment/ Ministry of and Child Welfare/Ministry of and Forest/DONER
24	Certificate in Labour Development (CLD) of Employment	Ministry of Rural Development/ Ministry Social Justice and Empowerment/ Ministry of Women and Child Welfare/ DONER/Ministry of Labour and
25	Certificate in Competency Enhancement for ANM/FHW (CCEANM)	Ministry of Health and Family Welfare
26	Certificate in Health Care Waste Management (CHCWM)	Ministry of Health and Family Welfare/ Ministry of Urban Development
27	Advanced Certificate in Power Distribution Management (ACPDM)	Ministry of Power

B. Master of Arts

Eligibility –Under Secretary and above.

I. Generic Programme

Sl. No.	Course	Ministries/Departments Covered
1.	Master in Public Administration (MPA)	All Ministries
2.	Master in Public Policy(MPP)	All Ministries
3.	M.A. Economics	All Ministries

II. Specialised Programme

Sl. No.	Course	Ministries/Departments Covered
1	Master of Arts in Distance Education (MADE) Ministry of	DoPT of Personnel and Training/ Human Resource Development
2	M.A. in Rural Development, M.A. (RD) Environment	Rural Development/ Panchayati Raj/ Ministry of Agriculture/ Ministry of and Forest/ DONER
3	Master in Gender and Development Studies Environment	Rural Development/ Panchayati Raj/ Ministry of Agriculture/ Ministry of and Forest/Ministry of Women and Child Development/DONER
4	Master in Intellectual Property Law (MIPL) [Online Only]	Ministry of Commerce and Industry
5	M.A. in Labour and Development	Ministry of Labour and Employment

C. PG Diploma

Eligibility -Section Officer and above.

I. Generic Programmes

Sl. No.	Course	Ministries/Departments Covered
1	Post Graduate Diploma in Disaster Management (PGDDM)	All Ministries
2	Post Graduate Diploma in Intellectual Property Rights (PGDIPR)	All Ministries
3	P.G. Diploma in Financial Management (PGDFM)	All Ministries
4	P.G. Diploma in Human Resource Management (PGDHRM)	All Ministries
5	P.G. Diploma in Management (PGDIM)	All Ministries
6	P.G. Diploma in Operations Management (PGDOM)	All Ministries

II. Specialised Programmes

Sl. No.	Course	Ministries/Departments Covered
1	P.G.Diploma in Distance Education.(PGDDE) Ministry of Human	Deptt of Personnel and Training/ Human Resource Development
2	P.G. Diploma in Rural Development (PGDRD) Raj/Ministry of and Forest/	Rural Development/ Panchayati Agriculture/Ministry of Environment DONER
3	Post Graduate Diploma in Environment & Sustainable Development (PGDESD) Environment Child	Rural Development/ Panchayati Raj/ Ministry of Agriculture/ Ministry of and Forest/Ministry of Women and Development/DONER
4	P.G. Diploma in Marketing Management (PGDMM)	Ministry of Rural Development/ Ministry of Agriculture
5	P.G. Diploma in Operations Management (PGDOM)	All Ministries
6	P.G. Diploma in District Health Management	Ministry of Health and Family Welfare

D. Advance Diploma Programmes

Eligibility –UDC/Assistant and above

Sl. No.	Course	Ministries/Departments Covered
1	Advanced Diploma in Construction Management (ADCM) Power,	Rural Development, DONER/Ministry of Ministry of Railways, Ministry of Road Transport and Highways
2	Advanced Diploma in Water Resources Engineering(ADWRE)	Ministry of Water Resources

E. Diploma Programmes

Eligibility –UDC/Assistant and above

Sl. No.	Course	Ministries/Departments Covered
1	Diploma in Early Childhood Care and Education (DECE) Welfare/Ministry Development/DONER	Ministry of Health and Family of Women and Child
2	Diploma in Nutrition & Health Education (DNHE) Welfare/Ministry Development/DONER	Ministry of Health and Family of Women and Child
3	Diploma in Women's Empowerment and Development/ Development (DWED)	Ministry of Women and Child DONER

F. PG Certificate Programmes

I. Generic Programmes

Sl. No.	Course	Eligibility	Ministries/Departments Covered
1	P.G. Certificate in Project Management (PGCPM)	Assistant and above	All Ministries

II. Specialised Programmes

Sl. No.	Course	Eligibility	Ministries/Departments Covered
1	P.G. Certificate in Information Cyber Law (PGCCL) /Ministry of Justice	Assistant and above	Ministry of Communications and Technology /Ministry of Finance Home Affairs /Ministry of Law and
2	P.G. Certificate in Chemicals Patent Practice (PGCPP) and of Public Distribution / Processing	Assistant and above	Ministry of Agriculture /Ministry of and Fertilizers /Ministry of Commerce Industry /Ministry of Communications and Information Technology /Ministry Consumer Affairs, Food and Ministry of Finance /Ministry of Food Industries/Ministry of Micro, Small and Medium Enterprises
3	P.G. Certificate in Quality Management in Healthcare	Assistant and above	Ministry of Health and Family Welfare
4.	P.G. Certificate in of Participatory Management of Displacement Resettlement and of Rehabilitation (PGCMRR) Justice Agriculture/	Section Officers and above	Ministry of Rural Development/ Ministry Social Justice and Empowerment/ Ministry of Women and Child Welfare/ Ministry of Environment/DONER Ministry Water Resources/ Ministry of Social and Empowerment/ Ministry of Ministry of Urban Development
5	Post Graduate Certificate in Agriculture Policy (PGCAP)	Section Officers and above	Ministry of Agriculture/ Ministry of Rural Development

To whomsoever it may concern

*This is to certify that Mr./Ms./Mrs. _____ is holding the post of Assistant/Section Officer/Under Secretary/Deputy Secretary/Director/Joint Secretary in _____ [name of the office] and his present pay is _____ .

*This is to certify that Mr./Ms./Mrs. _____ is holding the post of _____. _____. in this Organisation/Office which is equivalent to the post of Assistant/Section Officer/Under Secretary/Deputy Secretary/Director/Joint Secretary in Government of India.

*Strike off whichever is not applicable

Place   :   _____   Signature   :
_____

Date: _____   Name   :
_____

(in Block letters)

Designation : _____(**Not below the rank of Under Secretary to the Government of India)**

Name   of   Organisation/Office/
_____

Full Postal Address

Official Email Address of the officer

Office/Mobile Telephone Number

(Seal/Stamp) _____

LIST OF PROGRAMMES

ON OFFER FOR ADMISSION

THROUGH THIS PROSPECTUS

FOR ACADEMIC SESSION COMMENCING

JULY 2011

MASTER'S DEGREE PROGRAMMES

1.	Master of Computer	MCA	Any graduate from a recognised	3 Years	6 Years
			011-29533436/011-29536207		
subject at 10+2 are				CS-60 for non-	
				Sem. (2nd Sem.	
2.	Master of Science	MSCDFSM	B.Sc(Home Science) specialization	2 Years	5 Years
			Rs.11900/- (II year)		
			or its equivalent or Graduate (B.Sc)		
from					
and					
3.	Master of Arts	MARD	Bachelor's Degree or a higher	2 Years	5 Years
University				Rs.3600/-(IIyear)	Hindi
4.	Master of Commerce	MCOM	Bachelor's Degree or a higher	2 Years	5 Years
Hindi		011-29535747			

No.	Programme	Code	Eligibility	Min. Duration	Max. Duration
5.	Master of Arts Administration; year) have done their year) University	MTM	Category 1: BTS/BA (Tourism); B.Sc. Rs.3700/- (I year) Rs.5300/- (I year)	2 Years	4 Years
	foundation				
6.	Master of Arts	MEG 011-29532054/29532957	Bachelor's Degree or a higher	2 Years	5 Years
7.	Master of Arts	MHD 011-29533675	Bachelor's Degree or a higher	2 Years	5 Years
8.	Master of Social Work year) Hindi	MSW	Bachelor's Degree or a higher sosw@ignou.ac.in 011-29532044	2 Years	5 Years
9.	Master of Arts yr)	MAPY	Any Graduate 011-29572953	2 Years	5 Years
10.	MA (Gandhi and Peace Studies)	MGPS	Graduate in any discipline	2 years	5 years
11.	Master of Arts fee	@MAEDU$	A Bachelor's Degree in any Discipline 011-29531302	2 Years	5 Years
12.	MA in Participatory 29534104	MAPD	Bachelor's degree in any discipline	2 Years	5 Years
13.	Master of Arts University	MEC	Bachelor's Degree or a higher Rs.5400/- (IIyear)	2 Years	5 Years Hindi
14.	Master of Arts (IIyear)	MAH Hindi	Bachelor's Degree or a higher 011-29535737 / 011-29572716	2 Years	5 Years
15.	Master of Arts University	MPS	Bachelor's Degree or a higher Rs.3600/-(IIyear)	2 Years	5 Years Hindi
16.	Master of Arts University	MPA	Bachelor's Degree or a higher Rs.3600/-(IIyear)	2 Years	5 Years Hindi
17.	Master of Arts University Kapur tksociology@yahoo.com	MSO	Bachelor's Degree or a higher Rs.3600/-(II year)	2 Years	5 Years Hindi
18.	Master of Arts Practical	MAPC	Graduate in any subject	2 Years	5 Years
19.	Master of Science in Human Development Theory (M.Sc.CFT)	MSCCFT	Bachelor's degree with specialization Rs. 13,500/- 2nd year and Family Studies. Child Development,	2 Years	

Or

| 20. | Master of Arts | MAEDS# | Any Graduate | 2 Years | 5 Years |
| | 29571983 | | | | Development Studies) |

Farooquee nafarooquee@ignou.ac.in

| 21. | Mater of Arts in | MAAE | The minimum required qualification | 2 Years | 5 Year |
| | | | 29572935/9868956537 | | |

Session only)

22.	Master in Gender &	MAGD	Graduation in any discipline	2 Years	5 Years
	29572961				(Also offered in Face
	Mode)				(F2F mode)

| 23. | Master of Arts | MADEα | Diploma in Distance Education (DDE) | 2 Years | 4 Years |
| | Rs. 3600/- | | 011-29572627 | | |

| 24. | Master of Library and | MLIS | BLIS Degree from any recognized | 1 Year | 4 Years |
| | equivalent. | | | | |

| 25. | Master in | MAAN | Graduate in any discipline | 1 Year | 4 Years |
| | 09818389771 | | | | |

BACHELOR'S DEGREE PROGRAMMES

26.	B.Sc. (Hons.) in Opto-	BSCHOT	10+2 or its equivalent	4 Years	6 Years
	annum		29532965/29572714		
	only)	Minimum 17 Years			

| 27. | Bachelor of Arts | BTS | 10+2 or its equivalent or BPP | 3 Years | 6 Years |
| | | 011-29571109 | | | |

| 28. | Bachelor of Computer | BCA | 1) 10+2 or its equivalent | 3 Years | 6 Years |
| | 29572902/011-29536207 | | | | |

2nd semester

| 29. | Bachelor of Arts | BA | 10+2 or its equivalent or BPP | 3 Years | 6 Years |
| | 29572710/011-29536874 | | | | |

| 30. | Bachelor of Science | BSC | 10+2 with Science subject or its | 3 Years | 6 Years |
| | Hindi | 29572822 | | | |

| 31. | Bachelor of Commerce | BCOM | 10+2 or its equivalent or BPP | 3 Years | 6 Years |
| | 29535747/011-29573032 | | | | |

| 32. | Bachelor of | BSW | 10+2 or its equivalent or BPP | 3 Years | 6 Years |
| | Hindi | sosw@ignou.ac.in 011-29532044 | | | |

| 33. | BBA in Retailing with | BBAR | Category A -DIRECT ENTRY | 3 Years | 6 Years |
| | | | includes   &   Prof. N.V. | | |

Narasimham
29573006
Government of India rules.   for DIR under   Dr. Rashmi Bansal
year.   29573023, 29532073

nvnarasimham@ignou.ac.in 29535266

Session only)

of the Regional

qualify.

34.	Bachelor of Library Hindi Kanungo	BLIS 011-29572732	i) Second Class Bachelor's Degree	1 Year	4 Years
			ii) Bachelor's Degree with Diploma in Library Science		
			iii) Bachelor's Degree with two years of working experience in a Library & Information Centre.		
			area such as Engineering, Pharmacy, Law etc.		
35.	Bachelor Preparatory Hindi	^BPP^^ 011-29533845/011-29572720	No formal qualification	6 months	2 years

DIPLOMA PROGRAMMES

| 36. | Post Graduate Diploma in Food Safety & Quality Management (online also) (offered in July Session Only) | PGDFSQM$^\gamma$ | i) Science Graduates with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects. ii) Degree in allied sciences like Agriculture/ Food Science and Technology/ Post Harvest Technology/ Home Science/ Life Science/ Microbiology/ Biochemistry/ Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/ Fisheries/Hotel Management and Catering/Hospitality Management etc. or equivalent. iii) Science graduate in discipline like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control. (minimum I year experience) iv) Arts Graduate with Diploma in Food Science discipline *viz*. Fruits and Vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc. with minimum 5 years experience in Food Processing/ Food Quality Control (2 years experience in quality control) v) BA/B.Com Graduates with minimum 7 years experience or holding senior position in Govt./ Semi Govt. Units involved in Food Quality Control. | 1 year | 4 years |
| 37. | Post Graduate Diploma in Plantation Management (offered in July | PGDPM | Graduation in any discipline | 1 year | 4 years |

Session only)

#	Programme	Code	Eligibility	Min. Duration	Max. Duration
38.	Diploma in Value Added Products from Fruits and Vegetables (offered in July session only)	^DVAPFV++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
39.	Diploma in Dairy Technology (offered in July session only)	^DDT++	i) 10+/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
40.	Diploma in Meat Technology (offered in July session only)	^DMT++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
41.	Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (offered in July session only)	^DPVCPO++	i) 10+2/Senior secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) loth pass may enroll simultaneously for the BPP and Diploma Programme	1 year	4 years
42.	Diploma in Fish Products Technology (offered in July session only)	^DFPT++	i) 10+ 2/Senior Secondary pass outs ii) BPP (under IGNOU/ODL mode) iii) 10th pass may enroll simultaneously for the BPP and Diploma Prog.	1 year	4 years
43.	Diploma in Watershed Management (offered in July session only)	^DWM++	i) 10+2 pass ii) BPP from IGNOU iii) 10th pass may enroll simultaneously for the BPP and the Diploma Programme	1 year	4 years
44.	Post Graduate Diploma Jamatia (Offered in July session only)	PGDCC** pgdcc@ignou.ac.in 29572851	MBBS Graduates	2 Years	4 Years
45.	Advanced Diploma 29534104	ADPD	Bachelor's Degree in any discipline	2 years	5 years Development
46.	PG Diploma in (total)	PGDPD	Bachelor's Degree in any discipline 011-29534104	1 year	4 years
47.	Diploma in Youth in 29572225/011-29534104	DCYP	10+2 or its equivalent	1 year	4 years
48.	Post Graduate Diploma Science Shukla archana@ignou.ac.in	PGDLAN	Bachelor's Degree in Library and	1 year	4 years

49.	Post Graduate Diploma Mathew 2953202/9868101096	PGDDM 011-	Graduate in any discipline	1 year	4 years
			011-29572728		
50.	Post Graduate Diploma 011-29532230	PGDMRR	Bachelor of Arts or equivalent Degree	1 year	4 years Management of
51.	Post Graduate Diploma 29536347/011-29572951	PGDRD	Bachelor's Degree	1 year	4 years
52.	Diploma in Early 29572958	DECE	10+2 or its equivalent	1 year	4 years Education
53.	Diploma in Nutrition &	DNHE	10+2 or its equivalent	1 year	4 years
54.	Diploma in Tourism	DTS	BPP from IGNOU or 10+2 or its	1 year	4 years
55.	Post Graduate Diploma 29533675/011-29572784	PGDT +	Bachelor's Degree	1 year	4 years
56.	Post Graduate Diploma Hindi	PGDIBO 011-29535266	Bachelor's Degree in any discipline or	1 year	3 years
57.	Post Graduate Diploma in	PGDESD institution	Graduate from a recognized university/		1 year
58.	Post Graduate Diploma in Analytical Chemistry	PGDAC	Science Graduate with Chemistry as one of the subejcts B.Sc. (Biotech) B. Pharma, Chemical Engineering	1 year	3 years
59.	Diploma in Aquaculture 011-29572809	DAQ	10+2 Pass	1 year	3 years
60.	Post Graduate Diploma	PGJMC$^\beta$	Bachelor's Degree with 2 years	1 year	4 years
61.	Post Graduate Diploma 29532655 / 011-29573272	PGDAPP	Graduation in any discipline	1 year	4 years Production
62.	Post Graduate Diploma 29572942	PGDET	Graduation from a recognised	1 year	2 years Technology
63.	Post Graduate Diploma Teachers	PGDSLM	Head Teachers/Principals or	1 year	2 years Hindi
64.	Post Graduate Diploma Singh 011-29535519/29572939	PGDEMA	Bachelor's Degree	1 year	4 years Management &
65.	Post Graduate Diploma	PGDHE	Teachers in an Institution of Higher	1 year	4 years
66.	Post Graduate Diploma in Higher Education Management 2662834	PGDHEM	Postgraduation in any discipline	1 year	3 years
67.	Diploma in Teaching equivalent Language Pune	DTG	Graduation in any discipline and B1	1 year (Registration Fee)	3years English
68.	Post Graduate Diploma Processing	PGDBP	Bachelor Degree + knowledge of English		1 year

69.	Diploma in Creative above Singh neerasingh@yahoo.com	DCE	10+2 or anyone without 10+2 but age	1 year	4 years
70.	Diploma in Urdu Fee)	DUL	10th Pass (Urdu as one of the subject) 9868334281	1 year	3 years
71.	Post Graduate Diploma Hindi	PGDSW	Graduation in any discipline from sosw@ignou.ac.in	1 year	4 years
72.	Post Graduate Diploma	PGDSWT	Graduation in any discipline from sosw@ignou.ac.in	1 year	4 years
73.	Diploma in HIV and 29532044	DAFE	10+2 or its equivalent or BPP from	1 year and Hindi	4 years
74.	Diploma in Women's Roy dksingharoy@ignou.ac.in	DWED	10+2 or its equivalent OR	1 year Hindi	4 years
75.	Diploma in Business semester 1 Rs. 10000/-	DBPOFA^ϕϕ	10+2 or its equivalent with English as 011-29536982, 29571119 Accounting	1 year	3 years
76.	Post Graduate Diploma in Pharmaceutical Sales Management Rachna Agarwal	PGDPSM	Graduate degreein any discipline with Science in 10+2 **OR** Graduate degree in any discipline rachna_agarwal@ignou.ac.in representative in a pharma industry	1 year	3 years
77.	Post Graduate Diploma	PGDDHM@	Graduate with minimum 2 years (Offered in January	1 year	3 years
78.	Post Graduate Diploma	@PGDMCHϕ	MBBS	1 year	3 years
79.	Post Graduate Diploma 29531115	PGDIPR	Graduate	1 year	3 years Rights
80.	Post Graduate	PGDCJ	Any Graduate, Graduate in	1 year	3 years
81.	Post Graduate Diploma 29572992	PGDENLW	Gradate any discipline	1 year	3 years
82.	Diploma in Paralegal 29572983	DIPP	10+2 or its equivalent or BPP	1 year	3 years
83.	Post Graduate Diploma 29571988	PGDEDS	Any Graduate	1 Year	3 Years
84.	Post Graduate Diploma	PGDFCS	Graduate in any discipline	1 year	4 years
85.	Post Graduate Diploma in Gandhi and Peace Studies	PGDGPS	Graduate in any discipline	1 year	3 years
86.	Post Graduate Diploma in Adult Education: Participatory Adult Learning Documentation and	PGDAE	Any Graduate	1 Year	4 years

No.	Programme	Code	Eligibility	Duration (Min)	Duration (Max)
	Information Networking (offered in July Session only)				
87.	Post Graduate Diploma Nayantara Padhi	PGDICG nayantara@ignou.ac.in 011-29572104	Graduate with 5 years of relevant	1 year	4 years
88.	Post Graduate Diploma	PGDCFT	Bachelor's degree with	1 year	4 years Prof. Neerja Chadha
89. and Preference two	Post Graduate Diploma	PGDMD	MBBS or equivalent qualification in	1 year	3 years Dr. Hemlata
	(offered in July Session only)		years experience in the relevant area.		
90.	Post Graduate Professional Diploma in Special Education in Visual Impairment	PGPDSEVI	B.Ed.	1 years	3 years
91.	Post Graduate Professional Diploma in Special Education in Mental Retardation	PGPDSEMR	B.Ed. Minimum age 21 years	1 years	3 years
92.	Post Graduate Professional Diploma in Special Education in Hearing Impairment	PGPDSEHI	B.Ed.	1 years	3 years

CERTIFICATE PROGRAMMES

No.	Programme	Code	Eligibility	Duration (Min)	Duration (Max)
93.	Certificate in	CIAP 036-2503165	No Bar	2 years	2 years
94.	Certificate in Japanese Fee) (Japanese,	CJL	10+2 with knowledge of English 011-29532054/011-29572768	1 year	2 years
95.	Certificate in Visual	CVAP	10th pass	1 year	3 years

No.	Certificate	Code	Eligibility	Duration	Max.
96.	Certificate in Visual Arts-Applied Art	CVAA	10th pass	1 year	3 years
97.	Certificate in Visual	CVAS	10th pass	1 year	3 years
98.	Certificate in Bhardwaza	CPATHA 011-29571992	10th pass	1 year	3 years
99.	Certificate in	CPAHM 011-29571992	10th pass	1 year	3 years
100.	Certificate in 29571993	CPAKM	10th pass	1 year	3 years Karnatak Music
101.	Certificate in	CPABN	10th pass	1 year	3 years
102.	Certificate in Performing Arts	CPAMT	10th pass	1 year	3 years
103.	Certificate in Performing Arts	CPAOS	10th pass	1 year	3 years
104.	Certificate in Performing Arts	CPAKT	10th pass	1 year	3 years
105.	Certificate in Performing Arts	CPAKK	10th pass	1 year	3 years
106.	Certificate in Performing Arts	CPAMP	10th pass	1 year	3 years
107.	Certificate in - Performing Arts	CPAKP	10th pass	1 year	3 years
108.	Certificate in German Fee) (German, Kerala)	CGL	10+2 or equivalent with knowledge 011-29532054, 011-29572768	6 months	2 years
109.	Certificate in French Fee) Hindi	CFL	10+2 011-29532054/011-29572768	6 months	2 years

Hoshiarpur,

Shillong, Gwalior,

and

110.	Certificate in Arabic 29572765	CAL	10+2 or 18 years of age	6 months	2 years
111.	Certificate in Disaster Hindi	CDM 011-29535140/011-29572735	10+2 or its equivalent or BPP from IGNOU		6 months
112.	Certificate in Hindi	CES 011-29535140/011-29572733	10+2 or its equivalent or BPP from IGNOU		6 months
113.	Certificate in NGO	CNM	10+ 2 OR Matriculate with at least	6 months	2 years
114.	Certificate in Business 29535747 Kesharwani	CBS skesharwani@ignou.ac.in	10+2 or its equivalent	6 months	2 years
115.	Certificate in Teaching 29572776 experience	CTE	Graduates or 3 years of B.EL.ED.	6 months	2 years Second Language
116.	Certificate in 29572776	CFE	10+2 or its equivalent	6 months	2 years (Basic Level)

117. Certificate in Urdu Hindi/Urdu	CUL	10th Pass 9868334281		6 months	2 years
118. Certificate in HIV and OR 29532044	CAFE	10+2 or its equivalent or BPP from IGNOU	Hindi		6 months
119. Certificate in Social Criminal	CSWCJS	Any Graduate		6 months	2 years
120. Certificate in Health	CHCWM	Doctors, Nurses, Paramedics, Health	Hindi	6 months	2 years
Kuba ruchika@yahoo.com					
121. Certificate in Midwife(ANM)/	CCEANM®	Working in service ANM/FHW who have	Hindi		6 months
experience Those who have qualified Auxiliary					
122. Certificate in Newborn	CNIC	Nursing Professionals (RNRM) with		6 months	2 years
123. Certificate in Maternal	CMCHC	Nursing Professionals (RNRM) with		6 months	2 years
124. Certificate in Diabetes Vardhini Bhattacharjee	CDCW 29572805	10+2 Preferably with Science or		6 Months	2 years
125. Certificate for Home 29533078/29572801	CHBCP	10th Pass (Matriculation)		6 Months	2 years
126. Post Graduate 29533657	PGCBHT	Graduation		6 months	2 years Bangala-Hindi Translation
127. Post Graduate 29533657	PGCMHT	Graduation		6 months	2 years Malayalam-Hindi
128. Certificate in Radio	CCR	10+2 or its equivalent		6 months	2 years
129. Certificate in Tourism SOTHSM	CTS	10+2 or its equivalent or BPP from IGNOU Studies			6 months
130. Certificate in Food & 29572960 language	CFNπ 011-29536347/011-	No formal qualification		6 months	2 years
131. Certificate in Nutrition Care S.Sen rekhasharmasen@ignou.ac.in	CNCC	10+2 or its equivalent or BPP from IGNOU			6 months
132. Post Graduate 29573091/011-29533167 also)	PGCAP	Graduation in any discipline		6 months	2 years Agriculture Policy
133. Certificate in Rural	CRD	Bachelor's Degree		6 months	2 years
134. Certificate in Food 29536347	CFS	10+2 or its equivalent		6 months	2 years
135. Certificate in 29573092/011-29533167 Sericulture.	^CIS++	10th pass out		6 months	2 years

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Dept

No.	Programme	Code	Eligibility	Duration	Max Duration
136.	Certificate in Organic years	^COF++	10+2 or its equivalent or BPP from IGNOU Hindi		6 months
137.	Certificate in Water IGNOU	^CWHM++	i) 10th pass	6 months &	2 years
138.	Certificate in Poultry 29573092	^CPF ++	8th Pass	6 months	2 years
139.	Certificate in 29573088/011-29533167	^CIB ++	8th Pass	6 months	2 years
140.	Post Graduate 29571988	PGCEDS	Any Graduate	6 months	2 years Extension and
	Sasidhar		pvksasidhar@ignou.ac.in		
141.	Post-Graduate is	PGCAE	The minimum required qualification	6months	2 Years
142.	Post Graduate years.	PGCCL	Graduate in any discipline or fourth and		6 months 011-29531115
143.	Post Graduate	PGCPP	Degree in Science/Technology/	6 months	2 years
144.	Certificate in Human SOL 29535515	CHR	10+2 or its equivalent or BPP from IGNOU Rights 011-29572983		6 months
145.	Certificate in Consumer Protection nicmkel@rediffmail.com	CCP	10+2 or its equivalent or BPP from IGNOU		6 months
146.	Certificate Programme Business Law	CCLBL 011-29532525/29572985	i) 10+2 for in-service personnel	6 months	2 years
147.	Certificate in Anti IGNOU	CAHT	10+2 or its equivalent or BPP	6 months	2 years
148.	Certificate in 29572983	CIHL	10+2 or its equivalent or BPP	6 months	2 years Humanitarian Law
149.	Certificate in IGNOU	CIT	Passed 10th or its equivalent or BPP	6 months	2 years
150.	Certificate in Guidance Joshi joshivibha2009@gmail.com Matriculation/SSC	CIG SOE	Teachers of recognised Institutions		OR
151.	PG Certificate in 29534104 PGCEPD	PGCEPD	Bachelor's Degree in any discipline	6 months	2 years Development
152.	Certificate in 29534104/011-29572225	CCSS	10+2 Pass	6 months	1 year for BPO,ITeS and
153.	Certificate in Life Long 29572225	CELL	10th pass	6 months	1 year

154.	Certificate Programme 22542499	CIE	10+2	6 months	2 years
155.	Advanced Certificate in 29534808 / 9810592438 sector	ACPDM	Engineering graduates/Engineering	6 months	2 years
156.	Certificate in Energy Technology and Management	CETM	10th Pass	6 months	2 years
157.	Certificate in Communication and IT Skills	CCITSK	10+2 pass with English as one of the subject	6 months	2 years
158.	Post Graduate Certificate in Gandhi and Peace Studies	PGCGPS	Graduate in any discipline	6 months	2 years
159.	Certificate Programme Laboratory	CPLT	10+2 with Science Subjects or equivalent OR		6 months
160.	Certificate in Teaching 29535091/011-29571806	CTPM	Adult with 10th pass	6 months	2 years Mathematics
161.	Appreciation Course qualification	ACE	Graduation from a Recognized	3 months	- Hindi
162.	Post Graduate Professional and Certificate in Visual Impairment	PGPCSEVI	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years
163.	Post Graduate Professional and Certificate in Hearing Impairment	PGPCSEHI	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years
164.	Post Graduate Professional and Certificate in Mental Retardation	PGPCSEMR	B.Ed.Special Education or B.Ed. General Education with PGPD-SEDE/PGPDSE	6 month	2 years

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

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

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

Explanation:

* Programme fee includes Registration fee of Rs.100/-.

$ Candidates seeking admission to the 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 alongwith the filled in application form. The admission to MAEDU programme will be made on the basis of a merit list of candidates to be prepared by the concerned RC.

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

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

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

@ **TheCandidates of (MSCMACS) should select the programme centre** from the list as given on page no. 220-221 under 6.1. The candidates of PGDMCH, PGDHHM, PGDGM, DNA CCEANM, MSCMACS MAEDU, should deposit only the Registration Fee of Rs.100/- with the application form. Their selection will be determined by way of a merit list and they will be duly informed. Only selected candidateswillberequired to pay the Programme Fee within a stipulated date. PGDMCH & PGDGM students also to fill the Form-B, PGDHHM students to fill the Form-C. CCEANM students should also fill the Form-D. Form-E for PGDCC students.

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

+ PGDT is a Programme of Translation from English-to-Hindi and vice-versa. It is advisable for students seeking admission in it to have proficiency in both languages.

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

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

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

++ All the candidates from rural areas shall be entitled for 50% fee concession seeking admission for the programmes mentioned from Sl.No. 165 to 169 and 207 to 209 subject to production of domicile certificate; and

The urban students below the poverty line may also be given 50% fee concession subject to production of income certificate.

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

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

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

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

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

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

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

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

LIST OF PROGRAMMES

ON OFFER THROUGH THIS

PROSPECTUS EXCLUSIVELY FOR

JANUARY 2012 SESSION

IN ADDITION TO ALL THE

PROGRAMMES OFFERED

IN JULY 2011 SESSION

1.15 PROGRAMMES THAT ARE OFFERED IN JANUARY CYCLE OF ADMISSION

MASTER DEGREE PROGRAMMES

| 1. | M.Sc.(Mathematics with Applications in (Offered in January cycle only) | MSCMACS® | 1. Graduates with a Major, or Honours in Mathematics with aggregate. If the seats at a centre remain vacant then 2. Graduate with a BA/B.Sc. degree with Mathematics as one of the three main subjects with equal weightage, having atleast 50% in aggregate and 55% in aggregate in the Mathematics courses will be considered for admission. | 2 years | 4 years |

BACHELOR DEGREE PROGRAMMES

| 2. | Post Graduate Diploma in Hospital & Health Management (offered in January | PGDHHM® | Medical/Dental graduates from a Medical/Dental Institute of India or other countries recognized by Medical Council | I year | 3 years |

	session only)		of India(MCI) or Dental Council Graduates in Indian System of Medicine. Homeopathy, Nursing and Pharmacy recognized by the respective councils with three years of hospital experience. (c) Candidates holding MBA degree or PG Dip. in Financial, Material or Personnel Management with five years hospital experience		
3.	Post Graduate Diploma in Geriatric Medicine (offered in January session only)	PGDGM@	MBBS	1 year	3 years
4.	Diploma in Nursing Administration (offered in January session only)	DNA@	General Nursing and Midwifery (GNM), with two years of experience in the profession. (For male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery). OR B.Sc.(Nursing) with no experience	1 year	3 years

LIST OF OTHER PROGRAMMES

ON OFFER THROUGH

SEPARATE PROSPECTUS

1.16 List of Programmes on Offer through Separate Prospectus
Ph.D. PROGRAMMES

1.	Doctor of Philosophy	PHDEDU	For details of Eligibility, Please see 011-29534248/011-29572936	2 Years	5 Years
2.	Doctor of Philosophy Website.	PHDCISC	For details of Eligibility , Please see 011-29533436/011-29536207	2 Years	5 Years
3.	Doctor of Philosophy	PHDHIS	For details of Eligibility, Please see 011-29535140/011-29572733	2 Years	5 Years
4.	Doctor of Philosophy Website.	PHDPS	For details of Eligibility , Please see 011-29536526/011-29572727	2 Years	5 Years
5.	Doctor of Philosophy Website.	PHDEC	For details of Eligibility , Please see 011-29572718/011-29536526	2 Years	5 Years
6.	Doctor of Philosophy	PHDSOC	For details of Eligibility , Please see 011-29534715/011-29572710	2 Years	5 Years
7.	Doctor of Philosophy	PHDPA	For details of Eligibility , Please see 011-29536526/011-29572706	2 Years	5 Years
8.	Doctor of Philosophy Website.	PHDLIS Kanungo	For details of Eligibility , Please see 011-29572732	2 Years	5 Years
9.	Doctor of Philosophy	PHDMT Dr.Deepika	For details of Eligibility , Please see 011-29535091/011-29572820 gargdeepika@ignou.ac.in	2 Years	5 Years
10.	Doctor of Philosophy	PHDPH	For details of Eligibility , Please see 011-29572836/011-29532167	2 Years	5 Years
11.	Doctor of Philosophy	PHDCHE	For details of Eligibility , Please see 011-29572823	2 Years	5 Years
Banerjee		kamalika@ignou.ac.in			

12.	Doctor of Philosophy	PHDLS	For details of Eligibility, Please see 011-29572838	2 Years	5 Years
13.	Doctor of Philosophy IGNOU	PHDHIN	For details of Eligibility , Please see 011-29532054/011-29572786	2 Year	5 Year
14.	Doctor of Philosophy IGNOU	PHDENG	For details of Eligibility , Please see 011-29572780	2 Year	5 Year
15.	Doctor of Philosophy IGNOU	PHDMGMT	For details of Eligibility , Please see 011-29534246/011-29573009	2 Year	5 Year
16.	Doctor of Philosophy IGNOU	PHDCOM	For details of Eligibility , Please see 011-29535266/011-29573030	2 Year	5 Year
17.	Doctor of Philosophy IGNOU	PHDSW	For details of Eligibility , Please see sosw@ignou.ac.in, 011-29532044	2 Year	5 Year
18.	Doctor of Philosophy Website.	PHDTS	For details of Eligibility , Please see	2 Year	5 Year
19.	Doctor of Philosophy Website.	PHDRD	For details of Eligibility, Please see 011-29532313/011-29572957	2 Year	5 Year
20.	Doctor of Philosophy	PHDCDEV	For details of Eligibility, Please see 011-29572959	2 Year	5 Year
21.	Doctor of Philosophy Website.	PHDFN	For details of Eligibility, Please see 011-29536347/011-29572960	2 Year	5 Year
22.	Doctor of Philosophy Website.	PHDDE	For details of Eligibility, Please see 011-29535399/29535744/9868551469	2 Year	5 Year
23.	Doctor of Philosophy IGNOU	PHDJMC	For details of Eligibility , Please see 011-29534392/011-29571105	2 Year	5 Year
24.	Doctor of Philosophy	PHDLAW	For details of Eligibility , Please see 011-29531115 Website.	2 Year	5 Year
25.	Doctor of Philosophy	PHDNUR	For details of Eligibility , Please see 011-29572801/29533078 Website.	2 Year	5 Year
26.	Doctor of Philosophy Website.	PHDWS	For details of Eligibility , Please see 011-29532964	2 Year	5 Year
27.	Doctor of Philosophy Thomas Degree in any in	PHDGDS athomas@ignou.ac.in	For details of Eligibility , Please see 011-29532964	2 year	5 year
28.	Doctor of Philolospy in 29571983 Farooquee	PHDEDS nafarooquee@ignou.ac.in	Any post Graduate	2 years	5 years Development

No.	Programme	Code	Eligibility		
29.	Doctor of Philosophy	PHDAGE	For details of eligibility, please see 011-29572975/011-29533166	2 year course work	5 year
	Website.				
30.	Doctor of annum plus per years	PHDDR	For details of eligibility, please see 011-29533167/011-29572976	2 years	5 years
31.	Doctor of Philosophy	PHDVED	For details of Eligibility , Please see 011-29536982	2 year	5 year
	Website.				
32.	Doctor of Philosophy	PHDMECE	For details of Eligibility , Please see subhasis@ignou.ac.in	2 year	5 year
33.	Doctor of Philosophy	PHDCENG	For details of Eligibility , Please see 011-29532863	2 year	5 year
IGNOU					
34.	Doctor of Philosophy	PHDINFO	For details of Eligibility , Please see 9818065948/011-29533068	2 year	5 year
35.	Doctor of Philosophy	PHDKMN	For details of Eligibility , Please see 9818065948/011-29533068	2 year	5 year
IGNOU					
36.	Doctor of Philosophy	PHDICT	For details of Eligibility , Please see 011-29533068/9818065948	2 Year	5 Year
IGNOU					
37.	Doctor of Philosophy semester registration/	Yet to be	(i) M.Tech / M.E. in relevant Prof. Rabinder Henry	3 Years	5 Years
38.	Doctor of Philosophy	Yet to be	(i) B.Pharma/M.Pharma/M.Sc.	3 Years	5 Years
CGPA					
			OR		
			MBBS with 6.0 CGPA (or 60% marks) (55% for SC/ST)		
39.	Doctor of Philosophy Rama Gautam SC/ST)	Yet to be	(i) MA/MBA/M.Com in Humanities	3 Years	5 Years
40.	Doctor of Philosophy	PHDEEDU	For details of Eligibility , Please see 011-29534104	2 Year	5 Years
	Website. Education,Non-formal				
41.	Doctor of Philosophy	PHDCOUT	For details of Eligibility , Please see 011-29534104	2 Years	5 Years
42.	Doctor of Philosophy SACAR, Pondichery	PHDAU 9894778977	For details of Eligibility , Please see	2 Years	5 Years
43.	Integrated M.Sc.-PhD 29535714/09350938280 and Electronics/Computer Engg./	IPHDAP	B.Sc. in Mathematics/Physics	2 years	3 year Astrophysic

Engineering/

No.	Programme	Code	Eligibility		Duration
44.	Doctor of Philosophy	PHDCISC	For details of Eligibility, Please see 29536207 / 29533436	2 years	5 years

M.Phil. PROGRAMMES

No.	Programme	Code	Eligibility		Duration
45.	M.Phil in Aurobindo time years	MPHILAU	i) A Master's degree or equivalent, in (for all students (for time		15 months SACAR, Pondicherry
	students				
thought					
46.	M.Phil in Distance Education	MPHILDE	Post Graduate Degree in Distance Eduction (MADE) of IGNOU OR Post Graduate Degree in Education (M.Ed. or MA(Edu.) from any university or a recognized institution	18 months	4 years
47.	Master of Philosophy in Social Work	MPHILSW	For details of Eligibility, Please see the prospctus of the M.Phill Ph.D programme and/or the IGNOU Website.	18 months	18 months
48.	M.Phil in Economics	MPHILEC	For details of Eligibility , Please see the prospectus of the Ph.D programme	18 months	4 years

M.Tech. PROGRAMMES

No.	Programme	Code	Eligibility		Duration
49.	M.Tech in Advanced Information Technology with specialization in Automotive Engineering & E- Manufacturing	MTECHAE	Graduates/Postgraduates with a Bachelors Degree in Engineering/ Technology in Automobile/ Aeronautical/Mechanical/Production/ Mechatronics (with minimum 55% marks or equivalent grades).	2 years	3 years
50.	M.Tech in Advanced Information Technology with specialization in Inteligent Transportation Systems	MTECHTS	Graduates/Postgraduates with a Bachelors Degree in Engineering/ Technology in Automobile/ Mechanical/Chemical! Production/ Electrical/Electronics/ Communication/Instrumentation/ Mechanical/Computer Science/IT or M.Sc. Physics/Electronics or equivalent (with minimum 55% marks	2 years	5 years
51.	M.Tech in Advanced Information Technology with specialization in Intelligent Systems & Robotics	MTECHSR	Graduates/Postgraduates with a Bachelors Degree in Engineering/ Technology in Automobile/ Mechanical/Chemical/Production/ Electrical/Electronics/ Communication/Instrumentation/ Mechanical/Computer Science/IT or M.Sc. Physics/Electronics or	2 years	3 years

			equivalent (with minimum 55% marks		
52.	M. Tech Advanced Information Technology with specialization in Microelectronics & VI.SI Design	MTECHVD	Graduate with recognized Bachelor's Degree in Engineering/Technology in Electrical/Electronics/Communication Information Technolog) Computer Science/M.Sc. In Electronics	2 years	3 years
53.	M.Tech in Advanced Information Technology with specialization in	MTECHNB	Graduates / Postgraduates with a Bachelors Degree in Engineering / Technology in Electrical / Electronics/ Instrumentation/ Chemical/ Polymer/ Computer Science/ IT or M.Sc. Physics/ Chemistry/ Zoology/ Botany/ Bioinformatics/ Microbiology/ Biotechnology/ Biochemistry/ Electronics/ Computer Science or equivalent (with minimum 55% marks or equivalent grades)	2 years	3 years
54.	M.Tech in Advanced Information Technology	MTECHNE	Graduates / Postgraduates with a Bachelors Degree in Engineering / Chemical/ Mechanical Polymer/ Computer Science/ IT or M.Sc.physics/ Electronics/ Chemistry / grades)	2 years	3 years
55.	M.Tech in Advanced Information Technology with specialization in Satellite Communication & Space Systems	MTECHCS	Graduates/ Postgraduates with a Bachelors Degree in Engineering/ Technology in Electrical/Electronics/ Communication/lnstrumentation/ Mechanical/Computer Science/IT or Computer Science/ Mathematics or equivalent (with minimum 55% marks or equivalent grades)	2 years	3 years
56.	M.Tech in Embedded System Design	MTECHESD	Candidates with anyone of the following or equivalent degrees from a Electronics & Communication, Electrical & Electronics and Instrumentation. M.Sc. In Electronics M.Sc. in Physics	2 years	5 years
57.	M. Tech in Information System Security	MTECHISS	Candidates with anyone of the following or equivalent degrees from a recognized University BE/ B.Tech- Computer Science and Information Science Technology, M.Sc Computer Science Information Science, MCA,BE/ B.Tech in any branch of Engineering and Technology with relevant experience. M.Sc. in Electronics/ Physics/Statistics/Mathematics with relevant experience	2 years	5 years

58.	M.Tech. in Advanced Information Technology with specialization in Embedded System Design	MTECHSD	Graduate with recognized Bachelors Degree of Engineering in Electrical/ Instrumentation and control/ Electronics and Communication/IT/ Computer Science/M.Sc. In Electronics/Computer Science or equivalent with minimum 55% marks or equivalent grades	2 years	3 years
59.	M.Tech. in Advanced Information Technology with specialization in Networking & Telecommunication	MTECHTC	Graduates with a Bachelor's Degree in Engineering/Technology (with minimum 55% marks or equivalent grades) in Electrical/Electronic/ Communication/lnformation Technology/ Computer Science/ Instrumentation or equivalent. Basic knowledge of Data Communication and Networking Programming, Background in C and C++	2 years	3 years
60.	M.Tech. in Advanced Information Technology with specialization in Software Technology	MTECHST	Graduates with a Bachelors Degree in Engineering /Technology with minimum 55% marks or equivalent grades and having sound computing	2years	3 years

M.S. PROGRAMMES

61.	M.S. in Biotechnology with specialization in Molecular Medicine	MSBOMM	Bachelors or Masters Degree in any branch of Life Sciences, Medical Sciences, Pharmaceutical Sciences, Chemical Sciences, Physical Sciences, equivalent (with minimum 55 % marks or equivalent grades).	2 years	3 years
62.	M.S. in Biotechnology with specialization in Stem Cell Biology	MSBOCC	Bachelors or Masters Degree in any branch of Life Sciences, Medical Sciences, Pharmaceutical Sciences, Chemical Sciences, Physical Sciences, equivalent (with minimum 55 % marks or equivalent grades).	2 years	3 years
63.	M.S. in Biotechnology with specialization in Applied Biotechnology	MSBOT	Bachelors or Masters Degree in any branch of Life Sciences, Medical Sciences, Pharmaceutical Sciences, Chemical Sciences, Physical Sciences, equivalent (with minimum 55 % marks or equivalent grades).	2 years	3 years
64.	M.S. in Biotechnology with specialization in Bioinformatics	MSBOBI	Bachelors or Masters Degree in any branch of Life Sciences, Medical Sciences, Pharmaceutical Sciences, Chemical Sciences, Physical Sciences, equivalent (with minimum 55 % marks or equivalent grades).	2 years	3 years
65.	M.S. in Nanoscience and Nanotechnology	MSNN	Graduates with a Bachelors Degree in Physics/ Biology/Chemistry /Botany/ Mathematics/Computer Science/ Computer Applications /Agriculture/ Electronics/Bioinformatics/	2 years	3 years

			Biotechnology (with minimum 55 % marks or equivalent grades).		
66.	M.S. in Software Technologies	MSST	Science Graduates with recognized Bachelors Degree eg BCA/BCS/BITI B.Sc. in IT etc of minimum 3 years duration with focused education in IT (with at minimum 55% marks at the graduation level)	2 years	3 years

MBA PROGRAMMES

67.	Master of Business	MP	a) Graduation in any discipline with 011-29534905/011-29573008	2½ years	8 years

courses)
degree with 3 years of

in

experience, or Professional Degree

Architecture / Law / Pharmacy; or

Secretaryship

b) Clearance of OPENMAT
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/

68.	Master of Business Course courses)	MBF	The candidate should be a member 011-29534245/011-29573027	2½ years	8 years

69.	MBA with specialization in Services Management	MBASM	Graduate with any recognized Bachelors Degree or minimum 3 years duration in any field with at least 55% marks at Graduation level. Graduates in Commerce And Science, Economics, Statistics, Engineering & Technology are preferred.	2 years	3 years
70.	MBA with specialization in	MBAITM	Graduates with any recognized Bachelors Degree of minimum 3 years	2 years	

	Information Technology Management		duration with focused education in IT (with at least 55% marks at the graduation level). Programming background in C/C++ is desired.		
71.	MBA with specialization in Biotechnology Management	MBABOM	Bachelors or Masters Degree in Biotechnology and Bioinformatics, in any branch of Life Sciences, Medical Sciences, Pharmaceutical Sciences, Chemical Sciences, Physical Sciences, Engineering and Technology or equivalent (with minimum 55% marks or equivalent grades)	2 years	3 years
72.	MBA with specialization in Marketing/Finance/ Operations Management	MBABM	Graduate with any recognized Bachelors Degree of minimum 3 years duration in any field with at least 55 % in Commerce/ Arts/Science/ Economics/Statistics/Engineering & Technology are preferred	2 years	3 years
73.	MBA with specialization in	MBATCM	Graduates with Bachelors Degree in Engineering/ Technology in Electrical/ Information Technology/Computer Science/Instrumentation or M.Sc./ B.Sc. in Computers/Electronics/ Physics/MCS/BCS/MCA/ MCM or equivalent (with minimum 55% marks or equivalent grades), basic knowledge of data communication, networking and programming is desirable.	2 years	3 years
74.	Executive MBA IT Management	EMBAIT	Bachelor's Degree from a recognised university in IT - field of study and	18 months	2 years
75.	Executive MBA (Hospitality Management)	EMBAHM	4 years Graduation in Hospitality with 2 year work experience Hospitality Industry. OR 3 years Graduation Course from any field with 03 years Hospitality Industry experience. OR 3 years Diploma in Hotel Management from recognised Govt. Institution with 05 years work experience of Hospitality Industry. (However, all students of this category will have to pass four additional courses during their period of study).	1 year	3 years
76. IGNOU Total	MBA in Hospitality	MBAHM	Graduation in any stream 011-295711113	2 years	4 years
77. exam	Master of Business (Transport Management)	—	Graduate in any discipline with from a recognised university	2 years	4 years Dr. Nayantara Padhi

78.	Master of Business semester Reddy researchunit@rediffmail.com	MBARS	Graduate in any discipline with 011-29572108	2 years	4 years
79.	Master of Business institution Padhi nayantara@ignou.ac.in	MBACT	Graduate from the UGC recognized	2 years semester	4 years
80.	Master of Business K.S.D. Nair	MBAAVBM ksdnair@redifmail.com	Graduate in any discipline with semester	2 years RC-Cochin	4 years
81.	Master of Business Administration semesters experience engineering/ Professional accountancy/cost accountancy/company Master valid score/Entrance	MBAFT	Graduation in any discipline with a minimum of 50% marks. Or Bachelor's law/pharmacy. Or	2 years	4 years
82.	Master of Business semester Reddy researchunit@rediffmail.com	MBAEP	Graduates in any discipline 011-29572108	2 years	4 years
83.	Master of Business semester Reddy researchunit@rediffmail.com	MBANIM	Graduates in any discipline 011-29572108	2 years	4 years Infrastructure
84.	Master of Business semester Reddy researchunit@rediffmail.com	MBAI	Graduates in any discipline Dr. Nayantara Padhi nayantara@ignou.ac.in	2 years	4 years
85.	Master of Business Administration	MBACN	Graduate in any discipline with minimum 50% aggregate marks from	2 years	4 years
86.	Master of Business Administration	MBACG	Graduate in any discipline with minimum 50% aggregate marks from	2 years	4 years
87.	Master of Business Administration	—	Graduate in any discipline with minimum 50% aggregate marks from	2 years	4 years
88.	Master of Business Administration University	MBATEXM	Graduate in any discipline with minimum 50% aggregate marks from Rs.1,000,00/- 3rd	2 years	4 years
89.	Executive MBA Nayantara Padhi Reddy researchunit@rediffmail.com	EXMBA nayantara@ignou.ac.in	Graduation from a UGC recognized university with minimum 50% marks	18 months	36 months

MASTER'S DEGREE PROGRAMMES

90.	M.Sc. in Chemistry	MSCCHEM	B.Sc. (3 yrs.) Degree after 10+2 with	2 years	4 years
			semester		
or					
Chemistry					
subjects					
least					
equivalent					
candidates					
91.	M.Sc. (Life Science) (Through Entrance Test)	MSCLS	i) B.Sc.(3 years) Degree after 10+2 with Major Honours in Life Science/ Biosciences/Botany/Zoology **OR** B.Sc. General/ Pass degree with Life Science/ Biosciences or with Botany and Zoology (equal weightage) as two of the three main subjects. **ii)** At least 50% marks in aggregate or an equivalent grade for General Candidates and 45% marks for SC/ST candidates.	2 years	4 years
92.	M.Sc in Bioinformatics & Biotechnology	MSCBIBO	Graduation in Science	2 years	2 years
93.	M.Sc in Environmental Economics (Through	MSCEE	Graduate in any subject with strong Mathematical/Statistical background	2 years	2 years
94.	M.Sc.in Applied Quantitative Finance (Through Entrance Test)	MSCQF	Graduate in any subject with strong Mathematical/ Statistical background (having at least +2 level Mathematics)	2 years	2 years
95.	Master of Arts	MPP	Bachelor's Degree. At present only 9810039877	2 Years	5 Years
year)					
96.	M.Sc. in Actuarial Economics (Through	MSCAE	Graduate in any subject with strong Mathematical a Statistical background	2 years	2 years
97.	M.Sc in Actuarial	MSCAS	i) Bachelor Degree in Mathematics 011- 29536982	2 years	5 years
semester					
98.	MA in Fashion Retail 29536982, 29571123	MAFRM	Graduate Degree in any discipline	2 years	4 years (Full Time)
99.	MA in Apparel 29536982, 29571123	MAAPM	Graduate Degree in any discipline	2 years	4 years Management
100.	M.Sc. (Fashion	MSCFMRM	Graduate in any discipline;	2 years	4 years
year 29572926					
101.	M.Sc. (Footwear /Footwear/ in	MSCFWT	Graduate in any discipline; or	2 years	4 years
102.	M.Sc. [Creative	MSCCRD	Graduate in any discipline;	2 years	4 years

No.	Programme	Code	Eligibility	Min.	Max.	Coordinator/Email
103.	M.Sc. (Leather Goods)	MSCLGAD	Graduate in any discipline; or	2 years	4 years	subhasis@ignou.ac.in

29572926

No.	Programme	Code	Eligibility	Min.	Max.
104	M.Sc. (Visual	MSCVMCD	Graduate in any discipline;	2 years	4 years
105.	Master of Science semester	MHA	1. B.Sc. in Hospitality and Hotel 011-29571112	2 Years	4 Years

Universities.

No.	Programme	Code	Eligibility	Min.	Max.	Coordinator
106.	Master of Commerce	MCOMFT	i) Graduation in any discipline or	2 years Hindi	5 years	Prof.M.S.S.Raju

Kishor nkishor@ignou.ac.in
or A
29535747

No.	Programme	Code	Eligibility	Min.	Max.
107.	Master of Commerce recognized Bansal rashmibns71@yahoo.co.uk Programme	MCOMBPCG	i) Graduate in any discipline or	2 years	5 years Hindi Governance
108.	Master of Commerce	MCOMMAFS	i) Graduate in any discipline or	2 years Hindi	5 years Financial Strategies

Kumar aggarwalsk1975@ignou.ac.in

No.	Programme	Code	Eligibility	Min.	Max.
109.	Master of Social Work semester) Test)	MSWP	Bachelor Degree from a Recognized 011-29536669	2 Years	2 years
110.	Master of Social semester	MSWC	Bachelor Degree from a Recognized 011-29532467/29572953	2 years	2 years
111.	Master of Social semester	MSWNE	Bachelor Degree from a Recognized	2 years	2 years
112.	MA(Labour and semester	MLD	Graduate in any discipline 9811389095 / 29571114	2 years	2 years
113.	Master in Social semester	MASAS	Graduate in any discipline 011- 29571115 / 9810791956	2 years	2 years
114.	MA (Gandhi and Peace 011-29535515 / 29572704 9873497720	MAGPS	Graduate in any discipline with 55%	2 years	-

115.	M.A. in Applied	MAAIS	Bachelor Degree admin@integralstudiescentre.org	2 years	6 years
116.	Master of Art	MAAS	1. A Bachelor's degree or higher	2 years	5 years

9894778977
review of
years)

SACAR, Pondicherry

students

students)

117.	M.A. in Translation	MATS	Graduate in any discipline with Hindi 011-29573076	2 years	-

Total
rajindrapanday@ignou.ac.in

118.	MA in Women's &	MAWGS	Graduation in any discipline with Dr. Nilima Srivastava 011-29573099	2 years	2years

Semester
Roy

Session only)

119.	M.Ed. in Special	MEDSEMR	A candidate who has successfully	2 years	4 years
120.	M.Ed. in Special	MEDSEVI	A candidate who has successfully	2 years	4 years
121.	M.Ed. in Special	MEDSEHI	A candidate who has successfully	2 years	4 years
122.	Master of Education	MEDSELD	A candidate who has successfully	2 years	4 years

123. Masters in Intellectual 29531115/9871504622	MIPL	Graduate in any discipline	2 years	5 years
124. Master of Fine Arts – semester Kumar tahir.sid@ignou.ac.in	MFAP Hindi	Bachelor Degree of four years Mr. M Tahir Siddiqui sopva@ignou.ac.in 011- 29571993	2 years	2 years
125. Master of Performing semester 29571992 subject(music)	MPAHVM Hindi	Candidates securing 50% marks in Dr.Seema Johari sopva@ignou.ac.in 29571993	2 years	2 years July Session
126. Master of Performing Hindi Dance(Bharatanatyam) (offered	MPABN	Graduation in Bharatanatyam or any sopva@ignou.ac.in 29571993	2 years	2 years
127. Master of Performing semester experience	MPATHA Hindi	Any graduate with Diploma in Acting/ sopva@ignou.ac.in 29571992	2 years	2 years
128. Master of Education (offered only	MED	55% in B.Ed/B.E I.Ed	2 years	4 Years
129. M. A. in Journalism & Mass Communication Rai shikharai@ignou.ac.in	MAJMC	Graduation in any discipline with 55% marks	2 years	4 Years (Offered in July Session only)
130. M.A.in Electronic Media Production & Management Test)	MAEMPM	Graduation in any discipline with 55% marks	2 years	4 Years

BACHELOR'S DEGREE PROGRAMMES

131. Bachelor of year	BARCH	10+2 with Mathematics with a 011-29572930	5 years	7 years
132. B.Tech, Aerospace 29534808/9810592438	BTAE	10+2 in science stream or higher - year	4 years	8 years
133. B.Sc. in Medical	BMLT	10+2 or its equivalent with science	4 years	6 years

			10+2 with Medical Laboratory Technology (Vocational)		
134.	B.Sc. in Medical Records & Health Information Technology (offered in July Session only)	BMRHIT	10+2 or its equivalent with minimum 45% marks (science students will given preference) Minimum age 17 years	3 years	5 years
135.	B.Sc. in Anaesthesia & Critical Care Technology (offered in July session only)	BACT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology with minimum 45% marks Minimum age 17 years	4 years	6 years
136.	B.Sc. in Radiation Therapy Technology (offered in July Session only)	BRTT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology with minimum 45% marks Minimum age 17 years	4 years	6 years
137.	B.Sc. in Medical Imaging Technology (offered in july session only)	BMIT	10+2 or its equivalent with science subject (Physics, Chemistry, Biology with minimum 45% marks	4 years	6 years
138.	B.Sc. (Fashion Merchandising & Retail Management)	BSCFMRM	10+2/intermediate (Candidates appearing in 10+2 may also apply) Minimum age 17 years	3 years	5 years
139.	B.Sc. (Footwear Technology)	BSCFWT	10+2/intermediate (Candidates appearing in 10+2 may also apply)	3 years	5 years
140.	B.Sc. (Leather Goods & Accessories Design)	BSCLGAD	10+2/intermediate (Candidates appearing in 10+2 may also apply)	3 years	5 years
141. year (www.nchmct.org)	Bachelor of Science	BHM	10+2 or its equivalent **Note:** - 011-29571112 hospitality@ignou.ac.in	3 years	6 years
142.	B.Sc. (Hons) International Hospitality Administration semester)	BSCHIHA	10+2 Pass Note : Entrance Test followed by GD and Interview conducted by FHRAI-IHM.(For details please contact Director, FHRAI-IHM,	4 years	8 years
143.	B.A. International	BAIHA	10+2 or equivalent with English as a 011-29571113 baiha@ignou.ac.in	3 years	-
144.	Bachelor of Education	BED	Graduate teachers, working either on	2 years Hindi	4 years
145.	B.Ed. Special Education in Hearing Impairments	BEDSEHI	The applicant should have a Bachelor's Degree from any recognized University, Weightage will be given to the candidates fulfilling any one of the following conditions: Weightage will be given to the a) Be a person with disability:15marks b) Be a parent of child with disability: c) possess a RCI recognized qualification:10 marks	2 years	5 years
146.	B.Ed. Special Education	BEDSEVI	The applicant should have a Weightage would be given to	2 Years	5 Years

			the following conditions. Be a person with disability – 15 marks Be a percent of child with disability- 10 marks. Possess any RCI recognized qualification – 10 marks		
147.	B.Ed. Special Education	BEDSEMR	The applicant should have a Weightage would be given to the following conditions. Be a person with disability – 15 marks Be a percent of child with disability- 10 marks Possess any RCI recognized qualification – 10 marks	2 Years	5 Years
148.	Bachelor of Commerce	BCOMAF	i) 10+2 or its equivalent	3 years Hindi	6 years
Tyagi mtyagi@ignou.ac.in Course/PEII/					and Finance)
Course/PEIII/					
149.	B.Com with Major in	BCOMCAA	i) 10+2 or its equivalent and	3 years Hindi	6 years
Sarkar madhulikalal@gmail.com					
150.	B.Com with Major in Foundation	BCOMFCA	i) 10+2 or its equivalent and	3 years	6 years Hindi
Kesharwani		skesharwani@ignou.ac.in			
151.	Bachelor of Business semester	BBARS	10+2 or equivalent or Bachelor's 011-29572108	3 years	6 years
Reddy researchunit@rediffmail.com					
152.	Bachelor of Business	BBARES Dr. V.V. Reddy	10+2 or equivalent or Bachelor's 011-29572108 Minimum age 18-25 years	3 years	6 years
	(Retail Services)				
153.	Bachelor of Business	BBAEP	10+2 or equivalent or Bachelor's semester	3 years	6 years
Reddy researchunit@rediffmail.com					
154.	Bachelor of semester	BCANIM	10+2 (with mathematics) 011-29572108	3 Years	6 Years
Reddy researchunit@rediffmail.com Mathematics Course)					Infrastructure
155.	B.A. in 3D Animation 29534392/011-29571105	BAAVFX	10+2 or BPP from IGNOU	3 years	6 years
156.	B.A in Fashion year	BAFMP	10+2 pass with English as one of the 011-29571123/011-29536982	3 years	6 years
157.	B.A. in Textile Design year	BATD	10+2 pass with English as one of the 011-29571123/011-29536982	3 years	6 years
158.	B.A. in Fashion Design	BAFD	10+2 pass with English as one of the	3 years	6 years

year

011-29571123/011-29536982

No.	Programme	Code	Eligibility	Duration	Max
159.	B.A. in Apparel 29571123/011-29536982	BAADM	10+2 Pass	3 years	6 years Merchandising
160.	B.A. in Fashion 29571123/011-29536982	BAFC	10+2 Pass	3 years	6 years (Full Time)
161.	B.A. in Applied Sign 011-29534181/29571807	BAASLS	BPPDS or equivalent	-	-
162.	Bachelors Preparatory 011-29534181/29571807	BPPDS	Xth Pass	-	-
163.	B.Sc.Nursing (Post Basic) (Offered in January Session Only)	BSCNPB	i) 10+2 with Diploma in general Nursing & midwifery (RNRM) with a minimum of two years experience in the profession. (Male nurses and nurses who have not done Midwifery in the GNM programme must submit a Certificate of completion of a course of 6 to 9 months duration approved by INC in lieu of midwifery) **OR** 10th Class Matriculation or its equivalent with Diploma in General Nursing & Midwifery (RNRM) with a min. of five years experience in the profession. (Male nurses and nurses who have not done Midwifery in the GNM programme must submit a Certificate of completion of a course of 6 to 9 months duration approved by INC in lieu of midwifery)	3 years	5 years

DIPLOMA PROGRAMMES

No.	Programme	Code	Eligibility	Duration	Max
164.	Post Graduate Diploma 29534245/011-29573027	PGDFM	Same as prescribed for MBA	1 year	- Management
165.	Post Graduate Diploma 29534246/011-29573009	PGDHRM	Same as prescribed for MBA	1 year	- Management
166.	Post Graduate Diploma 29532073/011-29573001	PGDIM	Same as prescribed for MBA	1 year	-
167.	Post Graduate Diploma 29534245/011-29573010	PGDMM	Same as prescribed for MBA	1 year	- Management
168.	Post Graduate Diploma 29532219/011-29573029	PGDOM	Same as prescribed for MBA	1 year	- Management
169.	Post Graduate Diploma in Financial Markets	PGDFMP	Graduate of any Recognised University	1 year	2 years
170.	Post Graduate Diploma 29532073/011-29573001 from	PGDTRM	Post Graduation	1 year	4 years Management
171.	Post Graduate Diploma in Urban Governance	PGDUG	Any Graduate	1 year	4 years
172.	PG Diploma in Food Science & Technology	PGDFT	Graduates in Agriculture/Food Technology/Dairy Technology/ Horticulture/Home Science/ Agriculture Engineering. Science	1 year	4 years

			graduates with two year professional experience in food processing industry/academic institutions		
173.	Post Graduate Diploma in e-Learning	PGDEL	Graduate	1 year	
174. Post Graduate Diploma exam (for the Academy,	Post Graduate Diploma	PGDTCD	Bachelor Degreee in any discipline	4 semester Gujrati/	-
175. Post Graduate Diploma exam (for the Academy,	Post Graduate Diploma	PGDTAC	Bachelor Degreee in any discipline	4 semester Gujrati/	-
176. Post Graduate Diploma exam (for atHimlok: Himalayan State	Post Graduate Diploma	PGDHAM	Bachelor Degreee in any discipline	4 semester Gujrati/	-
177. years	Post Graduate Diploma in Indian Studies : Vedic Studies in the Light of Sri Aurobindo	PGDVSSA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	1 year	2 years
178. for	Post Graduate Diploma	PGDSIC students students	1. A Bachelor's degree or higher	1 year (for SACAR, Pondicherry9894778977	3 years
179. for time be	Post Graduate Diploma	PGDIE students students	1. A Bachelor's degree or higher	1 year(for SACAR, Pondicherry 9894778977	3 years
180. Internet in	Post Graduate Diploma	PGDPSC	Undergraduate Degree or equivalent.	1 year	2 years
181.	Post Graduate Diploma in Future Studies : Explorations towards a New Creation (offered only in July session)	PGDENC	Undergraduate Degree or equivalent, Good Knowledge of English, Internet Skills & Access, prior background in integral Studies	1 year	2 years
182. Employed 29534808/9810592438 IGNOU	Post Graduate Diploma	PGDMISHE	Bachelor Degree in Engineering or	1 year	3 years Health and
183.	Post Graduate Diploma	PGDACP	Medical Graduates (Allopathy,	1 year	3 year

No.	Programme	Code	Eligibility		
184.	Post Graduate Diploma	PGDSO	Graduate Degree in any stream with 011-295371123	1 year	3 years
185.	Post Graduate Diploma	PGDLPO	Any Law Graduate or law student in	1 year	4 years (online)
186.	Post Graduate Diploma 29572992	PGDENLWOL	Gradate any discipline	1 year	3 yearrs on line
187.	Post Graduate Diploma in Rehabilitation Psychology	PGDREPY	Graduate with at least one full paper in Psychology	1 year (comprising of two semesters)	3 years
188.	Advanced Diploma in programme	ADAOM	Diploma in Engineering/Graduate in 09495572139	1 year	3 years
189.	Advanced Diploma UGC	ADACM	Degree with minimum 50% marks from entire programme		1 year
190.	Diploma in programme	DIM	Bachelor's Degree + 3 years 011-29534905 / 011-29573008	1 year	2½
191.	Diploma in Rehabilitation Therapy	DRETH	10+2 (PCB) with a minimum of 50% marks from a recognized board like CBSE or equivalent. A separate 6 monts module may be developed for Multi Rehabilitation Worker (MRW) to bring them at par with rehabilitation therapist. Candidates to be selected by holding a written examination to test their knowledge & aptitude test by interview, to be held on all India basis/or by the institution. A minimum of 17 years at the time of applying for admission.	30 months	
192.	Diploma in Prosthetics & Orthotics	DPROR	10+2 or equivalent in Science subject i.e. PCM and/or PCB	30 months	
193.	D.ED. in Special Education (Hearing Impairment)	DSEMR	Students who have passed Plus 2 examination / junior College are eligible for the Programme.	2 Academic Year	
194.	D.ED. in Special Education (Mental Retardation)	DSEHI	10+2 or equivalent examination / junior College are eligible for the Programme.	2 Academic Year	
195.	D.ED. in Special Education (Visual Impairment)	DSEVI	10+2 or equivalent	2 Academic Year	
196.	Diploma in Special Education (Deaf Blind)	DSEDEB	Essential: A trainee should have minimum qualification of Higher Secondary or equivalent there to, with minimum 50% marks from any recognised Board.	1 Academic Year	

Desirable: i) Diploma in Special Education in Hearing Impairment, Vusual Impairment of Mental Retardation. ii) Parents / siblings or significant relatives of deafblind children if they fulfil the above qualification. iii) A Sponsorship letter from an NGO or agency willing to absord the trainee after successful completion of Diploma.

No.	Course	Code	Eligibility	Duration
197.	Diploma in Hearing, Language and Speech	DHELS	10+2 pass or its equivalent pass with Physics, Chemistry, Biology, & Mathematics.	1 Academic Year
198.	Diploma in Basic Development Therapy (Cerebral palsy and Other Neurological Disabilities)	DBDTCP	10+2 or equivalent pass	1 Academic Year
199.	Diploma in Vocational Rehabilitation (Mental Retardation)	DVRMR	10+2 or equivalent pass	1 Academic Year
200.	Diploma in Special Education for Person With Cerebral Palsy	DSEPCP	10+2 or equivalent pass	1 Academic Year
201.	Diploma in Teaching Young Hearing Impaired	DTYHI	12th Class Examination Pass or equivalent examination from a recognized Board of Education. Preference may be given to a.) Graduates b.) 12th pass with a training in Montessori / Kinder garten / Early Childhood Education. C.) Parents, siblings and family members of children with hearing impairment who satisfy the prescribed qualifications.	1 Academic Year
202.	Diploma in Community	DCBRE	10+2 or equivalent examination	1 Academic
203.	Diploma in Early Childhood Special Education (Mental Retardation)	DECSEMR	10+2 or equivalent examination in general education.	1 Academic Year
204.	Diploma in Hearing Aid and Earmould Technology	DHEAET	12th class pass with physics background or any recognized diploma in electronics/ electrical or qualified dental technicians	1 Academic Year
205.	Diploma in Special Education (Autism Spectrum Disorders)	DSEASD	10+2 /12th Std. or equivalent	1 Academic Year
206.	Diploma in Sign	DSLI	10+2 or equivalent	

Language Interpreters

No.	Programme	Code	Eligibility	Duration	Max. Duration
207.	Diploma in Radio Imaging Technology (offered in July Session only)	DRIT	10+2 or its equivalent with Science subject (Physics, Chemistry, Biology) with minimum 45% marks Minimum 17 years	2 years	4 years
208.	Diploma in Medical Laboratory Technology (offered in July Session only)	DMLT	10+2 or its equivalent with Science subject (Physics, Chemistry, Biology) with minimum 45% marks or 10+2 with Medical Laboratory Technology (Vocational) Minimum 17 years	2 years	4 years
209.	Diploma in Optometry (offered in July Session only)	DOPT	10+2 or its equivalent with Science subject (Physics, Chemistry, Biology) with minimum 45% marks Minimum 17 years	2 years	4 years
210. II) Rs.2300/-	Diploma in Primary Assamese,	DPE Hindi	Matric/HSC/+2 standard pass with 011-29535519	2 years	6 years
211. Paramita Suklabaidya Dubey arvindkrdubey@ignou.ac.in	Diploma in House	DHOKE paramitaz@ignou.ac.in	10+2 or Equivalent or IGNOU SOTHSM	1 year	3 years
212. Dubey arvindkrdubey@ignou.ac.in	Diploma in Hospitality	DHOTRM Dr. Paramita Suklabaidya	10+2 or Equivalent or IGNOU paramitaz@ignou.ac.in	1 year	3 years SOTHSM
213. Dubey arvindkrdubey@ignou.ac.in	Diploma in	DFRO Dr. Paramita Suklabaidya	10+2 or Equivalent or IGNOU paramitaz@ignou.ac.in	1 year	3 years SOTHSM
214. Dubey arvindkrdubey@ignou.ac.in	Diploma in Food &	DFOBES Dr. Paramita Suklabaidya	10+2 or Equivalent or IGNOU paramitaz@ignou.ac.in	1 year	3 years SOTHSM
215. Maji submaji@rediffmail.com	Diploma in	DMISHE SOET	Minimum 12th Pass with Science and	1 year	3 years Management
216.	Diploma in Fire	DFSTYM	10+2 Pass and to Quality Entrance	1 year	3 years 011-29571123
217.	Post Graduate Diploma	PGDFSTYDM	Graduate in any discipline	1 year	3 years 011-29571123
218.	Diploma in Fire Safety	DFS	ACFS OR Graduate Degree	1 year	4 years
219.	Diploma in Security	DSM	Graduate Degree or ACSM	1 year	4 years
220. Singh parshvadeep.s@maacmail.com	Diploma in Computer	DICGI	10+2 or BPP from IGNOU	18 months	3 years

CERTIFICATE PROGRAMMES

No.	Programme	Code	Eligibility	Duration	Max. Duration
221.	Post Graduate Certificate in Endodontics (Offered only in July Session)	PGCE	BDS Doctors	1 year	3 years
222.	Post Graduate Certificate in	PGCOI	BDS Doctors	1 year	3 years

Oral Implantology (Offered only in July Session)					
223. Post Graduate Residential)	PGCSO	Graduate Degree in any stream with 011-29571123	6 months	2 years	
224. Certificate in Security	CSM	Class 10th Pass	6 months	2 years	
225. Advance Certificate	ACFS	Class 10th Pass or CFS	6 months	2 years	
226. Advance Certificate in	ACSM	Class 10th Pass or CSM	6 months	2 years	
227. Certificate in	CFSTY	Class 10th Pass	6 months	2 years	
228. Certificate in 29571128 Visually	PGCIATIVI	Graduation	6 months	- Technologies for	
229. Post Graduate 29572927	PGCPM	Graduate in any discipline	6 month	1 years Management (online)	
230. Post Graduate	PGCHI	Bachelor's Degree in any discipline	6 months	2 years	
231. Post Graduate	PGCMI	Bachelor's Degree in any discipline	6 months	2 years	
232. Post Graduate /	PGCML	Bachelor's Degree in any discipline	6 months	2 years	
233. Post Graduate /	PGCQM Institutions	Bachelor's Degree in any discipline	6 months	2 years	
234. Post Graduate Certificate :Paradigms of Psychological knowledge-A Historical	PGCPPK	Undergraduate Degree or equivalent Good Knowledge of English, Internet Skills & Access, prior backgound in Integral Studies	6 months	1 years	
235. Post Graduate Certificate :An Intro to Vedas in the light of Sri Aurobindo	PGCIV	Undergraduate Degree or equivalent Good Knowledge of English, Internet Skills & Access, prior backgound in Studies (online)	6 months	1 years	
236. Post Graduate Certificate in Explorations towards a New Creation of the Society (offered only in July Session)	PGCENC	Undergraduate Degree or equivalent, Good Knowledge of English, Internet Skills & Access, prior background in integral Studies	6 months	12 months	
237. Post Graduate Certificate in Integral Education: From Reflection to Action (offered only in July Session)	PGCIERA	Undergraduate Degree or equivalent, Good Knowledge of English, Internet Skills & Access, prior background in integral Studies	6 months	12 months	
238. Post Graduate Certificate in Studies of the Rig Veda: Hymns to the Rising Sun, Surya - Savitri	PGCSRVS	Undergraduate Degree or equivalent, Good Knowledge of English, Internet Skills & Access, prior background in integral Studies	6 months	12 months	

	(offered only in July Session)				
239.	Post Graduate Certificate inThe Study of the Bhagawad Gita in the Light of Sri	PGCBGSA	Please see the prospectus of the Postgraduate Certificate & Diploma Programmes in Applied Integral Studies (online)	6 months	6 months
years in					
240.	Post Graduate Certificate: The Upanishads in the Light of Sri Aurobindo (offered only in January Session)	PGCULSA	Undergraduate Degree or equivalent, Good Knowledge of English, Internet Skills & Access, prior background in integral Studies	6 months	12 months
241.	Certificate in Primary (offered only in North East States for a	CPE	Matric/HSC/+2 standard and having 5 years teaching experience in primary/elementary level schools	2 years	4 years
242.	Certificate in Rural	CRHT	12th standard/HSC/Matriculate	2 semester Gujrati/	-
Academy,					
243.	Certificate in Food & 2578454	CFBO	10+2 or its equivalent	6 months	2 years Operations
244.	Certificate in Early 29573078	CESECP	10th Pass	1 year	3 years Education Enabling
245.	Certificate in Early 29573078	CESEMR	10th Pass	1 year	3 year Education Enabling
246.	Certificate in Early 29573078	CESEHI	10th Pass	1 year	3 year Education Enabling
247.	Certificate in Early 29573078 Visual	CESEVI	10th Pass	1 year	3 year Education Enabling
248.	Certificate Course in Technicians	CPRORT Year	Certificate from I.T.I in any of the Please Contact RCHindi, Or 10th class pass and two years of practical experience in a recognized P&O Professional.	1 Academic	
249.	Certificate in Rehabilitation Therapy Assistant	CRETA	Have a minimum of 12 years of school or have completed 'A' level education. Preference will be given to persons with disabilities especially women eith disabilities. It is better to have students with 12 years of schooling as this could give students the opportunity to apply higher category training programmes in future, be able to read, write and understand spoken English at a basic level. If possible, spend about 3 to 4 months at the	1 Academic Year	

organization where students will be working on completion of their training, prior to coming for the training, preferable in the areas of rehabilitation or community based rehabilitation (CBR) programme. Preference is given to persons with disabilities to be sponsored for training especially women with disabilities.

No.	Programme	Code	Eligibility	Duration	
250.	Certificate in Leather Making	CLGM	8th Pass	1 year	3 years
251.	Certificate Course in Care Giving	CCAREG	The minimum entry qualifications would be 10th or equivalent pass.	10 months	
252.	Certificate in Hearing Aid Technology	CHEAT	10+2 or equivalent with physics subject	6 months	
253.	Certificate in Earmould Technology	CEART	10+2 or equivalent with physics subject	6 months	
254.	Certificate in Digital 29534392/011-29571105	CDFM	10+2 or BPP from IGNOU	6 months	1 year
255.	Certificate in Shoe Cutting	CSUC	8th Pass	6 months	2 years
256.	Certificate in Shoe Stitching	CSUS	8th Pass	6 months	2 years
257.	Certificate in Shoe Finishing	CSLF	8th Pass	6 months	2 years
258.	Certificate in Craft &	CCDP	Functionally Literate	6 months	2 years
259.	Competency Hindi 29534808/9810592438 Candidates)	CCPD	8th Pass (Non-sponsored Candidates) subhasis@ignou.ac.in	6 months website)	2 years
260.	Certificate in PC Rao murli@ignou.ac.in 011-29531574	CPHN	10+2 or equivalent ITI/Dip. from -	6 months	1 year
261.	Certificate in Persian Language (offered in Delhi Only)	CPEL	10th Pass	6 months	2 years
262.	Certificate in Chinese	CCLC	10th standard with English Minimum 18 years	6 months	1 year
263.	Certificate Programme revised)	CPSL English	10+2 or equivalent 011-29532854/29572751	6 months	2 years
264.	Certificate in Front	CFO	10+2 or its equivalent	6 months	2 years
265.	Certificate in House 2578454	CHO	10+2 or its equivalent	6 months	2 years
266.	Certificate in Hospital 29571119	CHAA	10+2 pass	6 months	2 years Assistanceship

No.	Programme	Code	Eligibility		Duration
267.	Certificate in years	CJD	12th pass or BPP from IGNOU	6 months	2 years Mrs. Asha Yadav
268.	Certificate in 29571123	CIF	10+2 Pass and to quality in	6 months	2 years
269.	Certificate in fee	CETE	In service elementary school 29532056/29572941	6 months	2 years
270.	Certificate in grade/percentage.	CPISAS	1. Completed secondary education	6 months	1 year
271.	Certificate Programme in Sanskrit (Online)	CPSK	10th Pass Minimum 15 years	6 months	7 months
272.	Certificate in Driving HPMV,HGMV of from	CRFF	(i) Pass in Higher Secondary or	6 months entire programme	2 years
273.	Certificate in Driving HPMV,HGMV of from	CARH	(i) Pass in Higher Secondary or	6 months entire programme	2 years
274.	Certificate in Driving HPMV,HGMV of from	CSI	(i) Pass in Higher Secondary or	6 months entire programme	2 years
275.	Certificate in programme	CSYSU	10+2 011-29534326	6 months	2 years
276.	Certificate in programme	CSMPN	Graduate or students doing Graduate 011-29534326	6 months	2 years
277.	Certificate in programme	CEPVP	10+2 011-29534326	6 months	2 years
278.	Certificate in Apparel 29534326	—	Yet be finalised	6 months	2 years Merchandising
279.	Certificate in Apparel 29534326	—	Yet be finalised	6 months	2 years Quality Management
280.	Certificate in programme	CBEV	Fresher-10th Pass Experienced-pass 011-29534326	6 months	-
281.	Certificate in NET programme	CNPSFS	10+2 with basic knowledge of 011-29534326	6 months	-
282.	Post Graduate year	PGCCLOL	Graduate in any discipline or fourth	6 months	2 years
283.	Certificate in Anti IGNOU	CAHTOL	10+2 or its equivalent or BPP	6 months	2 years

284. Certificate in BPO programme	CBPOFS	10+2		5 months 011-29534326	-
285. Certificate in Java programme	CJPSFS	10+2 with basic knowledge of		5 months 011-29534326	-
286. Certificate in English programme	CECWFS	10+2 and above		4 months 011-29534326	-
287. Online Certificate programme	CESFS	10+2		4 months 011-29534326	-
288. Certificate in programme	CDEPVP	Person with reading & writing skills		3 months 011-29534326	-
289. Certificate in programme	CGAVP	Person with reading & writing skills		3 months 011-29534326	-
290. Certificate in programme	CISEHVP	Person with reading & writing skills		3 months 011-29534326	-
291. Certificate in programme	CQMVP	Person with reading & writing skills		3 months 011-29534326	-
292. Certificate in programme	CRCMVP	Person with reading & writing skills		3 months 011-29534326	-
293. Certificate in Internet programme	CIMOVP	Person with reading & writing skills		3 months 011-29534326	-
294. Certificate in Food & programme	CFBSEV	Fresher-10th Pass Experienced-[8th] pass 18-35 years		3 months 011-29534326	-
295. Certificate in South programme	CSICEV	Fresher-10th Pass Experienced-8th pass		3 months 011-29534326	-
296. Certificate in North programme	CNICEV	Fresher-10th Pass Experienced-8th pass		3 months 011-29534326	-
297. Certificate in programme	CCCEV	Fresher-10th Pass Experienced-8th pass		3 months 011-29534326	-
298. Certificate in House programme fit.	CHKEV	Fresher-10th Pass Experienced-8th pass		3 months 011-29534326	-
299. Certificate in Front programme	CFDOEV	Fresher-10th Pass Experienced-pass		3 months 011-29534326	-
300. Certificate in programme	CCOEV	Fresher-10th Pass Experienced-8[th]pass		3 months 011-29534326	-
301. Certificate Mechanics (Non-Credit Programme)	(Non-Credit	Fresher-10th Pass Experienced-8[th]pass 011-29534326 Minimum 18-35 years		3 month	-
302. Certificate Programme (Non-Credit Programme)	(Non-Credit	Fresher-10th Pass Experienced-pass 011-29534326 Minimum 18-35 years		3 month	-
303. Certificate Programme (Non-Credit Programme)	(Non-Credit	Fresher-10th Pass Experienced-8th pass 011-29534326 Minimum 18-35 years		3 month	-
304. Certificate Programme	(Non-Credit	Fresher-10th Pass Experienced-8th pass 011-29534326		3 months	-

Reddy researchunit@rediffmail.com   Design
         (Non-Credit Programme)

305.	Certificate in programme	CPSFS	Graduate/final years students of all 011-29534326	3 months	-
306.	Certificate course in programme	CPLFS	Graduate with 0-5 years work 011-29534326	3 months	-
307.	Certificate in programme	CEDFS	10+2 011-29534326	3 months	-
308.	Certificate in Quick entire prog. fit	CQRSEV	Fresher 10th Pass Experienced 011-29572108	2 months	-
309.	Foundation Course on Education of with	FCED	Any In-service Teacher at any level	3 months	-
310.	Certificate Programme cultivation, S.K.Yadav 29573088	CIPMT	VlII passed out progressive farmers, skyadav30@gmail.com SOA personnel, Agri-business managers.	3 months	- Cultivation
311.	Awareness-cum- 29572798	NCDMR	8th class	3 months	- Packages Mental Retardation
312.	Awareness-cum- 29572798	NCDVI	8th class	3 months	- Visual Impairment
313.	Awareness-cum- 29572798	NCDHI	8th class	3 months	- (Hearing Impairment)
314.	Awareness-cum- 29572798	NCDCP	8th class	3 months	- (Cerebral Palsy)
315.	Certificate in IT years	CITSM	No formal Qualification	3 months	-
316.	Certificate in School years	CSSM	No formal Qualification	3 months	-
317.	Certificate in Publishing years	CPSM	No formal Qualification	3 months	-
318.	Certificate in Garment years	CGMSM	No formal Qualification	3 months	-
319.	Certificate in Business years	CBED	No formal Qualification	3 months	-
320.	Certificate in Retail years	CRSM	No formal Qualification	3 months	-
321.	Certificate in Security years	CSSA	No formal Qualification	3 months	-
322.	Certificate in Cellar programme fit.	CCMEV	Hotel Management Students & 011-29534326	2 months	-
323.	Certificate in	CICSEV	Fresher-10th Pass Experienced-8th pass	2 months	-

programme fit. | 011-29534326

No.	Programme	Code	Eligibility	Duration	
	programme fit.			011-29534326	
324.	Certificate in Cake programme fit.	CCPDEV	Fresher-10th Pass Experienced-8th pass 011-29534326	2 months	-
325.	Certificate in Bakery programme fit.	CBCEV	Fresher-10th Pass Experienced-8th pass 011-29534326	2 months	-
326.	Certificate in Oriental programme fit.	COCEV	Fresher-10th Pass Experienced-8th pass 011-29534326	2 months	-
327.	Certificate in Event programme fit.	CEMEV	Fresher-10th Pass Experienced-8th pass 011-29534326	2 months	-
328.	Certificate in Retail programme fit. Reddy researchunit@rediffmail.com	CRMEV	Fresher-10th Pass Experienced-8th pass 011-29534326	2 months	-
329.	Certificate fit. (Non-credit Programme)	(Non-credit	Fresher-10th Pass Experienced-8th pass 011-29534326	2 month	-
330.	Certificate in	CMSR 011-29572927	Functionally literate working	2 months	-
331.	Awareness Programme 29573092	APDF	No formal Qualification	2 months	- Rural
332.	Awareness Programme 29573092	APVPFV	Class VIII pass	1½	- Products from Fruits &
333.	Certificate in Coffee programme fit.	CCCOEV	Fresher-10th Pass Experienced-8th pass 011-29534326	1 month	-
334.	Certificate in programme fit.	CHCEV	Fresher-10th Pass Experienced-8th pass 011-29534326	1 month	-
335.	Certificate Operator (Non-credit Programme)	(Non-credit	Fresher-10th Pass Experienced- pass 011-29534326 Minimum 18-35 years	1 month	-
336.	Certificate fit. (Non-credit Programme)	(Non-credit	Fresher-10th Pass Experienced- pass 011-29534326	1 month	-
337.	Certificate Programme Supervisors (Non-credit Programme)	(Non-credit	Fresher-10th Pass Experienced-8thpass 011-29534326 Minimum 18-35 years	1 month	-
338.	Leadership Programme Prashanth	LPNSSD 011-29532374/29571122	Graduate in any discipline or its	1 month	6 months
339.	Appreciation	APSS	Graduate in any discipline or its	1 month	6 months

No.	Programme	Code	Eligibility	Duration	Fee/Remarks
	given				Sh. Y.S.C. Khuman (Online)
340.	Appreciation given	APSMW	Graduate in any discipline or	1 month	6 months Sh. Y.S.C. Khuman
	of Agriculture				
341.	Computer Literacy	CLP**	10+2 or its equivalent from a	1 month	-
342.	Certificate in Desk years	CDTP	No formal Qualification	1 month	-
343.	Certificate in years	CCS	No formal Qualification	1 month	-
344.	Certificate in Garment years	CGS	No formal Qualification	1 month	-
345.	Certificate in Retail years	CRM	No formal Qualification	1 month	-
346.	Certificate in Security years	CSSBSS	No formal Qualification	1 month	-
347.	Certificate in Security years	CSSBSO	No formal Qualification	1 month	-
348.	Security Guard (Non-credit Programme)	SGP	Matriculate with 160 cm height	1 month	-
349.	Security Supervisor years	SSP	10th Pass with 160 cm height	1 month	-
350.	Certificate in Carving programme fit.	CCEV	Fresher-10th Pass 011-29534326	15 days	-
351.	Short-term Yadav skyadav30@gmail.com societies.	033-23349580 SOA	Class VIII passed progressive	-	Rs. 500/- Vine
352.	Certificate in Food programme Padhi nayantarar@ignou.ac.in	CFSHEV	Fresher-10th Pass Experienced-8th pass 011-29534326	1 week	-

2.1   Master of Computer Applications (MCA)

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

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

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

MCA Programme Structure

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

Course Code	Title of the Course	Credits	
FIRST YEAR			
I Semester			
MCS-011	Problem Solving and Programming	3	
MCS-012	Computer Organization and	4	Assembly Language Programming
MCS-013	Discrete Mathematics	2	
MCS-014	Systems Analysis and Design	3	
MCS-015	Communication Skills	2	
MCSL-016	Internet Concepts and Web	2	Design
MCSL-017	C and Assembly Language Programming Lab	2	
II Semester			
MCS-021	Data and File Structures and Programming	4	
MCS-022	Operating System Concepts	4	and Networking Management
MCS-023	Introduction to Database	3	Management Systems
MCS-024	Object Oriented Technologies and Java Programming	3	
MCSL-025	Lab (based on MCS-021, 022, 023 and 024)	4	
SECOND YEAR			
III Semester			
MCS-031	Design and Analysis of Algorithms	4	
MCS-032	Object Oriented Analysis and Design	3	
MCS-033	Advanced Discrete Mathematics	2	
MCS-034	Software Engineering	3	

MCS-035	Accountancy and	3	Financial Management
MCSL-036	Lab (based on MCS-032, 034 and 035)	3	

IV Semester

MCS-041	Operating Systems	4
MCS-042	Data Communication and Computer Networks	4
MCS-043	Advanced Database Mathematics Management Systems	4
MCS-044	Mini Project	4
MCSL-045	Lab (UNIX and Oracle)	2

THIRD YEAR

V Semester

MCS-051	Advanced Internet Technologies	3
MCS-052	Principles of Management and Information systems	2
MCS-053	Computer Graphics and Multimedia	4
MCSL-054	Lab (based on MCS-051 and 053)	2
	Elective Courses	
MCSE-003	Artificial Intelligence and Knowledge Management	3
MCSE-004	Numerical and Statistical Computing	3
MCSE-011	Parallel Computing	3

VI Semester

MCSP-060	Project	16

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

Total number of Courses - 31

Total number of Credits - 108

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

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

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

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

		Course Code	Title of the Course	Credit Weightage	
Theory	Practicals			Theory	Practicals
MFN-001	—		Applied Physiology	4	–

			Credits	
MFN-002	MFNL-002	Nutritional Biochemistry	2	2
MFN-003	MFNL-003	Food Safety and Food Microbiology	2	2
MFN-004	MFNL-004	Advance Nutrition	4	2
MFN-005	MFNL-005	Clinical and Therapeutic Nutrition	4	2
MFN-006	MFNL-006	Public Nutrition	4	2
MFN-007	MFNL-007	Entrepreneurship and Food Service Management	4	2
MFN-008	MFNL-008	Principles of Food Science	2	2
MFN-009	—	Research Methods and Biostatistics	6	–
MFN-010	—	Understanding Computer Applications	2	–
—	MFNP-011	Internship Programme	–	16*
—	MFNP-012	Dissertation	–	8

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

For MSc. (DFSM) Programme:

1st Year Courses: MFN-001, MFN-002, MNFL-002, MFN-003, MFNL-003, MFN- 006, MFNL-006, MFN-008, MFNL-008 and MFN-010

2nd Year Courses: MFN-004, MFNL-004, MNF-005, MFNL-05, MFN-007, MFNL-007, MFN-009, MFNP-011 and MFNP-012

For PGDDPN Programme:

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

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

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

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

2.3 Master of Arts (Rural Development) (MARD)

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

The programme comprises the following courses.

Course Code	Title of the Course	Credits
First Year Compulsory Courses		
MRD-101	Rural Development - Indian Context	6

MRD-102	Rural Development Programmes	6
MRD-103	Rural Development - Planning and Management	6
MRD-004	Research Methods in Rural Development	6
MRDP-001	Dissertation	12
Second Year Optional Courses (Choose any five)		
RDD-6	Rural Health Care	6
RDD-7	Communication and Extension in Rural Development	6
MRDE-101	Rural Social Development	6
MRDE-002	Voluntary Action in Rural Development	6
MRDE-003	Land Reforms and Rural Development	6
MRDE-004	Entrepreneurship and Rural Development	6

2.4 Master of Commerce (MCOM)

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

Course Code	Specialization Courses Title of the Course	Credits
First year		
IBO-1	International Business Environment	6
IBO-2	International Marketing Management	6
IBO-3	India's Foreign Trade	6
IBO-4	Export Import Procedures and Documentation	6
IBO-05	International Marketing Logistics	6
IBO-06	International Business Finance	6
Second Year Core Courses		
MCO-1	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**

2.5 Master of Arts   (Tourism Management) (MTM)

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

Course Code	Title of the Course	Credits
FIRST YEAR		
I SEMESTER		
MTM-01	Management Functions and Behaviour in Tourism	4

MTM-02	Human Resource Planning and		Development in Tourism	4
MTM-03	Managing Personnel in Tourism	4		
MTM-04	Information Management and Information Systems in Tourism	4		
II SEMESTER				
MTM-05	Accounting, Finance and Working Capital for Tourism Managers	4		
MTM-06	Marketing for Tourism Managers	4		
MTM-07	Sales and Advertising Management in		Tourism	4
MTM-08	Managing Small Scale Enterprises in		Tourism	4
SECOND YEAR				
III SEMESTER				
MTM-09	Understanding Tourism Markets	4		
MTM-10	Tourism Impacts	4		
MTM-11	Tourism Planning and Development	4		
MTM-16	Dissertation	8		
IV SEMESTER				
MTM-12	Tourism Products: Design and		Development	4
MTM-13	Tourism Operations	4		
MTM-14	Tourist Transport Operations		(Road Transport)	4
MTM-15	Meetings, Incentives, Conference and Expositions (MICE)	4		
	TOTAL	**68**		

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

Course Code	Title of the Course	Credits
TS-01	Foundation Course in Tourism	8
TS-02	Tourism Development: Operations and Case Studies	8
TS-03	Management in Tourism	8
TS-06	Tourism Marketing	8
	TOTAL CREDITS	**32**

2.6 Master of Arts (English) (MEG)

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

I Year Courses

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

II Year Courses

MEG-05	Literary Criticism and Theory	Compulsory	
MEG-06	American Literature	Optional	
MEG-07	Indian English Literature	(any three)	
MEG-08	New Literatures in English	MEG-6 to	MEG-14
MEG-09	Australian Literature		

MEG-10	English Studies in India
MEG-11	American Novel
MEG-12	A Survey Course in 20th Century Canadian Literature
MEG-14	Contemporary Indian Literature in English Translation

2-7 एम.ए.(हिन्दी)(एम.एच.डी.)

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

प्रथम वर्ष के पाठ्यक्रम (प्रत्येक 8 क्रेडिट का) :

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

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

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

2.8 Master of Social Work (MSW)

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

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

Course code	Titles of the Course	Credits	
First Year			
MSW - 001	Origin and Development of Social Work	4	
MSW - 002	Professional Social Work: Indian perspectives	4	
MSW - 003	Basic Social Science Concepts	4	
MSW - 004	Social Work and Social Development	4	
MSW - 005	Social Work Practicum and supervision	4	
MSW - 006	Social Work Research	6	
MSWL- 001	Social Work Practicum-I	10	(Practical)
Second Year			

Course Code	Course Title	Credits
MSW - 007	Casework and Counselling: Working with Individuals	4
MSW - 008	Social Group Work: Working with Groups	4
MSW -009	Community Organisation Management for Community Development	4
MSWE -001	HIV/AIDS: Stigma, Discrimination and Prevention	4
MSWL -002	Social Work Practicum- II (Practical)	10
MSWP- 001	Dissertation (Project work)	4
	Total	**66**

2.9 Master of Arts (Philosophy) (MAPY)

The Master's programme in philosophy in distance learning mode is intended not only to enhance career prospects for students but also to train the mind for better logical thinking, mental discipline, ability for analysis and synthesis, critical reflection on social and political realities. Philosophy broadens people's vision towards national integration, genuine appreciation of others' 'worldviews, better understanding of various thought patterns and peaceful co-existence. It also becomes a means to social transformation to build a better nation and to ensure social equality, human dignity and human rights for the citizens. The Master's programme in Philosophy has the following major components: 1) Compulsory Courses 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 depending on student's convenience. For January 2011 session soft copies of self learning materials would be provided.

S. No.	Course Title	Nature of Course	Course Code	Credits
	First Year			
1	Indian philosophy	Compulsory	MPY-001	8
2	Logic	Elective	MPYE -001	4
3	Ethics	Elective	MPYE -002	4
4	Epistemology	Elective	MPYE -003	4
5	Philosophy of Human Person	Elective	MPYE -004	4
6	World Religions	Elective	MPYE -005	4
7	Dalit Philosophy	Elective	MPYE -006	4
8	Research Methodology in Philosophy	Elective	MPYE -007	4
9	Introduction to Peace and Conflict Resolution	Elective	MGP -005	4
	Second Year			
10	Western Philosophy	Compulsory	MPY-002	8
11	Metaphysics	Elective	MPYE-008	4
12	Philosophy of Science and Cosmology	Elective	MPYE -009	4
13	Philosophy of Religion	Elective	MPYE -010	4

14	Philosophy of	Elective	MPYE -011	4	Art (Aesthetics)
15	Tribal Philosophy	Elective	MPYE -012	4	
16	Philosophy of	Elective	MPYE -013	4	Technology
17	Philosophy of	Elective	MPYE -014	4	Mind
18	Gandhian	Elective	MPYE -015	4	Philosophy
19	Aurobindo	Elective	MPYE -016	4	Philosophy
20	Dissertation	Elective	MPYP -001	4	

2.10 MA (Gandhi and Peace Studies) (MGPS)

Programme Objectives

l   To provide opportunities of higher studies to the learners.

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

l   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.

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

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

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

Course Code	Course Title	Credits	
MGP-001	Gandhi: The Man and	4	His Times
MGP-002	Philosphy of Gandhi	4	
MGP-003	Gandhi's Social Thought	4	
MGP-004	Gandhi's Political Thought	4	
MGP-005	Introduction to Peace		and Conflict Resolution 4

Optional Courses

Course Code	Course Title	Credits	
MGPE-006	Gandhi's Economic Thought	4	
MGPE-007	Non-violent Movements after Gandhi	4	
MGPE-008	Gandhi Approach to Peace		and Conflict Resolutions 4
MGPE-009	Gandhi in the 21st Century	4	
MGPE-010	Conflict Management,	4	Transformation and Peace Building
MGPE-011	Human Security	4	
MGPE-012	Women and Peace	4	
MGPE-013	Civil Society, Political Regimes		and Conflict 4
MGPE-014	Gandhi, Ecology and Sustainable Development	4	
MGPE-015	Introduction to Research Methods	4	
MGPE-016	Human Rights: Indian Perspective	4	
MGPE-017	*Project Work	4	

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

2.11 Master of Arts (Education) Programme (MAEDU)

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

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

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

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

Programme Framework

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

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

Group A: Basic Course on Education (4 Credits)

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

Course Code	Course Title	Credits
MES-011	Understanding Education	4

Group B: Core Courses

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

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

Group C: Courses on Knowledge Generation in   Education

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

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

Group D : Specialised Areas in Education

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

Course Code	Title of the Course	Credits
Higher Education		
MES-101	Higher Education: Its Context and Linkages	6
MES-102	Instruction in Higher Education	6
MES-103	Higher Education: The Psycho-social Context	6
MES-I04	Planning and Management of Higher Education	6
Distance Education		
MES-111	Growth and Philosophy of Distance Education	4
MES-112	Design and Development of Self-Learning Print Materials	4
MES-113	Learner Support Services	4
MES-114	Management of Distance Education	6
MES-115	Communication Technology for Distance Education	6
Educational Technology		
MES-031	ET -An Overview	6
MES-032	Communication and Information Technology	6
MES-033	Computer Technology	6
MES-034	Designing Courseware	6
Educational Management		
MES-041	Growth and Development of Educational Management	6
MES-042	Dimensions of Educational Management	6
MES-043	Organizational Behaviour	6
MES-044	Institutional Management	6

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

Course Code	Course Title	Credits
MES-011	Understanding Education	4
MES-012	Education: Nature and Purposes	6

MES-013	Learning, Learner and Development	6
MES-014	Societal Context of Education	6
MES-015	Operational Dimensions of Education	6
MES-016	Educational Research	6

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

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

2.12   MA in Participatory Development (MAPD)

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

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

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

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

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

Programme Structure

Course Code	Title of the Course	Credits
MDS- 001	Understanding Participatory Development	6
MDS- 002	Development Policies and Programmes	6

MDS- 003	Democratic Governance and Civil	6	Society
MDS- 004	Securing Participation in Development	6	
MDS-005	Participatory Project	6	Management
MDSL-006	Field work	6	
MDS-007	*Legal* and Regulatory Frameworks of Development Organisations	6	
MDS-008	Management of Development Organisations	6	
MDS-009	Management of Financial	6	Resources
MDS-010	Communications	6	
MDS-011	Research Methodology	6	
MDSP-012	Project Work	6	
	Total Credits	**72**	

2.13 Master of Arts (Economics) (MEC)

The Programme offers an opportunity to learners for higher studies in Economics. Besides offering the core courses available in other universities, it includes themes in some of the emerging areas in economics such as insurance 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 (MEC-006, 007, 008 and 009) are Compulsory while rest are optional.

Course Code	Title of the Course	Credits
1st Year Courses		
MEC-001	Microeconomic Analysis	6
MEC-002	Macroeconomic Analysis	6
MEC-003	Quantitative Methods	6
MEC-004	Economics of Growth and Development	6
MEC-005	Indian Economic Policy	6
2nd Year Courses		
MEC-006	Public Economics	6
MEC-007	International Trade and Finance	6
MEC-008	Economics of Social Sector and Environment	6
MEC-009	Research Methods in Economics	6
MECE-001	Econometric Methods	6
MECE-003	Actuarial Economics: Theory and Practice	6
MECP-001	Project Work	6
MECE-004	Financial Institutions and Markets	6
MPA-015	Public Policy and Analysis	8
MPA-017	Electronic Governance	4

2.14 Master of Arts (History) (MAH)

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

Structure of the Programme

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

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

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

2.15 Master of Arts (Political Science) (MPS)

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

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

Course Code	Title of the Course (Compulsory Courses)	Credits
I Year Courses		
MPS-001	Political Theory	8
MPS-002	International Relations: Theory and Problems	8
MPS-003	India: Democracy and Development	8
MPS-004	Comparative Politics: Issues and Trends	8
II Year Courses		
MPSE-001	India and the World	4

MPSE-002	State and Society in Latin America	4		
MPSE-003	Western Political Thought	4		
MPSE-004	Social and Political Thought in		Modern India	4
MPSE-005	State and Society in Africa	4		
MPSE-006	Peace and Conflict Studies	4		
MPSE-007	Social Movements and Politics in India	4		
MPSE-008	State Politics in India	4		
MPSE-009	Canada: Politics and Society	4		
MPSE-010	Dissertation (Optional)	8		
MPSE-011	The European Union in World Affairs	4		
MPSE-012	State and Society in Australia	4		
MPSE-013	Australia's Foreign Policy	4		
MED-002	Sustainable Development: Issues and Challenges	4		
MED-008	Globalisation and Environment	4		

2.16 Master of Arts (Public Administration) (MPA)

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

Programme Structure

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

Course Code	Title of the Course	Compulsory/ Optional	Credits
1st Year Courses			
MPA-011	State, Society and Public Administration	Compulsory	8
MPA-012	Administrative Theory	Compulsory	8
MPA-013	Public Systems Management	Compulsory	8
MPA-014	Human Resource Management	Compulsory	8
2nd year Courses			
MPA-015	Public Policy and Analysis	Compulsory	8
MPA-016	Decentralization and Local Governance	Compulsory	8
MPA-017	Electronic Governance	Optional	4
MPA-018	Disaster Management	Optional	4
MSO-002	Resarch Methods and Methodologies	Optional	8
MPS-003	India : Democracy and Development	Optional	8
MPAP-002	Project Work	Optional	8

Choosing Elective Courses

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

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

2.17 Master of Arts(Sociology) (MSO)

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

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

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

Course Code	Title of the Course	Credits
1 Year Courses (Compulsory)		
MSO-001	Sociological Theories and Concepts	8
MSO-002	Research Methods and Methodologies	8
MSO-003	Sociology of Development	8
MSO-004	Sociology in India	8
II Year Courses (All are Optional)*		
MSOE-001	Sociology of Education	8
MSOE-002	Diaspora and Transnational Communities	8
MSOE-003	Sociology of Religion	8
MSOE-004	Urban Sociology	8
MPAE-016	Decentralization and Local Governance	8
MPS-003	India: Democracy and Development	8

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

2.18   Master of Arts (Psychology)   (MAPC)

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

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

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

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

Programme Structure

Year : 1

Couse Code	Course Title	Credits	
MPC 001	Cognitive Psychology,	4	Learning and Memory
MPC 002	Life Span Psychology	4	
MPC 003	Personality: Theories	4	and Assessment
MPC 004	Advanced Social Psychology	4	
MPC 005	Research Methods in	4	Psychology
MPC 006	Statistics in Psychology	4	
MPCL 007	Practicals: Experimental Psychological Testing	8	Psychology and
	Total Credits	**32**	

2nd Year

Group A: Clinical Psychology (Optional 1)

MPCE 011	Psychopathology	4	
MPCE 012	Psychodiagnostics	4	
MPCE 013	Psychotherapeutic methods	4	
MPCE 014	Practicals: Clinical	6	
MPCE 015	Field Work	8	
MPCE 016	Project	6	
	Total Credits	**32**	

Group B: Counselling Psychology (Optional 2)

MPCE 021	Counselling Psychology	4	
MPCE 022	Assessment in Counselling	4	and Guidance
MPCE 023	Interventions in Counselling	4	
MPCE 024	Practicals: Counselling	6	
MPCE 025	Field Work	8	
MPCE 026	Project	6	
	Total Credits	**32**	

Group C: Industrial and Organizational Psychology

MPCE 031	Organisational Behaviour	4	(OBY)
MPCE 032	Human Resource	4	Development (HRD)
MPCE 033	Organisational Development	4	
MPCE 034	Practicals: Industrial and	6	Organisational Psychology
MPCE 035	Field Work	8	
MPCE 036	Project	6	
	Total Credits	**32**	

2.19 Master of Science in Counselling and Family Therapy (MSCCFT)
(Offered in July Session only)

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; Child and Adolescent Counselling and Therapy; or Substance Abuse Counselling and Therapy. Yet another special feature of the programme is that it has a provision of exit point for learners (after one year) in the form of P.G. Diploma in Counselling and Family Therapy (PGDCFT).

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

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

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

Course Code	Title of Course	Credits
MCFT-001	Human Development and Family Relationships (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-002	Mental Health and Disorders (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-003	Counselling and Family Therapy: Basic Concepts and Theoretical Perspectives (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-004	Counselling and Family Therapy: Applied Aspects	6

	(Theory: 4 Credits; Supervised Practicum: 2 Credits)	
MCFT-005	Counselling and Family Therapy: Research Methods and Statistics (Theory: 4 Credits; Supervised Practicum: 2 Credits)	6
MCFT-008	Reflective Journal (Supervised Practicum : 2 Credits) *Total Credits 32 (Theory 20; Practical 12)*	2

Second Year of Master's Programme

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

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

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

Programme Objectives

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

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

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

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

CourseCode	Course Title	Credits		
MEDS-001	Introduction to Extension and Development	4		
MEDS-002	Dynamics of Extension and		Development	4
MEDS-003	Problems and Issues in Development	6		
MEDSP-004	Project Work I	4		
MEDS-005	Planning and Management of		Extension and	Development Programmes
		4		

MEDS-006	Research Methods in Extension and Development Studies	6
MEDSP-007	Project Work II	6
MEDS-008	Extension Communication and Diffusion of Innovations for Development	4
MEDS-009	Development in India – Pre and Post Liberalization Period	6
MEDS-010	Training for Development	4
MEDS-011	Local Self Governance	4
MEDSE-012	Environment and Development*	4
MEDSE-013	Behavioral Sciences for Extension and Development*	4
MEDSE-014	Gender and Development*	4
MEDSE-015	Family Healthcare Education*	4
MEDSE-016	Traditional Knowledge Systems and Livelihood*	4
MEDSP-017	Dissertation (Compulsory)	10
	Total Credits	**82**

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

* Students will have to choose one elective course. MEDSE-015 is only of offer right now.

2.21 Master of Arts in Adult Education (MAAE)
(Offered in July session only)

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

Programme Objectives

- To develop in them the national and international perspective of various aspects of theory and practice of adult education.

- To upgrade their knowledge and understanding of policies and programmes of adult, continuing and extension education, development and welfare, among others.

- To enhance their understanding and skills of documentation, management and dissemination of knowledge and information on various aspects and processes of adult education.

- To improve their knowledge, understanding, skills and abilities related to organizing and managing an adult learning setup.

- To equip them with the skills of involving the community in participatory planning, development and transaction of curriculum as well as training, evaluation and research processes related to adult education and development.

- To enhance their understanding and skills of networking at local, state, national and international level for their personal, social, and professional development.

- To enable them to critically analyse, appreciate and promote the role of adult education in the emerging social, political, cultural, economic, developmental and other situations for effecting transformation at the national and international levels.

Programme Study Centres

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

Programme Structure

The programme consists of **68 credits.** The programme has 10 courses out of which 8 are theory courses, one practical course and dissertation work. The course codes, titles, nature and credits for first and second year are given below.

1st Year courses (All are compulsory) **- 34 credits**

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

2nd Year courses (Three courses are compulsory and others are optional as indicated against each course below) - **34 credits**

Course Code	Course Title	Nature	Credits	
MAE-004	Extension Education and Development	Theory	6	(Compulsory)
MAE-005	Population and Development Education	Theory	6	(Compulsory)
MAEE-001	Sustainable Development	Theory	6	(Optional)*
MESE-061	Open and Distance Learning Systems	Theory	6	(Optional)*
MAEE-002	Basics of Legal Awareness	Theory	6	(Optional)**
MESE-062	Vocational Education	Theory	6	(Optional)**
MAEE-003	Comparative Adult Education: International Perspective	Theory	6	(Optional)**$
MAEP-001	Dissertation Work (Compulsory)	Thesis	10	
	Total		**34**	

Note:

* indicates any one out of MAEE-001 and MESE-061 Courses.

** indicates any one out of MAEE-002, MESE-062 and MAEE-003 Courses.

**$ Course MAEE-003 is not on offer for the current batch.

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

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

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

Exploration of gender issues has become an important activity for most non-governmental organizations. Increasing emphasis is being laid in Governmental agencies on establishing gender-

differential impacts and taking positive, affirmative action towards gender equality and equity. It is now widely acknowledged that gender considerations need to be reflected in all development plans, programmes and policies. There is growing concern over the isolation of women in so-called "soft" sectors in education, employment and development rather than mainstreaming gender concerns across all organizations, institutions and activities. While the concerns are clearly articulated, national goals and the UN millennium development goals cannot be achieved without concrete effort towards gender equality.

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

Programme Objectives

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

Broad Programme Structure

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

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

1st Year : Compulsory Courses

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

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

2nd Year : Elective Courses

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

MGSE-001	Gender Planning and Development Policies	4	
MGSE-002	Gender Audit and Gender Budgeting	4	
MGSE-003	Gender Mainstreaming	4	
MGSE-004	Gender Issues in Agriculture, Rural		Livelihoods and Natural Resource Management 4

MGSE-005	Gender,Literature & Culture in India	4		
MGSE-006	Gender, Resources and Entitlements	4		
MGSE-007	Gender, Organization and Leadership	4		
MGSE-008	Media, ICTs and Gender	4		
MGSE-009	Gender Issues in Work, Employment		and Productivity	4
MGSE-010	Gender and Entrepreneurship		Development	4
MGSE-011	Gender, Political Participation and		Governance	4
MGSE-012	Gender, Nutrition and Health	4		
MGSE-013	Gender Training and Empowerment	4		
MGSE-014	Gender and International Relations	4		
MGSE-015	Gender and Labour	4		
MGSE-016	Gender, Science and Technology	4		
MGSE-017	Gender, Environment and Ecology	4		
MGSE-018	Gender and Education	4		
MGSE-019	Gender, Law and Human Rights	4		
MGSE-020	Gender and Financial Inclusion	4		

2.23 Master of Arts (Distance Education) (MADE)

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

Course Code	Title of the Course	Theory	Credits	
1st 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
2nd Year		Theory		
MDE-415	Research Methods for		Distance Education	6
MDE-416	Curriculum Design Education 6		Development in	Distance
MDE-417	Distance Education:		Economic Perspective	6
MDE-419	Staff Training and Education 6		Development in	Distance
MDE-420	Project Work	**Practical**	6	

The medium of instruction is English.

2.24 Master of Library and Information Science (MLIS)

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

Core Courses

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

The detail of courses are as follows:

Course Code	Title of the Course	Credits

Course Code	Title of the Course	Credits
MLI-101	Information, Communication and Society	4
MLII-101	Information Sources, Systems and Services	4
MLI-102	Management of Library and Information Centres	4
MLII-102	Information Processing and Retrieval	4
MLII-103	Fundamentals of Information Communication Technologies	4
MLII-104	Information Communication Technologies: Applications	4
MLIP-002	Project	4

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

Course Code	Title of the Course	Credits
MLIE-101	Preservation and Conservation of Library Materials	4
MLIE-102	Research Methodology	4
MLIE-103	Academic Library System	4
MLIE-104	Technical Writing	4
MLIE-105	Informetrics and Scientometrics	4
MLIE-106	Public Library System and Services	4

2.25 Masters in Anthropology (MAAN)

Anthropology is the study of human beings in time and space. The programme is based on integrated approachtothe subject incorporating insights from physical, social and archaeological anthropology. The thrust is laid on an in-depth understanding involving holistic approach of Anthropology using theoretical and practical techniques.

The programme is aimed at developing professional competence of the subject in light of perceivable need for trained anthropologists in academic and research institutes, NGO's, government organizations, health sectors and applied sciences. The focus of the programme is to equip the learners to employ anthropological insight to understand and relate contemporary biosocial shift. It provides an opportunity to a large segment of people desirous to understand essence of the subject.

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

Course Code	Course Title	Theory	Credits
MANI-001	Anthropology and Methods of Research Integrated	(Theory & Practical)	8
MANI-002	Physical Anthropology Integrated	(Theory & Practical)	8
MAN-001	Social Anthropology	Theory	8
MAN-002	Archaeological Anthropology	Theory	8
MANP-001	Field Work Dissertation	Project	8
MANI-003	Practicing Anthropology Integrated	(Theory & Practical)	8
MANE-001	Human Genetics	Elective	8
MANE-002	Human Growth & Development	Elective	8

MANE-003	Comparative & Anthropology	Elective	8
MANE-004	Gender & Society	Elective	8
MANE-005	Environmental Anthropology	Elective	8

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

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

Objectives

The Programme is being launched with broad objective of training the students in various ophthalmic techniques. After going through this programme the students shall be able to:

- assist eye specialists in big eye hospitals, eye care health units, etc. as refractionists, orthoptists, theatre assistants and refractionists

- get themselves self employed as opticians, optometrists and refractionists estimate errors of refraction and be able to prescribe glasses

- maintain ophthalmic appliances and instruments

- assess ocular motility disorders and prescribe adequate treatment including eyeball exercises.

Details of Theory Practical credits of BSCHOT (4 years)

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

Compulsory Courses of (1st year)

	Year	Titile		Courses	Credits
Communicative English	BOS-001	4			
Basic Human Sciences	BOS-003	4			
Basic Ocular Sciences	BOS-004	4			
Optometry Practices	BOS-005	4			
Visual Optics	BOS-007	4			
Dispensing Optics	BOS-008	4			
Basic Orthoptics	BOS-009	4			
Ocular Diseases	BOS-010	4			
Contact Lenses	BOS-011	4			
Low Vision	BOS-012	4			
Community Optometry	BOS-013	4			
Optometry for 4				Specific Groups	BAHI-014
Optometry Instruments 4				and Procedures	BAHI-015
		Total	**52**		

PRACTICAL COURSE

	Year	Titile		Courses	Credits

Computer Skills	BOSL-002	4
Basic Human Sciences	BOS-003	4
Basic Ocular Sciences	BOS-004	4
Optometry Practices	BOS-005	4
Visual Optics	BOS-007	4
Dispensing Optics	BOS-008	4
Basic Orthoptics	BOS-009	4
Ocular Diseases	BOS-010	4
Contact Lenses	BOS-011	6
Low Vision	BOS-012	4
Community Optometry	BOS-013	10
Optometry for Specific Groups	BOS-014	4
Optometry Instruments and Procedures	BOS-015	4
Practical Training		16
Total		**76**

3.2 Bachelor of Arts (Tourism Studies) (BTS)

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

Course Code		Title of the Course	Credits
First Year			**32**
TS-1		Foundation Course in Tourism	8
TS-2		Tourism Development: Products, Operations and Case Studies	8
BSHF-101		Foundation Course in Humanities & Social Sciences	8
FEG-1		Foundation Course in English	4
FHD-2		Foundation Course in Hindi	4

OR

Modern Indian Languages (any one of the following) 4

FEG-2	Foundation Course in English-2
FAS-1	Foundation Course in Assamese
FBG-1	Foundation Course in Bengali
FGT-1	Foundation Course in Gujarati
BHDF-101	Foundation Course in Hindi
FKD-1	Foundation Course in Kannada
FML-1	Foundation Course in Malayalam
FMT-1	Foundation Course in Marathi
FOR-1	Foundation Course in Oriya
FPB-1	Foundation Course in Punjabi
FTM-1	Foundation Course in Tamil
FTG-1	Foundation Course in Telugu
FUD-1	Foundation Course in Urdu

Second Year		**32**	
TS-4	Indian Culture: Perspective for Tourism	8	
TS-5	Ecology, Environment and Tourism	8	
FST-1	Foundation Course in Science and Technology	8	
PTS-4	Project on Indian Culture: Perspective for Tourism	4	
PTS-5	Project on Ecology, Environment and Tourism	4	
Third Year		**32**	
TS-3	Management in Tourism	8	
TS-6	Tourism Marketing	8	
PTS-6	Project on Tourism Marketing	4	

Any one of the following (4 credits each)

BHDA-101 or AFW(E)	Feature Writing	
BRPA-101 or AWR(E)	Writing for Radio	
AOM-1	Office Organization Management	
ASP-1	Secretarial Practice	

Any one of the following (8 credits each)

TS-7	Human Resource Development (English	Medium only)
AHE-1	Human Environment **(includes a 2 credit project)**	
EHI-01	Modern India : 1857-1964	
EHI-02	India: Earliest Time to 8th Century A.D.	
EHI-03	India: from 8th to 15th Century A.D.	
EHI-04	India: from 16th to Mid 18th Century A.D.	
ESO-15	Society and Religion	
EEG-3	Communication Skills in English	

3.3 Bachelor of Computer Applications (BCA)

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

BCA Programme Structure:

Semester	Course	Course	Credit	Code	Title
I	FEG-02	Foundation course	4		in English -2
	ECO-01	Business Organization	4		
	BCS-011	Computer Basics and	3		PC Software
	BCS-0l2	Mathematics	4		
	BCSL-013	Computer Basics and	2		PC Software Lab
II	ECO-02	Accountancy-l	4		
	MCS-011	Problem Solving and	3		Programming
	MCS-012	Computer	4		Organization and
	Assembly Language				Programming

	MCS-015	Communication Skills	2	
	MCS-013	Discrete Mathematics	2	
	BCSL-021	C Language Programming	1	Lab
	BCSL-022	Assembly Language	1	Programming Lab
III	MCS-021	Data and File	4	Structures
	MCS-023	Introduction to Systems	3	Database Management
	MCS-014	Systems Analysis and	3	Design
	BCS-031	Programming in C++	3	
	BCSL-032	C++ Programming Lab	1	
	BCSL-033	Data and File	1	Structures Lab
	BCSL-034	DBMS Lab	1	
IV	AST-Ol	Statistical Techniques	4	
	MCS-024	Object Oriented Programming	3	Technologies and Java
	BCS-041	Fundamentals of	4	Computer Networks
	BCS-042	Introduction to	2	Algorithm Design
	MCSL-0l6	Internet Concepts	2	and Web Design
	BCSL-043	Java Programming Lab	1	
	BCSL-044	Statistical Techniques Lab	1	
	BCSL-045	Algorithm Design Lab	1	
V	BCS-051	Introduction to Software	3	Engineering
	BCS-052	Network Programming	3	and Administration
	BCS-053	Web Programming	2	
	BCS-054	Computer Oriented	3	Numerical Techniques
	BCS-055	Business Communication	2	
	BCSL-056	Network Programming and	1	Administration Lab
	BCSL-057	Web Programming Lab	1	
	BCSL-058	Computer Oriented		Numerical Techniques Lab 1
VI	BCS-062	E-Commerce	2	
	MCS-022	Operating System Concepts	4	and Networking Management
	BCSL-063	Operating System Concepts&	1	Networking Management Lab
	BCSP-064	Project	8	

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

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

1. B.A.   Bachelor of Arts
2. B.Com.   Bachelor of Commerce
3. B.Sc.   Bachelor Degree in Science
4. B.S.W.   Bachelor of Social Work

(A) Admission to (1) BTS (1) B.A. (3) B.Com, (4) B.Sc. and (5)BSW Programmes is through two streams.

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

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

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

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

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

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

In addition to these courses, all BDP students have to study an awareness course on environment entitled -'An Introduction to the Environment' (NEV-001). The course aims to improve the understanding and enrich knowledge about the prevalent environmental concerns and issues; and management of various environmental problems. There will be no examination for this course.

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

3.4.1 FOUNDATION COURSES – Common to all B.A./B.Com./B.Sc./BSW

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

The following are the Foundation Courses which are compulsory:

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

Optional Courses: (Choose any one)

Modern Indian Languages

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

Course Code	Language	Credits

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-001	Maithilee	4

3.4.2 ELECTIVE COURSES -   B.A./B.Com./B.Sc./BSW

Following are the Elective Courses:

Course Code	Title of the Elective Courses	Credits
HINDI		
EHD-1	Hindi Gadya	8
EHD-2	Hindi Kavya	8
EHD-3	Hindi Sahitya ka Itihas evam Sahitya Parichaya	8
EHD-4	Madhya Kaleen Bhartiya Sahitya: Samaj aur Sanskriti	8
EHD-5	Adhunik Bhartiya Sahitya: Rashtriya Chetna aur Navjagran	8
EHD-6	Hindi Bhasha : Itihas aur Vartman	8
BHDE-107	Hindi Samrachna	8
EHD-8	Prayojanmoolak Hindi	8
ENGLISH		
BEGE-101	From Language to Literature	8
BEGE-102	The Structure of Modern English	8
BEGE-103	Communication Skills in English	8
BEGE-104	English for Business Communication	8
BEGE-105	Understanding Prose	8
EEG-6	Understanding Poetry	8
BEGE-107	Understanding Drama	8
BEGE-108	Reading the Novel	8
(ELECTIVE) URDU		
BULE-001	Elements of Urdu Structure	8
BULE-002	History of Urdu Language	8
BULE-003	Urdu Poetry	8
BULE-004	Urdu Fiction	8
BULE-005	Urdu Non-fiction Prose	8
BULE-006	History of Urdu Literature	8

BULE-007	Socio-Cultural Forms in Urdu	8
BULE-008	Women in Urdu Literature	4
BULE-009	Diasporic Urdu Literature	4

POLITICAL SCIENCE

EPS-11	Political Ideas and Ideologies	8
EPS-12	Government and Politics in India	8
EPS-03	Modern Indian Politics Thought	8
EPS-15	South Asia: Economy, Society and Politics	8
EPS-06	Government and Politics in East and South East Asia	8
EPS-07	International Relations	8
EPS-08	Government and Politics in Australia	8
EPS-09	Comparative Government and Politics	8

HISTORY

EHI-01	Modern India: 1857-1964	8
EHI-02	India: Earliest Times to the 8th Century A.D.	8
EHI-03	India: From 8th Century to 15th Century A.D.	8
EHI-04	India: From 16th to Mid-18th Century	8
EHI-05	India: From Mid-18th to Mid-19th Century	8
EHI-06	History of China and Japan : 1840-1949	8
EHI-07	Modern Europe: Mid Eighteenth to Mid Twentieth Century	8

ECONOMICS

BECE-015	Elementary Mathematical Methods in Economics	8
BECE-016	Economic Development: Contemporary Issues	8	Comparative Analysis &
EEC-07	Industrial Development in India	8
EEC-10	National Income Accounting	8
EEC-11	Fundamentals of Economics	8
BECE-002	Indian Economic Development: Issues and Perspectives	8
EEC-13	Elementary Statistical Methods and Survey Techniques	8
EEC-14	Agricultural Development in India	8

PUBLIC ADMINISTRATION

EPA-1	Administrative Theory	8
BPAE-102	Indian Administration	8
EPA-3	Development Administration	8
EPA-4	Personnel Administration	8

EPA-5	Financial Administration	8	
EPA-6	Public Policy8		

SOCIOLOGY

ESO-11	The Study of Society	8
ESO-12	Society in India	8
ESO-13	Sociological Thought	8
ESO-14	Society and Stratification	8
ESO-15	Society and Religion	8
ESO-16	Social Problems in India	8

PHILOSOPHY

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

(ELECTIVE) PSYCHOLOGY

BPC-001	General Psychology	4		
BPC-002	Developmental Psychology	4		
BPC-003	Research Methods in		Psychology	4
BPC-004	Statistics in Psychology	4		
BPC-005	Theories of Personality	4		
BPC-006	Social Psychology	4		
BPCL-007*	Practicals in Psychological		Testing	4
BPCL-008*	Practical in Experimental		Psychology	4
BPCE-011	School Psychology	4		
BPCE-013	Motivation and Emotion	4		
BPCE-014	Psychopathology	4		
BPCE-015	Industrial and Organisational		Psychology	4
BPCE-017	Introduction to Counselling		Psychology	4
BPCE-018	Neuropsychology	4		
BPCE-019	Environmental Psychology	4		
BPCE-021	Forensic Psychology	4		

| BPCE-022* | Practicals in Clinical | Psychology | 4 |

OR

Practicals in Counselling

OR

Practicals in Industrial &   Orgnisational Psychology

| BPCE-023* | Internship in Psychology | 4 |

1. *Courses are compulsory for B.A. (Psychology) major students. These courses would not be offered to B.A. General Students.

2. The course BPCE-022 should be related to theory course BPCE-014/BPCE-015/BPCE-017 .

3. To choose 8 credit course from BPCE-011/BPCE-013/BPCE-014/BPCE-015/BPCE-017/BPCE-18/BPCE-19/BPCE-021

4. Psychology courses are available in English medium only.

SOCIAL WORK (BSW)

Code	Title	Credits
BSWE-001	Introduction to Social Work	8
BSWL-001*	Social Work Practicum I (Practical)	8
BSWE-002	Social Work intervention with individuals & groups	8
BSWL-002*	Social Work Practicum II (Practical)	8
BSWE-003	Social Work intervention with communities and institutions	8
BSWL-003*	Social Work Practicum III (Practical)	8
BSWE-004	Introduction to Family Education	8
BSWE-005	Introduction to HIV/AIDS	8
BSWE-006	Substance Abuse and Counselling	8

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

RURAL DEVELOPMENT

| **ERD-1 | Rural Development in India | 8 |

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

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

Discipline Course	Title of the Elective	Credits	Code	Courses
COMMERCE				
ECO-1	Business Organisation	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		

ECO-8	Company Law	4
ECO-9	Money, Banking & Financial Institutions	4
ECO-10	Elements of Costing	4
ECO-11	Elements of Income Tax	4
ECO-12	Elements of Auditing	4
ECO-13	Business Environment	4
ECO-14	Accountancy-II	4

MATHEMATICS

MTE-1	Calculus	4
MTE-2	Linear Algebra	4
MTE-4	Elementary Algebra	2
MTE-5	Analytical Geometry	2
MTE-6	Abstract Algebra	4
MTE-7	Advanced Calculus	4
MTE-8	Differential Equations	4
MTE-9	Real Analysis	4
MTE-10	Numerical Analysis	4
MTE-11	Probability and Statistics	4
MTE-12	Linear Programming	4
MTE-13	Discrete Mathematics	4
MTE-14	Mathematical Modelling	4

PHYSICS

PHE-1	Elementary Mechanics	2		
PHE-2	Oscillations and Waves	2		
BPHL-103	Physics Laboratory-1	4		
PHE-4	Mathematical Methods in Physics-I	2		
PHE-5	Mathematical Methods in Physics-II	2		
PHE-6	Thermodynamics and Statistical Mechanics	4		
PHE-7	Electric and Magnetic Phenomena	4		
PHE-8(L)	Physics Laboratory-II	4		
PHE-9	Optics	4		
PHE-10	Electrical Circuits and		Electronics	4
PHE-11	Modern Physics	4		
PHE-12(L)	Physics Laboratory-III	4		
PHE-13	Physics of Solids	4		
PHE-14	Mathematical Methods in		Physics-III	4
PHE-15	Astronomy and Astrophysics	4		
PHE-16	Communication Physics	4		

CHEMISTRY

CHE-1	Atoms and Molecules	2
CHE-3(L)	Chemistry Laboratory-I	2

CHE-2	Inorganic Chemistry	4
CHE-4	Physical Chemistry	4
CHE-5	Organic Chemistry	4
CHE-6	Organic Reaction Mechanism	4
CHE-7(L)	Chemistry Laboratory-II	2
CHE-8(L)	Chemistry Laboratory-III	2
CHE-9	Biochemistry	4
CHE-10	Spectroscopy	4
CHE-11(L)	Chemistry Laboratory-IV	4
CHE-12(L)	Chemistry Laboratory-V	4
MTE-3	Mathematical Methods	4
LIFE SCIENCES		
LSE-1	Cell Biology	4
LSE-2	Ecology	4
LSE-3	Genetics	4
LSE-4(L)	Laboratory Course-I	4
LSE-5	Physiology	4
LSE-6	Developmental Biology	4
LSE-7	Taxonomy and Evolution	4
LSE-8(L)	Laboratory Course-II	4
LSE-9	Animal Diversity-I	6
LSE-10	Animal Diversity-II	6
LSE-11(L)	Animal Diversity Laboratory	4
LSE-12	Plant Diversity-I	6
LSE-13	Plant Diversity-II	6
LSE-14(L)	Plant Diversity Laboratory	4

Note: MTE-1 is a pre-requisite for MTE-7 to MTE-10.

MTE-7 is a pre-requisite for MTE-11.

MTE-7 is a co-requisite for MTE-8.

MTE-8 is a pre-requisite for MTE-14.

CHE-1 is a pre-requisite for CHE-04, CHE-5, CHE-10, AEC-01.

CHE-3(L) is a pre-requisite for AEC-01

CHE-2 is a pre-requisite for CHE-10 and AEC-01.

CHE-5 is a pre-requisite for CHE-6, CHE-9, and CHE-10.

MTE-3 credits will not be given to any student who opts for any mathematics electives.

LSE-1 is a pre-requisite for LSE-3, LSE-5 & LSE-6.

PHE-6 is a pre-requisite and PHE-11 is a co-requisite for PHE-13.

PHE-4 and PHE-5 are pre-requisite for PHE-11 and PHE-14.

PHE-07 is a pre-requisite and PHE-10 is a co-requisite for PHE-16.

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

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

3.4.3 Application-Oriented Courses

The third component of the B.A. programme is Application Oriented Courses. These courses are developed to equip you in some areas of your choice, which requires applications of skills. You must select at least 8 credits worth of courses from this group. You are allowed to select a maximum of 16

credits from this group. If you have opted a total of 64 credits in elective courses, you should take only 8 credits under Application Oriented Courses. Alternatively, if you have taken only 56 credits in elective courses, you are allowed to take 16 credits in Application Oriented Courses.The detailed list of the Application Oriented Courses currently available is given below.

List of application Oriented Courses - Common to all B.A./B.Com./B.Sc./BSW

AFW(E)-1	Feature Writing (English)	4		
BHDA-101	समाचार पत्र और फीचर लेखन (हिन्दी)	4		
AWR(E)-1	Writing for Radio (English)	4		
BRPA-101	Radio Lekhan (Hindi)	4		
ATR-1	Translation (English +	4	Hindi 4 Credits)	8
ACC-1	Organizing Child Care Services	8		
ANC-1	Nutrition for the Community	8		
*AHE-1	Human Environment	8		
AMK-1	Marketing	4		
AED-1	Export Procedure and		Documentation	4
AOM-1	Office Organization and Management	4		
ASP-1	Secretarial Practice	4		
BCOA-001	Business Communication and Entrepreneurship			
*AMT-1	Teaching of Primary School		Mathematics	8
ACS-1	Consumer Studies	8		
CTE-3	Teaching Strategies	4		
CTE-4	Teaching English-Elementary School OR	4		
CTE-5	Teaching English-Secondary School	4		
AST-01**	Statistical Techniques	4		
AOR-01**	Operational Research	4		
AEC-1 +	Environmental Chemistry	8		
*APM-1++	Integrated Pest Management	8		
BCOA-001	Business Communication and Enterpreneurship (English Medium only)	4		

The course has a theory component of 6 credits and a lab work for 2 credits.

** +2 level of mathematics is a pre-requisite.
+ CHE-01, CHE-02 and CHE-03(L) are the pre-requisite for this course.
  The course has a theory component of 6 credits and a lab work for 2 credits
++ +2 level of biology is a pre-requisite.
* All these courses have a theory component of 6 credits and a project for 2 credits. The project is to be submitted in SED at IGNOU, Maidan Garhi, New Delhi-110068.

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

SCHEME OF STUDY

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

and 8 to 16 credits of Application- Oriented Courses.

3.4.4 How to Choose Courses for B.A./B.Com./B.Sc./BSW

B.A.

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

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

FEG-1 or FHD-2

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

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

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

B.A. (Major)

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

B.A. (General)

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

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

Group 1 - BEGE–101, EHD-1, EHD-5, EEC–11, EHI-1, EHI-7, EPS–11, EPA-1, ESO-11, ECO-1, ECO-2, MTE-1, MTE-4, MTE-5, BSWE-04, (BPY-001, BPY-002), (BPC-001, BPC-002 to be taken together) & BULE-001

Group 2 - BEGE–102, EHD-2, EHD-8, BECE–002, EHI-2, EPS–12, BPAE-102, ERD-1, ESO-12, MTE-2, MTE-6, (BPY-003, BPY-004), (BPC-003, BPC-004 to be taken together) & BULE-002

Group 3 - BEGE-103, BEGE–108, EHD-3, EEC–10, EEC–13, EHI-3, EPS-3, EPS-8, EPA–3, ESO-13, ECO-5, ECO-7, MTE-7, MTE-8, BSWE-05, (BPY-005, BPY-008), (BPC-005, BPC-006 to be taken together) & BULE-003

Group 4 - BEGE-105, EHD-6, EEC–14, EHI-4, EPS-7, EPA–4, ESO-14, ECO-3, ECO-6 or ECO-13, ECO-12, ECO–14, MTE-9, MTE-10, BSWE-06, (BPY-006, BPY-007), BPYE-001, BPYE-002, (BPCL-007, BPCL-008 to be taken

together), BULE-004, BULE-007,BPYE-001 and BPYE-002.

Group 5 - EEG–6, BHDE–107, BECE–15, EHI–5, EPS–15, EPA-5, ESO-15, ECO–8, ECO–9, MTE–11, MTE-12, (BPY-009, BPY-010), BULE-005, BULE-008 & BULE-009, (BPCE-011 or BPCE-015 or BPCE-017 and BPCE-011 or BPCE-013 or BPCE-018 or BPCE-019 or BPCE-021, to be taken together).

Group 6 - BEGE–104, BEGE-107, EHD-4, BECE-016, EEC-7, EHI-6, EPS-6, EPS-9, EPA-6, ESO–16, ECO-10, ECO-11, MTE-13, MTE-14, BPY-011, BPY-012, BULE-006, (BPCE-022, BPCE-023,to be taken together)

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

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

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

B.Com.

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

AMK-1, AED-1, AOM-1 and ASP-1.

B.Sc.

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

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

Year-wise Scheme of Study

Year of Total Oriented Courses	Foundation Courses Study	Credits	Elective Courses	Application-
First Year 32 Credits	**16 Credits as under**		**16 Credits from**	
	1. FST-1	8 Credits (compulsory)	**PHE**-01,02, **BPHL**-103, **PHE**-04,05,06	
	2. FEG-1 or FHD-2	4 Credits	**CHE**-01,02,03(L),05,07(L),08(L)	

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

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

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

B.Sc.(Major)

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

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

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

B.Sc. (General)

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

Year of Study	Foundation Courses	Elective Courses	Application - Oriented	Total Credits

First Year	16 Credits 16 Credits	—	32 Credits
Second Year	8 Credits 24 Credits	—	32 Credits
Third Year	— 16 Credits to 24 Credits	8 Credits to 16 Credits	32 Credits
Total Credits	24 Credits 56 to 64 Credits	8 to 16 Credits	

96 Credits

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

BSW

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

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

I year

Foundation Courses (from BDP)	**16 credits**		
BSWE-001	Introduction to Social	Work (Theory)	8 credits
BSWL-001	Social Work Practicum-1	(Practical)	8 credits
	32 Credits		

II Year

Foundation Course (from BDP)	**8 credits**		
BSWE-002	Social work intervention and groups (theory)	with Individuals 8 credits	
BSWL-002	Social Work Practicum-II	(Practical)	8 credits
BSWE-004	Introduction to Family	Education	8 credits
	32 credits		

III Year

BSWE-003	Social Work Intervention with Communities and Institutions	8 credits (theory)	
BSWEL-003	Social Work Practicum-III	(Practical)	8 credits
BSWE-005	Introduction to HIV/AIDS	8 credits	
BSWE-006	Substance Abuse and Counselling	8 credits	
	32 credits		

3.5 Bachelor's Preparatory Programme (BPP)

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

Bachelor's Preparatory Programme is offered by the University to those students who wish to do

Bachelor's Degree of IGNOU but do not have the essential qualifications of having passed 10+2. 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.

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

Structure of the Programme

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

i)   Preparatory Course in General   Mathematics   - OMT – 101

ii)   Preparatory Course in Social   Sciences   - OSS – 101

iii) Preparatory Course in Commerce   - PCO – 01

3.6   BBA in Retailing with the Modular Apporach (BBAR)

Programme Structure

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

a)   First year-Diploma in Retailing (DIR)

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

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

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

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

f)   DIR & ADIR are only exit points.

g)   Programme will be offered once in July every year.

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

i)   Fee for BBA Retailing will be Rs.5000/- per year for 2009, 2010 and 2011.

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

Course Code	Course Title	Credits		
BRL-001	Overview of Retailing	4		
BRL-002	Retail Marketing and Communication	4		
BRL-003	Retail Management Perspective and		Communication	4
BRL-004	Customer Service Management	4		
BRLT-005	Internship and Viva-Voce	16		
	TOTAL	32		

Course Code	Course Title	Credits			
BRL-006	Buying and Merchandising-I	4			
BRL-007	Store Operations-I	4			
BRL-008	Human Resources	4			
ECO-01	Business Organization	4			
BCOA-001	Business Communication and		Entrepreneurship	4	
AMK-1	Marketing	4			
BRLT-009	On the Job Training (OJT) and		Viva-Voce 8	**TOTAL**	**32**

Course Code	Course Title	Credits

BRL-013	Merchandising II	4		
BRL-014	Retail Operation and Store		Management II	4
BRL-015	Visual Merchandising and Store		Management	4
BRL-016	Customer Value Management	4		
BRL-017	Organizational Behaviour	4		
BRL-018	IT Application in Retail	4		
BRLT-019	On the Job Training		(OJT) and Viva Voce	8
	TOTAL	**32**		

Medium of Instruction

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

Duration

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

Programme Fee and Re-Registration

1)   The programme fee is Rs. 5000/- which includes registration fee Rs. 100/- for DIR under BBA 1st year.

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

3)   The programme fee is Rs. 5000/- per year for 2010 and 2011 irrespective of first registration 2nd and 3rd registration under re-registration. Thereafter, the fee will be revised as per University rules.

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

ELIGIBILITY CRITERIA

Category A -DIRECT ENTRY

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

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

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

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

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

AGE LIMIT

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

Category B -SPONSORED ADMISSION

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

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

INTERNSHIP

a)   For Direct Entry (Category-A)

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

b)   **For Sponsored Admission (Category-B)**

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

Opportunities for Students in Retail

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

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

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

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

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

3.7   Bachelor of Library and Information Science (BLIS)

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

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

4. DIPLOMA PROGRAMMES

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

(Offered in July session only) **(online also)**

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

The PG Programme shall enable the students to:

- Comprehend the issues of safety and quality in food production, handling, processing and trade.

- Build technical proficiency in undertaking food safety and quality assurance in food processing chain i.e., from farm to fork.

- Ensure the safety and quality of food products as per mandatory legal requirements and voluntary standards including export regulations, if required.

- Design and implement: Good Hygienic Practices (GHP),Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Point (HACCP),Quality Management Systems (QMS):ISO 9001,Food Safety Management Systems (FSMS): ISO 22000, Laboratory Management System :ISO 17025 and Retail Standards.

- Be able to effectively plan, conduct, report and audit as per the guidelines of the ISO 19011-2002.

- Undertake Standard Microbiological and Chemical analysis of Food Products.

- Apply Good Hygienic, Manufacturing, Laboratory, Transportation and Retail Practices in Food Processing / Hospitality industry and Retail outlets.

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

Programme Structure

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

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

Job opportunities for the pass out are as follows:

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

4.2   Post Graduate Diploma in Plantation Management (PGDPM)
(Offered in July session only)

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

The objectives of the programme are to:

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

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

Job Opportunities:

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

Programme Structure:

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

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

4.3   Diploma in Value Added Products from Fruits & Vegetables (DVAPFV)   **(Offered in July session only)**

The Diploma programme has been developed with the support of the Ministry of Food Processing

Industries. The Diploma in Value Added Products from Fruits and Vegetables aims to develop competent human resource in the field of post harvest management of fruits and vegetables and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers 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 infruit and vegetable processing industry, quality control assistant,packaging supervisor, fruit and vegetable cold storage supervisor, transport supervisor, retail supervisor, marketing assistant,store assistant, extension assistant, trainer, and self entrepreneur as procurer, trader, transporter, food processor, wholesaler, retailer and exporter of fresh and processed fruits and vegetables produce.

Objectives

- To provide the knowledge & skills for minimizing the post-harvest losses and production of value added food products,
- To develop human resource for post harvest management and for primary processing of fruits and vegetables produce at the production areas/clusters,
- To develop youth as young entrepreneurs for self employment through food processing and associated activities,
- To impart knowledge and technical proficiency in
  – Procurement of raw materials,
  – Preparation of value added products,
  – Prevention of losses in fresh and processed horticulture produce,
  – Marketing and economical aspects, and
  – Managing small and medium enterprises.

Programme Structure

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

Course Code	Course Title	Credit (theory+practical)
BPVI-001	Food Fundamentals	4 (2+2)
BPVI-002	Principles of Post Harvest Management of Fruits and Vegetables	4 (2+2)
BPVI-003	Food Chemistry and Physiology	4 (2+2)
BPVI-004	Food Processing and Engineering-I	4 (2+2)
BPVI-005	Food Microbiology	4 (2+2)
BPVI-006	Food Processing and Engineering-II	4 (2+2)
BPVI-007	Food Quality Testing and Evaluation	4 (2+2)
BPVI-008	Entrepreneurship and Marketing	4 (2+2)

4.4 Diploma in Dairy Technology (DDT)
(Offered in July session only)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Dairy Technology aims to develop competent technician level human resource for dairy industry. Upgrading the technical proficiency of lower level workers/ technicians already

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

For the pass outs of this programme the **job opportunities** includes: secretary of dairy cooperative society, milk procurement supervisor, milk tester, dairy plant operator/technician/supervisor, product technician (ice cream/cheese/butter/indigenous dairy products unit), dairyassistant, chilling centre supervisor, quality control assistant, packaging assistant, marketing assistant, distribution assistant, retail supervisor, store assistant, extension assistant, trainer, and self entrepreneur as milk contractor, transporter, dairy products manufacture(indigenous and western), owner of milk parlour/milk booth/ ice cream parlour, wholesale distributor, retailer and exporter of milk and milk products

Objectives:

The objectives of the programme are to:

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

Programme Structure

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

Course Code		Course Title (theory+practical)	Credit
BPVI-011	Milk Production and Quality	4 (2+2)	of Milk
BPVI-012	Dairy Equipment and Utilities	4 (2+2)	
BPVI-013	Milk Processing and Packaging	4 (2+2)	
BPVI-014	Dairy Products - I	4 (2+2)	
BPVI-015	Dairy Products - II	4 (2+2)	
BPVI-016	Dairy Products - III	4 (2+2)	
BPVI-017	Quality Assurance	4 (2+2)	
BPVI-018	Dairy Management and Entrepreneurship	4 (2+2)	

4.5 Diploma in Meat Technology (DMT)
(Offered in July session only)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Meat Technology aims for imparting basic knowledge and skills for quality production of meat and meat products. Development of human resource for industry is also part of it.

Stress is on training of personnel for self employment and creating awareness and competency in the meat processing as well as poultry processing. The focus shall be to develop competencies in good slaughter practices, handling of meat on scientific lines, production of quality meat and meat products, and testing and quality control of meat and meat products. It also includes poultry processing. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The target group includes: youth, workers/ technicians working in meat and poultry industry, small and medium entrepreneurs, poultry and meat processors in unorganized sector, personnel working in slaughter houses, processing plants, NGO functionaries/ trainers and farmers.

Job opportunities for the pass outs of this programme includes: animal procurement supervisor, meat processing technician, laboratory assistant, byproduct plant technician, poultry processing technician, technician in egg industry, meat and egg grader, packaging supervisor, technician in leather industry, marketing assistant, distribution assistant, store assistant and self entrepreneur as manufacturer, wholesaler, retailer and exporter of fresh meat, meat products and egg products, byproducts handler like leather producer, casing producer, blood meal and bone meal producer.

Objectives:

The objectives of the programme are to:

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

Programme Structure

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

Course Code	Course Title	Credits	
BPVI-021	Fundamental of Food and Meat Science	4 (2+2)	
BPVI-022	Meat Animals and Abattoir	4 (2+2)	Practices
BPVI-023	Fresh Meat Technology	4 (2+2)	
BPVI-024	Processed Meat Technology	4 (2+2)	
BPVI-025	Meat Packaging and Quality	4 (2+2)	Assurance
BPVI-026	Poultry Products Technology	4 (2+2)	
BPVI-027	Utilization of Animal By-Products	4 (2+2)	
BPVI-028	Marketing and Entrepreneurship	4 (2+2)	

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

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma programme aims at providing technical support for the food processing industry specially engaged in Cereals, Pulses and Oilseeds as well as creating self employment opportunities for the rural youth. It seeks to address the workforce requirements of the food processing industries and

focuses on upgrading the knowledge and skills of existing workers. The target group includes: urban/rural youth, farmers and senior secondary pass outs, skilled workers in food processing industries, food processors in unorganized sector, personnel working in food processing cooperatives, and food processing institutions/industries, small and medium entrepreneurs. NGO functionaries/ trainers and progressive farmers.

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

Objectives:

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

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

Course Code	Course Title	Credits	
BPVI-031	Food Fundamentals	4 (2+2)	
BPVI-032	Food Microbiology	4 (2+2)	
BPVI-033	Milling of Wheat, Maize and Coarse Grains	4 (2+2)	
BPVI-034	Baking and Flour Confectionery	4 (2+2)	
BPVI-035	Paddy Processing	4 (2+2)	
BPVI-036	Processing of Pulses & Oilseeds	4 (2+2)	
BPVI-037	Food Quality, Testing and	4 (2+2)	Evaluation
BPVI-038	Entrepreneurship and Marketing	4 (2+2)	

4.7 Diploma in Fish Products Technology (DFPT) (Offered in July Session only)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. This Diploma programme aims to develop competent human resource in the field of post harvest management of fish and production of value added fish products. It is intended to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth, women and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers in the field of fish harvesting and processing. The programme caters to the educational needs of rural youth, workers/ technicians working in fish and fish processing industry including fishermen, small and medium entrepreneurs, fish processors in an unorganized sector, and personnel working in processing plants, NGO functionaries/ trainers and farmers.

The objectives of the Programme are to:

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

Programme Structure

In order to be eligible for the award of the diploma, a student has to complete the following 7 courses equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits (theory+practical)	
BPVI -041	Introduction to Fish, Processing,	6(4+2)	Packaging and Value Addition
BPVI-042	Mince and Mince Based Products	4(2+2)	
BPVI-043	Coated Products	6(2+4)	
BPVI-044	Fish By-products and Waste		Utilization 6(2+4)
BPVI-045	Quality Assurance	4(2+2)	
BPV -046	Marketing and Entrepreneurship	4(4+0)	Development
BPVL-047	Training and Field Visits	2(0+2)	

Compulsory hands-on training for 15 days in a fish processing plant and field visit (BPVL-047).

4.8 Diploma in Watershed Management (DWM)
(Offered in July session only)

This programme has been developed with the support of Department of Land Resources, Ministry of Rural Development, Govt. of India. The Diploma in Watershed Management aims at developing competent human resource in the field of Watershed Development/Management. It intends to impart basic knowledge and skills for water harvesting, conservation and utilization, soil erosion and its management integrated farming systems including crop husbandry, animal husbandry, agro-forestry, fish farming, funding, monitoring, evaluation and capacity building of watershed development programmes besides extension and communication skills for long term socio-economic development of the society. It will provide the basic understanding of various activities undertaken during the development of watershed programmes. The Diploma programme also intends to address the workforce requirement of the watershed management and focus on upgrading the knowledge and skills of existing personnel in the watershed development. The target group includes rural youth, social workers/volunteers working with NGOs/government functionaries implementing watershed development programmes.

Job opportunities for the passouts of this programme include: Self Entrepreneurship, soil conservation and agriculture/horticulture inspectors, agro-forestry surveyors, water harvesting technicians/supervisors, livestock assistants in Government and Non-Governmental Organizations (NGOs) dealing with watershed projects, Urban Housing Boards, Private Real Estate Builders, Soil Conservation Departments and Ground Water Boards.

Objectives

- Develop human resource for watershed development;
  Introduce the principles of the watershed management approach and the value of working in a watershed;
- Generate awareness of sustainable development and maintenance of natural resources;
- Delineate different techniques for accessing and predicting physical, chemical and socio-economic conditions within a watershed including water quality;
- Mobilization and capacity building of rural youth, women and landless; and
- Develop skills for development of small scale irrigation and water supply structures for human and livestock through water and soil conservation strategies.

Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 7 Courses (integrated with practical) and one practical course on project formulation equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Course Title	Credits (theory+practical)	
BNRI-101	Fundamental of Watershed	4 (2+2)	Management
BNRI-102	Elements of Hydrology	4 (2+2)	
BNRI-103	Soil and Water Conservation	4 (2+2)	
BNRI-104	Rainfed Farming	4 (2+2)	
BNRI-105	Livestock and Pasture Management	4 (2+2)	
BNRI-106	Horticulture and Agro-Forestry	4 (2+2)	System
BNRI-107	Funding, Monitoring, Evaluation	4 (2+2)	and Capacity Building
BNRP-108	Project Formulation	4 (0+4)	

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

The School of Health Sciences, IGNOU in collaboration with leading Cardiac Institutions in the country, has developed and launched a two-year, full time, Post Graduate Diploma in Clinical Cardiology (PGDCC) Programme for the MBBS doctors. This programme was launched in January 2006 and at present there are 296 students being trained under 300 Academic Counsellors in 56 Cardiac Institutes across the country.

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

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

Programme Objectives

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

Admission procedures

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

Course Code	Name of the Course	Credits of Courses	Credits of Courses	Theory	Practical
MCC-001	Fundamentals of		Cardiovascular System-I	4	—
MCC-002	Fundamentals of		Cardiovascular System-II	4	—

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

4.10 Advance Diploma in Participatory Development (ADPD)

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

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

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

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

● To enable critical analyses of development models, policies, processes and its implementation.

● To strengthen understanding of the concept and practice of participatory development.

● To develop knowledge and skills for managing development projects and programmes in a participatory manner.

● To provide opportunities to experience the process of participation III development and governance interventions.

● To strengthen understanding of key elements of managing development organisations.

Course Code	Title of the Course	Credits
MDS-001	Understanding Participatory Development	6
MDS-002	Development Policies and Programmes	6

MDS-003	Democratic Governance and Civil Society	6	
MDS-004	Securing Participation in Development	6	
MDS-005	Participatory Project Managemenl	6	
MDS-006	Field Work	6	
MDS-007	Legal and Regulatory Frameworks of		Development Organisations 6
MDS-008	Management of Development Organisations	6	
MDS-009	Management of Financial		Resources 6

Total Credits   54

4.11 PG Diploma in Participatory Development (PGDPD)

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

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

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

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

The main objectives of the programme are:

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

Course	Title of the	Course	Credits	Code	of Nature
MDS-001	Understanding	Theory	6		Participatory Development
MDS-002	Development Policies and	Theory	6		Programmes
MDS-003	Democratic Governance	Theory	6		and Civil Society
MDS-004	Securing Participation	Theory	6		in Development
MDS-005	Participatory Project	Theory	6		Management
MDSL-006	Field work	Practical	6		
	Total Credits		**36**		

4.12 Diploma in Youth in Development Work (DCYP)

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

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

Objectives

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

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

Course Contents

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

Course Code	Title of the Course	Credits
CYP-01	Commonwealth values in Young People and Society	Youth in Development Work
CYP-02	Principles and Practice of Youth in Development Work Working with People in their	Communities
CYP-03	Gender and Development Learning Processes	
CYP-04	Management Skills Project Planning,	Monitoring and Evaluation
CYP-05	Policy Planning and Implementation Conflict Resolution, Strategies and	Skills
CYP-06	Promoting Enterprise and Economic	Development Youth and Health
CYP-07	Sustainable Development and Blocks : Part 1 : Personality Development and Part 2 : Population and Family Life	Environmental Issues Asia Regional Communication Education
CYP-08	Project Work	

Target Group of Programme

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

Programme Credits : 32 (960 hours)

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

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

Programme Objectives

The objectives of the programme are to :

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

Programme Structure

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

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

4.14 Post Graduate Diploma in Disaster Management (PGDDM)

The major objectives of the programme are to:

- Provide comprehensive knowledge to the learners on disaster preparedness, mitigation and rehabilitation.
- Enable the learners to carry out risk assessment and vulnerability analysis.
- Generate community awareness, and strengthen institutional mechanism for community mobilisation and participation in disaster management.
- Develop communication skills for disaster preparedness.
- Create greater awareness about effective disaster response in various emergency situations.

- Equip learners with tools for meeting emergency medical requirements.

- Incorporate gender sensitive disaster management approach; and

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

Target Group

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

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

Programme Structure

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

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

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

* Course is available in English only

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

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

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

The objectives of the programme are to orient learners to:

- Contextualize development caused displacement and rehabilitation.

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

The programme consists of Eleven courses

(7 compulsory and one optional) listed below:

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

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

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

4.16 Post Graduate Diploma in Rural Development (PGDRD)

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

Course	Title of the Course	Credits	Credits to for Completion	be acquired

A. Compulsory Courses

MRD-101 Rural Development –

	Indian Context	6	6
MRD-102	Rural Development – Programmes	6	6
MRD-103	Rural Development – Planning and Management	6	6

B. Optional Courses
(Choose any one from the following electives)

MRDE-101	Rural Social Development	6	
RDD-6	Rural Health Care	6	6
RDD-7	Communication and Extension in Rural Development	6	

C. Project Work

RDD-5	Research and Project Work	6	6
	Total (A+B+C)		**30**

4.17 Diploma in Early Childhood Care and Education (DECE)

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

Course Code	Title of the Course	Credits
DECE-1	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	**32**

Project Work

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

4.18 Diploma in Nutrition & Health Education (DNHE)

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

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

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

Practicals : Practical Manuals are to accompany the course material.

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

4.19   Diploma in Tourism Studies (DTS)

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

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

4.20 Post Graduate Diploma in Translation (PGDT)

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

Course Code	Title of the Course	Credits	
PGDT-01	Anuvad: Siddhant Aur Pravidhi	6	
PGDT-02	Anuvad Ka Bhashik Aur		Samajik Paksh 6

PGDT-03	Vyavaharik Anuvad Ke Vividh		Star Aur Kshetra	6
PGDT-04	Prashasanik Anuvad	6		
PGDT-05	Anuvad Pariyojana	6		
	Total	**30**		

4.21 Post Graduate Diploma in International Business Operations (PGDIBO)

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

The salient features of this programme are as follows:

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

Programme Structure

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

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

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

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

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

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

Course Code	Title of the Course	Credits
MED-001	Understanding the Environment	4

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

4.23 Post Graduate Diploma in Analytical Chemistry (PGDAC)

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

Objectives

The broad objectives of the Programme are:

● To provide training in modern analytical techniques to the learners,

● To provide appropriate theoretical background and develop practical skills for analysing materials even in trace amounts using modern analytical methods and instruments,

● To enable students acquire the analytical data and interpret the same using statistical principles, and

● To inculcate a problem solving approach by coordinating different analytical techniques.

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

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

4.24 Diploma in Aquaculture (DAQ)

The Diploma in Aquaculture shall include the following courses

COURSES

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

COMPULSORY COURSES

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

Course 2 :   Project (BAQP-001) (6 credits)

OPTIONAL COURSES

FRESHWATER AQUACULTURE (STREAM-I)

Course 3 :   Freshwater aquaculture (BAQ-002) (8 credits theory)

Course 4 :   Laboratory (BAQL-001) (6 credits practical)

OR

COASTAL AQUACULTURE (STREAM-II)

Course 3 :   Coastal aquaculture (BAQ-003) (8 credits theory)

Course 4 :   Laboratory (BAQL-002) (6 credits practical)

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

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

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

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

Course Structure

Course Code	Name of the Course	Credits
BAQ-001	Basics of Aquaculture	8
BAQP-001	Poject Work	6
BAQ-002	Freshwater Aquaculture	8
BAQL-001	Freshwater Aquaculture Lab	6
BAQ-003	Coastal Aquaculture	8
BAQL-002	Coastal Aquaculture Lab	6
	Total	**42**

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

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

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

4.26 Post Graduate Diploma in Audio Programme Production (PGDAPP)

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

programmes.

The programme is aimed at the following target groups:

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

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

Practical Component

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

4.27 Post Graduate Diploma in Educational Technology (PGDET)

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

Objectives of the Programme

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

The programme will help the learners to:

- Develop an understanding of the nature of educational technology and its impact on teaching and learning;
- Develop an awareness about the various educational technologies and their pedagogic uniqueness;
- Develop the skills needed for making optimum use of the technologies enabling collaborative practices and sharing of educational resources;

- Make judicious selection of technology and integrate it successfully in the instructional system;
- Develop the know-how of designing and developing courseware for various media.

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

Course Details

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

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

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

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

Programme Objectives

The objectives of the programme are as follows:
  i) To develop essential skills, competencies and values needed for effective school leadership and management.
  ii) To enable head teachers/principals to create an effective and enabling environment.
  iii) To improve the overall performance of the school.
  iv) To develop a trained and competent cadre of head teachers/principals.

Eligibility

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

Medium of Instruction

Hindi and English.

Programme Structure

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

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

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

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

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

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

- To provide an understanding of basic management concepts and their applications in an educational environment.

Programme Structure

Course	Course Title	Credits	Code
Compulsory Courses : Educational Management			
MES-041	Growth and Development		of Educational Management 6
MES-042	Dimensions of Educational		Management 6
MES-043	Organisational Behaviour	6	
MES-044	Institutional Management	6	
Optional Courses (Any one from the following courses)			
MES-045	School Education	4	
MES-046	Higher Education	4	
MES-047	Distance and Open Learning	4	
MES-048	Alternative Education	4	
Project Work			
MESP-049		Project Work	6
	Total Credits	**34**	

4.30 Post Graduate Diploma in Higher Education (PGDHE)

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

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

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

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

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

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

4.31 Post Graduate Diploma in Higher Education Management (PGDHEM)

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

Salient Features of the Knowledge Modules are

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

l State of the art material,

l accumulation of credits into a programme of study,

l A training package leading to Post-graduate Diploma Programme.

Objectives

l To provide an overview of the evolution and growth of Indian Higher Education.

l To enable a broad understanding of several curricular models, issues involved in curriculum making and transaction and in managing emerging curricular innovations.

l To give an exposure in technology management in Higher Education in the context of IT applications.

l To enhance the managerial competence for creating a vibrant research culture in the campus.

l To sensitize educational managers in organizing student support services including co-curricular and extra-curricular activities.

l To give an exposure in the criteria and methodology of accreditation of quality in higher education.

l To analyze the issues of governance with special focus on management.

Target Group

- Academics, academic administrators and others who are already in some managerial/leadership positions in higher education institutions, and also those academic administrators who are aspiring to take up such positions in future.

- Those who are in pursuit of higher knowledge and are interested in pursuing this programme out of academic interest.

- Civil servants dealing with higher education.

Programme Structure

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

Course Code	Title of the Course	Credits	
MES-071	Higher Education: An Overview	6	
MES-072	Management of Research in Higher Education	6	Networking and Collaboration
MES-073	Technology & Change Management	6	
MES-074	Governance & Leadership in	6	Higher Education
MESP-079	Project Work	6	
	Total Credits	30	

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

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

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

The Programme contains 4 courses of 24 credits as follows:

Course	Course Title	Credits	Code		
DTG-001	General Principles of Teaching	6			
DTG-002	Skill Development	4			
DTG-003	Classroom Teaching	4			
DTG-004	Lesson-Planning Preparation			Evaluation	10

4.33 Post Graduate Diploma in Book Publishing (PGDBP)

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

Self employment to aspiring/practicing publishing professionals

OR

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

OR

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

etc.

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

Programme Structure

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

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

4.34 Diploma in Creative Writing in English (DCE)

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

i)   **Compulsory Courses**
DCE-1   General Principles of Writing
DCE-6   Guided Project Work
ii) **Elective Courses (any three to be opted)**
DCE-2   Feature Writing
DCE-3   Short Story
DCE-4   Writing for Media: Radio and Television
DCE-5   Writing Poetry

4.35 Diploma Programme in URDU (DUL)

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

Compulsory Courses

Course Code	Course Title	Credits	
DUL-003	An Outline of Urdu	8	Language & Literature
DULP-001	Project	4	

Elective Courses

Course Code	Course Title	Credits
DULE-001	Contemporary Urdu Poetry	4
DULE-002	Contemporary Urdu Prose	4

DULE-003	Non-Fiction-Urdu Prose	4	
DULE-004	Writing for Media : Radio *	4	Television
DULE-005	Principle of Translation	4	
DULE-006	Editing, Publishing &	4	Proof Reading
DULE-007	Feature Writing	4	

4.36 Post Graduate Diploma in Social Work (PGDSW)

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

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

4.37 Post Graduate Diploma in Social Among Tribals (PGDSWT)

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

l   To provide basic knowledge and information to the learners regarding the Tribes/Tribals in India

l   To help the learners understand the relevance of social work in the tribal regions and/ for the tribals

l   To provide trained professionals for tribal development in all respects

l   To train social work professionals who would be able to address the issues and problems confronted by the tribals in India

l   To enable employment of learners in the tribal development departments in NGOs or other institutions

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

Course Code	Title of the Course	Credits
MSW-001	Origin and Development of Social Work	4
MSWE-041	Understanding the Tribals	8
MSWE-042	Tribals In India	4

MSWE-043	Tribal Society	4
MSWE-044	Social Work Practice in Tribal Development	4
MSWL-045	Social Work Practicum	10
	Total	**34**

4.38 Diploma in HIV and Family Education (DAFE)

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

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

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

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

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

Programme Structure

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

Course Code	Title of Course	Credits
Social Science Perspectives		
BWEE-012	Women and Society: Global Concerns and Local Issues	8
BWEE-004	Strategies for Women's Development	4
BWEE-005	Women and Development	4
Training Perspectives		
BWEF-002	Gender Training Perspectives	4
BWEE-006	Organization and Leadership	4

BWEE-007	Work and Enterpreneurship	4
BWEE-008	Credit and Finance	4

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

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

Facts and Benefit of the Programme

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

Programme Structure

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

Finance and Accounting   (Semester 1)

Course Code	Course Title	Credits		
BPOI - 001	Course 1: Introduction to		Finance and Accounting BPO	2
BPOI - 002	Course 2: Fundamentals of		Accounting	4
BPOI - 003	Course 3: Procure to Pay		(P2P, Accounts Payable)	4
BPOI -004	Course 4: Order to Cash		(O2O, Accounts Receivable)	3
BPOI -005	Course 5: Record to Report	3		
	TOTAL	**16**		

English Communications and IT skills   (Semester 2)

BPOI – 006	Course 6: English		Communication	8
BPOI - 007	Course 7: IT Skills	8		
	Total	**16**		

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

4.41 Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)

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

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

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

4.42 Post Graduate Diploma in District Health Management (PGDDHM)

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

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

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

Objectives

The broad objectives of the programme are to:

● Acquire theoretical knowledge and develop practical skills to apply a scientific approach to management of district health services

● Learn newer management techniques required for making district health plans

● Capacity building to plan in advance how to face the problems of health delivery services and assess HR needs, understanding the administrative and technical requirements of different personnel for better implementation.

● Providing opportunity to learn through fixible learning methods especially for working professionals of health sector at all level.

Programme Structure

The PGDDHM programme consists of six courses.

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

Course Code	Name of Course	Nature Course	No. Credits	of	of
PGDDHM-01	Public Health System	Theory	4		
PGDDHM-02	Women and Child Health	Theory/	6		Practical
PGDDHM-03	Community Participation	Theory/	6	for Health	Practical
PGDDHM-04	Managing District Health	Theory/	6	Services	Practical

PGDDHM-05	Emerging issues in Health	Theory/	6	sector	Practical
PGDDHM-06	Special focus areas in	Theory	4	health care	
	Total		**32**		

4.43 Post Graduate Diploma in Maternal and Child Health (PGDMCH)
(Offered in July Session only)

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

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

Objectives

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

- imbibe comprehensive knowledge of ongoing Maternal and Child Programmes and be able to manage Health Care Services at different institutional levels;

- tackle the disease outbreaks and effectively manage the National Health Programmes especially in relation to MCH services;

- provide antenatal care including those of high risk pregnancy, conduct normal delivery, handle common emergency care related to pregnancy and its outcome and identify referral situations;

- manage common gynaecological morbidity and provide family planning services;

- provide newborn care, identify high risk babies, diagnose and manage common childhood morbidity including emergencies; and

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

Programme Design

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

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

Selection Criteria

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

The scores will be calculated by considering two criteria:

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

Programme Implementation

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

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

4.44   Post Graduate Diploma in Intellectual Property Rights (PGDIPR)

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

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

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

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

4.45   PG Diploma in Criminal Justice   (PGDCJ)

Objectives

The objectives of the programme are to:

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

Course	Course Title	Nature of (Project/elective)	Credits	Code	(Theory/Practica
MLE-011	Criminal Justice System	Theory	4		
MLE-012	Indian Penal	Theory	4		
MLE-013	Criminal Justice Processes	Theory	4		
MLE-014	Criminal Justice			Administration	Theory 4
MLE-015	Challenges to Criminal	Theory	4	Justice System	
MLE-016	Criminal Justice Research	Theory	4	and Advocacy	
MLEP-017	Clinical Course Project	Project	8		
	Total		**32**		

4.46 PG Diploma in Environmental Law (PGDENLW)

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

Objectives

The main objectives of the programme are to:

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

Course Syllabus

Course	Course Project/elective)	Title Nature	Credits	Code	(Theory/Practical
MLE-021	Introduction to	Theory	4	Environment	
MLE-022	Introduction to and Policy	Theory	4	Environmental Law	
MLE-023	International Environmental	Theory	4	Law and Policy	
MLE-024	National Environmental			Law and Policy	Theory 4
MLE-025	National Legal Frameworks			and Processes	Theory 4
MLE-026	Environment Protection			Mechanisms	Theory 4
MLEP-027	Project & Practical Training	Practical-		Project 4	
		Total	**32**		

4.47 Diploma in Paralegal Practice (DIPP)

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

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

BLE-001	Introduction to the Indian Legal System	5		
BLE-002	Introduction to Law: Substantive		and Procedural	5
BLE-003	Law and Vulnerable Groups	5		
BLE-004	Rural Local Self Governance	5		

BLEP-001 Clinical Course on legal research
writing and advocacy   12

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

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

Programme Objectives

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

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

Students will have an exit option at the end of 6 months and 1 year to get PG Certificate in Extension and Development Studies (Course 001-004)

4.49 PG Diploma in Folklore and Culture Studies (PGDFCS)

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

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

- This Programme seeks to address to that section of students who are not covered by formal education, mainly those students who seek to join the NGO circles or intend to pursue higher education in trans-disciplinary subjects such as Ethnography, Migration Studies, Marginal Studies,

etc.

- It has the objective of appreciating culture and folklore in all their composite forms and of evaluating the social and political context in which culture manifests itself. It has the object of study and the location Iof political criticism by its focal points such as Marginal Studies, Tribal and Folklore Literature, Language Death and Preservation, etc.

- It has an obligation to an ethical appraisal of traditional as well as the modern society.

- Some of the important faculty in this Programme may be categorized as Critical Theory, Cultural Critic, Cultural Geography, Cultural History, Culture Theory, Ethnography, Feminism, Gender Studies, Museum Studies, Orientalism, Popular Culture Studies, Post-structuralism, Social Structuralism, Language Studies, History and Anthropology, etc.

Target Group:

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

This 30 credits Programme has five courses:

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

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

Programme Objectives

ι To impact knowlege particularly young people on the thoughts and ideas of Gandhi on social economic, political, sustainable and environmental issues.

ι To development skills on peace making and peace building.

ι The develop peace methods from the interdisciplinary perspectives.

ι To train the participants in pace making and conflict resolution in real life situations.

ι To enable the Diploma holders to join Media, NGOs, Teaching and Research.

Course Code	Course Title	Credits
MGP-001	Gandhi: The Man and His Times	4
MGP-002	Philosophy of Gandhi	4
MGP-003	Gandhi's Social Thought	4
MGP-004	Gandhi's Political Thought	4
MGPE-006	Gandhi's Economic Thought	4

Optional Courses

Course Code	Course Title	Credits	
MGPE-007	Non-violent Movements after	4	Gandhi
MGPE-008	Gandhi Approach to Peace		and Conflict Resolutions 4

Course	Course Title		Credits
MGPE-009	Gandhi in the 21st Century		4
MGPE-010	Conflict Management,	Transformation and	4	Peace Building
MGPE-011	Human Security		4
MGPE-014	Gandhi, Ecology and Sustainable Development		4

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

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

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

Programme Objectives

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

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

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

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

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

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

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

h) To develop in them the ability to critically analyse, appreciate and promote the role of adult education in the emerging social, cultural and educational situation at the national and international levels.

Programme Study Centres (PSCs)

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

Programme Structure

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

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

4.52 Post Graduate Diploma in Corporate Governance (PGDICG)

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

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

Objectives

The objective of the programme is to provide:

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

Programme Structure

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

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

Training Component – (MCTT-001)

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

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

Project Work - (MCTP-001)

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

Credit:

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

4.53 Post Graduate Diploma in Counselling and Family Therapy (PGDCFT)

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

A unique feature of this programme of study is that on completing it the learner can enroll for the second year of M.Sc. in Counselling and Family Therapy [M.Sc. (CFT)].

Programme Structure: The programme has theory and supervised practicum components. The courses that comprise the Post Graduate Diploma programme, all with the credit weightage, are as follows:

COURSES:

Course Code   Title of Course and Credits

I. MCFT 001   Human Development and Family   Relationships 6 (Theory: 4 Credits:
Supervised Practicum: 2 Credits)

II. MCFT 002   Mental Health and Disorders 6   (Theory: 4 Credits: Supervised
Practicum: :2 Credits)

III. MCFT 003   Counselling and Family Therapy: Basic Concepts and Theoretical
Perspectives 6   (Theory: 4 Credits: Supervised
Practicum: 2 Credits)

IV.   MCFT 004   Counselling and Family Therapy: Applied Aspects 6
(Theory: 4   Credits: Supervised Practicum:
2 Credits)

V. MCFT 005   Counselling and Family   Therapy: Research Methods
and Statistics 6   (Theory: 4
Credits: Supervised   Practicum: 2 Credits)

VI. MCFTL-008   Reflective Journal 2
(Supervised Practicum:2)

Total Credits 32

(Theory 20; Practical 12)

4.54 Post Graduate Diploma in Disability Management for Medical Practitioner (PGDMD)

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

Programme Code: PGDMD

Introduction of the programme:

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

Objectives of the programme

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

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

Eligibility

MBBS, or equivalent qualification in Ayurveda, Unani, Siddha and Homoeopathic medicine preferably with two years relevant experience.

Duration:

Minimum 1 year and Maximum 3 years

Credit: 28

Medium of instruction and examination:

The medium of instruction and examination will be in English.

Programme Design

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

Course Code	Title of Course	Nature	Credits
MMD 001	Overview of Disability Rehabilitation	Theory	2
MMD 002	Locomotor Impairment & Leprosy Cured	Theory	6
MMD 003	Blindness and Low Vision	Theory	4
MMD 004	Mental Retardation and Specific Learning	Theory	4

Course	Course Title	Type	Credit		
				Disabilities	
MMD 005	Speech, Language	Theory	4	and Hearing	
	Impairment				
MMD 006	Multiple Disabilities	Theory	4	and Developmental	
	Disorders				
MMD 007	Mental Illness	Theory	4		
TOTAL			28		

Programme Fees : Rs. 12000/-

4.55 Post Graduate Professional Diploma in Special Education (PGPDSE)

National Centre for Disability Studies was established to undertake plethora of academic, research, extension and awareness activities for empowering the persons with disabilities and create a society that is friendly for them. The Post Graduate Professional Diploma in Special Education (PGPDSE) Programmes are being offered by the National Centre for Disability Studies (NCDS), IGNOU in collaboration with Rehabilitation Council of India (RCI). MoU has been signed between IGNOU and RCI in September, 2007. NCDS has received the approval of Academic Council, IGNOU to start the programes related to Disability Studies.

The inclusion in general education schools of all levels has led to more children with disabilities in General School Classrooms, the need for teachers to keep up to speed on how to best teach their increasingly-diverse students has grown. With distance learning, these general education teachers get a convenient and valuable opportunity to earn a special education Diploma. The programme aims to develop a broad perspective of the role of specially trained professionals and to develop professional competencies to educate the Children with Disabilities in inclusive classroom. This also introduces the understanding about various methods and approaches of organizing learning experiences of Children with Disabilities in an inclusive/integrated/special education set up. The programmes involve both theory and practical courses. The PGPDSE programmes are available in following disability areas:

Selection Procedure: Regional Centre wise/Special Study Centre wise Selection is done on the basis of merit as per % of B.Ed.

Contact Programme: There will be two contact programmes during the academic session and 75% of the total attendance is a pre-requisite for Term end examination.

Term End Examination: The first TEE will be held in June of subsequent year for learners enrolled in July session. Learners can appear in subsequent TEE held twice a year in June and December.

Programme Structure

1. **Post Graduate Professional Diploma in Special Education in Mental Retardation (PGPDSEMR)**

Course	Type of course	Course Title	Credit code		
MMD-014	Core course	Introduction to Disabilities	4		
MMDE-033	Specialised persons Retardation	Identification and	4	course	Assessment of with Mental
MMDE-034	Specialised	Mental Retardation Assessment of		course	Identification and persons with 4
MMDE-035	Specialised	Curriculum and		course	teaching Stragegies 4
MMDE-036	Practice	Training in Mental		teaching	Retardation 4
		Project Work in			Mental Retardation 4
		Training on			Equipment

		related to Mental		
		Retardation	4	
MMDE-037	Practice	Teaching Practice in		teaching Mental Retardation	4
		Total	32	

2. Post Graduate Professional Diploma in Special Education in Hearing Imparement (PGPDSEHI)

Course	Type of course	Course Title	Credit	code		
MMD-0I4	Core course	Introduction to			Disabilities	4
MMDE-028	Specialized Hearing Impaired	Foundation of	4		course	Education of the
MMDE-029	Specialized the Hearing Impaired	Aural and Oral	4		course	Rehabilitation of
MMDE-030	Specialized	Methodology of and other Subjects	4		course	Teaching Language to the Hearing
	Impaired	4				
MMDE-031	Practical Project work in Training on Equipment	Training in Hearing			course Hearing Impairment	Impairment 4
		Impairment	4			related to Hearing
MMDE-032	Practice	Teaching Practice in	4		teaching	Hearing Impairment
		Total	**32**			

3. Post Graduate Professional Diploma in Special Education in Visual Impairment (PGPDSEVI)

Course	Type of course	Course Title	credits	code		
MMD-014	Core course	Introduction to			Disabilities	4
MMDE-038	Specialized	Introduction to the Impaired Children	4		course	Education of Visually
MMDE-039	Specialized Visual Impairment	Educational	4		course	Perspectives on
MMDE-040	Specialized	Instructional	4		course	Methods
MMDE-041	Practical	Training in Visual	4		course	Impairment
		Project work in	4			Visual Impairment
		Training on to Visual Impairment	4			Equipment related
MMDE-042	Practice	Teaching Practice in	4		teaching	Visual Impairment
		Total	**32**			

5. CERTIFICATE PROGRAMMES

5.1 Certificate in Indigenous Art Practices (CIAP)

(This programme is on offer in North-East States only)

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

Objectives :

- To Preserve and promote and project and disseminate the broad spectrum of the rich and varied traditions of folk cultural practices of Northeastern States of India.
- To design and implementation of job oriented skill development Programmes the field of Art and Culture.

Programme Structure :

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

Course Code	Course Title	Credits	
OVA-O11 Theory	Folk Cultures and Traditions	2	of India
OVA-012 Practical	Indigenous Practices of Arts	14	
	Total	**16**	

*this programme is offered in North-Eastern States under *Gum-Shishya Parapara* Scheme, Ministry of Culture, Govt. of India.

5.2 Certificate Programme in Japanese Language (CJL)

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

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

Course code	Course title	Credits
BJL-001	Basic Japanese:1	4
BJL-002	Basic Japanese:2	4
BJL-003	Basic Japanese:3	4
BJL-004	Basic Japanese:4	4

5.3 Certificate in Visual Arts – Painting (CVAP)

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

Objectives:

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

Programme Structure:

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

Course code	Course Title	Credits			
OVA-001 (Theory)	Indian Cultural Heritage	2			
OVA-002 (Theory)	Understanding Indian		Art Forms	2	
OVA-003 (Theory)	An Introduction to		Indian Arts	2	
OVAL-004	Direct study from	(Practical)	Simple Objects	4	
OVAL-005	Study from Still Life	3	(Practical)		
OVAL-006	Composition in Painting	3	(Practical)		
	Total Credits	**16**			

5.4   Certificate in Visual Arts – Applied Art (CVAA)

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

Objectives:

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

Programme Structure:

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

Course code	Course Title	Credits			
OVA-001 (Theory)	Indian Cultural Heritage	2			
OVA-002 (Theory)	Understanding Indian Art		Forms	2	
OVA-003 (Theory)	An Introduction to		Indian Arts	2	
OVAL-004	Direct Study from Simple	(Practical)	Objects	4	
OVAL-007	Geometrical Design	3	(Practical)		
OVAL-008	Graphic Design	3	(Practical)		
	Total credits	**16**			

5.5 Certificate in Visual Arts – Sculpture (CVAS)

Sculpture is one of the most popular three dimensional forms of fine arts. It allows the artist to have an intimate relationship with the work. The certificate programme in Sculpture aims to impart understanding and use of Material and Technique to Create expressive sculptures with understanding of using principles of art.

Objectives:

- To develop the self observation, visualization and self motivation to Analyze sculptures according to use of art elements and principles.
- Introduce them to concept of Indian Art Practices and Aesthetics.
- Understanding of the basic forms and the fundamentals of drawing and sculpture.
- Knowing the artist's tools and materials and finding their possibilities and limitations through series of free and elaborate exercise.

Programme Structure:

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

Course code	Course Title	Credits

Course code	Course Title	Credits			
OVA-001 (Theory)	Indian Cultural Heritage	2			
OVA-002 (Theory)	Understanding Indian		Art Forms	2	
OVA-003 (Theory)	An Introduction to		Indian Arts	2	
OVA-004	Direct Study from		(Practical)	Simple Objects	4
OVAS-009	Clay Modelling	3	(Practical)		
OVAS-010	Composition in Different		(Practical)	Medium 3	
	Total credits	**16**			

5.6 Certificate in Performing Arts –Theatre Arts (CPATHA)

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

Objectives:

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

Programme Structure:

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

Course code	Course Title	Credits		
OVA-001 (Theory)	Indian Cultural Heritage	2		
OVA-002 (Theory)	Understanding Indian		Art Forms	2
OTH-001 (Theory)	An Introduction to		Theatre & Drama 2	
OTHL-002 (Practical)	Voice & Speech	3		
OTHL-003	Physical Aspects of Acting	3	(Practical)	
OTHL-004	Method Acting- Stanislavisky	4	(Practical)	
	Total credits	**16**		

5.7   Certificate in Performing Arts   - Hindustani Music (CPAHM)

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

Objective:

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

Programme Structure:

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

Course code	Course Title	Credits			
OVA-001 (Theory)	Indian Cultural Heritage	2			
OVA-002 (Theory)	Understanding Indian		Art Forms	2	
OMU-001 (Theory)	An Introduction to		Indian Music	2	
OMUL-002	Hindustani Music		(Practical)	Performance-1	3
OMUL-003	Hindustani Music		(Practical)	Performance-2	3
OMUL-004	Hindustani Music		(Practical)	Performance-3	4
	Total credits	**16**			

5.8   Certificate in Performing Arts – Karnatak Music (CPAKM)

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

Objective:

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

Programme Structure:

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

Course code	Course Title	Credits		
OVA – 001 (Theory)	Indian Cultural		Heritage	2
OVA – 002 (Theory)	Understanding Indian		Art Forms	2
OMU– 005 (Theory)	An Introduction to		Karnatak Music	2
OMUL– 006 (Practical)	Karnatak Music		Performance-1	3
OMUL– 007 (Practical)	Karnatak Music		Performance-2	3
OMUL– 008 (Practical)	Karnatak Music		Performance-3	4
	Total Credits	16		

5.9   Certificate in Performing Arts – Bharatanatyam (CPABN)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
ODN-001 Theory	Introduction to		Indian Dance Forms	2
ODNL-011 Practical	Bharatanatyam 1	4		

ODNL-012 Practical	Bharatanatyam 2	4
ODNL-013 Practical	Music and Talas	2
	Total	**16**

5.10 Certificate in Performing Arts – Mohiniattam (CPAMT)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
ODN-001 Theory	Introduction to Indian Dance		Forms	2
ODNL-014 Practical	Mohiniattam 1	4		
ODNL-015 Practical	Mohiniattam 2	4		
ODNL-016 Practical	Music and Talas	2		
	Total	**16**		

5.11 Certificate in Performing Arts – Odissi (CPAOS)

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

Objectives:

- To impart and create a holistic knowledge base of Indian cultural forms of

expression like Dance, Music, Painting and Theatre.

- □ To improve culture sensitivity and develop cultural know how.
- □ To impart strong and solid basic practical training in dance that is fundamental for advanced learning.

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
CDN-001 Theory	Introduction to Indian		Dance Forms	2
ODNL-008 Practical	Odissi 1	4		
ODNL-009 Practical	Odissi 2	4		
ODNL-010 Practical	Music and Talas	2		

5.12 Certificate in Performing Arts-Kathak (CPAKT)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
ODN-001 Theory	Introduction to Indian		Dance Forms	2
ODNL-002 Practical	Kathak 1	4		
ODNL-003 Practical	Kathak 2	4		
ODNL-004 Practical	Music and Talas	2		

5.13 Certificate in Performing Arts – Kathakali (CPAKK)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code		Course Title	Credits		
OVA-001	Theory	Indian Cultural Heritage	2		
OVA-002	Theory	Understanding Indian Art		forms	2
ODN-001	Theory	Introduction to Indian Dance		forms	2
ODNL-017	Practical	Kathakali 1	4		
ODNL-018	Practical	Kathakali 2	4		
ODNL-019	Practical	Music and Talas	2		

5.14 Certificate in Performing Arts – Manipuri (CPAMP)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
ODN-001 Theory	Introduction to Indian		Dance Forms	2
ODNL-005 Practical	Manipuri 1	4		
ODNL-006 Practical	Manipuri 2	4		
ODNL-007 Practical	Music and Talas	2		

5.15 Certificate in Performing Arts – Kuchipudi (CPAKP)

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

Objectives:

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

Programme Structure:

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

Theory - 6 credits and Practicals – 10 credits

Course code	Course Title	Credits		
OVA-001 Theory	Indian Cultural Heritage	2		
OVA-002 Theory	Understanding Indian		Art Forms	2
CDN-001 Theory	Introduction to Indian		Dance Forms	2
ODNL-020 Practical	Kuchipudi 1	4		
ODNL-021 Practical	Kuchipudi 2	4		
ODNL-022 Practical	Music and Talas	2		

5.16 Certificate in German Language (CGL)

The Programme is offered in collaboration with the Goethe Institute Max Muellar Bhawan, New Delhi, a cultural institute of Germany.

This Programme aims at introducing the basics of the German Language and gradually develops the learners abilities to encourage a better cultural understanding of Germany. It is a bilingual (German, English) blended integrated radio & video programme with a substantial component of face-to-face counselling at designated centers.

The programme is launched in the state of Tamil Nadu & Kerala as of now.

Course	Course Title	Credits	Code
BGLI-001	German Language	4	Course-1
BGLI-002	German Language	4	Course-2
BGLI-003	German Language	6	Course-3
	Total	14	

5.17 Certificate in French Language (CFL)

   The programme aims to introduce French to beginners and gradually builds skills in listening, reading, writing and speaking and to develop intercultural competence of the learners. The programme is based on the textbook Connexions, Methods de francais, Regine Merieux, Yves Merieux, Yves Laiseau. Dideir, 2001 based on the common European Framework of Reference for languages formulated by the Council of Europe for all European Languages. The book **Connexions** is being supplemented with wrap up materials by IGNOU in the form of user manuel with study guide, added exercises, glossary and Phonetics as additional material to help the learner. The significant feature is that materials have been prepared for the learners in both French-Hindi for Hindi-phones and French English for Anglo Phones. The learners thereby have the choice of taking either of the two mediums.

Credits

   The Programme is of 12 credits, comprising the following 4 courses of 3 credits each.

Course	Course Title	Credits
CFL-1	Talking about oneself	6
CFL-2	Interaction	4
CFL-3	Space	4
CFL-4	Time	10

5.18 Certificate in Arabic Language (CAL)

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

Course	Course Title	Credits
BAL 001	Basics of Arabic	8
BAL 002	Communication Skills	8

Name of Programmes: Certificate in Arabic Language

Programme code: CAL

Eligibility: 10+2 or 18 years of age

Medium : Arabic/English

Minimum age: No Bar

Duration

Min: 6months

Max: 2 years

Fee: Rs. 1200/-

School: SOFL

Mode: ODL

Coordinator: Dr. Mohammad Saleem

5.19 Certificate in Disaster Management (CDM)

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

Rural Development Functionaries; Urban Government Officials; Primary Health Centres Functionaries; etc. The Programme consists of 16 credits.

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

5.20   Certificate in Environmental Studies (CES)

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

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

5.21   Certificate Programme in NGO   Management (CNM)

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

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

Objectives of the Programme

The objectives of the programme are as follows:

● To provide the basic managerial concepts to NGO workers;

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

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

Eligibility for Admission

Minimum qualification for admission to this certificate programme is 10+2(Intermediate) or Matriculate with at least three years of work experience in NGO sector.

Medium of instruction

The medium of instruction is English.

Duration of the programme

The minimum duration of the programme is of 6 months and the maximum is of two years.

Student Support Services

The programme will be made on offer in all the study centres of the management programme across the country. The student are do the contact programme in a registered NGO near to his/her place of residence.

Fee structure

The total fee for this programme is proposed as Rs.1200/- payable alongwith the application form at the time of registration.

Programme Structure

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

1) Introduction to NGO management 4 credits
2) Management functions 4 credits
3) Health care management 4 credits
4) Contact programme in
   identified NGO 7 days (56 hours)

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

BMS-001 : Introduction to NGO Management

Course Introduction: The Course I deal with basic features of NGO Management. It tries to emphasize the relevance of the NGOs in the present context. Block 1 gives an insight into the features of NGOs and the basic environment of NGOs, which is necessary to understand the concept of NGOs. Block II deals with various elements of strategy, which help in identifying the strengths, weaknesses, opportunities and threats of an NGO thereby understanding the whole process of managing an NGO. Block 3 emphasizes on the need and importance of communication skills.

Block 1: Concepts & Functions of NGOs

1. NGOS: An Introduction

2. NGO Environment

3. Issues in NGO management

4. Problem identification

Block 2: Strategy & Planning

5. Elements of strategy

6. SWOT Analysis

7. Process of management

Block 3: Communication Skills

8. Importance and scope of communication skills

9. Interpersonal and group Communication

10. IT and web application

11. Reporting

BMS-OO2 : Management Functions

Course Introduction: The Course 2 deals with Management functions with special emphasis on NGOs. It tries to cover be different aspects related to the administration of NGOs. Block 1 deals with different procedures, which are required in forming an NGO and the basics of the office procedures required to run an NGO. Block 2 deals with the marketing aspect, which is important in bringing the NGO on the forefront. Block-3 deals with Project management, which covers the various aspects of making a project proposal and how to implement it. Block 4 deals with the finances aspect, whereby the

intricacies like raising funds and utilizing the funds in an optimum manner are taken care of.

Block 1: Administration of NGOs

1. Legal Procedures
2. Office Procedure and Documentation
3. Basics of Accounting
4. Budgeting

Block 2: Marketing

5. Principles of Marketing
6. Social Marketing
7. Information, Education and Communication

Block 3: Project Management

8. Project Planning
9. Scheduling
10. Monitoring & Evaluation

Block 4: Resource Mobilization

11. Proposal Development
12. Fund Raising.

BMS-OO3 : Health Care Management

Course Introduction: The Course 3 deals with basics of Health Care Management. It tries to emphasize the relevance of the NGOs working in the health care sector. Block 1 deals with the issues related to the Primary Health Care Management where different national health policies are discussed and the importance of the NGOs dealing with the health sector regarding these policies is covered. Block 2 deals with the concerns of the society like health and environment, gender issues and AIDS. Block 3 covers the skills related to health care management and how they can be useful in managing the NGOs.

Block 1: Primary Health Care Management

1. National Health Policies
2. NRHM and Role of NGOs
3. NACP-III and other National Health Programmes
4. Role in PHC

Block 2: Social Issues

5. Health and Environment
6. HIV/AIDS in Social Context
7. Poverty, Gender and Health

Block 3: Skills in Health Management

8. Health Situational Analysis
9. Networking and Advocacy
10. Community Mobilization
11. Public Private Partnership in Health Sector

Evaluation System

The evaluation for each course covers two aspects:

a) Continuous evaluation through TMA assignments

b) Term-end examinations

Term-end examination will be held twice in a year i.e. June and December.

1. In the final results the assignment of a course carry 30% weightage while 70% weightage is given for term-end examination.

2. All the assignments and term-end examinations will be scored as a numerical marking scheme. Any component, which has not been attempted, would be treated as having a score of zero marks.

3. Depending on the percentage of marks secured by a candidate, the divisions will be awarded.

5.22 Certificate in Business Skills (CBS)

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

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

Course Code	Title of the Course	Credits
ECO-01	Business Organisation	4
PCO-1	Preparatory Course in Commerce	4
BCOA-001	Business Communication & Entrepreneurship	4
CIC-05	MS-Office	4
	Total	**16**

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

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

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

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE-1	The Language Learner	4
CTE-2	The Structure of English	4
CTE-3	Teaching Strategies	4
ii) Optional Courses (Select any one)		
CTE-4	Teaching English-Elementary School	4
CTE-5	Teaching English-Secondary School	4
	Total	**16**

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

The Programme will improve the learners proficiency in the English language. The objective of the

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

Credits

The programme is of 12 credits, comprising the following 3 Courses of 4 credits each.

Course 1: English in Daily Life

Course 2: English in Education

Course 3: Joining the Work Force

5.25 Certificate In Urdu Language (CUL)

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

Block No. 1   Script Learning

Block No. 2   Pronunciation Skills

Block No. 3   Communicative Urdu

Block No. 4   Comprehension of Prose and Poetry

Credit   : 16

Courses   :   1.   OUL-001 Script & Pronunciation

                2.   OUL-002 Communicative &   Comprehensive Skills.

5.26   Certificate in HIV and Family Education (CAFÉ)

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

Course Code	Title of the Course	Credits	Credits Required
Compulsory Course			
BFE-101	Basics of HIV/AIDS	4	4
BFE-102	Basics of Family Education	4	4
Elective Courses (Choose any two)			
BFEE-101	Elective on HIV/AIDS	4	
BFEE-102	Elective on Family Education	4	
BFEE-103	Alcohol, Drugs & HIV	4	
BFEE-104	Communication & Counselling in HIV	4	

		Total		24	16

5.27 Certificate in Social Work in Criminal Justice System (CSWCJS)

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

Course Code	Title of course	Type of compulsory optional	Credits	
MSW-031	Social Work Intervention in Settings	Compulsory	4	Correctional
MSW-032	Social Work and Criminal Justice	Compulsory	4	
MSWL-033	Social work Practicum in Settings	Compulsory	8	correctional

5.28 Certificate in Health Care Waste Management (CHCWM)

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

The programme aims to:

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

Programme Structure

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

Course Code	Title of the Course	Credits	
BHM-001	Fundamentals: Environment and Health, Health Care Waste Management		Regulations 4
BHM-002	Health Care Waste Management: Training	6	Concepts, Technologies and
BHMP-003	Project	4	
	Total	**14**	

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

5.29 Certificate in Competency Enhancement for ANM/FHW (CCEANM)

Certificate in competency enhancement for ANM/FHW is a one-year programme of 32 credits (18

credits in practical and 14 credits in theory) having 8 courses (4 theory and 4 practical courses).

Programme Objectives

The programme aims to:

- enhance the knowledge and skills of practicing ANMs/FHWs in reproductive and Child Health (RCH), communication, and socio-cultural areas including Integrated Management of Neonatal and Childhood Illness; and
- enable ANMs/FHWs to develop positive attitude towards community in providing health care through community participation.

Target Group

Qualified ANM/FHW

Selection criteria

Selection will be made on the basis of merit. A separate merit list will be prepared for each Regional Centre. Separate merit list will be prepared for different categories as per Central Govt. rules. The final selection will be based on following two criteria:

- total percentage of marks secured by the candidate in ANM/FHW examination
- total years of experience (from the date of completion of two years and/or three years up to the date of beginning of the session)

For every additional year of experience (over and above the minimum number of years of experience required for minimum eligibility) one mark will be given to a maximum of 20 marks.

Programme Structure

The programme comprises following courses:

Course Code	Title of the Course	Credit		
BNS-001	Community Health	4		
BNS-002	Reproductive and Child Health	4		
BNS-003	Community Health Nursing	2		
BNS-004	Management of Community Health	4		
BNSL-005	Practical Aspects of Community		Health	2
BNSL-006	Practical Aspects of Reproductive		and Child Health	8
BNSL-007	Practical Aspects of Community Health Nursing	4		
BNSL-008	Practical Aspects of Management		of Community Health	4
	Total Credits (Theory 14, Practical 18)			

5.30   Certificate in Newborn and Infant Care (CNIC)

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

Programme Objectives

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.

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

Programme Structure

The programme consists of following courses.

Course Code	Title of the Course	Credits		
Theory	Nursing Care of New Born and Infant	4		
BNS-015	Practical			
BNSL-015	Integrated Management of Sick		Newborn Practical and Infant	2
BNSL-016	Nursing Practices and Procedures		in Care of Newborn and Infant	8
	Total Hours (Theory: 120;		Practical: 300)	14
	Credits (Theory: 4; Practical: 10)			

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

5.31 Certificate in Maternal and Child Health Care (CMCHC)

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

Programme Objectives

- Update the knowledge and skills of health care providers in reproductive and child health

- Enable the health care providers to render effective health care to mother & child

Target Group

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

Programme Structure

The programme consists of following courses.

Course Code	Title of the Course	Credits	Theory
BNS-017	Community Health Management	4	
BNS-018 Practical	Reproductive and Child Health	4	
BNSL-017	Nursing Practices and Procedures in Maternal and Child Health	8	
	Total		
	Hours (Theory: 240; Practical: 240)	480	
	Credits (Theory: 8; Practical: 8)	16	

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

5.32 Certificate in Diabetes Care for Community Worker (CDCW)

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

Programme Objectives:

1. To impart knowledge about epidemiology of diabetes.

2. To provide an understanding of the causes leading to diabetes.

3. To give detailed knowledge of the effect of diabetes on various organs of the body.

4. To provide knowledge and skills about management of the disease in relation to diet, foot care, eye care etc.

5. To equip the learners with interpersonal communication skills which will facilitate psychological well being of patients.

Target Group: 10+2 Preferably with Science.

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

Programme Structure:

Course Code	Title of the Course	Credits	
CNS-DC 001	Theory -Concepts and Interventions of Diabetes	4	Mellitus
CNS-DCP 001	Practical- Procedures related to Diabetes Mellitus	10	
	Total	**14**	

5.33 Certificate in Home Based   Care Providers (CHBCP)

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

Programme objectives: The broad objectives of this programme are to:-

● provide care to people at home setting after discharge from tertiary care.

● prepare a work force in the country with the skills required to look after elderly and people suffering from chronic progressive illnesses.

Target group: 10th Pass

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

Programme Structure

Course Code	Title of the Course	Credits			
CNS-HC 001	Home Based Care	4			
CNS-HCP 001	Skills Related to Home		Practical	Based Care	10
	Total Credits	**14**			

5.34 PG Certificate in Bangla-Hindi Translation (PGCBHT)

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

to this the programme aims to create job potential and confidence in the people who work through these Indian languages.

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

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

5.35   PG Certificate in Malayalam-Hindi Translation (PGCMHT)

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

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

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

5.36   Certificate in Community Radio (CCR)

The programme is offered in three languages English, Hindi.

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

B. **Internship : 10 days at any CRS 8 credit**

   (with Practical Assignments = 6)

   Final Project - 2

   Total   - 16

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

Course 2 ''**Operating a Community Radio**'' discusses about the technology to be used in setting up a Community Radio Station, about equipments and maintenance. It also discusses about programming

and programme production techniques. It also touches upon the sustainability issues.

CEMCA is providing 150 scholarship of full tuition free waiver.

5.37 Certificate in Tourism Studies (CTS)

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

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

5.38 Certificate in Food and Nutrition (CFN)

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

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

5.39 Certificate in Nutrition and Child Care (CNCC)

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

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

5.40 Certificate in Rural Development (CRD)

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

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

5.41 Certificate in Food Safety (CFS)

IGNOU in collaboration with the Ministry of Health and Family Welfare (MoHFW), Government of India has launched this professional upgradation and career upgradation on-line programme in the area of food safety and quality that would integrate education and training and address the needs of training the workforce/developing human manpower in this sector. The programme will be offered in print mode as well as online mode. The on-line programme will be supported by programme guide and supplement course materials in print. The programme will focus on knowledge upgradation and enrichment in the area of food safety especially for government functionaries, food industry workers and catering industry workers. The Directorate General of Health Services, Ministry of Health and Family Welfare has made this certificate a compulsory qualification for a supervisor in establishments (employing 20 persons or more) engaged in manufacturing, packing, processing of food as well as food service.

The 16 credit programme consists of three courses:

Course Code	Title of the Course	Credits
BFN-001	Introduction to Food Safety	4
BFN-002	Hazards to Food Safety	6
BFN-003	Food Safety and Quality Assurance	6
	Total	**16**

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

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

Objectives:

The specific objectives of the programme are to:

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

Programme Structure:

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

Course Code	Course Title	Credits

MNR-001	Indian Agricultural	4	Development
MNR-002	Agricultural Policy: Process, Implementation	4	Formulation, Components, and Comparative Analysis
MNRE-015	Cooperatives and Farmers'	4	Organizations
MNRE-016	Project Analysis	4	

5.43 Certificate in Sericulture (CIS)

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

The main objective of the programme is intended to:

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

Programme Structure

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

Course Code	Course Title	Credits
BLP-001	Introduction to Sericulture	2
BLPI-002	Host Plant Cultivation	6
BLPI-003	Silkworm Rearing	6
BLP-004	Crop Protection	2

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

5.44   Certificate in Organic Farming (COF)

This programme has been developed with the support of APEDA.

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

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

Objectives

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

Programme Structure

Course Code	Course Title	Credits	
BAP-001	Introduction to Organic	2	Farming
BAPI-001	Organic Production System	6	

Course Code	Course Title	Credits	
BAPI-002	Inspection and Certification	4	of Organic Produce
BAPI-003	Economics and Marketing of Organic Produce	4	
	Total	**16**	

5.45 Certificate in Water Harvesting and Management (CWHM)

Growing urbanisation and industrialisation, increasing demand for agriculture produce, has led to over- exploitation of limited surface as well as ground water resource. This has also resulted in sharp decline in ground water table. The situation can be effectively reversed through rainwater harvesting which essentially means collection and storage of the rainwater from rooftop or from surface catchments for future use. Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. This certificate programme in Water Harvesting and Management intends to generate mass awareness and disseminate skills through trained human resources, about rain water harvesting techniques and management for the optimal use of harvested water by all concerned.

The main objectives of the programme are to:

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

Programme Structure

Course Code	Course Title	Credits	
ONR-001	Introduction to Water Harvesting	2	
ONR-002	Basics of Hydrology	4	
ONR-003	Water Harvesting, Conservation	6	and Utilization
ONRL-001	Practical Training at Water	4	Harvesting Agency

5.46   Certificate in Poultry   Farming (CPF)

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

The main objectives of the programme are to:

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

Programme Structure

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

Course Code	Course Title	Credits
OLP -001	Introduction to Poultry Farming	2
OLPI-001	Poultry Housing and Management	6

OLPI-002	Poultry Feeds and Feeding	4		
OLPL-001	Poultry Health Care and		Bio-security Measures	2
OLPL-002	Poultry Farm Training	2		

A compulsory 10-days continuous hands-on training (OLPL-002) will be conducted at the Programme Study Centres (PSCs).

5.47   Certificate in Beekeeping (CIB)

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

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

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

The main objectives of the programme are to:

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

Programme Structure

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

Course Code	Course Title	Credits	
OAPI-011	Introduction to Beekeeping	4	
OAPI-012	Management of Honey	8	Bee Colonies
OAPI-013	Hive Products and Economics of	4	Beekeeping

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

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

Programme Objectives

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

Course Code	Title of the Course	Credits
MEDS-001	Introduction to Extension and	

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

5.49   Post Graduate Certificate in Adult Education (PGCAE)
(Offered in both July and January Session)

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

Programme Objectives

- To promote professional competency and capacity building of all those interested in the field of adult education, extension and allied areas.

- To develop their knowledge and understanding of various aspects of theory, policies and programmes of adult education..

- To promote their understanding of diverse approaches to organizing and managing an adult learning set up.

- To improve their knowledge and understanding of participatory curriculum planning, development and transaction as well as participatory training, evaluation and research in adult education.

- To enhance their ability to critically analyse, appreciate and promote the role of adult education in the emerging social, economic, political, cultural and other situations at different levels.

Programme Study Centres

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

Programme Structure

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

Course Code	Course Title	Nature	Credits
MAE-001	Understanding Adult Education	Theory	6
MAE-002	Policy Planning and Implementation of Adult Education in India	Theory	6
MAEL-002	Practical Work: Community-based Practical Activities	Practical	3
	Total		**15**

5.50   Post Graduate Certificate in Cyber Law (PGCCL)

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

The main objectives of the programme are:

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

Virtual Education in Law (VEL)

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

Open Distance Learning (ODL)

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

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

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

5.51 PG Certificate in Patent Practice (PGCPP)

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

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

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

5.52 Certificate in Human Rights (CHR)

Certificate in Human Rights Programme is an innovative learning package of 16 credits spread over 2

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

Programme Structure

The Programme consists of two courses. The courses are:

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

5.53 Certificate in Consumer Protection (CCP)

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

Course Code	Title of the Course	Credits		
ACS-01	Application Oriented Courses in Consumer Studies	8		
CPI	Consumer Protection Issues		and Acts	4
CCP	Project Work in Consumer		Protection	4
	Total	**16**		

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

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

Course	Course Title	Nature of (Theory/ Practical/ Project/ Elective)	Credits	Code	Course
BEL-011	Cooperation: Genesis, Policy, Growth and Development	Theory	4		Principles, values,
BLE-012	Co-operative Law	-Do- applicable to	4		Business Law as
BLE-013	Cooperative - I	-Do- applicable to	4		Business Law as
BLE-014	Cooperative - II	-Do-	4		
	Total		**16**		

5.55 Certificate in Anti Human Trafficking (CAHT)

Objectives

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

- To develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of Human Trafficking directly or Indirectly.

- Awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners.

- To develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking.

- Prepare well informed professionals, those working in the government agencies, civil society organisations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation and reintegration.

Proposed Code	Course Title	Nature of (Theory/ Practical/ Project/ Elective)	Credits	Course	Course
BLE-031	Understanding Human Traficking	Theory	4		
BLE-032	Law policies and institutional Response to Human Trafficking	-Do-	4		
BLE-033	Rehabilitation and Prevention	-Do-	4		
BLEP-034	Field Based Project Work	Project	4		
	Total		**16**		

5.56 Certificate in International Humanitarian Law (CIHL)

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

The main objectives of the programme are:

The objective of the programme is to develop :

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

Course Code	Course Title	Nature of Course	Credits	
BLE-035	Understanding International	Theory	4	Humanitarian Law
BLE-036	Application of IHL	Theory	4	
BLE-037	IHL Issues of Concern			

	in South Asia	Theory	4
BLEP-038	Project	Project	4
	Total		**16**

5.57 Certificate in Information Technology (CIT)

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

Programme Structure

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

5.58 Certificate in Guidance (CIG)

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

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

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

c) identify children with special needs and problems, and

d) suggest intervention strategies for parents, teachers, social workers, volunteers and other adults to facilitate all-round development of children.

The Programme is essentially for a target group comprising 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.

Course Code	Title of the Course	Credits	
NES-101	Understanding the Elementary		School Child	4
NES-102	Facilitating Growth and Development	4	
NES-103	Guiding Children's Learning	4	
NES-104	Guiding Socio-emotional Development of Children	4	
	Total	**16**	

5.59 Post Graduate Certificate in Participatory Development (PGCEPD)

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

Those working in the development field need to take into consideration new realities of constitutional bodies like panchayats and municipalities, as well as promote participation of marginalised sections

like tribals, dalits and women in development programmes and projects. They need to be aware of issues of democratic governance which have contributed to the empowerment of the poor and marginalised, women's political empowerment and recent governmental interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information (RTI).

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

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

The main objectives of the programme are:

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

Course	Title of the Course	Nature	Credits	of
MDS-001	Understanding	Theory	6	Participatory Development
MDS-002	Development Policies and	Theory	6	Programmes
MDS-003	Democratic Governance	Theory	6	and Civil Society
		18		

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

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

Course Code	Course Title	Credits	
BCSSI-001	Understanding BPO,	2	and Related Sectors.
BCSSI-002	English Proficiency	2	
BCSSI-003	Business Communication	4	
BCSSI-004	Cultural Sensitisation	2	
BCSSI-005	Customer Relationship		Management 3
BCSSI-006	Positive Incrementals	3	
	Total	16	

The target group include youth and job seekers in the BPO, ITeS and Related Sectors who have

qualified 10+2 level. All the courses are combination of theory and practicals.

5.61   Certificate in Lifelong Learning (CELL)

This certificate course prepares the learners to be lifelong learners to adopt changes and learn new skills in accordance with the new demands posed by globalizagion. This is a capacity building course for adult/non-formal/lifelong learning functionaries through ODL system. Those who have completed 10th class and have an interest in the adult / non- formal education sector can join this course .This course has the following components :-

Course code	Course Title	Credits
ODS-OOI	Alternative System of Education	6
ODS-002	Foundation of Lifelong Learning	6
	Total	12

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

5.62   Certificate in Entrepreneurship (CIE)

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

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

Programme Structure of CIE

The programme consists of following courses:

Course Code	Title of the Course	Credits		
CIE-01	Introduction to Entrepreneurship	2		
CIE-02	Business Opportunity Identification	2		
CIE-03	Enterprise Creation and Legal		Requirements	2
CIE-04	Enterprise Management	3		
CIE-05	Computer for Entreprenuers	3		
	Total	12		

5.63 Advanced Certificate in Power Distribution Management (ACPDM)

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

Objectives:

The objectives of this programme are to:

- Disseminate information about the current developments and reforms in the power distribution sector,

- Generate awareness about the applications of emerging technologies and trends in the sector, and

- Educate personnel employed in the sector about various aspects of power distribution management.

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

5.64 Certificate in Energy Technology and Management (CETM)

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

Objectives:

The broad objectives of the Programme are:

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

Programme Structure:

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

Course code	Course Title	Credits		
CETM-001	Energy Resources and		Conversion Processes	4
CETM-002	Renewable Energy		Technologies and their Uses	6
CETM-003	Energy Management: Audit		and Conservation 6	
CETM-004	Energy Projects	4		

5.65 Certificate in Communi-cation & IT Skills (CCITSK)

The Certificate in Communication & IT Skills programme has been designed keeping in mind the BPO Industry and other forms of industry.

Following are the details about the course.

i)   **Programme :** Certificate in Communication and IT Skills

ii) **Programme Code :** CCITSK

iii) **Brief write up:** The Certificate Communication and IT Skills in 16 credit programme comprising of the following 02 courses. The medium of instruction is English

BPOI-006 (Communication Skill) 8 credit

BPOI-007 (IT Skills) 8 Credit

iv) **Eligibility :** 10+2 pass with English as one of the subjects.

v) **Duration of the Programme:**Minimum duration of the programme is 06 months and maximum duration is 02 years.

vi) **Admission :** Twice in a years (January & July session)

vii) **Fees for the Course :** Rs. 4000/- per student.

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

Programme Objectives

l   The development understanding on Gandhian concept of peace studies and social regeneration.

l   To comprehend Gandhi's vision of peace and on-violent activism.

l   To understand the Gandhi's concept of World Order for Global Peace and Security.

l   To train the participants in pace making and conflict resolution in real life situations.

l   To develop preventive strategies of Peace and Conflict Resolution from the Interdisciplinary perspective.

Course Code	Course Title	Credits		
MGP-001	Gandhi: The Man and His Times	4		
MGP-005	Introduction to Peace and Conflict Resolution	4		
MGPE-007	Non-violence Movements after	4	Gandhi	
MGPE-008	Gandhian Approach to Peace and		Conflict Resolution	4

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

5.67 Certificate Programme in Laboratory Techniques (CPLT)

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

The programme consists of 4 courses listed below:

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

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

5.68 Certificate in Teaching of Primary School Mathematics (CTPM)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society by exposing them to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

The programme consists of two courses as detailed below:

Course Code	Title of the Course	Credits
AMT-01	Teaching of Primary School Mathematics	8(6+2 credit project)
LMT-01	Learning Mathematics	8
	Total	**16**

5.69 Appreciation Course on Environment (ACE)

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

l   disseminate information on national and international environmental issues;

l   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

l   facilitate development of environmental leadership among individuals who may organize/participate in environment upgradation programmes.

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

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

This course can be completed in two modes :

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

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

5.70 Post Graduate Professional Certificate in Special Education (PGPCSE)

National Centre for Disability Studies was established to undertake plethora of academic, research, extension and awareness activities for empowering the persons with disabilities and create a society that is friendly for them. The Post Graduate Professional Certificate in Special Education (PGPCSE) Programmes are being offered by the National Centre for Disability Studies (NCDS), IGNOU in collaboration with Rehabilitation Council of India (RCI). MoU has been signed between IGNOU and RCI in September, 2007. NCDS has received the approval of Academic Council, IGNOU to start the programes related to Disability Studies.

As inclusion in general education schools of all levels has led to more children with disabilities/special needs tudents in General School Classrooms, the need for teachers to keep up to speed on how to best teach their increasingly-diverse students has grown. It is required that the already trained special educators gain knowledge in different disability areas so as to become a cross-disability special educator through the Post Graduate Professional Certificate in Special Education. The programme aims to make the learners understand the nature and implications of various disabilities in inclusive classroom. This also provides a comprehensive idea about the diverse learning needs and intervention strategies of all children in inclusive setup. Therefore, the programmes are designed develop more competencies in handling the children with various disabilities. The programmes involve both theory and practical courses. The PGPCSE programmes are available in following disability areas:

1. **Post Graduate Professional Certificate in Special Education in Mental Retardation (PGPCSEMR)**

2. **Post Graduate Professional Certificate in Special Education in Hearing Impairment (PGPCSEHI)**

Credit: Each programme consists of 28 credits.

Intake: Each Special Study Centre has 40 seats only.

Selection Procedure: Regional Centre wise! Special Study Centre wise Selection is done on the basis of merit as per % of B. Ed. Special Education or equivalent.

RCI Certification: Successful candidates will obtain add-on qualification / specialization in RCI certificate.

Contact Programme: There will be one contact programme during the academic session and 75% of the total attendance is a pre-requisite for Term end examination.

Term End Examination: The first TEE will be held in December for learners enrolled in July session.

Learners can appear in subsequent TEE held twice a year in June and December.

Programme Structure

1. Post Graduate Professional Certificate in Special Education in Mental Retardation (PGPCSEMR)

Course	Type of course	Course Title	Credit	code	
MMDE-033	Specialized of persons with	Identification 4	4	course	and Assessment Mental Retardation
MMDE-034	Specialized Multidisciplinary	Mental	4	course	Retardation Its Aspects
MMDE-035	Specialized	Curriculum and	4	course	Teaching Strategies
MMDE-036	Practical	Training in Mental	4	course	Retardation
		Project Work in	4		Mental Retardation
		Training on to Mental	4		Equipment related Retardation
MlMDE-037	Practice Retardation	Teaching Practice	4	teaching	in Mental
		Total	28		

2. Post Graduate Professional Certificate in Special Education in Hearing Impairment (PGPCSEHI)

Course	Type of course	Course Title	Credit	code		
MMDE-028	Specialized Hearing Impaired	Foundation of	4		course	Education of the
MMDE-029	Specialized the Hearing	Aural and Oral	4		course Impaired	Rehabilitation of
MMDE-030	Specialized Impaired	Methodology of and other Subjects	4		course	Teaching Language to the Hearing
MMDE-031	Practical	Training in Hearing	4		course	Impairment
		Project work in	4			Hearing Impairment
		Training on to Hearing	4			Equipment related Impairment
MMDE-032	Practice Impairment	Teaching Practice	4		teaching in Hearing	
		Total	28			

3. Post Graduate Professional Certificate in Special Education in Visual Impairment (PGPCSEVI)

Course	Type of course	Course Title	Credits	code		
MMDE-038	Specialized	Introduction to the Impaired Children	4		course	Education of Visually
MMDE-039	Specialized Visual Impairment	Educational	4		course	Perspectives on
MMDE-040	Specialized	Instructional	4		course	Methods
MMDE-041	Practical	Training in Visual	4		course	Impairment
		Project work in	4			Visual Impairment
		Training on to Visual Impairment	4			Equipment related
MMDE-042	Practice	Teaching Practice in	4		teaching	Visual Impairment
		Total	28			

DETAILS OF THE PROGRAMMES

ON OFFER THROUGH THIS

PROSPECTUS EXCLUSIVELY

FOR JANUARY SESSION ONLY

IN ADDITION TO PROGRAMMES

OFFERED IN JULY SESSION

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

(offered in January Session only)

This programme has the following broad objectives:

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

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

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

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

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

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

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

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

Core Courses

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

Elective Courses

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

Project

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

Practical

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

Scheme of Study

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

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

S.No.	RC Code/ Programme Facilitator / Incharge	Region Name	Programme	Progamme Study Centre Study Centre	Name of the Address Code
1	14	South	1478-P	St. Paul's College	Ms. Manju K.

| Menon | | Cochin | | | | | | Dept. of |

Mathematics, Kalamassery,

Ernakulam, Kerala-683503

| 2 | 25 | South | 2578 | Guru Nanak College | | | | Prof. Victor |
| Anandam | | Chennai | | | | | | Velachery |

Road, Chennai, Tamil Nadu-600042

| 3 | 06 | North | 2240-P | Thapar University | | | | Prof. S.S. |
| Bhatia | | Chandigarh | | | | | | School of |

Mathematics & Computer

Applications, Patiala, Punjab-147004

| 4 | 29 | North | 07107 | Maharaja Agrasen College | | | | Dr. A. Jiran |
| Meitei | | Delhi-II | | | | | | Vashundhara |

Enclave, Delhi-110096

| 5 | 32 | East | 3645-P | Marwari College | | | | Dr. B.P. Verma |
| | | Ranchi | | | | | | Dept. of |

Mathematics Lake Road,

Hindpiri Ranchi, Jharkhand-834001

| 6 | 28 | East | 2810 | Maulana Azad College | | | | Prof. Chandan |
| Kumar | | Kolkata | | | | | | 8 Dharamtala. |

R A Kidwai Road, Bhattacharyya
Kolkata, West Bengal-700012

7	15	West	15109-P	R.D. University				Prof. Sheel
Sindhu Pandey								
		Jabalpur		Dept. of Mathematics and				
								Computer

Science, Saraswati Vihar,

Pachpedi Jabalpur, Madhya Pradesh-482001

| 8 | 16 | West | 1675-P | University of Pune | | | | Prof. M.M. |
| Shikare | | Pune | | | | | | Dept. of |

Mathematics, Ganeshkhind Road

Pune, Maharashtra-411007

First Semester

S.No. Material	Course code	Title of the course	Type of course	Credits	Type of available
1	MMT -001	Programming & Data Structures	Core	4	Print
2	MMT -002	Linear Algebra	Core	2	Print
3	MMT -004	Real Analysis	Core	4	Print
4	MMT -005	Complex Analysis	Core	2	Wrap-around
5	MMT-007	Differential Equations and Numerical Solutions	Core	4	Print

Second Semester

S.No. Material	Course code	Title of the course	Type of course	Credits	Type of available
6	MMT-003	Algebra	Core	4	Wrap-around
7.	MMT-006	Functional Analysis	Core	4	Wrap-around
8.	MMT-008	Probability and Statistics	Core	8	Print

Third Semester

9	MMT -009	Mathematical Modelling	Core	2	Print
10	MMTE-001	Graph Theory	Elective	4	Wrap-around
11	MMTE-002	Design & Analysis of Algorithms	Elective	4	Wrap-around
12.	MMTE-003	Pattern Recognitions & Image Processing	Elective	4	Wrap-around
13.	MMTE-004	Computer Graphics	Elective	2	Wrap-around
Fourth Semester					
14.	MMTE-005	Coding Theory	Elective	4	Wrap-around
15.	MMTE-006	Cryptography	Elective	4	Wrap-around
16.	MMTE-007	Soft Computing & Applications	Elective	4	Print
17. Guide	MMTP-001	Project	Compulsory	4	Project

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

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

Eligibility Requirements

Eligibility criteria are as under:

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

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

Selection Procedure

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

Programme Design

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

Course Code	Name of the Course	No. of Credits	
		Theory	Practical
PGDHHM-001	Introduction to	Management-I	3	2

Course Code	Name of the Course			
PGDHHM-002	Introduction to	Management-II	3	2
PGDHHM-003	Organisation and Management of Hospital		3	2
PGDHHM-004	Clinical, Diagnostic and Therapeutic Services		3	2
PGDHHM-005	Support and Utility Services and Risk Management		3	2
PGDHHM-006	Health System Management		3	2
	Project Work			2
	Total		**18**	**14**

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

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

Objective of the Programme

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

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

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

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

Programme Design

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

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

Selection Criteria

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.

6.4 Diploma in Nursing Administration (DNA) *(Offered in January Session only)*

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

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

Programme Objectives

On successful completion of the programme, the learner will be able to:
- Strengthen the knowledge of administrative concepts and their application in improving nursing services.
- Develop an understanding of recent trends in health care systems nursing.
- participate co-operatively with an individual and groups for improvements of nursing services.
- Develop skills in maintaining administrative competence with effective supervision to provide quality nursing care.

Course Design

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

Admission

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

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

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

Example: If you are a GNM nurse and scored 70% marks and have 5 years experience. You may calculate your marks as per the following example:
- 60% of 70% marks is 42
- For three years you will get 3 x 2 = 6 marks (two years are the eligibility criteria)
- Your merit on the list will be 42+6 = 48

7. 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.

7.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the *"Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniyam), Adhiniyam, 2002"* are non-existent and cannot be considered for admission any of programme in IGNOU.

7.2 Validity of Degree for Admission

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

7.3 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 enclosed copies of all the required certificates duly attested by a Gazetted Officer. **The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date**. 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.

7.4 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 have to apply afresh and go through the admission process again.

7.5 'Walk in Admission' for all Advertised Programmes

The University has introduced Walk-in-admission facility, with effect from July 2008 for all Programmes except for the management & B.Ed. Programmes. The admission for these programmes will remain open round the year. Therefore, the candidates may submit the application forms as per the following genral schedule to concerned Regional Centre.

For January : From 1st June
Session upto 31st October (without late fee)
1st November to 30th November (with late fee of Rs.200/-)

For July Session : From 1st December
upto 30th April (without late fee)
1st May to 31st May
(with late fee of Rs.200/-)

7.6 Online Admission

Applicants can submit their admission/application forms 'online' round the year. However, as indicated at Para 7.4 above, such online applications shall be processed for January/July session depending upon the date of submission by the student. Payment of programme fee can be made through Credit Card, Debit Card, Cash Challan, Demand Draft and any such other method in designated banks as specified in the online application form.

All other schedules viz. the submission of Examination Form, Assignment(s) and Date(s) for Examination(s) will remain as notified by the University from time to time.

7.7 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

7.8 Re-Registration

Learners are advised to **submit the Re-Registration forms onlyat the respective Regional Centre and nowhere else**. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.

Schedule for Re-Registration

For July Session	For January Session	Late fee
1. 1st February to 31st March	1st August to 1st October	NIL
2. 1st April to 30th April	3rd October to 31st October	200.00
3. 1st May to 31st May	1st November to 30th November	500.00
4. 1st June to 20th June	1st December to 20th December	1000.00

7.9 Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration	Re-admission Period	Period
Certificate Programmes	6 Months	6 Months	
Diploma Programmes	1 Year	1 Year	

Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to completed. For further details, please see the website.

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

7.10 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

7.11   Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the Office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes.

The students taking admission for the agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

a)   all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;

b)   the urban students below the poverty line may be given a 50% fee concession subject to production of an income certificate.

7.12 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 registration fee **through A/c Payee Cheque Only.**

7.13 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. **In case a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU**

website: www.ignou.ac.in. For non-receipt of study material students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

7.14 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of **Rs.200/-** for a **4 credit course or part thereof**, **Rs.400/- for a 8 credit course for under-graduate courses**. For Master's Degree Programme it is **Rs.400/-** for 2/4 credits and **Rs.800/-** for 6/8 credits course. Payment should be made by way of a Demand Draft drawn in favour of **"IGNOU"** payable at the place of concerned Regional Centre. All such requests for change of Elective/Course should be addressed to the **concerned Regional Centre only** as per schedule.

7.15 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material **in the first year ONLY**, on payment of **Rs.200/- plus** Rs.200/- per 2/4 credit course and Rs.400/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is **Rs.200/- plus** Rs.400/- per 2/4 credit course and Rs.800/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of **"IGNOU"** payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the **concerned Regional Centre only** as per schedule.

7.16 Change of Programme

Change of programme from B.A. to B.Com./BTS **or** B.Com to B.A./BTS **or** B.Sc. to B.A./B.Com is **permitted only in the first year of study within 30 days from the receipt of first set of course material** on payment of **Rs.400/- plus** Rs.200/- per 2/4 credits course and Rs.400/- per 6/8 credit course by way of Demand Draft drawn in favour of IGNOU payable at the place of concerned Regional Centre. For change of Programme from B.A./B.Com to BTS, the student will be required to pay the difference of fee in addition to Rs.400/- stated above. No change is permitted from B.A./B.Com to B.Sc.

Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/MARD/M.Com) is **permitted only in the first year of study**. A student has to pay the full fee for the new Programme and he/she has to forgo the fee paid for the earlier programme.

The request for change of programme should be addressed to the Regional Director of concerned Regional Centre. **Students are not required to return the old course material.**

7.17 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.

7.18 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learner alongwith the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi - 110068. **Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

7.19 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.

7.20 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website **www.ignou.ac.in**). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

7.21 Term-end Examination

The learner are instructed to refer to Page No. 14-15, para 1.10 Evaluation System sub-head **'Term-end Examination and Payment of Examination Fee'** before submitting Examination Form for appearing inthe **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/re-admission for the same. Otherwise, the result would be withheld in such cases.

7.22 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plainpaper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi–110 068. A fee of Rs.100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.300/-.

7.23 Disputes on Admission & other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

7.24 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005. (See Annexure-I, II & III)

IGNOU 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.

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. Prof. Manohar Lal, Director, SOCIS (Tele: 2953 3426)
2. Registrar (SRD)   (Tele: 2953 2741)
3. Registrar (SED)   (Tele: 2953 5828)
4. Director (RSD)   (Tele: 2953 2118)
5. Director (SSC)   (Tele: 2953 5714)
6. CPRO   (Tele: 2953 2321)
7. Security Officer   (Tele: 2953 3237)
8. Deputy Registrar (SRD)   (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588 29532312.

Email : ignouregistrar@ignou.ac.in

Website: http://www.ignou.ac.in

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the university has recently established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre

4.	Schedule/Infomation regarding Exam-form, Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or
5.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration 110068 of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi- kramesh@ignou.ac.in or
6.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, assignments@ignou.ac.in or
7.	Status of Project Reports of all programmes	Ph. : 011-5129532294 Ext. 1313/1320/1321
8.	Original Degree/Diploma/Verfication of Degree/Diploma	Deputy Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068.
9.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi,
10.	Student Grievances (SED)	Asstt. Registrar (Student Grievance)
11.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
12.	Academic Content	Director of the School concerned
13.	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
14.	Submission of Project Reports	Despatch Section, SED, Block-12,
15.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

Annexure-II

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Phones : 3312305, 3313390
3310059, 3312429

Gram : ASINGU
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities.

Subject : Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the flowing resolutions:

"Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA)
Joint Secretary

LIST OF CODES

STATE CODE

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Orissa

22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal

EDUCATIONAL QUALIFICATION CODE

Code	Description
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

LIST OF BOARD CODES
(FOR 10 +2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Insititue of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education

10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	–	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	–	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	–	Not listed in this list.

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

Annexure V

Banks & Branches designated to collect the fee in cash from IGNOU student

A - INDIAN BANK

1. **New Delhi**

   106.& 107 Aurbindo Place, Hauz Khas,   New Delhi-110016
   011-26963543, 26562973.

   G-27, DDA Community Centre, Near Sonia Cinema, Vikas Puri, New Delhi-110018,
   011-2597250

   1336, Arya Samaj Road, Karol Bagh,
   New Delhi-110005
   011-25721486, 25739821

D-1/1, Rana Partap Bagh,
New Delhi-110007.
011-27002540, 27231401

33, Partap Nagar, Mayur Vihar, Phase-I,
New Delhi-110092
011-22750845,22757391

2. **Chennai**
41-42, First Main Road, Gandhi Nagar,
Adyar, Chennai-600020
Ph.: 044-24912616, 24413430

3. **Hyderabad**
3-6-943/2A, 1st Floor, Narayanguda, Hyderabad,
Andhra Pradesh-500029
Ph.: 23224575, 23225373

4. **Pune**
495, Mantri Heights, Shaniwar Peth,
Pune, Maharastra-411030
Ph.: 020-24452673. 24450907

5. **Patna**
P.B. No. 627, Jhauganj, Patna City,
Bihar-800008
Ph.: 0612-2265814

6. **Karnal**
Guru Tegh Bahadur Market, G.T. Road, Karnal
Haryana-132001
Ph.: 0184-2272139

7. **Thiruvanthapuram**
P.B. No. 45, Indian Bank Towers, M.G. Road, Thiruvanthapuram, Kerala-695001
Ph.: 0471-2461058, 2471378

8. **Pondichery**
288, M.G. Road, Pondichery-605001
Ph.: 0413-2336403, 2221299

9. **Ahmedabad**
P.B. No. 275, Mission Road, Bhandra,
Ahemdabad-380001
Ph.: 079-25506641, 25506583

10. **Jaipur**
Mirza Ismail Road, Jaipur, Rajasthan-302001
Ph.: 0141-2366603, 2368204

11. **Chandigarh**
SCO 38-39, Madhya Marg, Sector 7C,
Chandigarh-160019
Ph.: 0172-2793225

12. **Mumbai**
11/12, Madhav Nagar, S V Road, Andheri (West), Mumbai, Maharashtra-400058
Ph.: 022-26205900. 26205800

13. **Guwahati**
S.S. Road, Lakhotia, Guwahat, Kamrup Distt.,
Assam-781001
Ph.: 0361-2540529, 2548805

14. **Lucknow**
    1-2, Ashok Mart, Lucknow, Uttar Pradesh-462001
    Ph.: 0522-2280496, 2280098
15. **Bhopal**
    473, Hamidia Road, Bhopal Madhya Pradesh-462001
    Ph.: 0755-2730045
16. **Shimla**
    17, The Mall, Shimla, Himachal Pradesh-171001
    Ph.: 0177-2658133
17. **Kolkata**
    P.B. No. 717,3/1, R.N. Mukharjee Road, Shree Ram Chambers, Koldata, West Bengal-700001
    Ph.: 033-22482597, 22484325
18. **Bhubneshwar**
    32, Janpath, Ashok Nagar, Unit-II, Bhubneshwar, Khurda Distt., Orrissa-751009
    Ph.: 0674-2531645
19. **Banglore City**
    P.B. 9725, 10 K.G. Road, Banglore
    Ph.: 080-22263162, 2223163,22263164
20. **Khanna**
    G T Road (Near Old Bus Stand), Khanna, Ludhiana District, Punjab-141401
    Tel: 01628-334817
21. **Shillong**
    G. S. Road Burra Bazaar, Shillong, East Khasi Hills, Meghalaya 793002
    Tel: 0364-2243408
22. **Agartala**
    Amulya Market, Mantribari Road, Agartala,
    West Tripura Dist, Tripura
    Tel:0381-2326642
23. **Siliguri**
    Hillcart Road,
    Air View Moor Siliguri.

1. **Ahmedabad**
   Lal Bunglow. Off. C.G. Road,
   Ahmedabad-380006
   Ph.: 079-26431902/1296
2. 23-25, Ruda Square, Nr. Judges Bunglow, Bodakdev, Ahmedabad-380015
   Ph.: 079-26872345, 268730024
3. Aishwarya Complex, Yash Kunj Society, Prabhat Chowk, Ghatlodia, Ahmedabad-380061
   Ph.: 079-27430337, 27430344
4. **Bangalore**
   26/1 Sowbhagya Complex, 24th Mian,
   5th Phase, J.P. Nagar, Sarraki Lake,
   Bangalore-560078 :6595777, 26595800
5. IDBI House, 58 Mission Road,
   Banglore-560027
6. **Bhopal**
   Plot No. 43, Opposite Rang Mahal,
   New Market, T. T. Nagar, Bhopal-462003

7. **Bhubaneshwar**
   IDBI House, Janpath, Unit IX,
   Bhubaneshwar-751022, Ph.: 044-2541695

8. **Chennai**
   P.M. Towers, 37, Greams Road,
   Chennai-600006
   Ph.: 044-28292371/72n3n4

9. Soan Building, 37, C.P. Ramaswamy Road, Alwarpet, Chennai-600018
   Ph.: 044-24661204/7

10. Nelson Towers, New No. 15, Nelson Manickkam Road, Chennai-600029
    Ph.: 044-23745802-05

11. **Cochin**
    Near Padma Theater, M.G. Road,   Cochin-682035
    Ph.: 0484-2382519-21

12. **Dehradun**
    59/4, Rajpur Road, Dehradun-248001, Uttranchal
    Ph.: 0135-2744477/2741225-27

13. **Hyderabad**
    Mahavir House, Basheerbagh Square, Hyderabad-500029
    Ph.: 040-23260000, 23228517, 23222688

14. Plot No.9, Near L. V. Prasad Eye,   Hospital, J.R. House, Road No.2,
    Banjara Hills, Hyderabad-500034
    Ph.: 040-23548762n9i83

15. **Jaipur**
    D24, Durlabh Niwas, C Scheme, Jaipur
    Ph.: 0141-2367929/30/379955

16. **Kolkata**
    Siddha Point, Ground Floor, 101 Park Street,
    Kolkata- 700016
    Ph.: 033-22175040/5003/5008

17. Mookerjee House, 17 Brabourne Road, Kolkata- 700001
    Ph.: 033-22437964/65/66/67

18. **Lucknow**
    15, Ashoka Marg, Lucknow-226001
    Ph.: 0522-2287104/105/287259

19. **New Delhi**
    1/6 Sirifort Institutional Area, Khel Gaon Marg, New Delhi 110049
    Ph.: 011-26499681-85

20. Surya Kiran Building, Ground Floor,
    19, K.G. Marg, New Delhi-110001
    Ph.: 011-23357800/01/02

21. J-13/17, Rajouri Garden, New Delhi-110027
    Ph.: 011-25911478/82/83

22. Plot No. 8m C D Block. Local Shopping Centre, Pitampura, Delhi-110034
    Ph.: 011,27314623, 27312625, 27315629

23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,
    New Delhi-11 0019
    Ph.: 011-6231169/3415

24. Khasra No. 550, Vasant Kunj Road, Mahipalpur
    Ph.: 011-26787116, 26787118

25. **Faridabad**
    Ground Floor, SCO-99, Sector-16, Faridabad
    Ph. : 0129-25225128/29,25225027
26. **Ghaziabad**
    C-78, Raj Nagar District Centre, Raj Nagar, Ghaziabad-201001
    Ph.: 01220-24753000, 24755408/09
27. **Gurgaon**
    Sikanderpur Brach, Mehrauli-Gurgaon Road, Sikanderpur, Gurgaon-122002
    Ph.: 0124-26357449
28. **Patna**
    Kashi Palace Complex, Oak Bunglow Road,
    Opp. Heera Palace, Patna
    Ph.: 0612-2204141
29. **Pune**
    Dynaneshwar Paduka Chowk,
    Fergusson College Road, Pune-411004
    Ph.: 020-25678585
30. Plot No. 128, Ground Floor, Blue Hills Avenue, Kalyani Nagar, Nagar Road Yerawada,
    Pune-411 006
    Ph.: 020-6612036/37/38
31. Rajas Apt, Plot No. 13, Abhimanshree Road,
    Off Baner Road, Aundh, Pune-411007
    Ph.: 020-25893535-36
32. **Ranchi**
    Arjan Place, 5, Main Road, Ranchi-834001
    Ph.: 0651-2315984, 2315971, 2315980

Annexure - VI
(Challan Form)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(For credit to the account of Indira Gandhi National Open University, New Delhi)

Control No.

        Programme Code   Region Code   Bank & Branch Code

Computerised No.
        (To be filled in by the Candidate)   (To be filled by the Bank)

Programme Name   Year :

                                Session: (January/July)

                                Semester :

Enrolment No. (if already allotted)

Programme Fee   Rs._____

Late Fee   Rs._____

Any other Fee   Rs._____

Service Charges   Rs._____

Total Rs.

Amount in words (

_____)

Name and Address of the Student

     (City)   (State)   (Pin Code)

                                          Signature of Guardian/Student

                                              Seal of the Bank

Instructions to the Depositor

1. Two copies will be returned to the depositor out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.

<div align="center">

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
APPLICATION FORM FOR ASSOCIATE STUDENTSHIP
ADMISSION

</div>

Enrolment No.   A   S

             (for office use only)

Regional Centre Code   Study Centre Code   State
Code

1.   Name   of   the   Student   (in   capital   letters):
_____

a)   Father's   Name
_____

2.   Complete   Address   (in   capital   letters)
_____
_____
___

3.   Details of fee paid: (**Rs. 100** (Registration) + Pro-rata as per course(s) opted (total amount Rs._____). Draft

is to be made in the name of **IGNOU** payable at the city of the concerned **Regional Centre.**

    a.   Name of the Bank _____   Place _____

    b.   Bank Draft No. _____   Dated _____

    c.   Total Amount **Rs.** _____

4.   **Educational Qualification** :
     (attach copies of the mark sheet and certificate)

5.   Date of Birth   Date   Month   Year   6.   Gender Male
   Female

7.   Opted Course Code :

Please (3) the appropriate box only

8.   Medium Code: English   Hindi   9.   Marital Status: Married
   Unmarried

10. Nationality: Indian   Others   If other, please specify:

11. Category: SC   ST   OBC

12. Location Code: Urban   Rural   Tribal

13. Religion:

     Hindu   Muslim   Christian   Sikh   Jain   Buddhist   Parsi   Jews   Other
                                                   (Please specify)

<div align="center">

DECLARATION BY APPLICANT
</div>

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Checklist

Affix photograph and sign over it, Attach the following:

i   Demand Draft towards Programme fee.   Signature of Candidate

ii   Certificates in support of your Educational Qualification(s)

iii Category Certificate for SC/SC/OBC/PH candidates wherever required   Date
_____

iv Age Certificate wherever required

v   Student Card duly filled-in alongwith photograph

vi Acknowledgement Card duly stamped

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.**

3. **Remember that making wrong entries in the application form will lead to rejection.**

4. **An electronic version of the Prospectus is also available on the**

internet at: http://www.ignou.ac.in

5. **Applicants can submit their admission application form through 'online'also round the year. For this, please visit IGNOU Website at : http://www.ignou.ac.in.**

5. 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 states mentioned in the Advertisement notification.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 26 to 61 of this Prospectus.

2. Leave it blank. University will allot the Enrolment No.

3. Code of Regional Centres and Recognised Regional Centres are given at Pages 237 to 245. You have to write the code of that Regional Centre which your Study Centre falls. List of Study Centres is attached with it.

4. For Study Centre Code refer to Supplement to Common Prospectus.

5. For State Code, refer page no. 246.

6. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below

7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.

8. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

9. 9-17 write the relevant code in the appropriate Box. For example, if you are male, put (A1) in box against Sl. No. 10

18. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

19. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows :

20. (a) For **MSc(DFSM),** Add Rs 1000/- extra for opting CFN or Rs 1100/- for opting CNCC. See Details. If you have filled CFN & Write A1 & For CNCC as write B2 in the coloumn on page no. 137 (Section 2.2)

(b) For **MTM,** you have to write your category as A1 or B2. See List of Programme on (Section 2.5) page 138 for explanation.

(c) For **MLIS,** students have to opt **two** courses from MLIE-101, MLIE-102, MLIE-103, MLIE-104, MLIE-105 and MLIE-106. For titles, see Section 2.24 page no 150. Fill the course code in relevant column. For MAPY Student have to opt Six Courses see section 2.9 P-140.

(d) **BA/B.Com/B.Sc./BSW/BTS FOUNDATION Courses.**

FHS-1 & FST-1 are compulsory; you have to choose from the following options only:

(i) FEG-1 or FHD-2

(ii) FEG-2 or BHDF-101 or any one of the Modern Indian Languages. For details, see section 3.4.1 page no. 154-155 and fill in appropriate box.

(e) **B.A. Elective Courses**

You have to choose 8 credits from Gr. I and 8 credits from Gr. 2. For course title & credits see page 155-159. Do not take more than 8credits from one group.

Group-1: EHD-1, EHD-5, BEGE-101, EPS-11, EHI-1, EEC-11, EPA-1, ESO-11, MTE-1, MTE-4, MTE-5, ECO-1, ECO-2, EHI-7, BSWE-04 (BPY-001, BPY-002), (BPC-001, BPC-002 to be taken together) & BULE-001

Group-2: EHD-2, EHD-8, BEGE-102, EPS-12, EHI-2, EEC-12, BPAE-102, ESO-12, MTE-2, MTE-6, ERD-1, BECE-002, BPY-003, BPY-004 (BPC-003, BPC-004 to be taken together) & BULE-002.

Please write codes of courses carefully in the boxes as shown below :

For EEG-1 write as For TS-1, write as

B.Com Elective Courses

You have to choose Elective Courses of 8 credits from group 1 or group 2 under the elective courses from other disciplines above in the first year, see page no. 160.

B.Sc. Elective Courses

B.Sc. students have to choose course worth 16 credits from the available courses for the 1st year, See page no. 160, 161.

(f) For MA (Edu), Please choose any one course from specialised area as optional course. See details on page no. 141 (Section 2.11)

(g) (i) For CTE, CTE-1, CTE-2 and CTE-3 are compulsory.

You have to choose one from CTE-4 or CTE-5. For titles, see section 5.23 page no. 201.

(ii) For DTS, TS-1, TS-2 and TS-3 are compulsory. You have to choose one from TS-4 or TS-5. For titles, see section 4.19 page 175.

(iii) For PGDRD, you have to choose one from MRDE-101, RDD-6 and RDD-7. For titles, see section 4.16 page no 174.

(iv) For PGDDM, students have to choose between MPAP-001 and MED-004. For course title see section 4.14 page no 172.

(v) For PGDMRR, you have to opt One Course from MRRE-007, MRRE-008, MRRE-009, MRRE-010.

Refer page No. 173-174. see section 4.15.

(vi) For PGDBP, you have to choose two out of three elective courses.

Refer page No. 181. see section 4.33.

(vii) For DUL, you have to choose three out of seven elective courses.

Refer page No. 181-182. see section 4.35.

(h) For CAFE, BFE-101 and BFE-102 are compulsory.

Students have to opt any two more courses from BFEE-101, BFEE-102, BFEE-103 and BFEE-104. For titles, see section 5.26 page no. 202.

(i) For DCE, DCE-1 and DCE-6 are compulsory. Students have to opt any three more courses from DCE-2, DCE-3, DCE-4 and DCE-5. For titles, see section 4.34 page no. 181. For PGDGPS & PGDEMA please see Section 4.50 P-188 & 4.29 P-179.

(j) For BPP you have to choose only two courses out of three i.e. OMT-101, OSS-101 & PCO-01. For course title see Section 3.5 page no. 161.

DVAPFV, DPVCPO, DMT, DDT : Learners who are simultaneously taking admission in BPP alongwith it has to fill their option for BPP Programme also.

(k) If you are applying for MCA and have not studied Maths at 10+2 level, please fill the relevant code in the

Box, against CS-60 and **add Rs.1000/- extra** in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 level, you must attach copy of marks sheet along with other testimonials. Refer page no. 136. See Section 2.1.

21. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.

22. Write the relevant code in the box.

23. Furnish the details of scholarship, if any received by you.

24. Note that

(a) Qualification code is in three digits e.g. 001, 002, 003, 004, 005 and 006. You have to write only highest qualification code which could be found on page 246.

(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 theexamination without containing any of three Divisions, write 04.

(e) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.

(f) Fill the Board Code which the list is given on page No 247.

25. For fee details, refer to pages 26 to 61 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, CCENAM, M.Sc. (MACs), MA (Edu), only Registration Fee (Rs.100/-) is to be paid. The candidates of PGDCC will also pay registration fee of Rs. 500/-. The Programme Fee will be collected from the candidates on their selection.

26. The Programme fee can also be remitted in cash in the branchesofIndian Bank, IDBI Bank . The list of branches which are authorised for fee collection are given in Annex-V. For this, Rs.5/- (Five only) is chargeable from the students per single transaction in cash while depositing the fees with the Indian Bank or IDBI Bank.

27. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 227. See section 7.20.

28. 29&30 and 31. Write down your landline telephone No. Fax No. Mobile No. E-mail Address if any.

CHECKLIST

Before sending the filled in form to concerned Regional Centre, please check whether you have :

(a) Affixed your Photograph.

(b) Enclosed the following **attested** certificates,

   i) Certificates in support of your educational qualification(s). If you are applying for BCA/MCA and have studied Mathematics at 10+2 level, attach marks sheet as proof.

   ii) Experience certificate wherever required.

   iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates.

   iv) Age certificate wherever required.

   v) Student Card duly filled in along with photograph.

   vi) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.

(c) Attach a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, Challan Form issued by bank (in case of fee deposited through cash challan at Indian Bank/IDBI Bank only).

d) In case of below poverty line students, documentry proof (photocopy of BPL ration card) is to be attached separately.

EXPERIENCE CERTIFICATE

(PGJMC / CIG/CTE / PGDHE / PGDHHM / CCEANM / DNA)

This is to certified that Mr./Ms./Mrs. _____ is   employed with this

school/Institution/Organisation/Office/Hospital as_____since _____

Place : _____   Signature : _____

Date: _____   Name : _____

(in Block letters)

Designation :_____

Name of School/Institution/   _____

Organisation/Office/Hospital   _____

(Seal/Stamp)   _____

(Self employed professional may certify on their own behalf,
but they should attach copies of their Registration Certificates)

CATEGORY CERTIFICATE (I)

(i) SC/ST Candidates

This   is   to   certify   that   Mr./Ms./Mrs.
_____ son/daughter/wife

of Shri _____ of Village _____ Town

_____ Distt. _____ State/U.T.
_____ belongs to

_____ Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution

(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order,1956)

Mr./Ms./Mrs _____and his/her family reside in

Village/Town _____ District_____ State U.T. _____ .

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : _____

Date :_____

Signature : _____

Seal/St\amp

CATEGORY CERTIFICATE (II)

(ii) OBC candidates (only non-cremy layer)

This   is   to   certify   that   Mr./Ms./Mrs.
_____ son/daughter/wife

of Shri _____ of Village _____ Town

_____ Distt. _____ State/U.T.
_____ belongs to

_____ Caste who are eligible for availing the benefits as per central list of 5 to

13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & empowerment as modified from time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).

Mr./Ms./Mrs. _____and his/her family reside in

Village/Town _____ District_____ State U.T. _____ .

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : _____   Signature : _____

Date :_____   Seal/Stamp

FORM - A
(For those seeking admission to DNA Programme)

1) Professional Qualification General Nursing & Midwifery

a)   Completion State Board/   Year   % of marks
    Nursing Council Examination

b)   General Nursing   Year   % of marks

c)   Midwifery Nursing   Year   % of marks

d)   Name of Registration Council   Year of   Reg. No. RN

                                    Regn.   Reg.
No. RM

    Students applying in Delhi must have the proof of Registration with Delhi Nursing Council (DNC).

2) Marks Obtained

3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)

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 Official	Number of	Maximum	Marks Attempts	Percentage Marks	Enclosure Obtained	For No.

Use

1st M.B.B.S.

2nd M.B.B.S.

3rd M.B.B.S.

4th M.B.B.S. (if any)

Grand Total

4. If MBBS marks in grade system, mention the above all grade for total MBBS
…………………….

5. Mention if sponsored by the State/ Central Government
………………………………………………….

FORM - C

(For those seeking admission to PGDHHM)

1. Educational Qualifications

Degree (s)/Diploma(s) held	Date of Completion	University

i) ....

ii)..

iii) ....

iv) ....

2. Date of Completion of Internship (where applicable)...

3. Medical   Council/States/Other Council Registration Number (indicate if not applicable)

    ....

4. Work Experience in chronological order starting from present (indicate if self employed)

Name of Organisation years	Designation	Nature of work	No. of

....

....

....

....

FORM - D

(Certificate in Competency Enhancement of ANM/FHW)

1) ANM or Female Health Worker Training Course

   a)   Completion of State Board/and/or   Year   % of marks

           Nursing Council Examination

   b)   Name of Registration Council   Year of   Reg. No. RN

                                                     Registration

2) Marks Obtained

Year/s	Total Marks Obtained	Max. Marks	Percentage
Total			

3) Working Experience (Please give details chronologically):

S.No. Experience	Name of Organization	Designation	Dates of Service		Length of	
			From	To	Years	Months

Total

ANNEXURE I
AFFIDAVIT BY THE STUDENT
(TO BE SUBMIITED ALONGWITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2.   I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3.   I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4.   I hereby solemnly aver and undertake that

a)   I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b)   I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5.   I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6.   I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

_____
Signature of deponent

Name :

Address:

Tel./Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

_____
Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

<div align="right">OATH COMMISSIONER</div>

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms._____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

<div align="right">

_____
Signature of deponent

Name :
Address :
Telephone/Mobile No. :

</div>

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____

(month), _____ (year).

_____

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____

(month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com

Dr. Silima Nanda Dy. Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda n SO, SOCIS	bhartikharbanda@ignou.ac.i
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in