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THE PEOPLE'S
UNIVERSITY

COMMON PROSPECTUS

JANUARY - 2021

- MASTER'S DEGREE
- BACHELOR'S DEGREE
- DIPLOMAS
- CERTIFICATES

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi - 110068, INDIA

www.ignou.ac.in

Accredited by NAAC with A++ Grade

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RECOGNITION

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

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CUT OFF DATES

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

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1 THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction with international presence
- 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, and
- convergence of open and conventional education systems

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the world.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Material 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 studios at Electronic Media Production Centre (EMPC), IGNOU.

  Regular educational broadcast with facility for live interaction

- Student enrolment has reached 3 million.
- UNESCO has declared IGNOU as the largest institution of higher learning in the world in 2010.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies

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

The following Schools of Studies are in operation currently:

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

1.5 Academic Programmes

The University offers Certificates, Diplomas, Advance Diplomas, Post Graduate Diplomas and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the need for such programmes. They are launched with a view to fulfilling the learners' needs for:

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

1.6 Course Preparation

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

1.7 Credit System

a) Defining Credit in ODL

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of learner 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 and a 6-credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical, projects and the Term-End Examination as per requirement of each course in a programme.

b) Choice Based Credit System (CBCS)

The Bachelor's Degree Programmes offered through this prospectus follow the Choice Based Credit System (CBCS) introduced by UGC. The CBCS provides the learner with flexibility to study the subjects/courses at their own pace; greater choice of inter-disciplinary, intra-disciplinary and skill-based courses; and mobility to different institutions for studies. The system has the following advantages:

- Allows learners to choose a combination of inter-disciplinary, intra-disciplinary courses, skill oriented courses (even from other disciplines according to their learning needs, interests and aptitude).
- Makes education broad-based and at par with global standards.
- Offers flexibility for learners to study at different times and at different institutions to complete the programme. Credits earned at one institution can be transferred to another institution.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread across the country. These Study Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counselors 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 Centres is given in this Prospectus. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

In case the number of students enrolled in a program is small, the University shall provide Technology Enabled Learner Support (TELS) through Gyan Darshan / Gyan Vani / Swayam Prabha/ Web based support.

1.9 Programme Delivery

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

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

a) **Self Instructional Printed Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed 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 5units.

Audio-Visual Material Aids: The learning package contains audio and video programmes 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.

b) The Video content is available on eGyan kosh (www.egyankosh.ac.in) – the digital learning repository of the University.

The video programmes are also telecast on National Network of Gyan Darshan and Swayamprabha channels. All Gyan Vani stations broadcast curriculum-based audio programmes as per their schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast 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. **However, in case the number of students in a programme is small, face-to-face counselling shall not be organized. In such cases the University shall provide**

Web Enabled Academic Support to the learners.

d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously webcaste at http://ignouonline.ac.in/ and via Facebook Live sessions.

e) **Practicals/Project Work:** Some Programmes have practical/project component also depending upon the learning requirements. Practical sessions are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practical sessions is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the learner along with the study material.

1.10 Web Enabled Academic Support (WEAS)

To provide technology based academic support to the learners of the distance mode programmes, IGNOU has initiated a scheme of Web Enabled Academic Support (WEAS) for various ODL programmes of IGNOU. WEAS is a Single Window Platform providing various kinds of academic support including the study material, audio-video, quiz, discussion forum, calendar of activities, web-based video counselling, links of various web-based resources to the distance learners by using simple and easily available ICT tools. The students enrolled in programmes being offered through WEAS are given access to their programme specific portal in which they are provided with course material in digital format, video and learning resources. The portal enables online peer-to-peer interaction and discussion, it also gives an opportunity to the students to learn online and interact virtually with teachers and experts. To access WEAS click the link - https://sites.google.com/ignou.ac.in/weas

1.11 Evaluation System

The system of evaluation followed by the University also is different from that of conventional universities. IGNOU has a multitier system of evaluation.

1. Self-assessment exercises within each unit of study material.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/ workshops/extended contact programmes, etc.
3. Term-End Examinations (TEE).
4. Project / Term-end Practical examination.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking Term-End Examinations from time to time to complete an academic programme. A learner has to submit Tutor Marked Assignments (TMA) responses to the Coordinator of the Study Centre to which s/he is attached. **Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December every year.**

IGNOU uses the following system of "Grading" for evaluating learners' 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, TE Exams, 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).

IGNOU uses 10-Point Grading System for evaluating learners' achievement for Bachelor Degree Programmes under CBCS, as under:

10-Point Grading System of IGNOU as per UGC-CBCS Guidelines

Letter Grade	Numerical Grade	Percentage
O (Outstanding)	10	≥ 85
A+ (Excellent)	9	≥ 75 to < 85
A (Very Good)	8	≥ 65 to < 75
B+ (Good)	7	≥ 55 to < 65
B (Above Average)	6	≥ 50 to < 55
C (Average)	5	≥ 40 to < 50
D (Pass)	4	≥ 35 to < 40
F (Fail)	0	< 35
Ab (Absent)	0	Absent

Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination (TEE) twice a year in the months of June & December. A learner is permitted to appear in TEE subject to the following conditions:-

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by due date wherever applicable.
3. Minimum time to pursue these courses as per the provision of the programme has been completed.
4. Examination fee for all the courses the learner is appearing in the examination has been paid.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

Term-end Examination

The learners are required to fill in the Examination form to appear in the TEE each time i.e. for every exam (June/ December) a learner has to apply afresh. The Examination Forms are accepted online only as per the schedule given below.

Dates for submission of Examination Form

For June TEE	Late Fee	For December TEE	Late Fee
1st March to 31st March	NIL	1st September to 30th September	NIL
1st April to 15th April	Rs.1000/- (The exam centre will be the city where RC is located)	1st October to 15th October	Rs. 1000/- (The exam centre will be the city where RC is located)

Please note that the dates mentioned above are subject to change. Please check the actual dates on the University website.

Examination fee and Mode of Payment

Examination Fee	Mode of Payment
@ 150 per theory course	Credit Card/Debit Card/Net Banking @ 150 per practical course

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the xamination.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term End Examinations. Therefore, learners are advised to visit IGNOU website for updates.

Students are advised to take the print out of the Hall Ticket from University website after entering the enrolment number and name of programme of study, and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID Card issued by the University, examinees will not be permitted to appear in the examination.

In case, any learner has misplaced the Identify Card issued by the University, it is mandatory to apply for a duplicate Identity Card to the Regional Centre concerned well before commencement of the examinations so as to get a duplicate ID Card in time. Learners without valid ID Card will not be allowed to enter the Examination Centre premises. Students who have taken admission online can download their ID Card online.

1.12 International Students Residing in India

The foreign nationals are advised to visit the page of Intenational Division of the University (http://ignou.ac.in/ignou/aboutignou/division/id/introduction) for the programmes on offer for them; programme fee and other fees applicable for them. They may also contact International Division of the University at the Headquarters for more details.

1.13 Online Admission System

The Admission Forms can be submitted online (except for International Students) through Online Admission System at http://onlineadmission.ignou.ac.in. Currently, the facility is available for the programmes offered through Common Prospectus except merit-based and entrance test based programmes. The prospective learners are required to create their user ID and password for logging in the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using payment Gateway through net banking, debit/credit card or UPI. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission is confirmed. In case of any discrepancy in the Admission Form, the prospective students are advised to remove the discrepancy within a stipulated time. Failing to do so will lead to rejection of admission form.

The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website http://www.ignou.ac.in. However, an amount of **Rs.200/- is charged** as registration fee along with the programme fee.

1.14 eGyan Kosh

The IGNOU eGyan Kosh (http://egyankosh.ac.in/) one of the world's largest repositories of educational resources in higher education-is available for the learners and teachers, and public at large for free. The eGyan Kosh currently houses the self-learning material of over 2500 courses and an equal number of video programmes of IGNOU. The IGNOU learners are encouraged to make use of these resources for their learning.

1.15 IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU), New Delhi. This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners and extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their hand held devices such as Mobile Phones and Tablets.

1.16 Vidya Lakshmi Portal

Vidya Lakshmi Portal is a first of its kind portal for students seeking Education Loan. Set up in August 2015, it is a single window electronic platform for students to access information and prepare applications for Educational Loans and Government Scholarships. The Portal has the facility of tracking the students right from the inception of loan application until the completion of sanction of loan or otherwise. Students can view, apply and track their education loan applications to banks anytime, anywhere through the Portal. The portal has been developed and being maintained by NSDL e-Governance Infrastructure Limited.

Nearly 40 Banks have registered for over **70 Educational Loan Schemes** on the Vidya Lakshmi Portal and integrated their system with the Portal for providing loan processing status to students.

1.17 Course-wise Registration and Certification Scheme (CRCS)

The University offers a scheme of Course-wise Registration and Certification (CRCS). Under this scheme, one can register for a single course or a limited number of courses, subject to a maximum of 16 credits. The rules of CRCS are as under:

1. The eligibility for registering for a course under the Scheme shall be same as the eligibility for admission to the Programme from where the course(s) are drawn.

2. The Scheme shall be offered in both Cycles of Admission, subject to the provision that the courses are on offer in the particular admission cycle.

3. Registration for all courses of all the academic programmes shall be open for registration under the Scheme except the courses offered under Research Degree Programmes and Awareness/Appreciation level Programmes.

4. Courses offered in combination shall have to be taken together by the student.

5. Course(s) once opted shall not be changed or withdrawn by the student.

6. The minimum and maximum period allowed for completion of the course(s) registered would be six months and two years, respectively.

7. There will be no separate counselling or lab-work schedule for students registered under the Scheme. The registered students under the Scheme shall be advised to be in touch with the Learner Support Centre allocated in order to know the schedule of theory/practical counselling sessions and participate in the sessions accordingly.

8. Candidates registering under the Scheme, for successfully completing the course(s) opted, shall be required to fulfill all the academic requirements as prescribed by the University from time to time.

9. Candidates successfully completing the course(s) opted shall be provided with a Certificate of Completion of Course indicating the score obtained in continuous/term-end assessment and credits earned.

10. The fee chargeable under the Scheme shall be as under:

Credit weightage of each course	Course Fee
Up to 4 credits	Rs.1000/-
Above 4 credits	Rs.2000/-

The fee shall be calculated per course and not on the basis of total number of credits taken. The Course Fee shall be subject to revision and shall be linked with the revision of Programme fee. In addition to the course fee, Registration fee as decided by the University from time shall be chargeable. Fee once paid shall be non-refundable or non-adjustable. Examination fee, as notified by the University from time to time, shall be charged over and above the course fee and registration fee.

11. Candidates shall be allowed to seek transfer of credits earned under the Scheme by taking admission in a Programme of IGNOU subject to the following conditions:
    a. Fulfillment of all the conditions as notified by the University from time to time for that particular academic programme.
    b. A maximum of 50% of the credits earned under the Scheme shall be allowed at the time of taking admission in the relevant programme.
    c. Credits earned for Project or Internship shall not be transferred.

d. Transfer of credits earned under the Scheme for an academic programmes that falls under the purview of a Regulatory Authority shall be governed by the rules and regulations of the concerned Regulatory Authority.

e. Credit transfer of a course shall be permitted on application with requisite fee after taking admission in a programme.

f. Credit transfer shall be given only in the courses offered in that programme. In case the completed course under the Scheme is revised, credit transfer shall not be permitted.

g. Transfer of credits earned under the Scheme to an academic programme offered by the University in collaboration/under MoU with other Institutions, shall be governed by the terms of collaboration/MoU.

h. The UGC framework for Credit Transfer shall be applicable for transfer of credits.

i. Application for CRCS can be made on the online on the Online Admission Portal of the University.

2 BACHELOR'S DEGREE PROGRAMMES

2.1 Bachelor of Arts (BAG)

The University offers Bachelor of Arts Degree with the following Disciplines:

1) Anthropology
2) Economics
3) History
4) Political science
5) Psychology
6) Public administration
7) Sociology
8) Mathematics
9) Hindi
10) Urdu
11) English, and
12) Sanskrit
13) Education
14) Philosophy

Objectives: The Bachelors of Arts programme is a broad based programme with a mix of disciplinary, interdisciplinary and skill based courses. It has the following objectives:

1. Introduce the learners to the main themes and topics of disciplines in humanities, social sciences and sciences,
2. Provide the learners with the information and skills necessary to understand and analyse their world,
3. Enable the learners to work towards ability and skill enhancement through exposure to appropriate courses.
4. Impart reading and writing skills through assignments and exercises of such kind at an undergraduate level.
5. Expose the learner to the importance of interdisciplinarity.

Eligibility : 10+2 or its equivalent

Medium of Instruction : English & Hindi

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

Fee Structure: For B.A. Rs. 8,700/- for full programme to be paid year wise @ Rs. 2,900/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.3,100/-

Learners opting B.A. Psychology courses with Practicum component are required to pay an extra fee of Rs.600/- each in the first and second year.

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree, a learner has to complete 132 credits in minimum six semesters

(three years) with 22 credits per semester. The 132 credits of the programme have to be earned by completing the following categories of courses:

a) Core Courses(CC)

b) Discipline Specific Electives (DSE)

c) Ability Enhancement Compulsory Courses (AECC)

d) Skill Enhancement Courses (SEC)

e) Generic Electives (GE)

A learner can choose any two disciplines from the above thirteen disciplines for completing BA programme. Once the two disciplines are chosen in the first semester, he/she has to take Core Courses and Discipline Specific Elective Courses from those two Disciplines ONLY in all the subsequent semesters as per the following Programme Structure Template:

Programme Structure Template for BA Programme

Seme-ster	Core Courses (CC) (12)*	Discipline Specific Electives (DSE) (4)*	Ability Enhancement Compulsory Courses (AECC) (2) (4 Cr)	Skill Enhance-ment Courses (SEC) (4) (4 Cr)	Generic Elective (GE) (2)*	Total Credits per Semester
I	English/Hindi /MIL-1	Philosophy	Environmental Studies			**22 Credits**
	DCC- 1 A					
	DCC- 2 A					
II	Hindi/ English 2		English/Hindi/ Communication			**22 Credits**
	DCC- 1 B					
	DCC- 2 B					
III	English/Hindi 3			SEC -1		**22 Credits**
	DCC- 1 C					
	DCC- 2 C					
IV	Hindi/English 4			SEC -2		**22 Credits**
	DCC- 1 D					
	DCC- 2 D					
V		DSE-1 A		SEC -3	GE-1	**22 Credits**
		DSE-2 A				
VI		DSE-1 B		SEC -4	GE-2	**22 Credits**
		DSE-2 B				
Total	**72 credits**	**24 credits**	**8 credits**	**16 credits**	**12 credits**	**132 Credits**

* All Core Courses of Psychology have either practicum component worth 2 credits (4 Credits Theory and 2 Credits Practicals) or tutorials worth 2 credits (4 Credits theory and 2 Credits tutorials). Wherever there is a practical, there will be no tutorial and vice-versa.

** Mathematics as a subject at 10+2 level is required for opting for courses from Mathematics discipline.

Selection of Disciplines

You need to select two discipline from the table given below. You can select only one discipline from any particular group:

Group-1	English	Hindi	Urdu	Sanskrit
Group-2	Sociology	Education		
Group-3	Political Science	Public Administration	Mathematics	Philosophy
Group-4	Economics	Anthropology		
Group-5	History	Psychology		

Discipline-wise List of Courses for BAG

The lists of courses from different Disciplines available under each of the five categories [Core Courses (CC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC), and Generic Electives (GE)] are given in the following tables:

CORE COURSES

Anthropology

Course Code	Title of the Course	No of Credits
BANC 131	Anthropology and Research Methods	6
BANC 132	Fundamentals of Biological Anthropology	6
BANC 133	Fundamentals of Social and Cultural Anthropology	6
BANC 134	Fundamentals of Archaeological Anthropology	6

Economics

BECC 131	Principles of Microeconomics-I	6
BECC 132	Principles of Microeconomics-II	6
BECC 133	Principles of Macroeconomics-I	6
BECC 134	Principles of Macroeconomics-II	6

History

BHIC 131	History of India from the Earliest Times upto *c.* 300 CE	6
BHIC 132	History of India from *c.*300 to 1206	6
BHIC 133	History of India from *c.*1206 to 1707	6
BHIC 134	History of India from *c.* 1707 to 1950	6

Political Science

BPSC 131	Introduction to Political Theory	6
BPSC 132	Indian Government and Politics	6
BPSC 133	Comparative Government and Politics	6
BPSC 134	Introduction to International Relations	6

Psychology

BPCC 131	Foundations of Psychology	6
BPCC 132	Introduction to Social Psychology	6
BPCC 133	Psychological Disorders	6
BPCC 134	Statistical Methods and Psychological Research	6

Public Administration

BPAC 131	Perspectives on Public Administration	6
BPAC 132	Administrative Thinkers	6
BPAC 133	Administrative system at Union Level	6
BPAC 134	Administrative system at State and District Levels	6

Sociology

BSOC 131	Introduction to Sociology	6
BSOC 132	Sociology of India	6
BSOC 133	Sociological Theories	6
BSOC 134	Methods of Sociological Enquiry	6

Hindi

BHDC 131	हिंदी साहित्य का इतिहास	6
BHDC 132	मध्यकालीन हिंदी कविता	6
BHDC 133	आधुनिक हिंदी कविता	6
BHDC 134	हिंदी गद्य साहित्य	6
BHDLA 135	हिंदी भाषा : विविध प्रयोग	6
BHDLA 136	हिंदी भाषा : लेखन कौशल	6
BHDLA 137	हिंदी भाषा : संप्रेषण कौशल	6
BHDLA 138	हिंदी साहित्य : विविध विधाएँ	6

Urdu

BUDC 131	Study of Prose & Poetic Form in Urdu	6
BUDC 132	Study of Urdu Classical Ghazal	6
BUDC 133	Origin & Development of Urdu Language	6
BUDC 134	Study of Urdu Nazm	6
BUDLA 135	Study of Modern Urdu Prose & Poetry	6

English

BEGC 131	Individual & Society	6
BEGC 132	Selections From Indian Writing: Cultural Diversity	6
BEGC 133	British Literature	6
BEGC 134	Reading The Novel	6
BEGLA 135	English In Daily Life	6
BEGLA 136	English At The Work Place	6
BEGLA 137	Language Through Literature	6
BEGLA 138	Reading And Speaking Skills	

Sanskrit

BSKC 131	संस्कृत पद्य साहित्य	6
BSKC 132	संस्कृत गद्य साहित्य	6
BSKC 133	संस्कृत नाटक	6
BSKC 134	संस्कृत व्याकरण	6
BSKLA 135	संस्कृत साहित्य एवं व्याकरण	6

Odia

BODLA 135	Modern Indian Language: Odia	6

Gujarati

BGULA 135	Modern Indian Language: Gujarati	6

Malyalam

BMYLA 135	Modern Indian Language: Malayalam	6

Mathematics

BMTC 131	Calculus	6
BMTC 132	Differential Equations	6
BMTC 133	Real Analysis	6
BMTC 134	Algebra	6

Education

BESC 131	Education: Concept, Nature and Perspectives	6
BESC 132	Structure and Management of Education	6
BESC 133	Curriculum, Teaching-Learning and Assessment	6
BESC 134	Education as a Practice	6

Philosophy

BPYC 131	Indian Philosophy	6
BPYC 132	Ethics	6
BPYC 133	Logic	6
BPYC 134	Western Philosophy : Modern	6

DISCIPLINE SPECIFIC ELECTIVES

Anthropology

Course Code	Title of the Course	No of Credits
BANE 145	Applied Anthropology	6
BANE 146	Anthropology of Indigenous People	6

Economics

BECE 145	Indian Economy – I	6
BECE 146	Indian Economy – II	6

History

BHIE 141	History of China : C. 1840-1978	6
BHIE 142	History of Modern East Asia : Japan (1868-1945)	6
BHIE 143	History of Environment	6
BHIE 144	Traditions of History Writing in India	6
BHIE 145	Some aspects of European History : C. 1789 – 1945	6

Political Science

BPSE 141	Gandhi and the Contemporary World	6
BPSE 142	India's Foreign Policy in a Changing World	6
BPSE 143	State Politics in India	6
BPSE 144	Introduction to South Asia	6
BPSE 145	Democracy and Development in Northeast India	6
BPSE 146	Conflict Resolution and Peace building	6

Psychology

BPCE 145	Counselling Psychology	6
BPCE 146	Industrial/ Organisational Psychology	6

Public Administration

BPAE 141	Right to Information	6
BPAE 142	Organisational Behaviour	6
BPAE 143	Administrative System in BRICS	6
BPAE 144	Social Policies and Administration	6

Sociology

BSOE 145	Religion and Society	6
BSOE 146	Marriage, Family and Kinship	6
BSOE 148	Social Stratification	6

Hindi

BHDE 141	अस्मिता मूलक विमर्श और हिंदी साहित्य	6
BHDE 142	राष्ट्रीय काव्यधारा	6
BHDE 143	प्रेमचंद	6
BHDE 144	छायावाद	6
BHDE 145	कबीर	6
BHDE 146	छायावादोत्तर हिंदी कविता	6

Urdu

BUDE 141	Study of Poet Mirza Ghalib	6
BUDE 142	Study of Prose Writer Meer Amman Dehlawi	6

English

BEGE 141	Understanding Prose	6
BEGE 142	Understanding Drama	6
BEGE 143	Understanding Poetry	6
BEGE 145	Soft Skills	6

Sanskrit

BSKE 141	आयुर्वेद के मूलआधार	6
BSKE 142	रंगमंच और नाट्यकला	6

Mathematics

BMTE 141	Linear Algebra	6
BMTE 144	Numerical Analysis	6

Education

BESE 141	ICT in Education	6
BESE 142	Lifelong Learning	6

Philosophy

BPYE 141	Metaphysics	6
BPYE 142	Social and Political Philosophy	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSES

Anthropology

Course Code	Title of the Course	No of Credits
BANS 183	Tourism Anthropology	4

BANS 184	Public Health and Epidemiology	4

Economics

Course Code	Title of the Course	No of Credits
BECS 184	Data Analysis	4

Psychology

BPCS 184	School Psychology	4
BPCS 185	Developing Emotional Competence	4
BPCS 186	Managing Stress	4
BPCS 187	Managing Human Resources	4
BPCS 188	Application of Social Psychology	4

Public Administration

BPAS 184	Logistics Management	4
BPAS 186	Stress and Time Management	4

Sociology

BSOS 184	Techniques of Ethnographic Film Making	4
BSOS 185	Society through the Visual	4

Hindi

BHDS 183	अनुवाद सिद्धांत और प्रविधि	4
BHDS 184	रेडिया लेखन	4
BHDS 185	टेलीविजन लेखन	4
BHDS 186	समाचार संकलन और लेखन	4

English

BEGS 183	Writing And Study Skills	4
BEGS 185	English Language Teaching	4
BEGS 186	Business Communication	4

GENERIC ELECTIVES

Gender and Development

Course Code	Title of the Course	No of Credits
BGDG 172	Gender Sensitization: Society and Culture	6

Psychology

BPCG 171	General Psychology	6
BPCG 172	Youth, Gender and Identity	6
BPCG 173	Psychology for Health and Well-being	6
BPCG 174	Psychology and Media	6
BPCG 175	Psychology for Living	6
BPCG 176	Psychology of Gender	6

Public Administration

BPAG 171	Disaster Management	6
BPAG 172	Governance: Issues and Challenges	6
BPAG 173	E-Governance	6
BPAG 174	Sustainable Development	6

Sociology

BSOG 171	Indian Society: Images and Realities	6
BSOG 173	Rethinking Development	6
BSOG 176	Economy and Society	6

Hindi

BHDG 173	समाचार पत्र और फीचर लेखन पाठ्य	6
BHDG 174	सर्जनात्मक लेखन के विविध क्षेत्र पाठ्य	6

English

BEGG 171	Media and Communication Skills	6
BEGG 172	Language and Linguistics	6
BEGG 173	Academic Writing & Composition	6
BEGG 174	Creative Writing	6

Social Sciences

Course Code	Title of the Course	No of Credits
BABG 171	Understanding Ambedkar	6

Philosophy

BPYG 171	Applied Ethics	6
BPYG 172	Philosophy of Religion	6

SEMESTER-WISE COURSE OPTIONS FOR BAG

The 132 credits of this Bachelor's Degree programme are spread over six semesters of 22 credits each. In each semester, the learners have to choose 4 courses in all from different categories of courses. While the courses under CC, DSE and GE categories are of 6 credits each, the courses under AECC and SEC are of 4 credits each. While the detailed nomenclature and number of credits for different courses have been presented earlier, the following Table presents the CODES of Courses available as option in each semester from different categories of courses with credit load.

Semester/ Credits	Core Courses	Discipline Specific Electives	Ability Enhancement Courses	Skill Enhancement Courses	Generic/ Interdisciplinary Elective
I	**Any One:** BHDLA 135 BEGLA 135 BUDLA 135 BSKLA 135 BMYLA 135 **Any two from these** BANC 131 BECC 131 BHIC 131 BPCC 131* BPSC 131 BPAC 131 BSOC 131	None	BEVAE 181	None	None

	BEGC 131 BHDC 131 BUDC 131 BSKC 131 BMTC 131** BESC 131 BPYC 131				
II	**Any One**: BHDLA 136 BEGLA 136 **Repeat the same two Disciplines** BANC 132 BECC 132 BHIC 132 BPCC 132 BPSC 132 BPAC 132 BSOC 132 BEGC 132 BHDC 132 BUDC 132 BSKC 132 BMTC 132 BESC 132 BPYC 132	None	**Any one:** BEGAE 182 or BHDAE 182	None	None
III	**Any one:** BHDLA 137 BEGLA 137 **Repeat the same two disciplines:** BANC 133 BECC 133 BHIC 133 BPCC 133 BPSC 133 BPAC 133 BSOC 133 BEGC 133 BHDC 133 BUDC 133 BSKC 133 BMTC 133 BESC 133 BPYC 133	None	None	**Any one of these** BANS 183 BPCS 185 BEGS 183 BHDS 183	None
IV	**Any One**: BHDLA 138 BEGLA 138 **Repeat the same two**			**Any one of these:** BANS 184 BECS 184 BPAS 184	

	disciplines: BANC 134 BECC 134 BHIC 134 BPCC 134 BPSC 134 BPAC 134 BSOC 134 BEGC 134 BHDC 134 BULC 134 BSKC 134 BMTC 134 BESC 134 BPYC 134	None	None	BPCS 184 BPCS 186 BSOS 184 BHDS 184	None
V	None	**Repeat the same two disciplines. Choose one from each discipline** **Anthropology** BANE 145 **Economics** BECE 145 **History** BHIE 141 BHIE 143 BHIE 145 **Public Admin** BPAE 141 BPAE 143 **Psychology** BPCE 145 **Pol Science** BPSE 141 BPSE 143 BPSE 145 **Sociology** BSOE 141 BSOE 143 BSOE 145 **English** BEGE 141 BEGE 143 BEGE 145 **Hindi** BHDE 141 BHDE 143 BHDE 145	None	**Any one of these:** BPCS 187 BSOS 185 BEGS 185 BHDS 185	**Any one of these:** BEGG 171 BEGG 173 BHDG 173 BPAG 171 BPAG 173 BPCG 171 BPCG 173 BPCG 175 BSOG 171 BSOG 173 BABG 171 BPYG 171

		Urdu BUDE 141 **Sanskrit** BSKE 141 **Maths** BMTE 141 **Education** BESE 141 BPYE 141			
VI	None	**Repeat the same two disciplines.** **Choose one from each discipline** **Anthropology** BANE 146 **Economics** BECE 146 **History** BHIE 142 BHIE 144 **Public Admin** BPAE 142 BPAE 144 **Psychology** BPCE 146 **Pol Science** BPSE 142 BPSE 144 BPSE 146 **Sociology** BSOE 142 BSOE 144 BSOE 146 BSOE 148 **English** BEGE 142 **Hindi** BHDE 142 BHDE 144 BHDE 146 **Urdu** BUDE 142 **Sanskrit** BSKE 142 **Maths** BMTE 144 **Education** BESE 142 BPYE 142	None	**Any one of these:** BPAS 186 BPCS 188 BEGS 186 BHDS 186	**Any one of these:** BGDG 172 BEGG 172 BHDG 174 BEGG 174 BPAG 172 BPAG 174 BPCG 172 BPCG 174 BPCG 176 BSOG 176 BPYG 172
Total	**6x12=72**	**6x4=24**	**4x 2=8**	**4x4=16**	**6x2=12**

* All Core courses of Psychology will either have a practicum component worth 2 credits (4 Credits Theory and 2 Credits Practicals) or tutorials worth 2 credits (4 Credits theory and 2 Credits tutorial). Wherever there is a practical, there will be no tutorial and vice-versa.

* * Mathematics as a subject at 10+2 level is required for opting for courses from Mathematics discipline.

Program Coordinator: Prof. Uma Medury, email: bagsoss@ignou.ac.in

2.2 Bachelor of Commerce (BCOMG) School of Managenment Studies:

The University offers Bachelor of Commerce Degree with the following Structure:

Objective of B.Com Programme:

- The main objective of the programme is to inculcate knowledge, skills and attitude amongst the learners to meet the challenges of various dimensions of business and commerce.
- The programme focuses on the development of skills in the commerce domain areas and facilitates the employability as well as self-employability of the learners.
- The programme aims at providing commerce education to the large number of learners located at different parts of the country including the far-flung areas and selected abroad centres. Commerce education is provided to the masses as well as the disadvantaged and marginal groups of the society.
- The multimedia and interactive teaching-learning system provides opportunity to acquire education at the door step, flexible time and space of the learner. Accessibility and flexibility are very important features of the programme which provide opportunity to large number of heterogeneous groups to acquire education through open and distance mode.
- The programme aims at the development of analytical skills, financial and accounting skills as well as managerial skills.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 8,700/- for full programme to be paid year wise @Rs. 2,900/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.3,100/-.

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree, a learner has to earn 132 credits in minimum six semesters (three years) with 22 credits per semester. For earning 132 credits, a student has to study all the courses from the following categories of courses:

a) Core Courses (CC)
b) Discipline Specific Electives (DSE)
c) Ability Enhancement Compulsory Courses (AECC)
d) Skill Enhancement Courses (SEC)
e) Generic Electives (GE)

In each Semester, the students have to study 4 courses in all from different categories of courses. While the courses unde CC, DSE and GE Categories are of 6 credits each, the courses under AEC and SEC are of 4 credits each. The study loa in each semester will come out to 22 credits. The following Table presents the CODES of Courses available for study for B Com students in each semester from different categories of courses with credit load.

Semester-wise Programme Structure of (BCOMG)

Seme-ster	Core Courses (6 credits each)	Discipline Specific Electives (6 credits each)	Ability Enhancement Compulsory Course (4 credits each)	Skill Enhancement Course (4 credits each)	Generic Elective (6 credits each)	Total Credits
I	BEGLA 135 BCOC 131 BCOC 132		BEVAE 181			22 Credits
II	BHDLA 136 or BEGLA 136 BCOC 133 BCOC 134		BHDAE 182 or BEGAE 182			22 Credits
III	BHDLA 137 or BEGLA 137 BCOC 135 BCOC 136			BCOS 183		22 Credits
IV	BCOLA 138 BCOC 137 BCOC 138			BCOS 184		22 Credits

V		BCOE 141 BCOE 143		BCOS 185	BCOG 171	22 Credits
VI		BCOE 142 BCOE 144		BCOS 186	BCOG 172	22 Credits
	72 credits	**24 credits**	**8 credits**	**16 credits**	**12 credits**	**132 credits**

CATEGORY-WISE LIST OF COURSES FOR BCOMG

The detailed nomenclature and number of credits for different courses available under each of the five categories [Core Courses (CC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC), and Generic Electives (GE)] is given in the following tables:

LIST OF COURSES FOR BCOMG CORE COURSES

Course Code	Title of the Course	No of Credits
BCOC 131	Financial Accounting	6
BCOC 132	Business Organization and Management	6
BCOC 133	Business Law	6
BCOC 134	Business Mathematics and Statistics	6
BCOC 135	Company Law	6
BCOC 136	Income Tax Law and Practice	6
BCOC 137	Corporate Accounting	6

DISCIPLINE SPECIFIC ELECTIVE COURSE

Course Code	Title of the Course	No. of Credits
BCOE 141	Principles of Marketing	6
BCOE 143	Fundamentals of Financial Management	6
BCOE 142	Management Accounting	6
BCOE 144	Office Management and Secretarial Practice	6

SKILL ENHANCEMNET COURSES

Course Code	Title of the Course	No. of Credits
BCOS 183	Computer Application in Business	4
BCOS 184	E-Commerce	4
BCOS 185	Entrepreneurship	4
BCOS 186	Personal Selling and Salesmanship	4

GENERIC ELECTIVE

Course Code	Title of the Course	No. of Credits
BCOG 171	Principles of Micro Economics	6
BCOG 172	Indian Economy	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Environmental Studies

Course Code	Title of the Course	No of Credits
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

LANGUAGE COURSES

English

Course Code	Title of the Course	No. of Credits
BEGLA 135	English In Daily Life	6
BEGLA 136	English At The Work Place	6
BEGLA 137	Language Through Literature	6
BCOLA 138	Business Communication	6

Hindi

BHDLA 136	हिंदी भाषा: लेखन कौशल	6
BHDLA 137	हिंदी भाषा: सम्प्रेषण कौशल	6

Programme Coordinators: Prof. Nawal Kishor, nkishor@ignou.ac.in, 011-29573026
Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, 011-29573018

2.3 Bachelor of Science (BSCG) School of Sciences:

Objective of B.Sc Programme:

To provide higher education required for a B.Sc. degree in conformity with the UGC-CBCS to aspirants (including learners from the deprived sections and those living in remote and rural areas) seeking the degree for employment, further higher education, promotion in career and professional development.

The University offers Bachelor's Degree in Science in the following Disciplines:

1) Botany
2) Chemistry
3) Geography
4) Geology
5) Mathematics
6) Physics, and
7) Zoology

Eligibility: 10+2 with science subjects or its equivalent qualification

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 14,100/- for full programme to be paid year wise @ Rs.4,700/- per year. Fee to be paid in first year, including Registration Fee of Rs.200/- is Rs.4,900/-

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners study time. To earn Bachelor's Degree, a learner has to earn 132 credits in minimum six Semester (three years) with 22 credits per Semester. For earning 132 credits, a student has to opt for courses from the following categories of courses:

a) Discipline Specific Core Courses (DSC)

b) Discipline Specific Electives (DSE)

c) Ability Enhancement Compulsory Courses (AECC)

d) Skill Enhancement Courses (SEC)

A learner can choose any of the three disciplines as per interest from the above disciplines for completing BSc programme. Once chosen, he/she has to take Core Courses and Discipline Specific Elective Courses from those three Disciplines ONLY in all the semesters as per the following Programme Structure Template:

Semester-wise Programme Structure of BSCG Programme

Semester	**Discipline Specific Core Courses (DSC)**	**Discipline Specific Elective Courses (DSE)**	**Ability Enhancement Compulsory Courses (AECC)**	**Skill Enhancement Courses (SEC) (4 Cr.)**	**Total Credits (Per Semester)**
Semester	**(6 Cr. each) (4 Cr. Theory & 2 Cr. Laboratory to be taken together*)/ (5 Cr. Theory & 1 Cr. Tutorials*)**	**(6 Cr. each) (4 Cr. Theory & 2 Cr. Laboratory to be taken together*)/ (5 Cr. Theory & 1 Cr. Tutorials*)**	**(4 Cr. each)**	**(4 Cr. each)**	
I	DSC - 1A DSC - 2A DSC - 3A		Environmental Studies		22 Credits
II	DSC - 1B DSC - 2B DSC - 3B		English/Hindi Communication)		22 Credits
III	DSC - 1C DSC - 2C DSC - 3C			SEC - 1	22 Credits
IV	DSC - 1D DSC - 2D DSC - 3D			SEC - 2	22 Credits
V		DSE - 1A DSE - 2A DSE - 3A		SEC - 3	22 Credits
VI		DSE - 1B DSE - 2B DSE - 3B		SEC - 4	22 Credits
Total	**72 Credits**	**36 Credits**	**8 Credits**	**16 Credits**	**132 Credits**

* 1. As per CBCS, in disciplines such as Botany, Chemistry, Geology, Physics and Zoology, where Laboratory work is compulsory, a 06 Credit Course is offered as a combination of two Courses in the same subject area: a 04 Credits Theory Course and a 02 Credits Laboratory Course. Both these courses in a given subject area of a discipline are to be taken together compulsorily.

2. Every course offered by the Mathematics discipline, which does not require Laboratory work, is a single course of 06 Credits which includes 01 Credit worth of Tutorials.

3. In the Geography discipline, some subject areas do require Laboratory works whereas, some subject areas do not require any Laboratory work. Therefore, the Courses of the Geography discipline are of two types: a) Courses which require Laboratory work – Each such Course is a combination of a 04 Credits Theory Course and a 02 Credits Laboratory Course (both these are to be taken together compulsorily); and b) Courses which do not require Laboratory work – Each such Course is of 06 Credits and includes 01 Credit worth of Tutorials.

Selection of Discipline

You need to select three discipline from the table given below. You can select only one discipline from any particular group:

Group-1	Physics			
Group-2	Chemistry	Education		
Group-3	Mathematics	Botany		
Group-4	Zoology	Geography		
Group-5	Geology			

DISCIPLINE-WISE LIST OF COURSES FOR BSCG PROGRAMME

The list of courses available under each of the four categories [Discipline Specific Core Courses (DSCC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), and Skill Enhancement Courses (SEC)] is given in the following tables:

DISCIPLINE SPECIFIC CORE (DSC) COURSES

Botany

Course Code	Title of the Course	No of Credits	Remarks
BBYCT 131	Biodiversity (Microbes, Algae, Fungi and Archegoniates)	04	To be taken together
BBYCL 132	Biodiversity (Microbes, Algae, Fungi and Archegoniates): Laboratory	02	
BBYCT 133	Plant Ecology and Taxonomy	04	To be taken together
BBYCL 134	Plant Ecology and Taxonomy: Laboratory	02	
BBYCT 135	Plant Anatomy and Embryology	04	To be taken together
BBYCL 136	Plant Anatomy and Embryology: Laboratory	02	
BBYCT 137	Plant Physiology and Metabolism	04	To be taken together
BBYCL 138	Plant Physiology and Metabolism: Laboratory	02	

Chemistry

Course Code	Title of the Course	No of Credits	Remarks
BCHCT 131	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons	04	To be taken together
BCHCL 132	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons : Laboratory	02	
BCHCT 133	Chemical Energetics, Equilibria and Functional Group Organic Chemistry-I	04	To be taken together
BCHCL 134	Chemical Energetics, Equilibria and Functional Group Organic Chemistry-I : Laboratory	02	
BCHCT 135	Solutions, Phase equilibrium, Conductance, Electrochemistry and Functional Group Organic Chemistry-II	04	To be taken together
BCHCL 136	Solutions, Phase equilibrium, Conductance, Electrochemistry and Functional Group Organic Chemistry-II : Laboratory	02	
BCHCT 137	Coordination Chemistry, States of Matter and Chemical Kinetics	04	To be taken together
BCHCL 138	Coordination Chemistry, States of Matter and Chemical Kinetics : Laboratory	02	

Geography

Course Code	Title of the Course	No of Credits	Remarks
BGGCT 131	Physical Geography	06	
BGGCT 132	Human Geography	06	
BGGCT 133	General Cartography	04	To be taken together
BGGCL 134	General Cartography: Laboratory	02	
BGGCT 135	Environmental Geography	06	

Geology

Course Code	Title of the Course	No of Credits	Remarks
BGYCT 131	Physical and Structural Geology	04	To be taken together
BGYCL 132	Physical and Structural Geology: Laboratory	02	
BGYCT 133	Crystallography, Mineralogy and Economic Geology	04	To be taken together
BGYCL 134	Crystallography, Mineralogy and Economic Geology : Laboratory	02	
BGYCT 135	Petrology	04	To be taken together
BGYCL 136	Petrology: Laboratory	02	
BGYCT 137	Stratigraphy and Palaeontology	04	To be taken together
BGYCL 138	Stratigraphy and Palaeontology: Laboratory	02	

Mathematics

Course Code	Title of the Course	No of Credits	Remarks
BMTC131	Calculus	6	
BMTC132	Differential Equations	6	
BMTC133	Real Analysis	6	
BMTC134	Algebra	6	

Physics

Course Code	Title of the Course	No of Credits	Remarks
BPHCT 131	Mechanics	04	To be taken together
BPHCL 132	Mechanics: Laboratory	02	
BPHCT 133	Electricity and Magnetism	04	To be taken together
BPHCL 134	Electricity and Magnetism: Laboratory	02	
BPHCT 135	Thermal Physics and Statistical Mechanics	04	To be taken together
BPHCL 136	Thermal Physics and Statistical Mechanics: Laboratory	02	
BPHCT 137	Wave and Optics	04	To be taken together
BPHCL 138	Wave and Optics: Laboratory	02	

Zoology

Course Code	Title of the Course	No of Credits	Remarks
BZYCT 131	Animal Diversity	04	To be taken together
BZYCL 132	Animal Diversity: Laboratory	02	
BZYCT 133	Comparative Anatomy and Developmental Biology of Vertebrates	04	To be taken together
BZYCL 134	Comparative Anatomy and Developmental Biology of Vertebrates: Laboratory	02	
BZYCT 135	Physiology and Biochemistry	04	To be taken together
BZYCL 136	Physiology and Biochemistry: Laboratory	02	
BZYCT 137	Genetics and Evolutionary Biology	04	To be taken together
BZYCL 138	Genetics and Evolutionary Biology: Laboratory	02	

DISCIPLINE SPECIFIC ELECTIVE (DSE) COURSES

Botany

Course Code	Title of the Course	No of Credits	Remarks
BBYET 141	Cell and Molecular Biology	04	To be taken together
BBYEL 142	Cell and Molecular Biology: Laboratory	02	
BBYET 143	Economic Botany and Biotechnology	04	To be taken together
BBYEL 144	Economic Botany and Biotechnology: Laboratory	02	

Chemistry

Course Code	Title of the Course	No of Credits	Remarks
BCHET 141	Analytical Methods in Chemistry	04	To be taken together
BCHEL 142	Analytical Methods in Chemistry : Laboratory	02	
BCHET 147	Organometallics, Bioinorganic Chemistry, PolynuclearHyderocarbons and UV, IR Spectroscopy	04	To be taken together
BCHEL 148	Organometallics, Bioinorganic Chemistry, Polynuclear Hydrocarbons and UV, IR Spectroscopy : Laboratory	02	
BCHET 149	Molecules of Life	04	To be taken together
BCHEL 150	Molecules of Life : Laboratory	02	

Geography

Course Code	Title of the Course	No of Credits	Remarks
BGGET 141	Geography of India	06	
BGGET 142	Economic Geography	06	

Geology

Course Code	Title of the Course	No of Credits	Remarks
BGYET 141	Ore Geology and Industrial Minerals	04	To be taken together
BGYEL 142	Ore Geology and Industrial Minerals: Laboratory	02	
BGYET 147	Geomorphology and Geotectonics	04	To be taken together
BGYEL 148	Geomorphology and Geotectonics: Laboratory	02	

Mathematics

Course Code	Title of the Course	No of Credits	Remarks
BMTE 141	Linear Algebra	6	
BMTE 144	Numerical Analysis	6	

Physics

Course Code	Title of the Course	No of Credits	Remarks
BPHET 141	Elements of Modern Physics	04	To be taken together
BPHEL 142	Elements of Modern Physics: Laboratory	02	
BPHET 143	Digital and Analog Circuits and Instrumentation	04	To be taken together
BPHEL 144	Digital and Analog Circuits and Instrumentation: Laboratory	02	

Zoology

Course Code	Title of the Course	No of Credits	Remarks
BZYET 141	Immunology	04	To be taken together
BZYEL 142	Immunology: Laboratory	02	
BZYET 143	Insect Vectors and Vector Borne Diseases	04	To be taken together
BZYEL 144	Insect Vectors and Vector Borne Diseases: Laboratory	02	

SKILL ENHANCEMENT COURSES (SEC)

Course Code	Title of the Course	No of Credits	Remarks
BANS 183	Tourism Anthropology	4	
BPCS 185	Developing Emotional Competence	4	
BEGS 183	Writing and Study Skills	4	
BCOS 183	Computer Application in Business	4	
BHDS 183	**अनुवाद सिद्धांत और प्रविधि**	4	
BANS 184	Public Health and Epidemiology	4	
BECS 184	Data Analysis	4	
BCOS 184	E-Commerce	4	
BPAS 184	Logistics Management	4	
BPCS 184	School Psychology	4	
BPCS 186	Managing Stress	4	
BSOS 184	Techniques of Ethnographic Film Making	4	
BHDS 184	**रेडियो लेखन**		
BPCS 187	Managing Human Resources	4	
BSOS 185	Society through the Visual	4	
BEGS 185	English Language Teaching	4	
BHDS 185	**टेलीविज़न लेखन**		
BCOS 185	Entrepreneurship	4	
BPAS 186	Stress and Time Management	4	
BPCS 188	Application of Social Psychology	4	
BEGS 186	Business Communication	4	
BHDS 186	**समाचार संकलन और लेखन**	4	
BCOS 186	Personal Selling and Slesmanship	4	

*Do not repeat Skill Enhancement course which you have opted in earlier semester

ABILITY ENHANCEMENT COMPULSORY COURSE

Environmental Studies

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4

English

Course Code	Title of the Course	No of Credits
BEGAE 182	English Communication Skills	4

Hindi

Course Code	Title of the Course	No of Credits
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SEMESTER-WISE COURSE OPTIONS FOR BSCG

The Bachelor's Degree in Science is of 132 credits spread over six semesters (Three years) with study load worth 22 credits in each semester. The students have to select any Three Disciplines for study as per their interest in which they want to obtain their bachelor's degree in Science. They have to make a conscious decision of choosing the Disciplines they want to study since the Disciplines once chosen in first semester will have to be studied in the subsequent semesters also. In each semester, the students have to choose 4 courses in all from different categories of courses. **The courses given in pairs need to be taken in pairs only**. While the courses under CC and DSE Categories are of 6 credits each, the courses under AEC and SEC are of 4 credits each. Therefore, the study load in each semester will come out to 22 credits. While the detailed nomenclature and number of credits for different courses have been presented earlier, the following Table presents the CODES of Courses available as option in each semester from different categories of courses with credit load:

Semester/ Credits	Core Courses (6 x 12=72 Cr.)	Discipline Specific Electives (6x6=36 cr.)	Ability Enhancement Courses (4 x2= 8 cr.)	Skill Enhancement Courses (4 x4=16 cr.)	Total Credits
I	**Any Three Disciplines–Any One Course from each*** BBYCT 131 & BBYCL 132 BCHCT 131 & BCHCL 132 BGGCT 131 BGYCT 131 & BGYCL 132 BMTC 131 BPHCT 131 & BPHCL 132 BZYCT 131 & BZYCL 132		BEVAE 181		22 Credits
II	**Repeat the same Three disciplines. Any from each discipline*** BBYCT 133 & BBYCL 134 BCHCT 133 & BCHCL 134 BGGCT 132 BGYCT 133 & BGYCL 134 BMTC 132 BPHCT 133 & BPHCL 134 BZYCT 133 & BZYCL 134		Any one: BEGAE 182 BHDAE 182		22 Credits
III	**Repeat the same Three disciplines. Any from each discipline* e** BBYCT 135 & BBYCL 136 BCHCT 135 & BCHCL 136 BGGCT 133 & BGGCL 134 BGYCT 135 & BGYCL 136 BMTC 133 BPHCT 135 & BPHCL 136 BZYCT 135 & BZYCL 136			**Any one** BANS 183 BPCS 183 BPCS 185 BEGS 183 BHDS 183 BCOS 183	22 Credits

Semester/ Credits	Core Courses (6 x 12=72 Cr.)	Discipline Specific Electives (6x6= 36 cr.)	Ability Enhancement Courses (4 x2= 8 cr.)	Skill Enhancement Courses (4 x4=16 cr.)	Total Credits
IV	**Repeat the same Three disciplines. Any from each discipline* *** BBYCT 137 & BBYCL 138 BCHCT 137 & BCHCL 138 BGGCT 135 BGYCT 137 & BGYCL 138 BMTC 134 BPHCT 137 & BPHCL 138 BZYCT 137 & BZYCL 138			BANS 184 BECS 184 BPAS 184 BPCS 186 BSOS 184 BHDS 184	22 Credits
V		**Repeat the same Three disciplines. Any from each discipline *** BBYET 141 & BBYEL 142 BCHET 149 & BCHEL 150 BGGET 141 BGYET 141 & BGYEL 142 BMTE 141 BPHET 141 & BPHEL 142 BZYET 141 & BZYEL 142		BPCS 187 BSOS 185 BEGS 185 BHDS 185 BCOS 185	22 Credits
VI		**Repeat the same Three disciplines. Any from each discipline *** BBYET 143 & BBYEL 144 BGGET 142 BGYET 147 & BGYEL 148 BMTE 144 BPHET 143 & BPHEL 144 BZYET 143 & BZYEL 144 **Chem (any one)** BCHET 147 & BCHEL 148 BCHET 141 & BCHEL 142		BPAS 186 BPCS 188 BEGS 186 BHDS 186 BCOS 186	22 Credits
Total	**72 credits**	**36 credits**	**8 credits**	**16 credits**	**132 Credits**

*The Courses given in pairs need to be taken in pairs only.

Programme Coordinator (BSCG): Prof. Pharat Inder Fozdar, bfozdar@ignou.ac.in, 011-29572824

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

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

Fee Structure: Rs. 42,000/- for full programme to be paid Semester wise @Rs. 7,000/- per semester

Programme Details:

Course Code	Title of the Course	Credits
I Semester		
FEG 2	Foundation course in English -2	4
ECO 1	Business Organization	4
BCS 11	Computer Basics and PC Software	3
BCS 12	Mathematics	4
BCSL 13	Computer Basics and PC Software Lab	2
II Semester		
ECO 2	Accountancy-I	4
MCS 11	Problem Solving and Programming	3
MCS 12	Computer Organization and Assembly Language Programming	4
MCS 15	Communication Skills	2
MCS 13	Discrete Mathematics	2
BCSL 21	C Language Programming Lab	1
BCSL 22	Assembly Language Programming Lab	1
III Semester		
MCS 21	Data and File Structures	4
MCS 23	Introduction to Database Management Systems	3
MCS 14	Systems Analysis and Design	3
BCS 31	Programming in C++	3
BCSL 32	C++ Programming Lab	1
BCSL 33	Data and File Structures Lab	1
BCSL 34	DBMS Lab	1
IV Semester		
BCS 40	Statistical Techniques	4
MCS 24	Object Oriented Technologies and Java Programming	3
BCS 41	Fundamentals of Computer Networks	4
BCS 42	Introduction to Algorithm Design	2
MCSL 16	Internet Concepts and Web Design	2
BCSL 43	Java Programming Lab	1
BCSL 44	Statistical Techniques Lab	1
BCSL 45	Algorithm Design Lab	1

V Semester		
BCS 51	Introduction to Software Engineering	3
BCS 52	Network Programming and Administration	3
BCS 53	Web Programming	2
BCS 54	Computer Oriented Numerical Techniques	3
BCS 55	Business Communication	2
BCSL 56	Network Programming and Administration Lab	1
BCSL 57	Web Programming Lab	1
BCSL 58	Computer Oriented Numerical Techniques Lab	1
VI Semester		
BCS 62	E-Commerce	2
MCS 22	Operating System Concepts and Networking Management	4
BCSL 63	Operating System Concepts & Networking Management Lab	1
BCSP 64	Project	8
Total Credits		**99**

Programme Coordinator: Mr. M. P. Mishra, bca@ignou.ac.in

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

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

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

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

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

Medium of Instruction: English. Students can write assignments and TEE in Hindi language also.

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

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

Programme Details:

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

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

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

BTS is a 3-year Degree Programme. The programme is of 96 credits. The BTS Programme is designed for those students who are interested in pursuing a career in travel and tourism sector at different level. The

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 10,800/- for full programme to be paid year wise @Rs. 3,600/- per year

Programme Details:

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

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

Programme Coordinator: Dr. Arvind Dubey, arvindkrdubey@ignou.ac.in, Ph. 011- 29571754

2.7 Bachelor of Social Work (BSWG) (Revised Syllabus) School of Social Work (SOSW)

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 16,800/- for full programme to be paid @ Rs.5,600/- per year.

Programme Details:

Course Code	Title of the Course	Credits
Semester I		
BHDLA 135 OR BEGLA 135	Hindi Bhasha: Vivid Prayog OR English in Daily Life	6 OR 6
BSW 121	Professional Social Work and its Values	6
BSWL 104*	Social Work Practicum – IV	10
Semester II		
BSW 122	Society, Social Institutions and Social Problems	6
BSW 123	Community Organisation and Communication	6
BSWL 105*	Social Work Practicum – V	10
Semester III		
BSW 124	Human Growth, Behaviour and Counselling	6
BSW 125	Social Case Work and Social Group Work	6
BSWL 106*	Social Work Practicum – VI	10
Semester IV		
BSW 126	Social Work in Family Setting	6
BSW 127	Public Health and HIV/AIDS	6
BSWL 107*	Social Work Practicum – VII	10
Semester V		
BSW 128	Social Policy and Social Development	6
BSW 129	Research Methods in Social Work	6
BSWL 108*	Social Work Practicum – VIII	10
Semester VI		
BSW 130	Prevention of Substance Abuse	6
BSW 131	Social Welfare Administration and Social Action	6
BSWL 109	Social Work Practicum – IX	10
Total Credits		**132**

* These courses are practical for first, second, third, fourth, fifth and sixth semesters of BSWG respectively. Successful completion of practicals in first semester is a necessary condition for taking up practical for the second semester. Similarly, successful completion of practical in second semester is a necessary condition for taking up practical for the third semester and so on.

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

2.8 Bachelor of Business Administration (Retailing) (BBARL) School of Management Studies (SOMS)

The Programme is of 96 credits comprisingof all compulsory courses with an Internship and On the Job Training in the first, second and third year respectively. The programme is 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 (Retailing) (BBARL)

d) Three months internship in the first year and OJT subsequently in the 2nd and 3rd year.
e) A Viva Voce after submission of the Work-Book for BRLT5, BRLT9 and BRLT16
f) DIR &ADIR are only exit points.
f) Programme will be offered once in July every year.

Eligibility:

(i) Category A–Direct Entry

(a) 10+2 /equivalent.

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

(ii) Category B – Sponsored Admission

The sponsor is allowed to nominate employees, who have passed 10+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.

Medium of Instruction: English

Duration: Minimum 3 years and Maximum 6 years; offered only July cycle of admissions.

Fee Structure: Rs. 27,000/- for full programme to be paid year wise @ Rs.9,000/- per year.

Programme Details:

Diploma in Retailing (DIR) (Ist Year)

Course Code	Title of the Course	Credits
BRL 1	Overview of Retailing	4
BRL 2	Retail Marketing and Communication	4
BRL 3	Retail Management Perspectives and Communication	4
BRL 4	Customer Service Management	4
BRLT 5	Internship and Viva-Voce	16
Total Credits		**32**

Advanced Diploma in Retailing (ADIR) (IInd Year)

Course Code	Title of the Course	Credits
BRL 6	Buying and Merchandising-I	4
BRL 7	Store Operations-I	4
BRL 8	Human Resources	4
ECO 1	Business Organisation	4
BCOA 1	Business Communication and Enterpreneurship	4
AMK 1	Marketing	4
BRLT 9	On the Job Training and Viva-Voce	8
Total Credits		**32**

BBA (Retailing) (BBARL) (IIIrd Year)

Course Code	Title of the Course	Credits
BRL 10	Buying and Merchandising-II	4
BRL 11	Retail Operations and Store Management-II	4
BRL 12	Visual Merchandising and Store Management	4
BRL 13	Customer Value Management	4
BRL 15	IT Application in Retail	4
BRLT 16	Marketing	12
Total Credits		**32**

Programme Coordinators: Prof. Sunil Kumar, SOMS, IGNOU, Maidan Garhi, New Delhi110068, Email: sunilkgupta@ignou.ac.in, sunilk4gupta@yahoo.co.in , Tel.: 011-29573024

2.9 Bachelor of Arts (Vocational Studies) Tourism Management (BAVTM) School of Tourism and Hospitality Services Management (SOTHSM)

The University offers Bachelor Degree Programme in Vocational Studies in Tourism Management. The Programme has been developed by the School of Tourism and Hospitality Services Management.

Objectives:

The Programme seeks to provide an opportunity to large segment of the population including the disadvantaged to pursue a programme on tourism and travel. The programme is for creating a dedicated and skilled workforce in the Travel and Tourism Sector. The people working in the tourism sector, self-employed, other adults who wish to upgrade their educational qualification and knowledge in the tourism sector will be benefitted with this programme. The programme will provide University level education in new fields of knowledge and niche areas which fulfil the demands of employment and economy of the country.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English and Hindi

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

Fee Structure: Rs. 12600/- for full programme to be paid Rs.4200/- per year

The B.A. (Voc) Tourism Management Programme is of 132 credits spread over six semesters (Three years) with study load worth 22 credits in each semester. . In each semester, the students have to choose 4 courses in all from different categories of courses. While the courses under CC, DSE and GE Categories are of 6 credits each, the courses under AEC and SEC are of 4 credits each. Therefore, the study load in each semester will come out to 22 credits. The following Table presents the CODES of Courses available as option in each semester from different categories of courses with credit load:

Programme Structure Template for B.A. (Voc) Tourism Management Programme

Semester	**CORE COURSE (12)**	Discipline Specific Elective DSE (4)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (2)	**Total Credits per Semester**
I	**Any One:** **BHDLA 135** **BEGLA 135** **BUDLA 135** **BSKLA 135**		BEVAE 181			**22 Credits**
	BTMC-131					
	BTMC-132					
II	**Any One:** **BHDLA 136** **BEGLA 136**		Any one: BEGAE 182 BHDAE182			**22 Credits**
	BTMC -133					
	BTMC -134					
III	**Any one:** **BHDLA 137** **BEGLA 137**			BCOS-183		**22 Credits**
	BTMC -135					
	BTMC -136					
IV	**Any One**: BHDLA 138 BEGLA 138			BCOS -184		**22 Credits**
	BTMC -137					
	BTMC -138					
V		BTME-141 BTME-143		BTMS-185	BTMG-171	**22 Credits**
VI		BTMP-142 BTME-144		BEGS-186	BTMG-172	**22 Credits**
Total	**72 credits**	**24 credits**	**8 credits**	**16 credits**	**12 credits**	**132 Credits**

COURSES ON OFFER FOR B.A. (VOC) TOURISM MANAGEMENT PROGRAMME

The detailed nomenclature and number of credits for different courses available under each of the five categories [Core Courses (CC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC), and Generic Electives (GE)] are given in the following tables:

CORE COURSES

Course Code	Title of the Course	No. of Credits
BTMC-131	History of Tourism – I	6
BTMC-132	Fundamentals of Management	6
BTMC-133	History of Tourism – II	6
BTMC-134	Entrepreneurship and Small Business	6
BTMC-135	Concept and Impacts of Tourism	6
BTMC-136	Tourism Marketing	6
BTMC-137	Profile of Modern Tourism	6
BTMC-138	Managerial Accounting and Finance in Tourism	6

DISCIPLINE SPECIFIC ELECTIVE COURSE

Course Code	Title of the Course	No. of Credits
BTME-141	Tourism Undertaking	6
BTMP-142	Project	6
BTME-143	Procedure and Operations in the Tourism Business	6
BTME-144	Globalization	6

SKILL ENHANCEMNET COURSES

Course Code	Title of the Course	No. of Credits
BCOS-183	Computer Applications in Business	4
BCOS-184	E-Commerce	4
BTMS-185	Airport Handling	4
BEGS-186	Business Communication	4

GENERIC ELECTIVE

Course Code	Title of the Course	No. of Credits
BTMG-171	Culture in Indian Subcontinent I	6
BTMG-172	Culture in Indian Subcontinent II	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Environmental Studies

Course Code	Title of the Course	No. of Credits
BEVAE 181	Environmental Studies	4

English

Course Code	Title of the Course	No. of Credits
BEGAE 182	English Communication Skills	4

Hindi

Course Code	Title of the Course	No. of Credits
BHDAE 182	हिंदी भाषा और सम्प्रेषण उ	4

LANGUAGE COURSES

English

Course Code	Title of the Course	No. of Credits
BEGLA - 135	English In Daily Life	6
BEGLA - 136	English At The Work Place	6
BEGLA - 137	Language Through Literature	6
BEGLA - 138	Reading and Speaking Skills	6

Hindi

BHDLA 135	हिंदी भाषा: विविध प्रयोग	6
BHDLA 136	हिंदी भाषा: लेखन कौशल	6
BHDLA 137	हिंदी भाषा: सम्प्रेषण कौशल	6
BHDLA 138	हिंदी भाषा: विविध विधाएँ	6

Urdu

BUDLA 135	Urdu	6

Sanskrit

BSKLA 135	Sanskrit	6

Programme Coordinator: Dr. Arvind Dubey, arvindkrdubey@ignou.ac.in, Ph. 011- 29571754

3 BACHELOR'S (HONOURS) DEGREE PROGRAMMES

Bachelor of Arts (Honours) Degree Programmes
School of Social Sciences (SOSS)

The School of Social Sciences offers Bachelor of Arts (Honours) Degree Programme in the following Disciplines:

1) Economics
2) History
3) Political science
4) Psychology
5) Public administration
6) Sociology

Objectives: With a substantial number of courses drawn from a single discipline, and a few interdisciplinary and skill-based elective courses, the Bachelors Honours programmes are designed to give an in-depth knowledge in a discipline while allowing for exposure to subjects beyond the discipline. The Honours programmes have the following objectives:

1. Introduce the learner to the main themes and topics in a discipline of humanities, social sciences and sciences with core and elective courses.

2. Facilitate the learners to work towards ability and skill enhancement through exposure to appropriate courses.

3. Introduce learners to reading and writing skills through assignments and exercises of such kind at an undergraduate level.
4. Expose the learners to the importance of interdisciplinary by enabling them to offer courses outside their disciplines.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English and Hindi

Duration: Minimum 3 Years, Maximum 6 Years; offered in both January and July cycle of admission.

Fee Structure: Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/-

per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.3,700/

Learners opting B.A. Psychology Honours programme are required to pay an additional fee of Rs.600/-per year.

To earn BA (Honours) Degree in a Discipline, a learner has to complete courses worth148 credits in minimum six semesters (three years). The Honours programmes have a mix of following categories of courses:

a) Core Courses (CC)

b) Discipline Specific Electives (DSE)

c) Ability Enhancement Compulsory Courses (AECC)

d) Skill Enhancement Courses (SEC)

e) Generic Electives (GE)

The University follows the credit system for offering all its programmes. One credit is equal to 30 hours of learners study time. To earn Bachelor's Honours Degree, a learner has to complete 148 credits in minimum six semesters. The study load of the Honours programmes vary from semester to semester. Students have to complete 22 credits each in first and second semesters; 28 credits each in third and fourth semesters; and 24 credits each in fifth and sixth semesters. The distribution of different types of courses across the six semesters and their credit weightage is given in the Programme Structure Template below:

Programme Structure Template for B.A. (Honours) Programme

Semester	CORE COURSE (14) (6 x14 - 84 Cr .)	Discipline Specific Elective DSE (4) (6x4=24Cr)	Ability Enhancement Compulsory Course (AECC) (2) (4x2=8Cr)	Skill Enhancement Course (SEC) (2) (4x2 =8Cr)	Generic Elective GE (2) (6x4 =24 Cr)	Total Credits per Semester
I	C 1		Environmental Studies		GE-1	**22 Credits**
	C 2					
II	C 3		English Communication Skills or हिंदी भाषा और संप्रेषण		GE-2	**22 Credits**
	C 4					
III	C 5			SEC-1	GE-3	**28 Credits**
	C 6					
	C 7					
IV	C 8			SEC-2	GE-4	**28 Credits**
	C 9					
	C 10					
V	C 11	DSE-1				**24 Credits**
	C 12	DSE-2				
VI	C 13	DSE-3				**24 Credits**
	C 14	DSE-4***				
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

*CCs, DSEs and GEs are six credit courses.

** All Core Courses of Psychology will have either practicum component worth 2 credits (4 Credits Theory and 2 Credits Practicals) or tutorials worth 2 credits (4 Credits theory and 2 Credits tutorials). Wherever there is a practical, there will be no tutorial and vice-versa.

***Some Honours programmes have a Dissertation or project work as one of the Discipline Specific electives in the sixth semester.

DISCIPLINE-WISE LIST OF COURSES FOR BA (HONOURS) PROGRAMME

The list of courses available under each of the five categories [Core Courses (CC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC), and Generic Electives (GE)] is given in the following tables:

CORE COURSES

Economics

Course Code	Title of the Course	No. of Credits
BECC-101	Introductory Microeconomics	6
BECC-102	Mathematical Methods for Economics I	6

BECC 103	Introductory Macroeconomics	6
BECC 104	Mathematical Methods for Economics II	6
BECC 105	Intermediate Microeconomics I	6
BECC 106	Intermediate Macroeconomics I	6
BECC 107	Statistical Methods for Economics	6
BECC 108	Intermediate Microeconomics II	6
BECC 109	Intermediate Macroeconomics II	6
BECC 110	Introductory Econometrics	6
BECC 111	Indian Economy I	6
BECC 112	Development Economics I	6
BECC 113	Indian Economy II	6
BECC 114	Development Economics II	6

History

Course Code	Title of the Course	No. of Credits
BHIC 101	History of India –I	6
BHIC 102	Social Formations and Cultural Patterns of the Ancient World	6
BHIC 103	History of India –II	6
BHIC 104	Social Formations and Cultural Patterns of the Medieval World	6
BHIC 105	History of India –III (*c.* 750 – 1206)	6
BHIC 106	Rise of the Modern West – I	6
BHIC 107	History of India – IV (*c.* 1206 – 1550)	6
BHIC 108	Rise of the Modern West – II	6
BHIC 109	History of India –V (*c.* 1550 – 1605)	6
BHIC 110	History of India –VI (*c.* 1750 – 1857)	6
BHIC 111	History of Modern Europe - I (*c.* 1780 - 1939)	6
BHIC 112	History of India –VII (*c.* 1605 – 1750)	6
BHIC 113	History of India –VIII (*c.* 1857 – 1950)	6
BHIC 114	History of Modern Europe -II (*c.* 1780 – 1939)	6

Political Science

Course Code	Title of the Course	No. of Credits
BPAC 101	Perspectives on Public Administration	6
BPAC 108	Public Policy and Administration in India	6
BPSC 101	Understanding Political Theory	6
BPSC 102	Constitutional Government and Democracy in India	6
BPSC 103	Political Theory – Concepts and Debates	6
BPSC 104	Political Process in India	6
BPSC 105	Introduction to Comparative Government and Politics	6
BPSC 107	Perspectives on International Relations and World History	6
BPSC 109	Political Processes and Institutions in Comparative Perspective	6
BPSC 110	Global Politics	6
BPSC 111	Classical Political Philosophy	6
BPSC 112	Indian Political Thought-I	6
BPSC 113	Modern Political Philosophy	6
BPSC 114	Indian Political Thought-II	6

Psychology

Course Code	Title of the Course	No. of Credits
BPCC 101	Introduction to Psychology	6
BPCC 102	Biopsychology	6
BPCC 103	Psychology of Individual Differences	6
BPCC 104	Statistical Methods for Psychological Research- I	6
BPCC 105	Psychological Research	6
BPCC 106	Development of Psychological Thought	6
BPCC 107	Social Psychology	6
BPCC 108	Statistical Methods for Psychological Research - II	6
BPCC 109	Developmental Psychology	6
BPCC 110	Applied Social Psychology	6
BPCC 111	Understanding Psychological Disorders	6
BPCC 112	Organizational Behaviour	6
BPCC 113	Understanding and Dealing with Psychological Disorders	6
BPCC 114	Counselling Psychology	6

Public Administration

Course Code	Title of the Course	No. of Credits
BPAC 101	Perspectives on Public Administration	6
BPAC 102	Administrative Thinkers	6
BPAC 103	Administrative System at Union Level	6
BPAC 104	Administrative System at State and District Levels	6
BPAC 105	Personnel Administration	6
BPAC 106	Understanding Public Policy	6
BPAC 107	Comparative Public Administration	6
BPAC 108	Public Policy and Administration in India	6
BPAC 109	Public Systems Management	6
BPAC 110	Urban Local Governance	6
BPAC 111	Public Finance and Administration	6
BPAC 112	Rural Local Governance	6
BPAC 113	Development Administration	6
BPAC 114	Contemporary Issues and Concerns in Indian Administration	6

Sociology

Course Code	Title of the Course	No. of Credits
BSOC 101	Introduction to Sociology I	6
BSOC 102	Sociology of India - I	6
BSOC 103	Introduction to Sociology II	6
BSOC 104	Sociology of India - II	6
BSOC 105	Political Sociology	6
BSOC 106	Sociology of Religion	6
BSOC 107	Sociology of Gender	6
BSOC 108	Economic Sociology	6
BSOC 109	Sociology of Kinship	6
BSOC 110	Social Stratification	6
BSOC 111	Sociological Thinkers -I	6
BSOC 112	Sociological Research Methods -I	6

BSOC 113	Sociological Thinkers -II	6
BSOC 114	Sociological Research Methods -II	6

DISCIPLINE SPECIFIC ELECTIVES

Economics

Course Code	Title of the Course	No. of Credits
BECE 141	Economics of Health and Education	6
BECE 142	Applied Econometrics	6
BECE 143	Environmental Economics	6
BECE 144	Financial Economics	6

History

Course Code	Title of the Course	No. of Credits
BHIE 141	History of China (C. 1840 – 1978)	6
BHIE 142	History of Modern East Asia: Japan (C. 1868 – 1945)	6
BHIE 143	History of Environment	6
BHIE 144	Traditions of History Writing in India	6

Political Science

Course Code	Title of the Course	No. of Credits
BPSE 141	Gandhi and the Contemporary World	6
BPSE-142	India's Foreign Policy in a Globalising World	6
BPSE 143	State Politics in India	6
BPSE 144	Introduction to South Asia	6
BPSE 145	Democracy and Development in Northeast India	6
BPSE 146	Conflict Resolution and Peace Building	6

Public Administration

Course Code	Title of the Course	No. of Credits
BPAE 141	Right to Information	6
BPAE-142	Organizational Behaviour	6
BPAE 143	Administrative System in BRICS	6
BPAE 144	Social Policies and Administration	6

Psychology

Course Code	Title of the Course	No. of Credits
BPCE 141	Positive Psychology	6
BPCE 142	Forensic Psychology	6
BPCE 143	Environmental Psychology	6
BPCE 144	Dissertation	6

Sociology

Course Code	Title of the Course	No. of Credits
BSOE 141	Urban Sociology	6
BSOE 142	Indian Sociological Traditions	6
BSOE 143	Environmental Sociology	6
BSOE 144	Reading Ethnographies	6
BANE 143	Tribal Cultures of India	6
BANE 144	Visual Anthropology	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No. of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण उ	4

SKILL ENHANCEMENT COURSE

English

Course Code	Title of the Course	No. of Credits
BEGS –183	Writing and Study Skills	4

Hindi

Course Code	Title of the Course	No. of Credits
BHDS183	अनुवाद सिद्धांत और प्रविधि	4
BHDS184	रेडियो लेखन	4

Anthropology

Course Code	Title of the Course	No. of Credits
BANS 183	Tourism Anthropology	4
BANS 184	Public Health and Epidemiology	4

Economics

Course Code	Title of the Course	No. of Credits
BECS 184	Data Analysis	4

Public Administration

Course Code	Title of the Course	No. of Credits
BPAS 184	Logistics Management	4

Psychology

Course Code	Title of the Course	No. of Credits
BPCS 183	Emotional Intelligence	4
BPCS 184	School Psychology	4
BPCS 186	Managing Stress	4

Sociology

Course Code	Title of the Course	No. of Credits
BSOS 184	Techniques of Ethnographic Film Making	4

GENERIC ELECTIVE COURSE

English

Course Code	Title of the Course	No. of Credits
BEGG – 171	Media & Communication Skills	6
BEGG - 172	Language & Linguistics	6
BEGG – 173	Academic Writing And Composition	6
BEGG – 174	Creative Writing	6

Hindi

Course Code	Title of the Course	No. of Credits
BHDG- 173	समाचारपत्र और फीचर लेखन	6
BHDG 174	सर्जनात्मक लेखन के विविध क्षेत्र	6

Gender and Development

Course Code	Title of the Course	No. of Credits
BGDG 172	Gender Sensitization: Society and Culture	6

Public Administration

Course Code	Title of the Course	No. of Credits
BPAG 171	Disaster Management	6
BPAG 172	Governance: Issues and Challenges	6
BPAG 173	E Governance	6
BPAG 174	Sustainable Development	6

Psychology

Course Code	Title of the Course	No. of Credits
BPCG 171	General Psychology	6
BPCG 172	Youth, Gender and Identity	6
BPCG 173	Psychology for Health and Well Being	6
BPCG 174	Psychology and Media	6

Sociology

Course Code	Title of the Course	No. of Credits
BSOG 171	Indian Society: Images and Realities	6
BSOG 173	Rethinking Development	6

DISCIPLINE-WISE AND SEMESTER-WISE COURSE OPTIONS FOR BA (HONOURS) PROGRAMME

The Bachelor's Honours Degree Programme is of 148 credits spread over six semesters.. In each semester, students have to choose four courses from different categories of courses. While the courses under CC, DSE and GE Categories are of 6 credits each, the courses under AECC and SEC are of 4 credits each. While the fourteen CCs are distributed across the six semesters, the four DSEs are available in the fifth and sixth semesters only. There will be a number of SECs and the GEs available in the common pool each semester. A student has to opt for only one GE for study in each of the first four semesters and one SEC during the third and fourth semesters of the programme. The university will be adding new SECs and electives (DSEs and GEs)to the existing pool of courses from time to time. .

The following Table presents the CODES of courses available for BA (Honours) in each semester from different category of courses with credit load.

3.1 Bachelor of Arts (Honours) Economics (BAECH)

Programme Structure of BA (Honours) Economics (BAECH)

Semester	CORE COURSE	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BECC 101 BECC 102		BEVAE 181		BSOG 171	**22 Credits**
II	BECC 103 BECC 104		BEGAE 182 or BHDAE 182		BPAG 172	**22 Credits**
III	BECC 105 BECC 106 BECC 107			BPCS 185	BPAG 173	**28 Credits**
IV	BECC 108 BECC 110 BECC 109			BECS 184	BPAG 174	**28 Credits**
V	BECC 111 BECC 112	BECE 141 BECE 143				**24 Credits**
VI	BECC 113 BECC 114	BECE 142 BECE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator (BAECH): Prof. BS Prakash, baech@ignou.ac.in, 011-29572717

3.2 Bachelor of Arts (Honours) History (BAHIH)

Programme Structure of BA (Honours) History (BAHIH)

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BHIC 101 BHIC 102		BEVAE 181		BSOG 171	**22 Credits**
II	BHIC 103 BHIC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**

III	BHIC 105 BHIC 106 BHIC 107			BANS 183	BSOG 173	**28 Credits**
IV	BHIC 108 BHIC 109 BHIC 110			BPAS 184	BPAG 174	**28 Credits**
V	BHIC 111 BHIC 112	BHIE 141 BHIE 143				**24 Credits**
VI	BHIC 113 BHIC 114	BHIE 142 BHIE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator (BAHIH): Sri. Ajay Mahurkar, ajaymahurkar@ignou.ac.in, 011-29572726

3.3 Bachelor of Arts (Honours) Political Science (BAPSH)

Programme Structure of BA (Honours) Political Science (BAPSH)

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BPSC 101 BPSC 102		BEVAE 181		BSOG 171	**22 Credits**
II	BPSC 103 BPSC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**
III	BPSC 105 BPAC 101 BPSC 107			BANS 183	BSOG 173	**28 Credits**
IV	BPSC 109 BPAC 108 BPSC 110			BSOS 184	BPAG 174	**28 Credits**
V	BPSC 111 BPSC 112	**Any two:** BPSE 141 BPSE 143 BPSE 145				**24 Credits**
VI	BPSC 113 BPSC 114	**Any two:** BPSE 142 BPSE 144 BPSE 146				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator (BAPSH): Prof. SV Reddy, bapshsoss@ignou.ac.in, 011-29572745

3.4 Bachelor of Arts (Honours) Psychology (BAPCH)

Programme Structure of BA (Honours) Psychology (BAPCH)

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BPCC 101 BPCC 102		BEVAE 181		BSOG 171	**22 Credits**
II	BPCC 103 BPCC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**
III	BPCC 105 BPCC 106 BPCC 107			BANS 183	BSOG 173	**28 Credits**
IV	BPCC 108 BPCC 109 BPCC 110			BANS 184	BPAG 174	**28 Credits**
V	BPCC 111 BPCC 112	BPCE 141 BPCE 143				**24 Credits**
VI	BPCC 113 BPCC 114	BPCE 142 BPCE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator: Dr. Monika Misra, Assistant Professor, Email: bapchsoss@ignou.ac.in Ph: 011-29572781

3.5 Bachelor of Arts (Honours) Public Administration (BAPAH)

Programme Structure of BA (Honours) Public Administration (BAPAH)

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BPAC 101 BPAC 102		BEVAE 181		BPCG 171	**22 Credits**
II	BPAC 103 BPAC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**

III	BPAC 105 BPAC 106 BPAC 107			BPCS 183	BSOG 173	**28 Credits**
IV	BPAC 108 BPAC 109 BPAC 110			BPCS 186	BPCG 174	**28 Credits**
V	BPAC 111 BPAC 112	BPAE 141 BPAE 143				**24 Credits**
VI	BPAC 113 BPAC 114	BPAE 142 BPAE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator (BAPAH): Prof. Dolly Mathew, dmathew@ignou.ac.in, 11-29572728

3.6 Bachelor of Arts (Honours) Sociology (BASOH)

Programme Structure of BA (Honours) Sociology (BASOH)

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BSOC 101 BSOC 102		BEVAE 181		BPAG 171	**22 Credits**
II	BSOC 103 BSOC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**
III	BSOC 105 BSOC 106 BSOC 107			BANS 183	BPAG 173	**28 Credits**
IV	BSOC 108 BSOC 109 BSOC 110			BANS 184	BPAG 174	**28 Credits**
V	BSOC 111 BSOC 112	**Any two:** BSOE 141 BSOE 143 BANE 143				**24 Credits**
VI	BSOC 113 BSOC 114	**Any two:** BSOE 142 BSOE 144 BANE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

Programme Coordinator (BASOH): Dr. Kiranmayi Bushi, basohsoss@ignou.ac.in, 011-29572709

3.7 Bachelor of Science (Honours) Anthropology (BSCANH) School of Social Sciences

The University offers Bachelor of Science (Honours) Degree in the Anthropology Discipline.

Objectives: With a substantial number of courses from the discipline of Anthropology and a few interdisciplinary and skill enhancing courses, this Bachelor of Science Honours programmes is designed to give an in-depth knowledge in Anthropology while giving the learner an opportunity to explore subjects beyond the discipline. The Honours programme has the following objectives:

1. Introduce the students to main themes and topics in Anthropology.
2. Expose the students to work towards ability and skill enhancement through exposure to appropriate courses.
3. Introduce students to reading and writing skills through assignments and dissertation project appropriate for undergraduate study.
4. Expose the students to the importance of interdisciplinary by enabling them to offer courses outside their disciplines.

Eligibility: 10+ 2 or its equivalent

Medium of Instruction: English and Hindi

Duration: Minimum 3 Years, Maximum 6 Years; offered in both January and July cycle of admission.

Fee Structure: Rs. 18,000/- for full programme to be paid year wise @ Rs. 6,000/- per year.

Programme Structure Template for B.Sc. (Honours) Anthropology Programme

Semester	CORE COURSE (14) (6 x14 - 84 Cr .)	Discipline Specific Elective DSE (4) (6x4=24Cr)	Ability Enhancement Compulsory Course (AECC) (2) (4x2=8Cr)	Skill Enhancement Course (SEC) (2) (4x2 =8Cr)	Generic Elective GE (2) (6x4 =24 Cr)	Total Credits per Semester
I	C 1		Environmental Studies		GE-1	**22 Credits**
	C 2					
II	C 3		English Communication Skills or हिंदी भाषा और सम्प्रेषण		GE-2	**22 Credits**
	C 4					
III	C 5			SEC-1	GE-3	**28 Credits**
	C 6					
	C 7					
IV	C 8			SEC-2	GE-4	**28 Credits**
	C 9					
	C 10					
V	C 11	DSE-1				**24 Credits**
	C 12	DSE-2				
VI	C 13	DSE-3				**24 Credits**
	C 14	DSE-4***				
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

*CCs, DSEs and GEs are six credit courses. SECs and AECC are four credit courses
**There is an optional dissertation or project work of 6 credits as a Discipline Specific elective in the Sixth semester.

List of Courses for B.Sc. (Honours) Anthropology

The list of courses available for B.SC (Honours) Anthropology under each of the five categories [Core Courses (CC), Discipline Specific Electives (DSE), Ability Enhancement Compulsory Courses (AECC), Skill Enhancement Courses (SEC), and Generic Electives (GE)] is given in the following tables:

CORE COURSES

Anthropology

Course Code	Title of the Course	No. of Credits
BANC 101	Introduction to Biological Anthropology	6
BANC 102	Introduction to Social and Cultural Anthropology	6
BANC 103	Archaeological Anthropology	6
BANC 104	Fundamentals of Human Origin and Evolution	6
BANC 105	Tribes and Peasants in India	6
BANC 106	Human Ecology: Biological and Cultural Dimensions	6
BANC 107	Biological Diversity in Human Populations	6
BANC 108	Theories of Culture and Society	6
BANC 109	Human Growth and Development	6
BANC 110	Research Methods	6
BANC 111	Human Population Genetics	6
BANC 112	Anthropology in Practice	6
BANC 113	Forensic Anthropology	6
BANC 114	Anthropology of India	6

DISCIPLINE SPECIFIC COURSES

Anthropology

Course Code	Title of the Course	No. of Credits
BANE 141	Physiological Anthropology	6
BANE 143	Tribal Cultures of India	6
BANE 144	Visual Anthropology	6
BANE 147	Urban Anthropology	6
BANE 154	Dissertation	6
BSOE 144	Reading Ethnographies	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Environmental Studies

Course Code	Title of the Course	No. of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण उ	4

SKILL ENHANCEMENT COURSE

Economics

Course Code	Title of the Course	No. of Credits
BECS 184	Data Analysis	4

Psychology

Course Code	Title of the Course	No. of Credits
BPCS 185	Developing Emotional Competence	4

GENERIC ELECTIVE COURSE

Gender and Development

Course Code	Title of the Course	No. of Credits
BGDG 172	Gender Sensitization: Society and Culture	6

Public Administration

Course Code	Title of the Course	No. of Credits
BPAG 171	Disaster Management	6
BPAG 174	Sustainable Development	6

Psychology

Course Code	Title of the Course	No. of Credits
BPCG 173	Psychology for Health and Well Being	6

SEMESTER-WISE COURSE OPTIONS FOR B.Sc. (HONOURS) ANTHROPOLOGY

Programme Structure of B.Sc. (Honours) Anthropology (BSCANH)

Semester	CORE COURSE (6)*	Discipline Specific Elective DSE (6)*	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BANC 101 BANC 102		BEVAE 181		BPAG 171	**22 Credits**
II	BANC 103 BANC 104		BEGAE 182 or BHDAE 182		BGDG 172	**22 Credits**
III	BANC 105 BANC 106 BANC 107			BPCS 185	BPCG 173	**28 Credits**
IV	BANC 108 BANC 109 BANC 110			BECS 184	BPAG 174	**28 Credits**
V	BANC 111 BANC 112	**Any two:** BANE 141 BANE 143 BANE 147				**24 Credits**
VI	BANC 113 BANC 114	**Any two:** BANE 144 BANE 154* BSOE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

***For core course (CC) and discipline specific elective (DSE) courses Manual shall be provided for the practical. No practical sessions at the study centre.**
**** For BANE 154 Fieldwork is copulsory.**
Programme Coordinator (BSCANH): Dr. Rukshana Zaman, bscanh@ignou.ac.in, 011-29572739

3.8 Bachelor of Science (Honours) in Biochemistry (BSCBCH) School of Sciences

The University offers Bachelor of Science(Honours) Degree in the Biochemistry Discipline.

Objectives: With a substantial number of courses from the discipline of Biochemistry and a few interdisciplinaryand skill enhancing courses, this Bachelor of Science Honoursprogramme is designed to give an in-depth knowledge in Biochemistry while giving the learner an opportunity to explore subjects beyond the discipline. The Honoursprogramme has the following objectives:

1. Introduce the learners to main themes and topics in Biochemistry.
2. Expose the students to work towards ability and skill enhancement through exposure to appropriate courses.
3. Introduce students to reading and writing skills through assignments and laboratory practices appropriate for undergraduate study.

Expose the students to the importance of interdisciplinary approach by enabling them to take courses outside their disciplines.

Eligibility: 10 + 2 pass (or equivalent from other recognized Boards) with science subjects, namely, Biology, Chemistry and Physics

Medium of Instruction: English and Hindi

Duration: Minimum 3 Years, Maximum 6 Years; offered in both January and July cycle of admission.

Fee Structure: Rs. 43,500/- for full programme to be paid year wise @ Rs. 14,500/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.14,700/

Mode of offering the course: ODL, Semester system

Semester	CORE COURSE (CC) (14) (6 x14 - 84Cr .)	Discipline Specific Elective (DSE) (4) (6x4=24Cr)	Ability Enhancement Compulsory Course (AECC) (2) (4x2=8Cr)	Skill Enhancement Course (SEC) (2) (4x2 =8Cr)	Generic Elective (GE) (2) (6x4 =2 4 Cr)	Total Credits per Semester
I	C 1		Environmental Studies		GE-1	22 Credits
	C 2					
II	C3		English Communication Skills or हिंदी भाषा और संप्रेषण		GE-2	22 Credits
	C 4					
III	C 5			SEC-1	GE-3	28 Credits
	C 6					
	C 7					

IV	**C 8**			**SEC-2**	**GE-4**	**28 Credits**
	C 9					
	C 10					
V	**C 11**	**DSE-1**				**24 Credits**
	C 12	**DSE-2**				
VI	**C 13**	**DSE-3**				**24 Credits**
	C 14	**DSE-4**				
Total	**84 credits**	**24 credits**		**8 credits**	**24 credits**	**148 Credits**

CCs, DSEs and GEs are six credit courses. SECs and AECC are four Credit courses

List of courses for B.Sc. (Honours) Biochemistry

The list of courses available for B.Sc. (Honours) Biochemistry under each of the five categories: Core Courses, Discipline Selective, Availability Enhancement compulsory Courses, Skill Enhancement Courses and Generic Elective is given in the following tables.

CORE COURSES

Course Code	Title of the Course	No. of Credits	Remarks
BBCCT-101	Molecules of Life	4	To be taken together
BBCCL-102	Molecules of Life : Laboratory	2	
BBCCT-103	Cell Biology	4	To be taken together
BBCCL-104	Cell Biology : Laboratory	2	
BBCCT-105	Proteins	4	To be taken together
BBCCL-106	Proteins : Laboratory	2	
BBCCT-107	Enzymes	4	To be taken together
BBCCL-108	Enzymes : Laboratory	2	
BBCCT-109	Metabolism of Carbohydrates and Lipids	4	To be taken together
BBCCL-110	Metabolism of Carbohydrates and Lipids : Laboratory	2	
BBCCT-111	Membrane Biology and Bioenergetics	4	To be taken together
BBCCL-112	Membrane Biology and Bioenergetics: Laboratory	2	
BBCCT-113	Metabolism of Amino Acids and Nucleotides	4	To be taken together
BBCCL-114	Metabolism of Amino Acids and Nucleotides : Laboratory	2	
BBCCT-115	Human Physiology	4	To be taken together
BBCCL-116	Human Physiology: Laboratory	2	

BBCCT-117	Gene Organization Replication andRepair	4	To be taken together
BBCCL-118	Gene Organization Replication and Repair : Laboratory	2	
BBCCT-119	Hormone: Biochemistry and Function	4	To be taken together
BBCCL-120	Hormone: Biochemistry and Function : Laboratory	2	
BBCCT-121	Concepts in Genetics	4	To be taken together
BBCCL-122	Concepts in Genetics : Laboratory	2	
BBCCT-123	Gene Expression and Regulation	4	To be taken together
BBCCL-124	Gene Expression and Regulation : Laboratory	2	
BBCCT-125	Genetic Engineering and Biotechnology	4	To be taken together
BBCCL-126	Genetic Engineering and Biotechnology : Laboratory	2	
BBCCT-127	Immunology	4	To be taken together
BBCCL-128	Immunology : Laboratory	2	

DISCIPLINE SPECIFIC COURSES

Course Code	Title of the Course	No. of Credits	Remarks
BBCET-141	Nutritional Biochemistry	4	To be taken together
BBCEL-142	Nutritional Biochemistry)	2	
BBCET-143	Basic Microbiology	4	To be taken together
BBCEL-144	Basic Microbiology	2	
BBCET-145	Molecular basis of non-infectious human diseases	4	To be taken together
BBCEL-146	Molecular basis of non-infectious human diseases	2	
BBCET-151	Plant Biochemistry	4	To be taken together
BBCEL-152	Plant Biochemistry	2	

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No. of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSES

Course Code	Title of the Course	No. of Credits	Remarks
BBCS-183	Tools and Techniques in Biochemistry	4	
BBCS-185	Bioinformatics	4	

GENERIC ELECTIVE COURSES

Course Code	Title of the Course	No. of Credits	Remarks
BCHCT 131	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons	4	To be taken together
BCHCL-132	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons: Laboratory	2	
BCHET 147	Organometallics, Bioinorganic Chemistry, Polynuclear hydrocarbons and UV, IR Spectroscopy	4	To be taken together
BCHEL 148	Organometallics, Bioinorganic Chemistry, Polynuclear hydrocarbons and UV, IR Spectroscopy: Laboratory	2	
BBYCT 131	Biodiversity (Microbes, Algae, Fungi and Archegoniates)	4	To be taken together
BBYCL 132	Biodiversity (Microbes, Algae, Fungi and Archegoniates): Laboratory	2	
BZYCT 131	Animal Diversity	4	To be taken together
BZYCL 132	Animal Diversity: Laboratory	2	

Semester-wise list of courses for B.Sc. (Honours) Biochemistry

Semester	CORE COURSE (CC) (14) (6 x14 - 84Cr .)	Discipline Specific Elective (DSE) (4) (6x4=24Cr)	Ability Enhancement Compulsory Course (AECC) (2) (4x2=8Cr)	Skill Enhancement Course (SEC) (2) (4x2 =8Cr)	Generic Elective (GE) (2) (6x4 =2 4 Cr)	Total Credits per Semester
I	BBCCT-101 BBCCL-102 BBCCT-103 BBCCL-104		BEVAE 181		BCHCT 131 BCHCL-132	22 Credits
II	BBCCT-105 BBCCL-106 BBCCT-107 BBCCL-108		BEGAE 182 OR BHDAE 182		BCHET 147 BCHEL 148	22 Credits
III	BBCCT-109 BBCCL-110 BBCCT-111 BBCCL-112 BBCCT-113 BBCCL-114			BBCS-183	BBYCT 131 BBYCL 132	28 Credits
IV	BBCCT-115 BBCCL-116 BBCCT-117 BBCCL-118 BBCCT-119 BBCCL-120			BBCS-185	BZYCT 131 BZYCL 132	28 Credits
V	BBCCT-121 BBCCL-122 BBCCT-123 BBCCL-124	BBCET-141 BBCEL-142 BBCET-145 BBCEL-146				24 Credits
VI	BBCCT-125 BBCCL-126 BBCCT-127 BBCCL-128	BBCET-143 BBCEL-144 BBCET-151 BBCEL-152				24 Credits
Total	**84 credits**	**24 credits**		**8 credits**	**24 credits**	**148 Credits**

Program Coordinators: **Dr. Parvesh Bubber, Email: parvesh@ignou.ac.in, Phone: 011-29572819**
Dr. Seema Kalra, Email: seemakalra@ignou.ac.in, Phone: 011-29572847

3.9 Bachelor of Arts English (Honours) (BAEGH) School of Humanities (SOH)

The University offers a Bachelor's Honours Degree Programme in English (**BAEGH**) in addition to a number of other disciplines. Information pertaining to the Programme is given below:

Objectives (**BAEGH**): With a substantial number of courses drawn from a single discipline (English), and a few interdisciplinary and skill-based elective courses, the Bachelors Honours programme (English) is designed to give an in-depth knowledge in that discipline while allowing for exposure to subjects beyond the discipline as well. The Honours programme has the following general objectives:

1. To introduce the learner to main themes and topics in the discipline of English through core, discipline-centric electives, ability/skill enhancement and generic courses.

2. To facilitate the learners to work towards ability and skill enhancement through exposure to appropriate courses in humanities and social sciences.

3. Introduce learners to reading and writing skills through assignments and exercises at an undergraduate level.

4. Expose the learners to the importance of interdisciplinary study by enabling them to offer courses outside their disciplines.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

Fee Structure: A total of Rs. 10,500/- is to be paid year-wise for the full programme, @ Rs.3,500/year. Fee to be paid in the first year including a registration fee of 200/- is Rs.3,700/-.

The University follows the credit system for offering all its programmes. One credit is equal to30 hours of learners' study time. To earn BA (Honours) Degree in a discipline, a learner has to complete courses worth 148 credits in a minimum of six semesters (three years). The students have to complete 22 credits each in first and second semesters; 28 credits each in third and fourth semesters; and 24 credits each in fifth and sixth semesters.

The Honours programmes have a mix of courses. For earning 148 credits, a student has to study the following categories of courses:

a) Core Courses (**CC**)

b) Discipline Specific Electives (**DSE**)

c) Ability Enhancement Compulsory Courses (**AECC**)

d) Skill Enhancement Courses (**SEC**)

e) Generic Electives (**GE**)

A learner can choose BA Honours programme in any **ONE** of the following Disciplines: Economics, English, Hindi, History, Political Science, Psychology, Public Administration, and Sociology. The study load of the Honours programmes varies from semester to semester. Once the Discipline is chosen, the learner has to take the courses under categories (a) Core Courses and (b) Discipline Specific Elective Courses from that Discipline **ONLY** in all the semesters.

Core Courses (CC)

The programme has 14 core courses. Each core course is of six credits. These courses cover more than half of the programme, 84 credits (14 courses x 6 credits) out of 148 credits of the programme.

Discipline Specific Elective Courses (DSE)

Discipline Specific Elective Courses (DSEs) are on offer in the fifth and sixth semesters of the programme. The 4 DSEs are specific (or specialized or advanced or supportive) to the discipline or subject of study and provide an extended scope. They are of 6 credits each (6 courses x 4 credits) and will thus be 24 credits in all.

Ability Enhancement Compulsory Courses (AECC)

Ability Enhancement Compulsory Courses are of four credits each. As the name suggests, the Ability Enhancement Compulsory Courses (AECCs) are compulsory for all learners. There are two AECCs on offer, one each in the first and second semesters. With one course in the first two semesters each, (2 courses x 4 credits), the AECC courses will add up to 8 credits in all.

Skill Enhancement Courses (SEC)

Skill Enhancement Courses (SECs) are also ability enhancement courses. These are value-based and/or

skill-based courses and are designed to develop competencies and skills. Each Skill Enhancement Course (SEC) is of four credits. These courses are on offer in the third and fourth semesters. One SEC in each semester (2 courses x 4 credits) will add up to 8 credits.

Generic Electives (GE)

Generic Electives (GEs) are the other type of electives that are on offer in the first, second, third and fourth semesters of the programme and are of 6 credits each. These courses are inter-disciplinary in nature and provide an exposure to other disciplines/subjects With one course in each of the first four semesters, (4 courses x 6 credits), GE will come to 24 credits in all.

Programme Structure Template for BAEGH

Semester	CORE COURSE (6)	Discipline Specific Elective DSE (6)	Ability Enhancement Compulsory Course (AECC) (4)	Skill Enhancement Course (SEC) (4)	Generic Elective GE (6)	Total Credits per Semester
I	BEGC 101 BEGC 102		BEVAE 181		BSOG 171	**22 Credits**
II	BEGC 103 BEGC 104		BEGAE 182		BGDG 172	**22 Credits**
III	BEGC 105 BEGC 106 BEGC 107			BANS 183	BSOG 173	**28 Credits**
IV	BEGC 108 BEGC 109 BEGC 110			BPCS 186	BPCG 174	**28 Credits**
V	BEGC 111 BEGC 112	BEGE 141 BEGE 143				**24 Credits**

VI	BEGC 113 BEGC 114	BEGE 142 BEGE 144				**24 Credits**
Total	**84 credits**	**24 credits**	**8 credits**	**8 credits**	**24 credits**	**148 Credits**

SEMESTER-WISE COURSE OPTIONS

In each semester, the students have to study four 4 courses in all from different categories of courses except in the third and fourth semesters when the number of courses goes up to 5. While the courses under CC, DSE and GE Categories are of 6 credits each, the courses under AECC and SEC are of 4 credits each. While the fourteen CCs are distributed across the six semesters, the four DSEs are available in the fifth and sixth semesters only. There will be a number of SECs and the GEs available in the common pool in each of the semesters in which they are offered. A student has to opt for only one GE for study in each of the first four semesters and one SEC during the third and fourth semesters of the programme. The university will be adding new SECs and electives (DSEs and GEs) to the existing pool of courses from time to time. The study load in the first and second semesters will be 22 credits each and while the credit load in the third and fourth semesters will be enhanced to 28 credits each, it will come down to 24 credits each in the fifth and sixth semesters. Thus the total study load will come to 148 credits. The following Table presents the **CODES** and **TITLES** of credit load and semester-wise courses available for BA Honours (English):

CORE COURSES

Semester I

Course Code	Title of the Course	No. of Credits
BEGC 101	Indian Classical Literature	6
BEGC 102	European Classical Literature	6

Semester II

Course Code	Title of the Course	No. of Credits
BEGC 103	Indian Writing in English	6
BEGC 104	British Poetry and Drama : 14th- 17th Centuries	6

Semester III

Course Code	Title of the Course	No. of Credits
BEGC 105	American Literature	6
BEGC 106	Popular Literature	6
BEGC 107	British Poetry and Drama: 17th & 18th Centuries	6

Semester IV

Course Code	Title of the Course	No. of Credits
BEGC 108	British Literature: 18th Century	6
BEGC 109	British Romantic Literature	6
BEGC 110	British Literature: 19th Century	6

Semester V

Course Code	Title of the Course	No. of Credits
BEGC 111	Women's Writing	6
BEGC 112	British Literature: The Early 20th Century	6

Semester VI

Course Code	Title of the Course	No. of Credits
BEGC 113	Modern European Drama	6
BEGC 114	Postcolonial Literatures	6

Discipline Specific Elective Courses

Semester V

Course Code	Title of the Course	No. of Credits
BEGE 141	Understanding Prose	6
BEGE 143	Understanding Poetry	6

Semester VI

Course Code	Title of the Course	No. of Credits
BEGE 142	Understanding Drama	6
BEGE 144	Understanding The Novel	6

Ability Enhancement Compulsory Courses

Semester I

Course Code	Title of the Course	No. of Credits
BEVAE 181	Envirnoment Studies	4

Semester II

Course Code	Title of the Course	No. of Credits
BEGAE 182	English Communication Skills	4

Skill Enhancement Courses (Any One)

Semester III

Course Code	Title of the Course	No. of Credits
BANS 183	Tourism Anthropology	4

Semester IV

Course Code	Title of the Course	No. of Credits
BPCS 186	Managing Stress	4

Generic Electives (Any One)

Semester I

Course Code	Title of the Course	No. of Credits
BSOG 171	Indian Society: Images and Realities	6

Semester II (Any one)

Course Code	Title of the Course	No. of Credits
BGDG 172	Gender Sensitisation, Society & culture	6

Semester III (Any one)

Course Code	Title of the Course	No. of Credits
BSOG 173	Rethinking Development	6

Semester IV (Any one)

Course Code	Title of the Course	No. of Credits
BPCG 174	Psychology and Media	6

Programme Coordinator (BAEGH): Prof. Malati Mathur, malatimathur@ignou.ac.in, 011-29572751, 29572752

3.10 स्नातक उपाधि (ऑनर्स) हिंदी (बीएएचडीएच)
मानविकी विद्यापीठ (एसओएच)

विश्वविद्यालय अन्य विषयों के अलावा हिंदी (बीएएचडीएच) में एक ऑनर्स उपाधि कार्यक्रम प्रदान करता है। कार्यक्रम से संबंधित जानकारी नीचे दी गई हैः

उदेद्श्य: एक एकल अनुशासन (हिंदी), और कुछ अंतः विषय और कौशल आधारित वैकल्पिक पाठ्यक्रमों से तैयार किए गए पाठ्यक्रमों की पर्याप्त संख्या के साथ, बैचलर ऑनर्स प्रोग्राम (हिंदी) को उस अनुशासन में गहन ज्ञान देने के लिए डिजाइन किया गया है जबकि अनुशासन से परे विषयों के लिए जोखिम की अनुमति है। ऑनर्स कार्यक्रम के निम्नलिखित सामान्य उदेद्श्य है।ः

1 ः मुख्य विषय, अनुशासन केंद्रित ऐच्छिक, क्षमता/कौशल वृद्धि और सामान्य पाठ्यक्रमों के माध्यम से हिंदी के अनुशासन में मुख्य विषयों और विषयों के लिए शिक्षार्थी का परिचय कराना।

2 ः मानव और सामाजिक विज्ञान में उपयुक्त पाठ्यक्रमों के लिए जोखिम के माध्यम से क्षमता और कौशल वृद्धि की दिशा में काम करने के लिए शिक्षार्थियों की सुविधा के लिए।

3 ः स्नातक स्तर पर सत्रीय कार्य और अभ्यास के माध्यम से शिक्षार्थियों को पढने और लिखने के कौशल से परिचित कराना।

4 ः शिक्षार्थियों को विषय के अतिरिक्त अन्य विषयों के अध्यन की और प्रेरित करके अन्तः विषयी अध्यन के महत्व में प्रेरित करना।

पात्रता: 10+2 या समकक्ष

शिक्षा का माध्यमः हिंदी

अवधिः न्यूनतम 3 वर्ष और अधिकतम 6 वर्ष

शुल्क संरचनाः रु 10,500/- पूरे कार्यक्रम के लिए, रु 3,500/- प्रति वर्ष। रु 200/- के पंजीकरण शुल्क सहित पहले वर्ष में भुगतान किया जाने वाला शुल्क रु 3,700/- है।

विश्वविद्यालय अपने सभी कार्यक्रमों के लिए क्रेडिट प्रणाली का अनुसरण करता है। एक क्रेडिट शिक्षार्थी के अध्ययन के समय के 30 घंटे के बराबर है। एक अनुशासन में बीए (ऑनर्स) की डिग्री हासिल करने के लिए, एक शिक्षार्थी को न्यूनतम छह सेमेस्टर (तीन वर्ष) में 148 क्रेडिट के पाठ्यक्रम पूरा करना होता है। छात्रों को पहले और दूसरे सेमेस्टर में प्रत्येक में 22 क्रेडिट पूरा करना है, तीसरे और चैथे सेमेस्टर में 28 क्रेडिट और पांचवे और छठे सेमेस्टर में प्रत्येक 24 क्रेडिट। ऑनर्स कार्यक्रमों में पाठ्यक्रमों का मिश्रण होता है। 148 क्रेडिट अर्जित करने के लिए, एक छात्र को निम्नलिखित श्रेण्यिों के पाठ्यक्रमों का अध्ययन करना होगाः

क) अनिवार्य पाठ्यक्रम (सीसी)

ख) अनुशासन विशिष्ट ऐच्छिक (डीएसई)

ग) योग्यता संवर्धन अनिवार्य पाठ्यक्रम (एईसीसी)

घ) कौशल संवर्धन पाठ्यक्रम (एसईसी)

ड) सामान्य ऐच्छिक (जीई

एक शिक्षार्थी निम्नलिखित विषयों में से किसी एक में बीए ऑनर्स कार्यक्रम चुन सकता हैः अर्थशास्त्र, अंग्रेजी ,हिंदी , इतिहास ,राजनीति विज्ञान , मनोविज्ञान , लोक प्रशासन और समाजशास्त्र। ऑनर्स कार्यक्रमों का अध्ययन भार प्रत्येक सेमेस्टर में भिन्न होता है। एक बार जब अनुशासन चुना जाता है, तो सीखने वाले को सभी सेमेस्टर में केवल उसी अनुशासन से पाठ्यक्रमों (क) अनिवार्य पाठ्यक्रम और (ख) विषय विशिष्ट वैकल्पिक पाठ्यक्रम लेने होते है।

अनिवार्य पाठ्यक्रम (सीसी)

कार्यक्रम में मुख्य पाठ्यक्रम है। प्रत्येक मुख्य पाठ्यक्रम छह क्रेडिट का है। ये पाठ्यक्रम कार्यक्रम के आधे से अधिक कवर करते है, कार्यक्रम के 148 क्रेडिट में से 84 क्रेडिट (14 पाठ्यक्रम ग 6 क्रेडिट है।)

विषय विशिष्ट ऐच्छिक पाठ्यक्रम (डीएसई)

कार्यक्रम के पांचवे और छठे सेमेस्टर में विषय विशिष्ट ऐच्छिक पाठ्यक्रम (डीएसई) प्रस्तुस किये जा रहे हैं। 4 डीएसई अध्ययन के विषय या विषय के लिए विशिष्ट (या विशेष या उन्नत या सहायक) हैं और एक विस्तृत दायरा प्रदान करते है। वे 6 क्रेडिट प्रत्येक (6 पाठ्यक्रम ग 4 क्रेडिट) के हैं और इस प्रकार सभी में 24 क्रेडिट होंगे।

योग्यता संवर्धन अनिवार्य पाठ्यक्रम (एईसीसी)

योग्यता संवर्धन अनिवार्य पाठ्यक्रम (एईसीसी) चार-चार क्रेडिट है। जैसा कि नाम से पता चलता है, सभी शिक्षार्थियों के लिए योग्यता संवर्धन अनिवार्य पाठ्यक्रम (एईसीसी) अनिवार्य है। प्रस्ताव पर दो एईसीसी हैं, पहले और दूसरे सेमेस्टर मे एक-एक एईसीसी प्रस्तावित हैं । पहले दो सेमेस्टर प्रत्येक (2 पाठ्यक्रम ग 4 क्रेडिट) में एक कोर्स के साथ, एईसीसी पाठ्यक्रम सभी में 8 क्रेडिट जोड देगा।

कौशल संवर्धन पाठ्यक्रम (एसईसी)

कौशल संवर्धन पाठ्यक्रम (एसईसी) भी क्षमता वृद्धि पाठ्यक्रम है जो दैनिक जीवन के क्षेत्र में निर्धारित विशिष्ट कौशल का निर्माण करते हैं। इन्हें तीसरे और चौथे सेमेस्टर में प्रस्तावित किया गया है। प्रत्येक कौशल संवर्धन पाठ्यक्रम (एसईसी) चार क्रेडिट का है।

सामान्य ऐच्छिक (जीई)

सामान्य ऐच्छिक (जीई) अन्य प्रकार के ऐच्छिक हैं जो कार्यक्रम के पहले,दूसरे,तीसरे और चैथे सेमेस्टर में उपलब्ध हैं। प्रत्येक पाठ्यक्रम में 6 क्रेडिट का कार्य भार है। ये पाठ्यक्रम प्रकृति में अंतर-अनुशासनात्मक हैं और अन्य विषयों/विषयों के लिए एक जोखिम प्रदान करते है। पहले चार सेमेस्टर (4 पाठ्यक्रम ग 6 क्रेडिट) में से प्रत्येक में एक कोर्स के साथ, जीई सभी में 24 क्रेडिट के लिए आएगा।

बीए (ऑनर्स) हिंदी कार्यक्रम के लिए पाठ्यक्रमों की विषयवार सूची

सेमेस्टर	कोर पाठ्यक्रम (6 क्रेडिट)	विषय विनिर्दिष्ट ऐच्छिक(डीएसई) (6 क्रेडिट)	योग्यता संवर्धन पाठ्यक्रम (एईसीसी) (4 क्रेडिट)	कौशल संवर्धन अनिवार्य पाठ्यक्रम (एसईसी) (4 क्रेडिट)	जेनेरिक ऐच्छिक (जीई) (6 क्रेडिट)	कुल क्रेडिट प्रति सेमेस्टर
I	बीएचडीसी 101, बीएचडीसी 102		बीईवीएई 181		बीएसओजी 171	22 क्रेडिट
II	बीएचडीसी 103, बीएचडीसी 104		बीएचडीएई 182		बीजीडीजी 172	22 क्रेडिट
III	बीएचडीसी 105, बीएचडीसी 106, बीएचडीसी 107			बीएएनएस 183,	बीएसओजी 173	28 क्रेडिट
IV	बीएचडीसी 108 बीएचडीसी 109 बीएचडीसी 110			बीपीसीएस 186	बीपीसीजी 174	28 क्रेडिट
V	बीएचडीसी 111 बीएचडीसी 112	बीएचडीई 141 बीएचडीई 143 बीएचडीई 145				28 क्रेडिट
VI	बीएचडीसी 113 बीएचडीसी 114	बीएचडीई 142 बीएचडीई 144 बीएचडीई 146				24 क्रेडिट
कुल	84 क्रेडिट	24 क्रेडिट	8 क्रेडिट	8 क्रेडिट	24 क्रेडिट	148 क्रेडिट

प्रत्येक सेमेस्टर में, छात्रों को पाठ्यक्रमों की विभिन्न श्रेणियों से सभी पाठ्यकमों में चार पाठ्यक्रमों में चार पाठ्यक्रमों का अध्ययन करना होता है, जबकि तीसरे और चौथे सेमेस्टर को छोडकर जब पाठ्यक्रमो की संख्या 5 हो जाती है। जबकि सीसी,, डीएसई और जीई श्रेणियो के अंतर्गत पाठ्यक्रम प्रत्येक में छह क्रेडिट के होते हैं एईसीसी और एसईसी के तहत पाठ्यक्रम प्रत्येक 4 क्रेडिट है। जबकि चौदह सीसी को 6 सेमेस्टर में वितरित किया जाता है, 4 डीएसई केवल पांचवे और छठे सेमेस्टर में उपलब्ध है। प्रत्येक सेमेस्टर मे सामान्य पूल में उपलब्ध कई एसईसी और जीई होंगे, जिनमें उन्हें पेशकश की जाती है। एक छात्र को. कार्यक्रम के तीसरे और चौथे सेमेस्टर के दौरान प्रत्येक चार सेमेस्टर और एक एसईसी में अध्ययन के लिए केवल एक जीई का

विकल्प चुनना होता है। समय-समय पर विश्वविद्यालय पाठ्यक्रमों के मौजूदा पूल में नए एसईसी और ऐच्छिक (डीएसई और जीई) जोड रहा है।

पहले और दूसरे सेमेस्टर में अध्ययन भार प्रत्येक 22 क्रेडिट होगा और जबकि तीसरे और चौथे सेमेस्टर में क्रेडिट लोड 28 क्रेडिट प्रत्येक के लिए बढाया जाएगा, यह पांचवे और छठे सेमेस्टर मे प्रत्येक 24 क्रेडिट तक नीचे आ जाएगा। इस प्रकार, कुल अध्ययन भार 148 कें्रडिट पर आ जाएगा। निम्न तालिका बीए ऑनर्स (हिंदी) के लिए उपलब्ध क्रेडिट लोड और सेमेस्टर-वार पाठ्यक्रमों के कोड और सारणी प्रस्तुत करती हैः

बीए (ऑनर्स) हिंदी कार्यक्रम के लिए उपलब्ध पाठ्यक्रम

कोर पाठ्यक्रम

सेमेस्टर -1

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 101	हिंदी साहित्य का इतिहास (रीतिकाल तक)	6
बीएचडीसी 102	हिंदी साहित्य का इतिहास (आधुनिक काल)	6

सेमेस्टर -2

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 103	आदिकालीन एवं मध्यकालीन हिंदी कविता	6
बीएचडीसी 104	आधुनिक हिंदी कविता (छायावाद तक)	6

सेमेस्टर -3

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 105	छायावादोत्तर हिंदी कविता	6
बीएचडीसी 106	भारतीय काव्यशास्त्र	6
बीएचडीसी 107	पाश्चात्य काव्यशास्त्र	6

सेमेस्टर -4

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 108	भाषा विज्ञान और हिंदी भाषा	6
बीएचडीसी 109	हिंदी उपन्यास	6
बीएचडीसी 110	हिंदी कहानी	6

सेमेस्टर -5

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 111	हिंदी नाटक एव एकांकी	6
बीएचडीसी 112	हिंदी निबंध और अन्य गद्य विधाएँ	6

सेमेस्टर -6

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीसी 113	हिंदी की साहित्यिक पत्रकारिता	6
बीएचडीसी 114	प्रयोगनमूलक हिंदी	6

विषय विनिर्दिष्ट ऐच्छिक

सेमेस्टर - 5

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीई 141	अस्मितामूलक विमर्श और हिंदी साहित्य	6
बीएचडीई 143	प्रेमचंद	6
बीएचडीई 145		6

सेमेस्टर -6

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीई 142	राष्ट्रीय काव्यधारा	6
बीएचडीई 144	छायावाद	6
बीएचडीई 146		6

योग्यता संवर्धन अनिवार्य पाठ्यक्रम

सेमेस्टर -1

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीईवीएई 181	पर्यावरण अध्ययन	4

सेमेस्टर -2

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएचडीएई 182	हिंदी भाषा और संप्रेषण	4

कौशल संवर्धन पाठ्यक्रम (कोई एक)

सेमेस्टर - 3

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएएनएस 183	पर्यटन मानव विज्ञान	4

सेमेस्टर - 4

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीपीसीएस 186	तनाव प्रबंधन	4

सामान्य ऐच्छिक पाठ्यक्रम

सेमेस्टर -1

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएसओजी 171	भारतीय समाजः छवियाँ एवं वस्तिकताएँ	6

सेमेस्टर - 2

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीजीडीजी 172	जेंडर संवेदनशीलताः समाज और संस्कृति	6

सेमेस्टर - 3

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीएसओजी 173	विकास का पुनर्विचार	6

सेमेस्टर - 4

पाठ्यक्रम कोड	पाठ्यक्रम की शीर्षक	क्रेडिट की सं
बीपीसीजी 174	मनोविज्ञान एवं मीडिया	6

Programme Coordinator (BAHDH): Prof. Smita Chaturvedi, schaturvedi@ignou.ac.in, 011-29572786

4 MASTER'S DEGREE PROGRAMMES

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

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 15,600/- for full programme to be paid year wise @Rs. 7,800/- per year.

Programme Details:

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

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

4.2 Master of Arts (English) (MEG) School of Humanities (SOH)

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year.

Course Code	Title of the Course	Credits
I Year		
MEG 1	British Poetry	8
MEG 2	British Drama	8
MEG 3	British Novel	8
MEG 4	Aspects of Language	8
II Year		
Compulsory Course		
MEG 5	Literary Criticism and Theory	8
Optional Courses (Choose any three)		
MEG 6	American Literature	8
MEG 7	Indian English Literature	8
MEG 8	New Literatures in English	8
MEG 9	Australian Literature	8
MEG 10	English Studies in India	8
MEG 11	American Novel	8
MEG 12	A Survey Course in 20th Century Canadian Literature	8
MEG 13	Writing from the Margins	8
MEG 14	Contemporary Indian Literature in English Translation	8
MEG 15	Comparative Literature: Theory and Practice	8
MEG 16	Indian Folk Literature	8
Total Credits		**64**

Programme Coordinator: Prof. Nandini Sahu, nandinisahu@ignou.ac.in, Ph. 011-29572785

4.3 स्नातकोत्तर कला उपाधि (हिंदी) (एमएचडी)

मानविकी विद्यापीठ (एसओएच)

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।

पात्रता : **मान्यताप्राप्त विश्वविद्यालय से स्नातक उपाधि अथवा उच्चतर उपाधि।**

शिक्षा का माध्यम : **हिंदी।**

अवधि : **न्यूनतम** 2 **वर्ष और अधिकतम** 4 **वर्ष, जनवरी और जुलाई दोनों प्रवेश सत्रों में उपलब्ध।**

शुल्क संरचना : **रु.** 12600/ **पूरे कार्यक्रम के लिए, रु.** 6300/ **प्रति वर्ष ।**

कार्यक्रम का विवरण :

पाठ्यक्रम कोड	पाठ्यक्रम का शीर्षक	क्रेडिट
प्रथम वर्ष		
एम.एच.डी. 2	**आधुनिक हिन्दी कविता**	**8**
एम.एच.डी. 3	**उपन्यास एवं कहानियां**	**8**
एम.एच.डी. 4	**नाटक एवं अन्य गद्य विधाएँ**	**8**
एम.एच.डी. 6	**हिन्दी भाषा और साहित्य का इतिहास**	**8**
द्वितीय वर्ष		
अनिवार्य पाठ्यक्रम		
एम.एच.डी. 1	**हिन्दी काव्य-1 (आदि काव्य, भक्ति काव्य एवं रीति काव्य)**	**4**
एम.एच.डी. 5	**साहित्य सिद्धांत और समालोचना**	**8**
एम.एच.डी. 7	**भाषाविज्ञान और हिन्दी भाषा**	**4**
वैकल्पिक पाठ्यक्रम (कोई एक मॉड्यूल चुनें)		
मॉड्यूल "क" - कहानी: विशेष अध्ययन		
एम.एच.डी. 09	**कहानी: स्वरूप और विकास**	**4**

एम.एच.डी. 10	प्रेमचंद की कहानियाँ	4
एम.एच.डी. 11	हिंदी कहानी	4
एम.एच.डी. 12	भारतीय कहानी	4
मॉड्यूल "ख" - उपन्यास: विशेष अध्ययन		
एम.एच.डी. 13	उपन्यासः स्वरूप और विकास	4
एम.एच.डी. 14	हिन्दी उपन्यास-1 (प्रेमचन्द का विशेष अध्ययन)	4
एम.एच.डी. 15	हिन्दी उपन्यास-2	4
एम.एच.डी. 16	भारतीय उपन्यास	4
मॉड्यूल "ग" - दलित साहित्य: विशेष अध्ययन		
एम.एच.डी. 17	भारत की चिंतन परम्पराएँ और दलित साहित्य	4
एम.एच.डी. 18	दलित साहित्य की अवधारणा एवं स्वरूप	4
एम.एच.डी. 19	हिन्दी दलित साहित्य का विकास	4
एम.एच.डी. 20	भारतीय भाषाओं में दलित साहित्य	4
मॉड्यूल "घ" - मध्यकालीन कविता		
एम.एच.डी. 21	मीरा का विशेष अध्ययन	4
एम.एच.डी. 22	कबीर का विशेष अध्ययन	4
एम.एच.डी. 23	मध्यकालीन कविता-1	4
एम.एच.डी. 24	मध्यकालीन कविता-2	4
कुल क्रेडिट		64

कार्यक्रम संयोजकः प्रो. शत्रुघ्न कुमार, **shatrughna72000@yahoo.com.in, Ph. 011-29535160**

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

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

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MPS 1	Political Theory	8
MPS 2	International Relations: Theory and Problems	8
MPS 3	India: Democracy and Development	8
MPS 4	Comparative Politics: Issues and Trends	8
II Year (Choose 32 credits only)		
MPSE 1	India and the World	4
MPSE 2	State and Society in Latin America	4
MPSE 3	Western Political Thought	4
MPSE 4	Social and Political Thought in Modern India	4
MPSE 5	State and Society in Africa	4
MPSE 6	Peace and Conflict Studies	4

MPSE 7	Social Movements and Politics in India	4
MPSE 8	State Politics in India	4
MPSE 9	Canada: Politics and Society	4
MPSE 11	The European Union in World Affairs	4
MPSE 12	State and Society in Australia	4
MPSE 13	Australia's Foreign Policy	4
MED 2	Sustainable Development: Issues and Challenges	4
MED 8	Globalisation and Environment	4
MGP 4	Gandhi's Political Thought	4
MGPE 7	Non-Violent Movements after Gandhi	4
MGPE 8	Gandhian Approach to Peace and Conflict Resolution	4
MGPE 10	Conflict Management, Transformation & Peace Building	4
MGPE 11	Human Security	4
MGPE 13	Civil Society, Political Regimes and Conflict	4
Total Credits		**64**

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

4.5 Master of Arts (History) (MAH)
School of Social Sciences (SOSS)

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

Structure of the Programme:

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year

Programme Details:

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

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

4.6 Master of Arts (Sociology) (MSO) School of Social Sciences (SOSS)

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

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

Eligibility: Bachelor's Degree or a higher degree from a recognized University. **Medium of Instruction**: English & Hindi

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year

Programme Details:

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

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

4.7 Master of Arts (Psychology) (MAPC) School of Social Sciences (SOSS)

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

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 18600/- for full programme to be paid year wise @Rs. 9300/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MPC 1	Cognitive Psychology, Learning and Memory	4
MPC 2	Life Span Psychology	4
MPC 3	Personality: Theories and Assessment	4
MPC 4	Advanced Social Psychology	4
MPC 5	Research Methods in Psychology	4
MPC 6	Statistics in Psychology	4
MPCL 7	Practicum in Experimental Psychology & Psychological Testing	8
II Year (choose any one group)		
Group A: Clinical Psychology		
MPCE 11	Psychopathology	4
MPCE 12	Psychodiagnostics	4
MPCE 13	Psychotherapeutic methods	4
MPCE 14	Practicum in Clinical Psychology	6
MPCE 15	Internship	8
MPCE 16	Project	6
Group B: Counselling Psychology		
MPCE 21	Counselling Psychology	4
MPCE 22	Assessment in Counselling and Guidance	4
MPCE 23	Interventions in Counselling	4
MPCE 24	Practicum in Counselling Psychology	6
MPCE 25	Internship	8
MPCE 26	Project	6
Group C: Industrial and Organizational Psychology		
MPCE 31	Organisational Behaviour	4
MPCE 32	Human Resource Development	4
MPCE 33	Organisational Development	4
MPCE 34	Practicum in Industrial and Organisational Psychology	6
MPCE 35	Internship	8
MPCE 36	Project	6
Total Credits		**64**

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

4.8 Master of Arts (Economics) (MEC) School of Social Sciences (SOSS)

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

covered at +2 level.

The Programme comprises 66 Credits covered through 11 Courses, 9 compulsory and 2 optional. All the courses covered in the first year are compulsory. In the second year, the first four courses given in the list below (MEC6, MEC7, MEC108 and MEC109) are Compulsory while rest are optional.

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 16400/- for full programme to be paid year wise @Rs. 8200/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MEC 101	Microeconomic Analysis	6
MEC 2	Macroeconomic Analysis	6
MEC 103	Quantitative Methods	6
MEC 4	Economics of Growth and Development	6
MEC 105	Indian Economic Policy	6

II Year			
Compulsory Courses			
MEC 106	Public Economics		6
MEC 7	International Trade and Finance		6
MEC 108	Economics of Social Sector and Environment		6
MEC 109	Research Methods in Economics		6
Optional Courses (Choose 12 credits only)			
MECE 1	Econometric Methods		6
MECE 3	Actuarial Economics: Theory and Practice		6
MECE 4	Financial Institutions and Markets		6
MECP 101	Project Work		6
MWG 11	Women in the Economy		8
MGSE 9	Gender Issues in Work Employment and Productivity	**(To be taken together with MWG11 or MEDSE46)**	4
MEDSE 46	Development Issues and Perspectives		8
Total Credits			**66**

Programme Coordinator: Prof. Saugato Sen, ssen@ignou.ac.in, Ph. 011-29572716

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

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year

Programme Details:

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

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

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

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

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

Eligibility: Bachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC
Medium of Instruction: English. Students can write assignments and TEE in Hindi language also
Duration: Minimum 1 year and Maximum 2 years; offered in both January and July cycle of admissions.
Fee Structure: Rs. 10,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
MLI 101	Information, Communication and Society	4
MLII 101	Information Sources, Systems and Services	4
MLI 102	Management of Library and Information Centres	4
MLII 102	Information Processing and Retrieval	4
MLII 103	Fundamentals of Information Communication Technologies	4
MLII 104	Information Communication Technologies: Applications	4
MLIP 2	Project	4

Elective Courses (Choose any two only)		
MLIE 101	Preservation and Conservation of Library Materials	4
MLIE 102	Research Methodology	4
MLIE 103	Academic Library System	4
MLIE 104	Technical Writing	4
MLIE 105	Informatrics and Scientometrics	4
MLIE 106	Public Library System and Services	4
Total Credits		**36**

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

4.11 Master of Arts (Anthropology) (MAAN) School of Social Sciences (SOSS)

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 17,200/- for full programme to be paid year wise @Rs. 8,600/- per year

Programme Details:

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

Programme Coordinator: Dr. Palla Venkatramana, Ph: 9013627663

4.12 Master of Arts (Gandhi and Peace Studies) (MGPS) School of Social Sciences (SOSS)

Programme Objectives:

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

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

Medium of Instruction: English and Hindi.

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

Fee Structure: Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.

Programme Details:

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

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

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

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

4.13 Master of Computer Applications (MCA_NEW) (Revised) School of Computer & Information Sciences (SOCIS)

The broad objective of the Master of Computer Applications programme is to prepare graduate students for productive careers in software industry and academia by providing an 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.

Eligibility:

(a) Passed BCA/B.Sc (Computer Science/IT)/ Bachelor Degree in Computer Science Engineering or Equivalent Degree

(b) Obtained atleast 50% marks in the qualifying examination (45% marks in case of candidates belonging to reserved category)

OR

(a) (i) Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND Mathematics as one of the subjects at 10+2 level or graduation level

(ii) Obtained atleast 50% marks in the qualifying examination (45% marks in case of candidates belonging to reserved category).

(b) Successfully completed **PGDCA of IGNOU**

Medium of Instruction: English

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

Fee Structure: Rs. 48,000/- for full programme to be paid semester wise @Rs. 12000/- per semester.

Programme Details:

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

Course Code	Title of the Course	Credits
First Year		
I Semester		
MCS 211	Design and Analysis of Algorithms	4
MCS 212	Discrete Mathematics	4
MCS 213	Software Engineering	4
MCS 214	Professional Skills and Ethics	2
MCS 215	Security and Cyber Laws	2
MCSL 216	DAA and Web Design Lab	2
MCSL 217	Software Engineering Lab	2
II Semester		
MCS 218	Data Communication and Computer Networks	4
MCS 219	Object Oriented Analysis and Design	4
MCS 220	Web Technologies	4
MCS 221	Data Warehousing and Data Mining	4
MCSL 222	OOAD and Web Technologies Lab	2
MCSL 223	Computer Network and Data Mining Lab	2
Second Year		
III Semester		
MCS 224	Artificial Intelligence and Machine Learning	4
MCS 225	Accountancy and Financial Management	4
MCS 226	Data Science and Big Data	4
MCS 227	Cloud Computing and IoT	4
MCSL 228	AI and Machine Learning Lab	2
MCSL 229	Cloud and Data Science Lab	2

IV Semester		
MCS 230	Digital Image Processing and Computer Vision	4
MCS 231	Mobile Computing	4
MCSP 232	Project	12
Total Credits		**80**

No. of Theory Courses -15, No. of Practical Courses -6, Project-1, Total Credits: 80

Programme Coordinator: Mr. Akshay Kumar, mca@ignou.ac.in

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

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

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

Medium of Instruction: English & Hindi

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

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

Programme Details:

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

Programme Coordinator: Prof.R.P.Singh, rpsinghignou@yahoo.co.in, rpsingh@ignou.ac.in, PH.01129572952

4.15 Master of Science (Food Nutrition) (MSCDFSM) School of Continuing Education (SOCE)

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

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

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

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 4 years; offered only July cycle of admission only.

Fee Structure: Rs. 32,400/- for full programme to be paid year wise @Rs. 16,200/- per year.

Programme Details:

Course Code	Title of the Course	Credits
MFN 1	Applied Physiology	4
MFN 2 MFNL 2	Nutritional Biochemistry	2 2
MFN 3 MFNL 3	Food Safety and Food Microbiology	2 2
MFN 4 MFNL 4	Advance Nutrition	4 2
MFN 5 MFNL 5	Clinical and Therapeutic Nutrition	4 2
MFN 6 MFNL 6	Public Nutrition	4 2
MFN 7 MFNL 7	Entrepreneurship and Food Service Management	4 2
MFN 8 MFNL 8	Principles of Food Science	2 2
MFN 9	Research Methods and Biostatistics	6
MFN 10	Understanding Computer Applications	2
MFNP 11	Internship Programme	16*
MFNP 12	Dissertation	8
	Total Credits	**72**

* Three Months Internship

For MSc. (DFSM) Programme:

1st Year Courses : MFN 1, MFN 2, MFNL 2, MFN 3, MFNL 3, MFN 6, MFNL 6, MFN 8, MFNL 8 and MFN 10
2nd Year Courses : MFN 4, MFNL 4, MFN 5, MFNL 5, MFN 7, MFNL 7, MFN 9, MFNP 11 and MFNP 12

For PGDDPN Programme:

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

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

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

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

Programme Coordinator : Prof. Deeksha Kapur, deekshakapur@ignou.ac.in

Ph. 011-29536347, 29572960

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

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 33,600/- for full programme to be paid year wise @Rs. 16,800/- per year.

Course Code	Title of the Course	Credits
I Year		
MCFT 1	Human Development and Family Relationships	4
MCFTL 1	Human Development and Family Relationships Supervised Practicum	2
MCFT 2	Mental Health and Disorders	4

MCFTL 2	Mental Health and Disorders Supervised Practicum	2
MCFT 3	Counselling and Family Therapy: Basic Concepts & Theoretical Perspectives	4
MCFTL 3	Counselling and Family Therapy: Basic Concepts & Theoretical Perspectives Supervised Practicum	2
MCFT 4	Counselling and Family Therapy: Applied Aspects	4
MCFTL 4	Counselling and Family Therapy: Applied Aspects Supervised Practicum	2
MCFT 5	Counselling and Family Therapy: Research Methods and Statistics	4
MCFTL 5	Counselling and Family Therapy: Research Methods and Statistics Supervised Practicum	2
MCFTL 8	Reflective Journal	2
II Year		
MCFT 6	Applied Social Psychology	4
MCFTL 6	Applied Social Psychology-Supervised Practicum	2
MCFT 7	Counselling and Family Therapy: Applications and Interventions	4
MCFTL 7	Counselling and Family Therapy: Applications and Interventions Supervised Practicum	2
MCFTP 1	Internship	6
MCFTP 2	Dissertation	8
Elective courses (choose any one pair of Electives from the following):		
MCFTE 1	Marital and Family Therapy & Counselling	2
MCFTE 4	Marital and Family Therapy & Counselling Supervised Practicum	4
	OR	
MCFTE 2	Child and Adolescent Counselling and Family Therapy	2
MCFTE 5	Child and Adolescent Counselling and Family Therapy Supervised Practicum	4
	OR	
MCFTE 3	Substance Abuse Counselling and Family Therapy	2
MCFTE 6	Substance Abuse Counselling and Family Therapy Supervised Practicum	4
Total Credits		**64**

Programme Coordinators: Prof. Neerja Chadha, neerja_chadha@ignou.ac.in, Ph. 29572959, 29534066
Dr. Amiteshwar Ratra, amiteshwar@ignou.ac.in

4.17 Master of Social Work (MSW)
School of Social Work (SOSW)

The MSW programme offers opportunity to learners for higher studies in professional social work. Besides offering the core courses pertaining to social work curriculum across the globe and India, it includes themes in some of the pertinent 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.

For those seeking admission with effect from July 2018 session, it may be noted that they will be offered the revised version of MSW Programme. The highlights of the revised version include Block Placement and Internship in practical component and emphasis on Social Work in African Context, Criminal Justice, Contemporary Methods and Values of Social Work and International Social Work. Accordingly, a student is expected to successfully complete 72 credits which include compulsory courses, elective courses as well as fieldwork. The details of which are given below:

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 36000/- for full programme to be paid year wise @Rs. 18000/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year (Compulsory Courses)		
MSW 1	Origin and Development of Social Work	4
MSW 2	Professional Social Work: Indian Perspectives	4
MSW 5	Social Work Practicum and Supervision	4
Elective Courses (Choose any Two)		
MSW 3	Basic Social Science Concepts	4
MSW 4	Social Work and Social Development	4
MSW 6	Social Work Research	4
MSWE 10	Social Work in African Context	4
MSW 32	Social Work and Criminal Justice	4
Field Work (Compulsory)		
MSWL 13	Social Work Practicum-I	8
MSWL 14	Block Placement	8
II Year		
Compulsory Courses		
MSW 7	Case work and Counselling: Working with Individuals	4
MSW 8	Social Group Work: Working with Groups	4
MSW 9	Community Organisation Management for Community Development	4
MSW 17	Contemporary Methods and Values of Social Work	4
Elective Courses (Choose any one)		
MSWE 1	HIV/AIDS: Stigma, Discrimination and Prevention	4
MSWE 2	Women and Child Development	4
MSWE 7	International Social Work	4
MSWE 3	Disaster Management	4
MSWP 1	Dissertation (Project work)	4
Field Work (Compulsory)		
MSWL 15	Social Work Practicum-II	8
MSWL 16	Internship	8
Total Credits		**72**

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

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

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

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

Eligibility: Bachelor's degree in any discipline from a recognized university.

Medium of Instruction: English and Hindi

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

Fee Structure: Rs. 36,000/- for full programme to be paid year wise @Rs. 18,000/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
MSW 1	Origin and Development of Social Work	4
MSW 2	Professional Social Work: Indian Perspectives	4
MSW 5	Social Work Practicum and Supervision	4
MSW 8	Social Group Work: Working with Groups	4
MSW 9	Community Organisation Management for Community Development	4
MSWL 46	Social Work Practicum-I	8
MSWL 47	Block Placement	8

II Year		
MSW 12	Introduction to Life Characteristics and Challenges	4
MSW 13	Introduction to Psychological Basis of Counselling	4
MSW 14	Relevance of Social Case Work in Counselling	4
MSW 15	Basics of Counselling	4
MSW 16	Fields of Counselling	4
MSWL 48	Social Work Practicum-II	8
MSWL 49	Internship	8
Total Credits		**72**

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

4.19 Master of Arts (Education) (MAEDU) School of Education (SOE)

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

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

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 18400/- for full programme (Rs. 9,000/- for 1st year & Rs. 9200/- for 2nd year respectively).

Programme Framework

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

Group A: Basic Course on Education

Group B: Core Courses

Group C: Courses on Knowledge Generation in Education

Group D: Specialized Areas in Education

Programme Details:

Group A: Basic Course on Education (4 Credits)

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

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

Group B: Core Courses

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

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

Group C: Courses on Knowledge Generation in Education

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

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

Group D : Specialised Areas in Education

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

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

Adult Education		
MAE 1	Understanding Adult Education	6
MAE 2	Policy Planning and Implementation of Adult Education in India	6
MAE 3	Knowledge Management, Information Dissemination and Networking in Adult Education	6
MAE 4	Extension Education and Development	6

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

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

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

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

Programme Coordinator: Prof. Nirod Kumar Dash, nkdash@ignou.ac.in, Ph. 011-29572931
: Dr.Niradhar Dey,niradhar@ignou.ac.in,Ph.011-29572994

4.20 Master of Arts (Distance Education) (MADE)
Staff Training & Research Institute of Distance Education (STRIDE)

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

Eligibility: (1) Graduates in any discipline may take admission into this 2 years programme **OR**

(2) Learners enrolled up to January 2020 session who have completed PGDDE (with 30 credits) may take lateral entry directly into second year of MADE programme. However, they will be enrolled only in the MADE Programs having 60 credits (with MDE 418 and MDEP 420 having 6 credits each).

Medium of Instruction: English

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

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

Programme Details:

Course Code	Title of the Course	Credits
I Year*		
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 518	Educational Communication Technologies	8
II Year		
MDE 415	Research Methods for Distance Education	6
MDE 416	Curriculum Development in Distance Education	6

MDE 417	Distance Education: Economic Perspective	6
MDE 419	Staff Training and Development in Distance Education	6
MDEP 520	Project Work	8
Total Credits		**64**

* Those who get admission into M.A. (Distance Education) two years programme may exit with Post Graduate Diploma in Distance Education (PGDDE) after completion of 5 courses (32 credits) of the 1st year.

Programme Coordinator: Dr. Anita Priyadarshini, anitapriyadarshini@ignou.ac.in, Ph. 011-29572607

4.21 Master of Arts (Adult Education) (MAAE) School of Education (SOE)

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

Programme Objectives:

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

Eligibility: Bachelor's Degree from any recognized University

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 4 years; offered only in July cycle of admission.

Fee Structure: Rs. 12 ,800/- for ful l programme to be pa id year wise @ Rs. 6 ,400/- per year. Students admitted for first year shall re-register themselves for the second year by duly filling in the prescribed Re-Registration form of that year and submitting it to the Regional Centre concerned along with requisite fee.Programme Study Centres.

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

Programme Details:

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

* indicates that the student should select only one out of MAEE 1 and MESE 61 Courses.
** indicates that the student should select only one out of MAEE 2 and MESE 62 Courses.

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

Programme Coordinator: Dr. M.V.Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph. 011-29572935 / Mobile: 9868956537
Dr. Elizabeth Kuruvilla, elizakuruvilla@ignou.ac.in, Ph. 011-29572933, Mobile : 9868478942

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

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

Eligibility :

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

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

Medium of Instruction: English

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

Fee Structure:

Category-I : Rs. 12600/- for full programme fee, to be paid year-wise @Rs. 6300/- per year.

Category-II : Rs. 15600/- for full programme, to be paid @Rs. 9300/- for 1st year and Rs. 6300/- for 2nd year.

Course Code	Title of the Course	Credits
I Year		
I Semester		
MTTM 1	Management Functions and Behaviour in Tourism	4
MTTM 2	Human Resource Planning and Development in Tourism	4
MTTM 3	Managing Personnel in Tourism	4
MTTM 4	Information Management Systems and Tourism	4
II Semester		
MTTM 5	Accounting and Finance for Managers in Tourism	4
MTTM 6	Marketing for Tourism Managers	4
MTTM 7	Managing Sales and Promotion in Tourism	4
MTTM 8	Managing Entrepreneurship and Small Business in Tourism	4
II Year		
III Semester		
MTTM 9	Understanding Tourism Markets	4
MTTM 10	Tourism Impacts	4
MTTM 11	Tourism Planning and Development	4
MTTM 16	Dissertation	8
IV Semester		
MTTM 12	Tourism Products: Design and Development	4
MTTM 13	Tourism Operations	4
MTTM 14	Tourist Transport Operations (Road Transport)	4
MTTM 115	MICE Management	4
Total Credits		**68**

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

Course Code	Title of the Course	Credits
TS 1	Foundation Course in Tourism	8
TS 2	Tourism Development: Products, Operations and Case Studies	8
TS 3	Management in Tourism	8
TS 6	Tourism Marketing	8
Total Credits		**32**

Programme Coordinator: Dr. Tangjakhombi Akoijam, Ph. 011-29571756

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

The Master's programme in philosophy in distance learning mode is intended not only to enhance career prospects for students but also to train the mind for better logical thinking, mental discipline, ability for analysis and synthesis, critical reflection on social and political realities. Philosophy broadens people's vision towards national integration, genuine appreciation of others' 'worldviews', better understanding of various thought patterns and peaceful co-existence. It also becomes a means to social transformation to build a better nation and to ensure social equality, human dignity and human rights for the citizens. The Master's programme in Philosophy has the following major components: 1) Compulsory Courses-16 credits; 2) Elective Courses-48 credits. Students can choose 6 electives in the first year and 6 electives in the second year. To successfully complete this programme, you will have to earn 64 credits over a period of 2 to 4 years. This programme is offered only in English. However, a student is permitted to write the exam in Hindi.

Eligibility: Bachelor's Degree or equivalent.

Medium of Instruction: English

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

Fee Structure: Rs. 12600/- for full programme to be paid year wise @Rs. 6300/- per year

Programme Details:

Course Code	Title of the Course	Credits
I Year		
Compulsory Course		
MPY 1	Indian Philosophy	8
Elective Courses (Choose any six)		
MPYE 1	Logic	4
MPYE 2	Ethics	4
MPYE 3	Epistemology	4
MPYE 4	Philosophy of Human Person	4
MPYE 5	World Religions	4
MPYE 6	Dalit Philosophy	4
MPYE 7	Research Methodology in Philosophy	4
MGP 5	Introduction to Peace and Conflict Resolution	4
II Year		
Compulsory Courses		
MPY 2	Western Philosophy	8
Elective Courses (Choose any six)		
MPYE 8	Metaphysics	4
MPYE 9	Philosophy of Science and Cosmology	4
MPYE 10	Philosophy of Religion	4
MPYE 11	Philosophy of Art (Aesthetics)	4
MPYE 12	Tribal Philosophy	4
MPYE 13	Philosophy of Technology	4
MPYE 14	Philosophy of Mind	4
MPYE 15	Gandhian Philosophy	4
MPYE 16	Philosophy of Sri Aurobindo	4
MPYP 1	Dissertation	4
Total Credits		**64**

Programme Coordinator: Prof. Nandini Sinha Kapur, nandini@ignou.ac.in, Ph. 011-29573376

4.24 Master of Science (Environmental Science) (MSCENV)
School of Interdisciplinary and Trans-disciplinary Studies (SOITS)

Undoubtedly, the earth is finding itself difficult to sustain a growing human population. The issues concerned with the environment are many and are interconnected so much so that a holistic, scientific and sustainable environmental management strategy is the need of the hour. Master of Science (Environmental Science) Programme aims at generating skilled man power to tackle the growing environmental and developmental problems and changes arising from the transition to a sustainable society. This programme will give an insight into the socio-economic causes and the characteristics of pollution and degradation of the natural environment, including the effects on human beings, the atmosphere, ecosystem and the other organisms. The programme will provide learners with the necessary means to develop the capacity to carry out independent assessments on environmental issues. In addition, learners will be well equipped to analyze and assess environmental systems and problems; be able to propose sustainable solutions to environmental problems; and contribute to the development of policies and strategies for environmental planning. Being an interdisciplinary field of knowledge, environmental science includes specializations with multidisciplinary scope in which the students will learn to address the challenges of maintenance of environmental integrity for sustainable development in relation to human activities.

Programme Objectives:

- To equip the learners with knowledge and understanding of the physical, chemical and biological processes of the environment
- To expose the learners with theoretical principles involved in air, water and soil pollution and monitoring systems
- To emphasize the principles and practices involved in sustainable natural resources management and environmental management
- To impart knowledge and understanding in impact assessment, environmental audit and laws.

Eligibility: The Graduation in Science from a recognized University
Medium of Instruction: English
Duration: Minimum 2 years and Maximum 4 years; offered in both January & July cycle of admissions.
Fee Structure: Rs. 15,000/- for full programme.

Programme Details :

Course Code	Title of the Course	Credits
First Year		
I Semester		
MEV 11	Fundamentals of Environmental Science and Ecology	4
MEV 12	Earth Processes	4
MEV 13	Environmental Chemistry	4
MEVL 11	Environmental Science Lab Course -1	4
II Semester		
MEV 14	Sustainable Natural Resource Management	4
MEV 15	Environmental Pollution, Control and Management	4
MEV 16	Environmental Impact Assessment	4
MEVL 12	Environmental Science Lab Course -2	4
	Elective Course (Choose any one course from the elective courses list)	4
Second Year		
III Semester		
MEV 17	Environmental Legislations	4
MEV 18	Environmental Health and Ecotoxicology	4
MEV 19	Research Methodology for Environmental Science	4
MEVL 13	Environmental Science Lab Course – 3	4
	Elective Courses (Choose any one course from the elective courses list)	4
IV Semester		
MEVP 11	Dissertation/Project	8
	Elective Course (Choose any one course from the elective courses list)	4
	Elective Course (Choose any one course from the elective courses list)	4

Elective Courses (Choose any four courses: One each for Sem. II & Sem.-III and two for Sem. IV)		
MEVE 11	Global Climate Change	4
MEVE 12	Environmental Management	4
MEVE 13	Environmental Biotechnology	4
MEVE 14	Biodiversity Conservation and Management	4
MEVE 15	Disaster Management	4
MEVE 16	Urban Environment	4
MEVE 17	Environment and Society	4
MEVE 18	Instrumentation Techniques for Environmental Monitoring	4
MEVE 19	Environmental Issues	4
Total Credits		**72**

Programme Coordinators: Prof. Shachi Shah., sshah@ignou.ac.in, Ph. 011-29573380, Dr. V.Venkat Ramanan, vvramanan@ignou.ac.in, Ph. 011-29571121 and Dr. Deeksha Dave, deekshadave@ignou.ac.in

4.25 Master of Arts (Development Studies) (MADVS) School of Extension & Development Studies (SOEDS)

This programme has been designed to impact quality education and training in the area of Development Studies. The programme is meant for development professionals across the sectors and also to fresh graduates interested in pursuing carrier and development professionals.

Programme Objectives:

- To impact knowledge on various aspects of development studies.
- To train qualified human resources in the professional area development studies.
- To develop professional skills in formulation, implementation, monitoring and evaluation of development projects and programmes.

Eligibility: Bachelor's Degree in any discipline from a recognized University

Medium of Instruction: English

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

Fee Structure: Full programme fees 11400/- 1st year : Rs. 5,700/- and 2nd year Rs. 5,700/-

Programme Details:

Course Code	Title of the Course	Credits
I Year#		
MDV 101	Introduction to Development and Development Theories	6
MDV 102	Dynamics of Development	6
MDV 103	Issues and Challenges of Development	6
MDV 4	Gender and Development	6
MDV 106	Research Methodology in Development Studies	6
MDV 109	Development in India - An Overview	6
II Year (Choose any 36 Credits)		
MDV 105	Development Planning and Management	6
MDV 108	Development Communication and Extension	6
MDV 110	Training and Development	6
MDV 111	Local Self Governance and Development	6
MDV 115	Health and Development	6
MEDS 41	Introduction to Urban Development	6
MEDS 42	Issues and Challenges in Urban Planning and Development	6
MDVP 117	Project Work*	12

* Project work is equivalent to 2 courses or 12 credits

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

4.26 Master of Arts (Women and Gender Studies) (MAWGS) School of Gender & Development Studies (SOGDS)

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

Career Options

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

Modular Structure and Specializations

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

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

Eligibility: Bachelor's Degree from any recognized University

Medium of Instruction: English

Duration: Minimum 2 years and Maximum 4 years, offered in both January and July cycles of admission

Fee Structure: Rs. 13000/- for full programme. Fee must be paid yearwise-Rs. 6,500/- for 1st year (for Semester 1 & 2) at the time of taking admission to the Programme and Rs. 6,500/- for 2nd year (for semesters 3 & 4) at the time of taking admission to 2nd year through Re-registration.

Programme Details:

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

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

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

Programme Coordinators: Prof. Anu Aneja, anuaneja@ignou.ac.in Tel. : 011-29572050, Prof. Nilima Srivastava, nilimasrivastav@ignou.ac.in, SOGDS Office Tel. : 011-29571620

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

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

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

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

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

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

Programme Objectives:

The programmes seek to enable learners to:

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.

Programme Details:

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

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

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

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

The MATS programme intends to familiarise the learners with the theory and practices of translation. It is built around the concept of integrating learning with research in the vast areas of translation practices in the contemporary time. The programme provides opportunity for translators to explore job opportunities as academics and translators by honing their translation skills. As a fundamental act of cultural and knowledge exchange, it has become a key issue for accessing and managing knowledge as its various aspects: Acquisition, Preservations, Creation, Dissemination and Application among others. It underscores the importance of Translation Training as vital for knowledge dissemination in the global world. This programme consists of 12 courses and a major project comprising practical component.

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

Medium of Instruction: Hindi

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

Fee Structure: Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.

Programme Details:

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

Programme Coordinators: Prof. R. P. Pandey, rajendrapandey@ignou.ac.in, Ph. 011-29571624

Prof. Jagdish Sharma, jagdishsharma@ignou.ac.in, Ph. 011-29571625

4.29 Master of Science (Mathematics with Application in Computer Science) (MSCMACS)
School of Sciences (SOS)

This programme has the following broad objectives:

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

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

Eligibility:

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

If the seats at a centre remain vacant then:

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

Medium of Instruction: English

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

Fee Structure: Rs. 26,400/- for full programme to be paid semester wise @Rs. 6,600/- per semester

Admission Procedure

Admission to the programme is based on merit. Fee has to be paid after admission to the programmes and only registration fee of Rs. 400/- has to be paid with application form.

Core Courses

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

Elective Courses

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

Project

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

Practical

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

Scheme of Study

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

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

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

3	39 NOIDA	North	07107	Maharaja Agrasen College Vashundhara Enclave, DelhI 110096
4	32 RANCHI	East	3645P	Deptt. of Mathematics, Marwari College, Lake Road, Hindpiri, Ranchi, Jharkhand-834001
5	28 KOLKATA	East	2810	Maulana Azad College, 8, Dharamtala, R A Kidwai Road, Kolkata, West Bengal-700012
6	15 JABALPUR	West	1502	RDVV University, Rajshekher Bhavan, Art's Block, Jabalpur, MP-482001
7	16 PUNE	West	1675P	University of Pune, Deptt. of Mathematics, Ganeshkhind Road, Pune, Maharashtra-411007

Programme Details:

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

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

Programme Coordinators: Prof. Poornima Mittal, pmital@ignou.ac.in, Ph. 011-29534251
Dr. S. Venkataraman, svenkat@ignou.ac.in, Ph. 011-29572860

4.30 Master of Arts (Journalism and Mass Communication) (MAJMC) School of Journalism and New Media Studies (SOJNMS)

The aim of the Master's Degree in Journalism & Mass Communication is to develop skilled human resource in media and communication with a holistic appreciation of media as a tool for change and development. The programme will help the learner to develop competencies and professional skills to avail employment opportunities in media sectors. It will upgrade the knowledge and skills of those who are working in media organizations without appropriate formal training to upgrade their knowledge and competencies.

Eligibility: The learners should have Bachelors Degree in any discipline. They should have access to computers, Internet and basic knowledge of word processing (for creating word documents and

communicating through the Internet for sending and receiving mails, browsing sites etc.).

Medium of Instruction: English

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

Fee Structure: Rs. 25,000/- for both years; payable in two installments of Rs. 12,500/- per year.

The MA (JMC) programme is modular in nature in which to earn 64 credits, the learner will have to complete 32 credits each year. There is a provision for lateral exit for those who do not wish to continue after one year and such students shall be awarded Post Graduate Diploma in Journalism & Mass Communication. Lateral entry option to the 2nd year of MAJMC is available to those who have completed PGJMC from IGNOU. The distribution of courses is as given below:

Following is the programme structure. All the courses are compulsory. Programme Details:

Course Code	Title of the Course	Credits
I Year		
MJM 20	Introduction to Journalism and Mass Communication	4
MJM 21	Reporting Techniques	4
MJM 22	Writing and Editing for Print Media	4
MJM 23	Broadcast and Online Journalism	4
MJM 24	Media and Society	4
MJM 25	Media Ethics and Laws	4
MJML 20	Practical: Print and Online	4
MJML 21	Practical: Audiovisual	4
II Year		
MJM 26	Print Media	4
MJM 27	Electronic Media	4
MJM 28	Digital Media	4
MJM 29	Advertising and Public Relations	4
MJM 30	Communication and Media Studies	4
MJM 31	Communication Research Methods	4
MJML 22	Practical (Research Methodology)	4
MJMP 20	Major Project Work	4
Total Credits		**64**

Programme Coordinators: Dr.K.S.Arul Selvan, ksarul@ignou.ac.in, Ph. 011-29571605/01, Mob.No. 9319922711

4.31 स्नातकोत्तर कला उपाधि (संस्कृत) (एमएसके)

मानविकी विद्यापीठ (एसओएच)

इस कार्यक्रम का उद्देश्य विद्यार्थियों को संस्कृत भाषा तथा साहित्य का विस्तृत और विशेषज्ञतापूर्ण ज्ञान प्रदान करना है । इसके अध्ययन के फलस्वरूप विद्यार्थियों को संस्कृत भाषा, साहित्य,व्याकरण, दर्शन,वेद और भारतीय संस्कृति और सभ्यता का सम्यक बोध होगा । इस कार्यक्रम में संस्कृत के प्राचीन साहित्य और ज्ञान परंपरा के अतिरिक्त आधुनिक और समकालीन संस्कृत कवियों, रचनाकारों के साहित्य का अध्ययन भी निर्धारित किया गया है । वर्तमान समय की आवश्यकताओं को ध्यान में रखते हुए भाषाविज्ञान, अनुवाद और निबंध लेखन पर केंद्रित पाठ्यक्रम भी इसमें सम्मिलित जा रहा है । विद्यार्थी विषय के आस्वादन के साथ ही संस्कृत की ज्ञान परंपरा से जुड़कर भारतीय

संस्कृति और जीवन मूल्यों का भी अवगाहन कर सकेंगे ।

पात्रता : **मान्यताप्राप्त विश्वविद्यालय से स्नातक उपाधि अथवा उच्चतर उपाधि।**

शिक्षा का माध्यम : हिंदी।

अवधि : न्यूनतम 2 वर्ष और अधिकतम 4 वर्ष, जनवरी और जुलाई दोनों प्रवेश सत्रों में उपलब्ध।

शुल्क संरचना : रु. 12000/ पूरे कार्यक्रम के लिए, रु. 6000/ प्रति वर्ष ।

कार्यक्रम का विवरण :

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कार्यक्रम संयोजकः प्रो.सत्यकाम,आचार्य मानविकी विद्यापीठ एवं समकुलपति,इग्नू, masanskrit@ignou.ac.in ,soh@ignou.ac.in, फोन : 011-29572784, 29572753

5 POST GRADUATE DIPLOMA PROGRAMMES

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

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

Eligibility: Bachelor's Degree.

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 2,400/- for full programme

Programme Details:

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

Programme Coordinator : Dr. Soumya Kanti Palit, s.k.palit@gmail.com, Ph. 011-29572956

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 16,800/- for full programme

Programme Details:

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

Programme Coordinators : Prof. Neerja Chadha, neerja_chadha@ignou.ac.in
Ph. 011-29572959, 29534066
Dr. Amiteshwar Ratra, amiteshwar@ignou.ac.in

5.3 Post Graduate Diploma in Translation (PGDT) School of Translation Studies and Training (SOTST)

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

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

Eligibility: Bachelor's Degree

Medium of Instruction: Hindi

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

Fee Structure: Rs. 4,000/- for full programme

Programme Details:

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

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

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

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

The salient features of this programme are as follows:

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 8,200/- for full programme

Programme Details:

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

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

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

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

The programme aims to provide the knowledge and computer based exercises in selected areas of statistics and to acquaint the learners with the use of statistical tools in the analysis of industrial, social

and business data.

Programme Objectives:

- To provide learners with the core knowledge required for statistical applications,
- To acquaint learners with the use of statistics in applied sciences and industries,
- To provide computer based exercises in selected areas of statistics, and
- To equip learners with the skills of using appropriate statistical technique for applications in various fields.

Eligibility: Graduation in any discipline.

Medium of Instruction: English

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

Fee Structure: Rs.7,600/- for full programme.

Programme Details:

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

Course Code	Title of the Course	Credit	Core (Compulsory)
MST1	Foundation in Mathematics and Statistics	4	Core
MST2	Descriptive Statistics	4	Core
MST3	Probability Theory	4	Core
MST4	Statistical Inference	4	Core
MST5	Statistical Techniques	4	Core
MSTL1	Basic Statistics Lab	2	Core
Courses For Industrial Statistics Specialisation			
MSTE 1	Industrial Statistics-I	4	Specialised Courses to be taken Together
MSTE 2	Industrial Statistics -II	4	
MSTL 2	Industrial Statistics Lab	2	

Special Instructions, if any

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

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

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

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

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

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

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

Eligibility: Graduate from a recognized University/Institution

Medium of Instruction: English

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

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

Programme Details:

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

Please Note:

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

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

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

Programme Coordinator : Dr. Subhakanta Mohapatra, subhakanta@ignou.ac.in, Ph. 011-29571680 Dr. Kakoli Gogoi, kakoligogoi@ignou.ac.in, Ph. 011-29571679 pgdesd_programme@ignou.ac.in

5.7 Post Graduate Diploma in Analytical Chemistry (PGDAC)
School of Sciences (SOS)

Post Graduate Diploma in Analytical Chemistry (PGDAC) is a continuing education programme aimed for the enhancement of skills of the chemists employed in Industry, Research & Development and National Laboratories. It is also useful for all those Science Graduates who are aspiring to get employment in these labs.

Objectives

The broad objectives of the Programme are:

- To provide training in modern analytical techniques to the learners,
- To provide appropriate theoretical background and develop practical skills for analysing materials

even in trace amounts using modern analytical methods and instruments,

- To enable students acquire the analytical data and interpret the same using statistical principles, and
- To inculcate a problem solving approach by coordinating different analytical techniques.

Eligibility: Science Graduate with Chemistry or B. Pharma./B.Tech. degree holders.

Medium of Instruction: English

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

Fee Structure: Rs. 9,600/- for full programme

Programme Details:

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

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

Programme Coordinators : Prof. Lalita S. Kumar, lalitaskumar@ignou.ac.in, Ph.011-29572808
Prof. Javed A. Farooqi, jafarooqi@ignou.ac.in, Ph.011-29572822

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

The major objectives of the programme are to:

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

Target Group

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

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

Eligibility: Graduate in any discipline

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 6,300/- for full programme

Programme Details:

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

* Course is available in English only

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

5.9 Post Graduate Diploma in Mental Health (PGDMH) School of Social Science (SOSS)

The P.G. Diploma in Mental Health is offered by the Discipline of Psychology, School of Social Sciences (SOSS), IGNOU. The Programme aims at providing the learners a sound base in the field of mental health through an in-depth study into a broad range of psychological issues and concerns related to mental health. It is a capacity building programme to train the physical and mental health personnel to take care of the pressing and crucial need of the society to address the mental health and well-being of the people. The P.G. Diploma in Mental Health programme aims at fulfilling the mental health requirements of people keeping in mind the shortage of mental health personnel in India.

Eligibility:

I. Post graduates in Psychology/Social Work/ Nursing

II. All Medical graduates (Allopathy/Homoeopathy/Ayurvedic/Unani/Siddha)

Medium of Instruction: English

Duration: Minimum 1 year and Maximum 3 years. Admission cycle will be once a year in July.

Fee Structure: Rs.8000/-The Programme

Credit System:

The P.G.Diploma in Mental Health is of 32 credits. The learner has to successfully complete course work of 32 credits to obtain the P.G. Diploma in Mental Health. One credit is equivalent to 30 hours of study by the learner. For example, a learner will have to devote approximately 180 hours of study to complete a 6 credit course.

Programme Detalis

Course Code	Title of the Course	Credits
MPC-51	Fundamentals of Mental Health	6
MPC-52	Mental Disorders	6
MPC-53	Mental Health in Special Areas	6
MPC-54	Services for the Mentally III	6
MPCL-55	Practical	8
Total Credits		**32**

Programme coordinator: Dr. Swati Patra, E-Mail ID: swatipatra@ignou.ac.in, Phone: 011-29572707

All the Courses are compulsory. MPCL055(Practical) will be carried out at a Work Centre under an approved supervisor there. The learner will complete different activities as prescribed at the work centre. IGNOU will provide the work centre to the learners for completing the Practical activities.

Learner Support

Each learner admitted to this programme will be attached to a Study Centre under the Regional Centre.There will be contact classes at Study centre. Classes for Practical will be at the Work centre.The learners are advised to be in regular contact with their respective Study centres and interact with the Academic counselors as well as the Coordinator of the study centre for guidance and support. The facilities provided at the Study centres,normally,include the following:

Counselling sessions in different courses relating to PGDMH
Library facility with basic reading materials related to the Course
Audio-Video programmes specially designed for PGDMH
Teleconferencing and Radio Counselling (at the Regional Centres)

Instructional System

The programme adopts a multiple media approach, viz., self-instructional print materials, audio-video programmes, counseling sessions, teleconferencing and interactive radio counseling.

Evaluation

It consists of assignments and Term End Examination(TEE). The The TEE is held at examination centres all over India. The TEE of MPCL 055 is held as viva at the Regional centre.

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

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

Programme Objectives:

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

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

Eligibility: Bachelor's Degree in Library and Information Science

Medium of Instruction: English

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

Fee Structure: Rs. 17,000/- for full programme

Programme Details:

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

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

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

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

Objectives:

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

Eligibility: Graduate in any discipline.

Medium of Instruction: English and Hindi

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

Fee Structure: Rs.3,700/- for full programme

Programme Details:

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

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

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

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

The Programme is meant for:

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

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

Medium of Instruction: English

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

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

Programme Details:

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

UGC's letter of recognition of PGDHE as equivalent to one Orientation Course for Teachers of various disciplines and as equivalent to two Refresher Courses for Teachers of Education is available on page 152.

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

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

Today technology plays a key role in knowledge creation and sharing, and it is no longer possible to visualise educational settings that do not include technology. Further, on one hand technology is enabling self-learning, and on the other hand, it is supporting mass education. It is also improving the quality of education and empowering learners. Therefore, international organisations like the UNESCO, the Commonwealth of learning, as well as governments of many nations including India are upholding the need to integrate technology into educational processes. Teacher and trainers therefore need to be prepared for this. In response to this demand the programme, the Post Graduate Diploma in Educational Technology (PGDET) is offered. It prepares teachers, trainers, educational managers and those associated with the development of educational softwares for educational processes that require technology integration.

Objectives:

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

- comprehend the concept of educational technology and the contexts of its use;
- judiciously select and use technology for pedagogic and managerial functions;
- develop skills for using technologies for individual and collaborative educational practices;
- use technology for creating an inclusive learning environment;
- integrate technology effectively in pedagogic processes in contextually appropriate ways; and
- design and develop digital resources in various media and utilise these for creating a courseware.

Target Population:

Teachers, trainers, administrators of educational institutions and programmes, and those engaged in developing courseware for various media.

Eligibility: Graduation in any discipline.

Medium of Instruction: English

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

Fee Structure: Rs. 6,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MES 131	Educational Technology: An Overview	6
MES 132	Computer in Education	6
MES 133	Selection and Intergration of Technology in Educational Processes	6
MES 134	Design, Development and Delivery of Courseware	6
MESP 135	Project*	8
Total Credits		**32**

*Guide for project and synopsis submission not required. Instructions in the project manual should be followed.

Programme Coordinator: Dr. Sutapa Bose, sbose@ignou.ac.in, Ph. 011-29572942
Sh. Ajith Kumar C., ajithkumar@ignou.ac.in, Ph. 011-29572940

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

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

Objectives:

The objectives of the programme are as follows:

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

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

OR

ii) Graduate /Post Graduate Teachers

Medium of Instruction: English & Hindi

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

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

Programme Details:

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

Extended Contract Programme (ECP)

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

Programme Cocoordinators:

Dr. Eisha Kannadi, ekannadi@ignou.ac.in, Ph. 011-29572938

Dr. Elizabeth Kuruvilla, elizakuruvilla@ignou.ac.in, Ph. 011-29572933

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

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

Objectives:

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

Eligibility: Graduate in any discipline

Medium of Instruction: English

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

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

Programme Details:

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

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

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

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

Objectives:

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

Eligibility: Graduate in any discipline.

Medium of Instruction: English

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

Fee Structure: Rs. 9,600/- for full programme

Programme Details:

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

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

Dr. Vandana Singh, vandana@ignou.ac.in, Ph. 011-29572932

5.17 Post Graduate Diploma in Adult Education (PGDAE)

School of Education (SOE)

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

Objectives:

a) To promote professional competency and capacity building of the adult education functionaries as well as all those who are not in service, but interested in the area of adult education;

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

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

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

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

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

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

h) To develop in them the ability to critically analyse, appreciate and promote the role of adult education in the emerging social, economic, political, cultural and educational situations at the national and international levels.

Programme Study Centres (PSCs)

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

Eligibility: Bachelor's Degree from any recognised University

Medium of Instruction: English

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

Fee Structure: Rs.7,200/- for full programme

Programme Details:

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

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

Programme Coordinator: Dr. M.V. Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph. 011-29572935 / Mobile : 9868956537
Dr. Niradhar Dey, niradhar@ignou.ac.in
Ph. 011-29572994 / Mobile : 9968391145

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

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

Objectives:

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

Eligibility: Graduation in any discipline

Medium of Instruction: English & Hindi

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

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

Programme Details:

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

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

5.19 Post Graduate Diploma in Development Studies (PGDDVS) School of Extension & Development Studies (SOEDS)

There is a huge gap between the need for professional leaders and traditional courses available in developmental sector. This programme has been designed to impart quality education and training in the area of Development Studies. The programme is meant for development professionals across the sectors and also to fresh graduates interested in pursuing carrier as development professional.

Programme Objectives:

- To impart knowledge on various aspects of development studies.
- To train qualified human resources in the professional area of development studies.

Eligibility: Graduation in any discipline
Medium of Instruction: English
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions
Fee Structure: Rs. 5000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MDV 101	Introduction to Development and Development Theories	6
MDV 102	Dynamics of Development	6
MDV 103	Issues and Challenges of Development	6
MDV 106	Research Methodology in Development Studies	6
MDV 109	Development in India- An Overview	6
MDV 4	Gender and Development	6
Total Credits		**36**

After completing PGDDVS, interested students may take lateral entry directly into the second year of Master of Arts (Development Studies) (MADVS).

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

5.20 Post Graduate Diploma in Animal Welfare (PGDAW)
School of Extension and Development Studies (SOEDS)

Animal welfare education is a multidisciplinary subject which is evolving rapidly with the core components of welfare science, welfare ethics, welfare laws and welfare standards. Animal welfare can be applied to all animal species, sometimes preceded by 'farm' or 'companion' or other words to denote to which group of animals the term is specifically referring. In general, however, we are concerned about the welfare of all animals that are managed in some way by humans, and where we have particular responsibilities for their care. In the past, greatest concern about animal welfare has been related to livestock production in agriculture, and thus 'farm animal welfare' has received the most attention. Over time, welfare issues pertaining to working, performing, companion, zoo and lab animals have also received attention. Keeping all this in view, the PGDAW programme covers welfare science, ethics, laws and standards of all managed animals like cattle and buffaloes; sheep and goat; pigs; poultry; working, performing, pet, zoo and lab animals.

Objectives: (1) To impart science based animal welfare education through open and distance learning. (2) To build capacities of stakeholders in taking socially responsible decisions concerning animal welfare.

Eligibility: Graduation in any discipline from a recognized university.

Medium of Instruction: English

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

Fee Structure: Rs.5400/- for full programme

Who Can Take Admission?

- Faculty, researchers, technical staff and students in universities, research organizations and veterinary colleges.
- Veterinarians / para-veterinarians in state / central government departments and Remount and Veterinary Corps of Indian army.
- Members of state & district level animal welfare boards / committees.
- Members of institutional animal ethics committees.
- Civil servants, officials and researchers working in forest departments, zoos, wild life institutes, institute animal ethics committees, animal house facilities, zoology departments etc.
- Law professionals dealing with animal welfare laws.
- Employees working in animal welfare organizations / NGOs/ *Gaushalas.*
- Animal lovers, pet owners and fresh graduates seeking career as animal welfare professionals.

Programme Details:

Course Code	Title of the Course	Credits
MAW-001	Animal Welfare Science and Ethics	8
MAW-002	Animal Welfare Issues	8
MAW-003	Animal Welfare Laws, Policies and Organizations	8
MAW-004	Animal Welfare Practices, Economics and Livelihood	8
Total Credits		**32**

Programme Coordinator: **Prof. P.V.K.Sasidhar; pvksasidhar@ignou.ac.in; Ph: 9910050413; 011- 29571665**

5.21 Post Graduate Diploma in Corporate Social Responsibility (PGDCSR)
School of Extension & Development Studies (SOEDS)

Corporate Social Responsibility (CSR) emerged in the early nineties as a new buzz in the business world and since then has developed into a field with substantial and diverse career opportunities. With the passing of Companies Act, 2013 and the New CSR Rules 2014, India has become the first country to bring legislation on CSR. Several Indian companies will now be required to undertake CSR projects in order to comply with the provisions of the Companies Act. With many companies undertaking these initiatives for the first time, this has opened a whole gambit of job opportunities in public, corporate and non-profit sectors. PGDCSR is a very appropriate programme in ODL mode both in terms of content and timing. It provides a unique opportunity for attaining and upgrading the knowledge of the CSR professionals. Keeping all this in view, the PGDCSR programme has been designed in such a way to enhance the holistic understanding of CSR by covering CSR fundamentals, its process, implementation and handling of projects and programmes.

Programme Objectives:

- To impart knowledge and understanding about CSR.
- To expand capacities of learners on various theoretical and practical aspects of CSR.
- To develop professional knowledge in formulation, implementation, monitoring and evaluation of CSR projects and programmes.

Eligibility: Graduation in any discipline
Medium of Instruction: English
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions
Fee Structure: Rs. 7000/- for full programme

Who Can Take Admission?

- Senior, mid-level and entry level employees of companies undertaking CSR
- Professionals working in development sector and NGOs implementing CSR activities
- Development functionaries and civil servants of State and Central Governments
- Faculty, researchers and students in universities, research organizations and colleges.
- Graduates wanting to pursue a career in CSR

Program Details:

Course Code	Title of the Course	Credits
MEDS-051	Fundamentals of CSR	6
MEDS-052	CSR Process	6
MEDS-053	CSR Implementation	6
MEDS-054	CSR Projects and Programmes	6
MEDSE-046	Development: Issues and Perspectives*	8
MEDSP-051	Project Work in CSR*	8
	Total	32

*Electives. One of the two has to be selected.

Programme Coordinators:
Dr. Nisha Varghese; nishavarghese@ignou.ac.in; Ph: 011-29571668
Prof. P.V.K. Sasidhar; pvksasidhar@ignou.ac.in; Ph: 011-29571665

5.22 Post Graduate Diploma in Journalism and Mass Communication (PGJMC)(Revised) School of Journalism & New Media Studies (SOJNMS)

PGJMC is a programme for those who want to learn and upgrade their skills in communication, journalism and allied fields. It is also an opportunity for working professionals to enhance and update their knowledge and get a formal degree for it. This programme is also aimed at general learners who want to have an understanding of the society and media's role in it, especially in a fast paced, technologically oriented world.

Eligibility: Bachelor's Degree in any subject
The learners should possess working knowledge of computers- MS Office and other simple software and should have internet access.

Medium of Instruction: English

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

Fee Structure: Rs. 12,500/- for full programme and is payable in one installment.

This is a 32 credit programme. After the completion of this programme, a learner can seek admission in the second year of the MA programme in Journalism and Mass Communication which is also for 32 credits and get a Masters' degree (64 credits).

This programme has eight courses each of which is of four credits. The following is the programme structure of PGJMC:

Programme Details:

Course Code	Title of the Course	Credits
MJM 20	Introduction to Journalism and Mass Communication	4
MJM 21	Reporting Techniques	4
MJM 22	Writing and Editing for Print Media	4
MJM 23	Broadcast and Online Journalism	4
MJM 24	Media and Society	4
MJM 25	Media Ethics and Laws	4
MJML 20	Practical: Print and Online	4
MJML 21	Practical: Audiovisual	4
Total Credits		**32**

Programme Coordinator: Dr. Shikha Rai, shikharai@ignou.ac.in, Ph. 011-29571608

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

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

The programme is aimed at the following target groups:

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

Eligibility: Graduate in any discipline

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 10,600/- for full programme

Programme Details:

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

Practical Component

- Practical Training will be imparted through virtual mode and evaluated by the School,
  or
- After taking due approval from the School (SOJNMS, IGNOU), students can arrange Practical Training of a minimum of 14 days duration at any All India Radio / Gyan Vani / Community Radio station. They will be evaluated on their performance by the Station Director / Head of the Station / Station Manager. They will have to produce a certificate in the prescribed format to the School.

Programme Coordinator: Dr. Amit Kumar, amitkumar@ignou.ac.in, Ph. 011-29571609

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

Objectives:

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

This PG Programme shall enable the students to:

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

Eligibility:

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

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

iii) Science graduate in disciplines like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control. These students should have minimum 1 year experience in quality control activities.

iv) Arts/Commerce graduate with diploma in food science/ hotel management disciplines viz fruits and vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc. with minimum 5 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) and out of which 2 years experience should be in quality control activities.

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

Medium of Instruction: English

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

Fee Structure: Rs.14,400/- for full programme

Programme Details:

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

Prospective job opportunities for the pass outs are as follows:

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

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

5.25 Post Graduate Diploma in Information Security (PGDIS) School of Vocational Education & Training (SOVET)

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

The Programme aims at imparting:

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

Eligibility:

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs.21,600/- for full programme to be paid semester wise @Rs. 10,800/- per semester

Programme Details:

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

Programme Coordinator: Ms. Urshla Kant, urshlakant@ignou.ac.in, Ph. 011-29571648,
Prof. A. K. Gaba, akgaba@ignou.ac.in, Ph. 011-29571644

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

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 7,400/- for full programme

Programme Details:

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

Programme Coordinators: Dr. Rachna Agarwal, rachna_agarwal@ignou.ac.in, Ph. 011-29571647/1650

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

The Programme Postgraduate Diploma in Intellectual Property Rights was revised and launched in 2013.

The Objectives of this programmes are to:

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

Eligibility: Graduate in any discipline

Medium of Instruction: English

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

Fee Structure: Rs. 10,200/- for full programme.

Programme Details:

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

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

5.28 Post Graduate Diploma in Criminal Justice (PGDCJ) School of Law (SOL)

Objectives:

The objectives of the programme are:

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 10,800/- for full programme

Programme Details:

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

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

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

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

5.29 Post Graduate Diploma in Environmental and Occupational Health (PGDEOH) School of Interdisciplinary and Transdisciplinary Studies (SOITS)

Programme Description : Environmental and Occupational Health focuses on assessing the public health risks associated with biological, chemical, physical, biomechanical and psychosocial hazards in natural and built environments. Environmental health specialists focus on the effect of environmental pollution on the health of human beings. The human health is a reflection of socio-economic & physical environment. The main link between the workplace and the general environment is that the source of the hazard is usually the same, whether it is an a griculture a ctivity or a n industrial activity. The Programme aims a t va rious concepts related to generalenvironment,environment at the work place, related hazards and evaluation of health risk assessment by providing solutions to various aspects of environmental health occupational hazard management, epidemiology, health policy and management, and environmental health promotion. The successful leamers will be able to work with health practitioners, researchers and policy makers to develop, evaluate and monitor health policies, programmes and practices related to healthy environments

Eligibility: Graduation in any discipline wth Science at 10+2 level

Medium of Instruction : English

Duration : Minimum 1 year and Maximum 3 years.

Fee Structure : Rs. 5,900/- for full Programme

Job Prospects

After successful completion of this diploma program, students find employment opportunities in various industries/ institutions/organizations as risk assessors, occupational· health specialists and food safety experts and also in private sectors as environmental consultants, occupational health professionals, national public health agencies, and environmental institutes/agencies. Further opportunities are also there in environmental health-related agency of the government, such as the Environmental Protection Agency (EPA), Food and Drug Administration (FDA), local health agencies, enviromnental consulting firms, private industry, non•governmental organizations, hospitals, health

care organizations, labour organizations, universities and colleges. etc.

Programme Details:

Course Code	Title of the Course	Credits
Compulsory Courses		
MEV 1	Introduction to Environmental Health	4
MEV 2	Environmental and Occupational Hazards	4
MEV 3	Environmental Law and Management	4
MEV 4	Environmental Toxicology	4
MEV 5	Occupational Health and Safety	4
MEVP 1	Project	4
Elective Courses		
MEVE 1	Environmental Impact Assessment for Environmental Health	4
MEVE 2	Health Care	4
MEVE 3	Agriculture and Allied Sector	4
MEVE 4	Industrial Sector	4
Total Credits		**32**

Programme Coordinators: Dr. B.Rupini, brupini@ignou.ac.in, Ph: 011-29571667. 29583380,
Dr. Sushmitha Baskar, sushmithab@ignou.ac.in, Ph: 011-29571122, 29572813,
Prof. Ruchika Kuba, rkuba@ignou.ac.in, Ph. 011-29572813

5.30 Post Graduate Diploma in Folklore and Culture Studies (PGDFCS) School of Intra-Disciplinary & Trans-Disciplinary Studies (SOITS)

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

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

Target Group

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

Eligibility: Graduate in any discipline.

Medium of Instruction: English

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

Fee Structure: Rs. 2,400/- for full programme

Programme Details:

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

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

5.31 Post Graduate Diploma in Sustainability Science (PGDSS) School of Interdisciplinary and Transdisciplinary Studies (SOITS)

The PGDSS programme mainly focuses on the genesis and principles of sustainable development, its tools, implementation and assessment strategies in a holistic way. The major objectives of the programme are:

- To provide opportunity to the learners to deepen their knowledge and understanding about sustainable develop- ment and the principles of sustainability science.
- To expand capacities of learners on various theoretical and practical aspects of sustainable development.
- To develop professional knowledge and skills in formulation, implementation, monitoring and evaluation of sus- tainable development projects and programmes.

PGDSS holders will be fully equipped to serve various Government and NGOs dealing with environment, development and livelihood improvements. Fresh graduates who complete this Diploma will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in Environment and Development sector. The programme also strengthen the efficiency and effectiveness of in-service personnel working in Government and Non-Government Organizations, Private or Corporate sectors and handling various sustainable development projects and programmes viz., Employees of the Institutes/NGOs, Private or Corporate sectors working in various Sustainable Development projects; Programme Officers, Project Officers, Research Investigators, and Research Assistants dealing with environment and development issues in various International and National Organizations.

Eligibility: Any Bachelor's Degree from a recognised University

Medium of Instruction: English

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

Fee Structure: Rs.6,200/- for full programme

Programme Details:

Code	Courses	Credits
MSD-11	Sustainability Science	4
MSD-12	Ecosystem and Natural Resources	4
MSD-13	Socio-Cultural System	4
MSD-14	Ecological Economics	4
MSD-15	Institutions, Governance and Policies	4
MSD-16	Strategies and Models for Sustainability	4
MSD-17	Challenges to Sustainable Development	4
MSDP-18	Project	**4**
Total Credits		**32**

ProgrammeCoordinator: Dr. Y.S.C. Khuman, pgdss@ignou.ac.in, ysckhuman@ignou.ac.in,Ph.011-29571121

5.32 Post Graduate Diploma in Women's & Gender Studies (PGDWGS) School of Gender & Development Studies (SOGDS)

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

Eligibility: Graduation in any discipline

Medium of Instruction: English

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

Fee Structure: Rs. 6,500/- for full programme fee, to be paid on annual basis (first and second semester registration together)

Programme Details:

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

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

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

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

Programme Coordinators: **Prof. Anu Aneja, anuaneja@ignou.ac.in, Ph. 011-29571620**
Prof. Himadri Roy, himadriroy@ignou.ac.in, Ph. 011-29571615

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

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

Self employment to aspiring/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, marketing, distribution, sales etc.

The unique aspect of the programme is the month-long training/apprenticeship at a publishing house and the possibility of employment thereafter.

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

Medium of Instruction: English

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

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

Programme Details:

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

Course Code	Title of the Course	Credits
Compulsory Courses		
MBP 1	Introduction to Publishing and its Legal Aspects	4
MBP 2	Editing and Pre-Press	4
MBP 3	Production and Emerging Technologies	4
MBP 4	Marketing, Promotion and Distribution of Books	4
Elective Courses (Choose any one)		
MBPP 1	Project	4
MBPA 1	Apprenticeship	4
Elective Courses (Choose any two)		
MBP 5	Editing Books for Children	4
MBP 6	Editing Scientific, Technical and Medical Books	4
MBP 7	Editing Textbooks	4
Total Credits		**28**

Programme Coordinator: Dr. Parmod Kumar, parmodkumar@ignou.ac.in, Ph. 011-29572758

5.34 Post Graduate Diploma in Social Work Counselling (PGDCOUN) School of Social Work (SOSW)

Post Graduate Diploma in Social Work Counselling would provide both academic learning and professional education and training in counselling, extending beyond theoretical knowledge. This programme is tailored to suit counsellors working in a wide range of organizational and community context as well as individuals in a family. With the fast changing social scenario, the problems being faced by people from across the board are many. Unlike in the western

world, counselling services are very inadequate in India. There is a growing demand for counsellors in schools, corporate sector, health care setting, social and welfare sectors, correctional settings etc. However, schools/universities where counselling course/programme are taught in India are very few. There is an urgent need for specially trained counsellors to handle the stress of employees working with call centres, corporate sectors, families, family courts, correctional settings, school, universities and educational institutions, rehabilitation centres, refugee camps, institutions for the differently abled, aged child care and adoption centres, family planning, voluntary counselling and testing centres, rural sectors especially where farmers are driven to commit suicide, de-addiction centres etc. This programrne would enrich the functionaries working in NGOs, welfare agencies as well as in human resources management.

Eligibility: Graduation in any discipline from a recognized university.

Medium of Instruction: English and Hindi

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

Fee Structure: Rs. 13,200/- for full programme fee.

Programme Details:

Course Code	Title of the Course	Credits
MSW-1	Origin and Development of Social Work	4
MSW-12	Introduction to Life Characteristics and Challenges	4
MSW-13	Introduction to Psychological Basis of Counselling	4
MSW-14	Relevance of Social Case Work in Counselling	4
MSW-15	Basics of Counselling	4
MSW-16	Fields of Counselling	4
MSWL-11	Social Work Practicum	12
Total Credits		**36**

Programme coordinator: Dr. N. Ramya, E-Mail ID: pgdcouninfo@ignou.ac.in, Phone: 011-29571693

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

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

Selection Procedure

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

Programme Design

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

Eligibility:

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

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

Medium of Instruction: English

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

Fee Structure: Rs.25,200/- for full programme.

Programme Details:

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

Admission to the Programme is under 'offline mode'. Applicants are advised to download the Prospectus from the website, print the application form and submit the filled-in application along with relevant documents and registration fee of Rs.400/- (in the form of a DD drawn in favour of IGNOU and payable at the city of the Regional Centre) at the Regional Centre. The selection will be done by way of a merit list. Only selected candidates will be required to pay the Programme Fee within a stipulated date, for which they will receive an intimation from the Regional Centre.

PGDHHM Applicants are required to fill the **Form-C** along with the main application form

Programme Coordinator: Prof. T.K. Jena, tkjena@ignou.ac.in, Ph. 011-29572849, 29572801

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

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

Objectives:

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

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

Eligibility: MBBS

Medium of Instruction: English

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

Fee Structure: Rs.26,000/- for full programme

Programme Details:

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

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

Selection Criteria

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

The scores will be calculated by considering two criteria:

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

Programme Implementation

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

Admission to the Programme is under 'offline mode'. Applicants are advised to download the Prospectus from the website, print the application form and submit the filled-in application along with relevant documents and registration fee of Rs.400/- (in the form of a DD drawn in favour of IGNOU and payable at the city of the Regional Centre) at the Regional Centre. The selection will be done by way of a merit list. Only selected candidates will be required to pay the Programme Fee within a stipulated date, for which they will receive an intimation from the Regional Centre.

PGDGM Applicants are required to fill the **Form-B** along with the main application

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

5.37 Post Graduate Diploma in Maternal and Child Health (PGDMCH) School of Health Sciences (SOHS)

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

The programme covers the concepts, practices and application for knowledge in the field of MCH services and aims at improving the knowledge and skills of medical personnel working both in the governmental health care delivery system and the private sector and not for registration of additional qualification by MCI.

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 gynecological morbidity and provide family planning services;
- provide newborn care, identify high risk babies, diagnose and manage common childhood morbidity including emergencies; and
- acquire knowledge on nutritional needs, assess growth and development of children and manage their respective problems.

Eligibility: MBBS. 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 of the year in which s/he is applying for admission, 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.

Medium of Instruction: English

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

Fee Structure: Rs.30,000/- for full programme

Programme Details:

The PGDMCH programme consists of six courses. These represent three broad disciplines of conventional medical education system. Course 1 (MME 301), Course 2 (MME 302), Course 3 (MME 303) represent the disciplines of Community Medicine, Obstetries and Gynecology (O&G) and Pediatrics respectively. The respective practical component of these three courses are given in the course 4 (MMEL 301), Course 5 (MMEL 302) and Course 6 (MMEL 303)

Course Code	Title of the Course	Credits
Theory Courses		
MME 301	Preventive MCH	6
MME 302	Reproductive Health	6
MME 303	Child Health	6
Practical Courses		
MMEL 301	Preventive MCH (Practical)	6
MMEL 302	Reproductive Health (Practical)	6
MMEL 303	Child Health (Practical)	6
Total Credits		**36**

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

The scores will be calculated by considering two criteria:

a. Total percentages of marks secured in all MBBS examinations.

b. 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 20 medical colleges acting as PSCs which have been listed in the prospectus regional centre wise. There is a maximum of 30 seats at each Programme Study Centre.

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

Admission to the Programme is under 'offline mode'. Applicants are advised to download the Prospectus from the website, print the application form and submit the filled-in application along with relevant documents and registration fee of Rs.400/- (in the form of a DD drawn in favour of IGNOU and payable at the city of the Regional Centre) at the Regional Centre. The selection will be done by way of a merit list. Only selected candidates will be required to pay the Programme Fee within a stipulated date, for which they will receive an intimation from the Regional Centre.

PGDMCH Applicants are required to fill **Form A** along with the main application.

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

5.38 Post Graduate Diploma in HIV Medicine (PGDHIVM) School of Health Sciences (SOHS)

School of Health Sciences, IGNOU in collaboration with NACO has developed a one year Post Graduate Diploma in HIV Medicine for MBBS doctors. This programme is being offered through distance mode having 28 days contact session for hands on skills training in the Medical College and 30 days training in the ART Centres. The programme is

being offered through 3 PSCs namely B J Medical College, Ahmedabad; Maulana Azad Medical College, New Delhi and School of Tropical Medicine, Kolkata which are successfully conducting the Programme since 2012.The Programme is not for registration of additional qualification by MCI.

Objectives:

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 60,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MCMM 101	Basics of HIV Infection	4
MCMM 102	National AIDS Control Programme	4
MCMM 103	Systemic Involvement in HIV and STI	4
MCMM 104	Management of HIV/AIDS	6
MCMML 105	Basics Practical	8
MCMML 106	Clinical Practical	10
Total Credits		**36**

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

Porgramme Implementation

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

Programme Coordinators: **Prof. T.K. Jena, tkjena@ignou.ac.in, Ph. 011-29572849**
Dr. Biplab Jamatia, Ph. 011- 9572851 Email: hivmedicine@ignou.ac.in

5.39 Post Graduate Diploma in Computer Applications (PGDCA_NEW) School of Computer and Information Sciences (SOCIS)

The broad objective of the Post Graduate Diploma in Computer Applications (PGDCA_NEW) programme is to prepare graduate students for productive careers in software industry. The programme's thrust is on giving the students a thorough and sound background in theoretical and application-oriented courses relevant to the latest computer software development. The programme emphasizes the application of software technology to solve mathematical, computing, communications/networking and commercial problems.

This PG Diploma is a stand-alone programme consists of 12 courses worth 36 credits. It has been designed with a semester approach in mind. The courses are aimed at skill development in computers using various technologies. It prepares the student to aim for a programmer level/web developer in a software company to design and develop small business application software or lab personnel/technician in institutions or a freelancer to develop software projects.

Eligibility: Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND Mathematics as one of the subject at 10+2 level or Graduation level.

OR

Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND **doesn't have** Mathematics as one of the subject at 10+2 level or graduation level. These students are required to successfully complete BCS-012 (Graduate level Mathematics course) as Bridge Course.

Note: ***It is essential to obtain atleast 50% marks in the qualifying examination (45% marks in case of***

candidates belonging to reserved category) for admission to MCA. Please refer to eligibility conditions for admission to MCA.

Medium of Instruction : English

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

Fee Structure : Rs. 21,600/- for full Programme to be paid semester wise @Rs.10800/- per semester. Non-Maths students have to pay Rs.1400/- additional in the first semester.

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

Course Code	Title of the Course	Credits
Semester I		
MCS 201	Programming in C and Python	4
MCS 202	Computer Organisation	4
MCS 203	Operating Systems	4
MCSL 204	WINDOWS and LINUX Lab	2
MCSL 205	C and Python Lab	2
Semester II		
MCS 206	Object Oriented Programming Using Java	4
MCS 207	Database Management Systems	4
MCS 208	Data Structures and Algorithms	4
MCSL 209	Data Structures and Algorithms Lab	2
MCSL 210	DBMS and Java Lab	2
Total Credits		**32**

Programme Coordinator: Dr. Sudhansh Sharma, pgdca@ignou.ac.in, Ph. 011-29572910

6 DIPLOMA PROGRAMMES

6.1 Diploma in Early Childhood Care and Education (DECE) School of Continuing Education (SOCE)

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

Eligibility: 10+2 or its equivalent

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

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

Medium of Instruction: English, Hindi & Tamil

Programme Details:

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

Project Work is a vital component of the programme. The learner has to identify a preschool centre that follows a play-based pedagogy for undertaking the Project Work and organize play activities and learning experiences with children there for a period of 30 working days, as described in the Project Manual. A preschool centre caters to children between 3+ to 5+ years of age or 3+ to 6+ years of age, before they join class 1 in a primary school.

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

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

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

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

Eligibility: 10+2 or its equivalent
Medium of Instruction: English & Hindi
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions
Fee Structure: Rs. 3,000/- for full programme

Programme Details:

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

Practicals : Practical Manuals are to accompany the course material.

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

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

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

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

Objectives:

The major objectives of this progamme are to:

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

Eligibility: 10+2 or its equivalent
Medium of Instruction: English
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions
Fee Structure: Rs. 3,600/- for full programme

Programme Details:

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

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

6.4 Diploma in Event Management (DEVMT)
School of Continuing Education (SOCE)

The Diploma in Event Management aims to equip learners with the necessary knowledge and skills in one of the most exciting and rapidly growing industry, the event industry. Event Management is a multimillion dollar industry and is also called the 'business of experiences.' An event is about people coming together to create, operate and participate in an experience. Every industry be it a business group, charity group or a society, holds events of some size or type in order to market themselves, build business relationships, raise money or celebrate. From the traditional community gatherings, festivals, fairs, and parades, today we get to see technology as well as theme based, dramatic and larger than life social and cultural events. We also have business events such as meetings, incentives, conferences, exhibitions, (MICE), activations, brand promotions, Intellectual Property, managed events, digital and rural events, sports, entertainment, fund-raising events, and much more.

Events today are economic and social drivers of many companies, cities, regions and countries, placing global demands and opportunities. As a fast emerging profession Event Management combines creativity, knowledge and experience. Hence there is a need for more focused learning to bridge the gap between the growing need for trained professionals and their availability. This programme provides a unique opportunity for those who want to pursue Event Management as a profession. It will also be useful for the youth who want to build their skills and utilize their creativity in this field. Whether learners are preparing to enter this profession, preparing for advancement within it, preparing to start their own entrepreneurial venture or preparing for certification as a professional, this Diploma programme will provide a comprehensive knowledge of the competencies required for a professional event manager or event coordinator or event planner.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

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

Course Code	Title of the Course	Credits
BHC 11	Basics of Event Management	4
BHC 12	Event Planning	4
BHC 13	Event Coordination and Control	4
BHC 14	Event Marketing and Promotion	4
BHC 15	Event Financing and Accounting	4
BHCP 11	Internship	8
BHCL 11	Practicum	4
Total Credits		**32**

Programme Coordinator: Prof. Heena K. Bijli, heenakbijli@ignou.ac.in, Ph. 011- 29572948

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

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

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

Programme Details:

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

Programme Coordinator: Ph. 011- 29571757

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

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

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

Medium of Instruction: English

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

Fee Structure: Rs.3,800/- for full programme

Programme Details:

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

Programme Coordinators: Prof. Malati Mathur, malati_mathur@ignou.ac.in, Ph. : 011-29572783 Prof. Neera Singh, neerasingh@yahoo.com, Ph. 011-29572790

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

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

Eligibility: 10+2 with Urdu as one of the subjects or Certificate in Urdu Language from IGNOU in lieu of Urdu as a subject, with no maximum age limit.

Medium of Instruction: Urdu

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

Fee Structure: Rs. 1,600/- for full programme

Programme Details:

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

Programme Coordinators: Prof. Satyakam, satyakam@ignou.ac.in, Ph. 011-29572751
Dr. Abdul Hafiz, drhafeez76@gmail.com, Mobile : 9450115426

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

The Diploma programme has been developed with the support of the Ministry of Food Processing Industries, Govt. of India. The programme aims to develop competent human resource in the field of post harvest management of fruits and vegetables and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, as well as self employment particularly among rural youth and the disadvantaged sections of the society. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers and technicians in the fruits processing industries, NGO functionaries/trainers, entrepreneurs, staff of Food Processing Training Centre (FPTC)/ horticulture/ post harvest/ food processing departments of the States/ Central, rural educators, farmers, etc.

Prospective job opportunities for the pass outs of this programme include: procurement assistant, fruits/vegetables grader, post harvest technician, junior plant operator/production technician/ supervisor in fruit and vegetable processing industry, quality control assistant, packaging supervisor, fruit and vegetable cold storage supervisor, transport supervisor, retail supervisor, marketing assistant, store assistant, extension assistant, trainer, and self entrepreneur as procurer, trader, transporter, food processor, wholesaler, retailer and exporter of fresh and processed fruits and vegetables produce.

Objectives:

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

– Managing small and medium enterprises.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 12,700/- for full programme

Programme Details:

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

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

6.9 Diploma in Dairy Technology (DDT) School of Agriculture (SOA)

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

Job Opportunities :

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

Objectives:

The objectives of the programme are to:

- develop technician level human resource for dairy industry;
- upgrade the technical proficiency of existing workers and lower level / technicians working in the dairy and allied sectors;
- develop skilled young entrepreneurs for self employment in milk processing and associated activities; and

- impart knowledge and technical proficiency in:
  - Clean milk production and handling
  - Processing of milk
  - Manufacture of western and indigenous dairy products
  - Testing and quality control of milk and milk products
  - Marketing and economical aspects -Managing small and medium enterprises

Eligibility: 10+2 or its equivalent

Medium of Instruction: English, Hindi and Telugu

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

Fee Structure: Rs. 15,200/- for full programme

Programme Details:

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

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

6.10 Diploma in Meat Technology (DMT) School of Agriculture (SOA)

This programme has been developed with the support of Ministry of Food Processing Industries, Govt. of India. The Diploma in Meat Technology aims for imparting basic knowledge and skills for quality production of meat and meat products. Development of human resource for industry is also part of it. Stress is on training of personnel for self employment and creating awareness and competency in the meat processing as well as poultry processing. The focus shall be to develop competencies in good slaughter practices, handling of meat on scientific lines, production of quality meat and meat products, and testing and quality control of meat and meat products. It also includes poultry processing. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The target group includes: youth, workers/ technicians working in meat and poultry industry, small and medium entrepreneurs, poultry and meat processors in unorganized sector, personnel working in slaughter houses, processing plants, NGO functionaries/ trainers and farmers.

Prospective job opportunities for the pass outs of this programme include: 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 scientificlines
  - Production of quality meat and meat products
  - Testing and quality control of meat and meat products
  - Managing small and medium enterprises.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 12,700/- for full programme

Programme Details:

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

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

6.11 Diploma in Watershed Management (DWM) School of Agriculture (SOA)

This programme has been developed with the support of the 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, animal husbandry, agro- forestry, funding, monitoring, evaluation and capacity building of watershed development programmes besides extension and communication skills for long term socio-economic development of the society. It will provide the basic understanding of various activities undertaken during the development of watersheds. The diploma programme also intends to address the workforce requirement of the watershed management and focus on upgrading the knowledge and skills of existing personnel in the Integrated Watershed Management Programme (IWMP). The target group includes rural youth, social workers/volunteers working with NGOs/ government functionaries implementing watershed development programmes.

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

Objectives

The main objectives of the programme are to:

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 10,600/- for full Programme

Program Details:

Course Code	Title of the Course	Credits		
		Theory	Practical	Total
BNRI 101	Fundamentals of Watershed Management	2	2	4
BNRI 102	Elements of Hydrology	2	2	4
BNRI103.	Soil and Water Conservation	2	2	4
BNRI 104	Rainfed Farming	2	2	4
BNRI 105	Livestock and Pasture Management	2	2	4
BNRI 106	Horticulture and Agro-Forestry Systems	2	2	4
BNRI 107	Funding, Monitoring, Evaluation & Capacity Building	2	2	4
BNRP 108	Project Formulation	0	4	4
Total Credits		**14**	**18**	**32**

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

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

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

Eligibility: 10+2 or its equivalent
Medium of Instruction: English & Hindi
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycles of admissions.
Fee Structure: Rs.3,600/- for full programme

Programme Details:

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

Course Code	Title of the Course	Credits
Social Science Perspectives		
BWEE 12	Women and Society: Global Concerns and Local Issues	8
BWEE 4	Strategies for Women's Empowerment	4
BWEE 5	Women and Development	4

Training Perspectives		
BWEF 2	Gender Training Perspectives	4
BWEE 6	Organization and Leadership	4
BWEE 7	Work and Enterpreneurship	4
BWEE 8	Credit and Finance	4
Total Credits		**32**

Programme Coordinators: Prof. Annu J. Thomas, athomas@ignou.ac.in, Ph. 011-29571614 Prof. Debal K Singha Roy, dksingharoy@ignou.ac.in, 011-29534715

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

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

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

Programme Details:

Course Code	Title of the Course	Credits
BFE 101	Basics of HIV/AIDS	4
BFEE 101	Elective on HIV / AIDS	4
BFE 102	Basics of Family Education	4
BFEE 102	Elective on Family Education	4
BFEE 103	Alcohol, Drugs and HIV	4
BFEE 104	Communication and Counselling in HIV	4
Total Credits		**24**

Programme Coordinator: Dr. G. Mahesh, gmahesh@ignou.ac.in, Ph. 011-29571694

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

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

Facts and Benefit of the Programme

IGNOU BPO Diploma is targeted towards undergraduate, graduate and working professionals

- First of its kind BPO certification launched with academia & industry collaboration
- It ensures imbibing key skills related to F&A in BPO industry
- First time complimenting classroom counselling with e-learning sessions.
- It qualifies the student to apply to all type of BPO organizations

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

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

Medium of Instruction: English

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

Fee Structure: Rs.19,200/- for full programme. But when you break it in installments it is as follows 1st Semester Rs. 9,600/- + 2nd Semester Rs. 9,600/- .

Programme Details:

This Programme comprises of Semester 1 and Semester 2, Sem 1: Finance and Accounting consists of 5 courses, having 16 Credits and Sem 2 consist of 2 courses: English Communications and IT Skills having 16 Credits. To be eligible for the award of the Diploma in Business Process Outsourcing– Finance and Accounting, a student has to complete all the 07 courses as shown below. A candidate will also get an EXIT OPTION after 6 months (Sem1) and upon successful completion he/she would get Certificate in BPO Finance and Accounting. This option is only available for working professionals. Such students are required to fill form at Annexure VI (Given in the end of the Prospectus). Also, all those students who have completed Semester 2 (i.e CCITSK programme under stand alone programme) will get exemption from taking this Semester to get the Diploma in BPO provided they full fill the other eligibility criteria.

Course Code	Title of the Course	Credits
Finance & Accounting (Semester I)		
BPOI 1	Introduction to Finance and Accounting BPO	2
BPOI 2	Fundamentals of Accounting	4
BPOI 3	Procure to Pay (P2P, Accounts Payable)	4
BPOI 4	Order to Cash (O2C, Accounts Receivable)	3
BPOI 5	Record to Report (R2R)	3
English Communications & IT Skills (Semester II)		
BPOI 6 BPOI 6 (P)	English Communication/Communication Skills	8
BPOI 7 BPOI 7 (P)	IT Skills	8
Total Credits		**32**

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

6.15 Diploma in Modern Office Practice (DMOP)
School of Vocational Education & Training (SOVET)

About the Programe

Secretaries and Office Assistants play an important and versatile role in the modern office environment. They are expected to have thorough Knowledge of office management and procedures along with excellent communication and organization skills. The current business environment is demanding multi talented secretaries and office assistants. The DMOP programme has combined conventional practices of Secretaries and Office Assistant's job with computer aided management techniques. The programme will generate competent and skilled personnel at the entry level in any sector of employment.

Programme objectives

After completing the programme, the learner would be able to:

- Develop competency in Communication Skills
- Develop proficiency in Stenographic Skills
- Develop competency in handling office machines
- Operate PC on window operating system
- Understand how to manage Office records, filing & indexing, office management methods & practices and inventory control

Eligibility: 10+2 Pass or its equivalent

Medium of Instruction: English

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

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

Programme Structure:

The programme consists of the following 5 courses which will be delivered in the blended mode. Around 40% of the Self Learning Material (SLM) will be available in printed form (particularly courses having practical component) and 60% of the courses will be available in the form of soft copies which can be accessed through e-gyankosh/ mail. The theory counselling will be organised through technology enabled learning support ie. TELS (Gyan Vani, Gyan Darshan, Gyan Dhara and web based learning etc) and for the practical counselling there will be short term practical sessions which will be held at recognised learner support centres (LSC). Hence the delivery pedagogy is based on printed instructional materials, supported with counselling and multimedia support (optional) for imparting theoretical and conceptual knowledge.

Programme Details:

Course Code	Title of the Course	Credits
BSSI 11	Communication Skills	8
BSSI 12	Computer Skills (Both theory and practical)	6
BSSI 13	Secretarial Practice	4
BSSI 14 BSSI 14(P)	Stenographic Skills (Both theory and practical)	8
BSSI 15	Office Procedures	6
Total Credits		**32**

Regional Centers: The programme is offered through RC Jaipur, RC Darbhanga, RC Lucknow, RC Delhi 2, RC Patna, RC Ranchi.

Job Prospects

The Diploma in Modern Office Practice (DMOP) programme will train the work force for the following positions.

1. Personal Assistant
2. Private Secretary
3. Stenographers
4. Office Managers
5. Office Executives
6. Executive Assistants
7. Front End Executives
8. Data Entry Operators
9. Computer Operators
10. Self Employment

Programme Coordinators: Dr. Geetika S Johry, geetikajohry@ignou.ac.in, Ph. 01129571646 and Dr. R.S.P Singh, rspsingh@ignou.ac.in, Ph. 011 29571645

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

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

Eligibility: 10+2 or its equivalent
Medium of Instruction: English & Hindi
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.

Fee Structure: Rs.7,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 1	Introduction to the Indian Legal System	5
BLE 2	Introduction to Law: Substantive and Procedural	5
BLE 3	Law and Vulnerable Groups	5
BLE 4	Rural Local Self Governance	5
BLEP 1	Project	12
Total Credits		**32**

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

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

Eligibility: 10+2 Pass
Medium of Instruction: English
Duration: Minimum 1 year and Maximum 3 years; offered in both January & July cycle of admissions.
Fee Structure: Rs.6,900/- for full programme

Programme Details:

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

To successfully complete Diploma in Aquaculture you have to compulsorily complete BAQ1 and BAQP1 as listed above and opt for either STREAM I (BAQ2 and BAQL1) or STREAM II (BAQ3 and BAQL2).
Let us explain to you more clearly in the following manner:
STREAM I : Courses BAQ1+BAQP1+BAQ2+BAQL1(total 28 credits)
STREAM II : Courses BAQ1+BAQP1+BAQ3+BAQL2 (total 28 credits)

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

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

Programme Coordinators: Prof. Bano Saidullah, banosaidullah@ignou.ac.in, Ph. 011-29572818

6.18 Diploma in Retailing (DIR)
School of Management Studies (SOMS)

Programme Details

The Programme is of 32 credits comprising of 16 credits of theory courses and 16 credits Internship and Viva-Voce. There shall be three months of Internship. The Viva-Voce shall be conducted at the regional centers after submission of workbook- BRLT-005

Fee Structure: Rs 8000/- for full programme

Medium of Instruction: English

Duration of the programme:- Minimum 1 year and Maximum 3 Years; offered only July cycle of admission.

Admission Criteria

(i) Category A–Direct Entry

(a) 10+2 / equivalent based on merit of physically fit candidates. The student shall submit a demand draft in favour of IGNOU payable at New Delhi along with the duly filled in application form. The Regional Center shall conduct the interview on the spot to assess the physical fitness and merit of the student.

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

(ii) Category B – Sponsored Admission

The sponsor is allowed to nominate employees, who have passed 10+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.

Programme Structure:

Diploma in Retailing (DIR)

Course Codes	Title of the Course	Credits
BRL-1	Overview of Retailing	04
BRL-2	Retail Marketing and Communication	04
BRL-3	Retail Management Perspectives and Communication	04
BRL-4	Customer Service Management	04
BRLT-5	Internship and Viva-Voce	16
	Total Credits	**32**

Programme Coordinators: - Prof. Nawal Kishor, nkishor@ignou.ac.in, 011-29573026
Dr. Rashmi Bansal, rashmibansal@ignou.ac.in , 011-29573006
Dr. Madulika P. Sarkar, madhulikap.sarkar@ignou.ac.in, 011-29573023

6.19 Diploma in Teaching German as a Foreign Language (DTG)
School of Foreign Langauge (SOFL)

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

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

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

Eligibility : Bachelor's Degree in German or any discipline with knowledge of B1 (according to the Common European Framework of References for Languages) and/or equivalent language proficiency and who want to teach German as a Foreign Language at Indian secondary schools.

Medium of Instruction: German

Duration of the Programme : Minimum 1 year and Maximum 3 years; offered in only January session of admission.

Fee Structure: Rs.6,300/- for full programme

Programme details:

Course Code	Title of the Course	Credits
DTG 1	General Princizieds of Teaching	6
DTG 2	Skill Development	4
DTG 3	Classroom Teaching	4
DTG 4	Lesson Planning Preparation Evaluation	10
Total Credits		**24**

Programme Coordinator : Vikash Kumar. Singh, sofl@ignou.ac.in, vikashsingh@ignou.ac.in, Ph. 011-29571635

6.20 Diploma in Nursing Administration (DNA) School of Health Sciences (SOHS)

Diploma in Nursing Administration is a one-year Continuing Education programme of 28 credits (Theory 16 credits, Practical 12 credits) for in-service nurses. This programme has been developed for nurses working in hospitals or community or educational institutions. This programme will help to upgrade the administrative knowledge and skills of the in-service nurses to enhance their administrative competence. Programme is approved by IGNOU Statuary Bodies and UGC.

Note : It is not recognised or approved by Indian Nursing Council.

Objectives:

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

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

Eligibility: General Nursing and Midwifery (GNM) with two years of experience in the profession. (for male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery) **OR**

- B.Sc. (Nursing) with no experience

Medium of Instruction: English

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

Fee Structure: Rs.9,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BNS 11	Principles and Practice of Nursing Administration	4
BNS 12	Management of Educational Institute, Hospital & Community	4
BNS 13	Group Dynamics	4
BNS 14	Resource Management	4
BNSL 11	Nursing Service Administration-I	6
BNSL 12	Nursing Service Administration-II	6
Total Credits		**28**

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

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

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

For B.Sc. (Nursing): The merit list will be prepared on the basis of total marks obtained in B.Sc.(N) 100%

weightage to be taken for total marks obtained. No weightage will be given to experience.

Example: If you are a GNM nurse and scored 70% marks and have 5 years of 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 onthe list will be 42+6 = 48

Admission to the Programme is under 'offline mode'. Applicants are advised to download the Prospectus from the website, print the application form and submit the filled-in application along with relevant documents and registration fee of Rs.400/- (in the form of a DD drawn in favour of IGNOU and payable at the city of the Regional Centre) at the Regional Centre. The selection will be done by way of a merit list. Only selected candidates will be required to pay the Programme Fee within a stipulated date, for which they will receive an intimation from the Regional Centre.

DNA Applicants are required to fill **Form A** along with the main application.

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

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

The Diploma in Critical Care Nursing is a continuing nursing education programme of one year for in-service nurses (RNRM) having 2 theory and 2 practical courses, comprising 32 credits (12 credits in theory and 20 credits in practical). The programme aims at enabling nursing professionals (RN and RNRM) to develop and apply advanced nursing care knowledge and skills for providing comprehensive nursing care to Critically ill patients in intensive care settings.

Objectives:

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

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

Medium of Instruction: English

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

Fee Structure: Rs.5,300/- for full programme

Programme Details:

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

Programme Coordinator: Prof. Pity Koul, Ms. Rohini Sharma, dccn@ignou.ac.in, Ph. 011-29572815

6.22 Diploma in Theatre Arts (DTH)
School of Performing and Visual Arts (SOPVA)

Diploma in Theatre Arts is the first of its kind to offer through distance mode with active practical components of Acting, Scene Work and Class Room Production to the learners.

Objectives:

- To cater the needs of the learners in Theatre Arts at diploma level.
- To develop the understanding the elements of theatre among the learners.
- To provide theory and practical inputs of theatre.

- To provide opportunities through hands on practice to create the theatrical performances.
- To provide skill based knowledge in Theatre and its allied subjects.
- To provide self/employment opportunities in the field of theatre and related arts.

Eligibility: 10+2

Medium of Instruction: English

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

Fee Structure: Rs.7,700/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BTH 1	Understanding Drama	6
BTHL 2	Theatre Games	6
BTHL 3	Acting Practice, Movement, Voice and Speech	6
BTHI 4	Scene Work	6
BTHI 5	Class Room Play Production	8
Total Credits		**32**

Programme Coordinator: Dr. Govindaraju Bharadwaza, Ph. 011-29571654

6.23 Diploma in Value Education (DPVE)
School of Extension and Development Studies (SOEDS)

Programme Objectives

- To orient the target group of teachers (mostly elementary) for integrating values in their transactional process of teaching and learning.
- To generate awareness and interest for inculcating positive values among teachers, professionals, students, parents and the community.

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

Eligibility: 10+2

Medium of Instruction: English

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

Fee Structure: Rs.4,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEDS 001	Overview and Perspectives of Values	4
BEDS 002	Socio-Psychological Basis	4
BEDS 003	Pedagogy of Values	4
BEDS 004	Application, Support Skills and Activities	4
BEDS 005	Life Skills Education	8
CHR 12	Human Rights in India	8
	Total	32

Programme Coordinators:
Dr.Grace Don Nemching, gdnemching@ignou.ac.in;Ph.No:011-29571670
Prof.B.K.Pattanaik, bkpattanaik@ignou.ac.in; Ph. No: 011-29571665

7 POST GRADUATE CERTIFICATE PROGRAMMES

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

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

Objectives:

The main objectives of the programme are:

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

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

Medium of Instruction: English

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

Fee Structure: Rs. 8,400/- for full programme

Programme Details:

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

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

7.2 Post Graduate Certificate in Patent Practice (PGCPP) School of Law (SOL)

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

Objectives:

- Provide learners in-depth knowledge of the Indian Patent Law
- Train learners in writing of patent application; and
- Develop expertise in patent search.

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

Medium of Instruction: English

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

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

Programme Details:

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

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

7.3 Post Graduate Certificate in Climate Change (PGCCC) School of Interdisciplinary and Trans-disciplinary Studies (SOITS)

ABOUT THE PROGRAMME

In the backdrop of importance placed on creating awareness on climate change science and adaptation strategies by various ministries under the Government of India, the programme was tailor-made to incorporate the developments in the domain of climate change with respect to human influences on climate, the consequences of climate change, climate change conventions and protocols. The learners will be enriched with knowledge on the impact of climate change on terrestrial and aquatic ecosystems. The learners will be capacitated with the response options to the climate change like mitigation and adaptation strategies.

PROGRAMME OBJECTIVES

- To expose the learners to the domain of climate change and conventions on climate change
- To acquaint the learners with impacts of climate change on terrestrial and aquatic ecosystems
- To equip the learners with the mitigation and adaptation strategies against climate change
- To develop an understanding on climate change assessment tools
- To acquaint the learners with interaction between climate change and society.

TARGET GROUP

- School and College level Teachers teaching Environmental Sciences related subjects.
- NGO professional, Environmental Executives, Policy makers, Journalists.

JOB OPPORTUNITY

The problem of climate change transcends traditional academic boundaries and demands realistic and holistic solutions. This programme is aimed at both recent graduates wishing to specialize in climate change and sustainability, and professionals wishing to extend their knowledge and expertise or seeking a career change. Career opportunities in this wide and growing field are numerous: in industry, academics, consultancies and environmental agencies.

PROGRAMME STRUCTURE

The programme offered in ODL mode consists of 16 credits with four courses of 4 credits each.

Number of credits: 16 (4 Credits per course)

Compulsory Courses: Three

Optional Course: Any one of the optional courses.

Eligibility : Graduation in any discipline from a recognized university

Medium of Instruction : English

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

Fess Structure : Rs. 3800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MEV-021	Introduction to Climate Change	04
MEV-022	Impacts of Climate Change	04
MEV-023	Mitigation and adaptation to Climate Change	04
	Optional Courses (Choose any one)	
MEV-024	Climate Change Assessment Tools	04
MEV-025	Climate Change and Society	04
	Total Credits	**16**

Programme Coordinator: Dr. V. Venkat Ramanan, E-mail: vvramanan@ignou.ac.in Ph.: 011-29571121

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

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

Programme Objectives:

Objectives of the programme are to:

- provide theoretical knowledge and practical exercises in the basics of geoinformation science,
- acquaint the learners with spatial data, their analysis and applications, and
- widen opportunities of learners for higher studies and developing career in different sectors of employment involving geoinformatics.

Target Group:

- Defence personnel
- School and college/university teachers either teaching or interested to teach geoinformation science related courses
- Working professionals possessing little or no exposure to geoinformatics but are interested to initiate and develop skills in this field, and
- Graduates desirous of developing skills in this field.

Eligibility: Graduate in any discipline from a recognised university.

Medium of Instruction: English

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

Fee Structure: Rs.6000/- for full programme

Programme Details:

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

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

Programme Coordinator: Dr. Benidhar Deshmukh, e-mail: bdeshmukh@ignou.ac.in, Ph.011-29571677

Study Centres:

Study Centres for the programme are currently located across several regions i.e. Aizawl (Mizoram), Bhopal (M.P.), Bhubaneswar (Odisha), Dehradun (Uttarakhand), Delhi, Durg (Chhattisgarh), Gangtok (Sikkim), Guwahati (Assam), Hisar (Haryana), Nagpur (Maharashtra), Patna (Bihar), Portblair (Andaman & Nicobar), Pune (Maharashtra), Rampur (U.P.), Srinagar (J&K), Thiruvananthapuram (Kerala), Tikamgarh (M.P.) and Warangal (Telanaga).

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

7.5 Advanced Certificate in Power Distribution Management (ACPDM) School of Engineering & Technology (SOET)

The Advanced Certificate in Power Distribution Management has been developed by the School of Engineering and Technology, IGNOU in collaboration with the Ministry of Power for professionals employed in electrical power utilities or the electricity sector to upgrade their skills, enhance systemic efficiency and demonstrate commercially viable electricity distribution system that deliver quality power to the satisfaction of the beneficiaries. As a part of the national strategy evolved to address and concern of human resource development, this specially designed programme provides opportunity of capacity building in power sector; it is targeted to provide training to the participants of power distribution utilities /companies, engineers and learners of electricity sector.

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

Objectives:

The objectives of this programme are to:

- Disseminate information about the current developments and reforms in the power distribution sector,
- Generate awareness about the applications of emerging technologies and trends in the sector, and
- Educate about various aspects of power distribution management to the personnel in the power sector/ candidates aspiring to take up a job in the electrical industry.

Eligibility: Engineering graduate/Engineering Diploma Holders OR Science/Commerce/ Arts Graduates or equivalent with 2 years experience in power utilities or the electricity sector

Medium of Instruction: English

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

Fee Structure: Rs.5,400/- for full programme

Programme Details:

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

Programme Coordinator: Dr. Rakhi Sharma , rakhisharma@ignou.ac.in, Ph. 011-29572921, 29572924

7.6 Post Graduate Certificate in Industrial Safety (PGCINDS) School of Engineering & Technology (SOET)

The Post Graduate Certificate in Industrial Safety (PGCINDS) Programme aims to develop skilled human resource in the field of industrial safety at the local, regional and national levels. It seeks to build competencies and professional skills among learners to avail employment opportunities in various industrial sectors. It aims to upgrade the knowledge and skills of those working in industry without a formal training. The programme also caters to the academic needs of those aspiring for higher learning.

Eligibility: Graduate in Engineering/ Graduate in Science with Physics and Chemistry.
Medium of Instruction: English
Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.
Fee Structure: Rs.6,000/- for full programme

Programme Details :

Course Code	Title of the Course	Credits
MIS 21	Safety Philosophy and Principles of Accident Prevention	4
MIS 22	Industrial Safety: Rules and Acts	2
MIS 23	Safety in Construction Industry	2
MIS 24	Mechanical and Electrical Safety Management	2
MISP 21	Project	6
Total Credits		**16**

Programme Coordinator: Dr. Sanjay Agarwal, sanjay.agarwal@ignou.ac.in, Ph. 011-29572919/29572917

7.7 Post Graduate Certificate in Inventory Planning and Warehousing for Engineers (PGCPWS) School of Engineering & Techonology (SOET)

The main objective of this programme is to enhance knowledge, skills and awareness among the learner in the field of Inventory Planning and Warehousing. The University has planned to develop employment-related continuing education programmes aimed at increasing job potential and economic advantage for the learner.

Objectives:

1. Post Graduate Certificate in Inventory Planning and Warehousing programme aims to develop skilled human resource in the field of inventory planning and warehousing at the local regional and national levels.
2. It seeks to build competencies and professional skills among learners to avail employment opportunities in various industrial sectors.
3. It aims to upgrade the knowledge and skills of those working in industry without a formal training.
4. The programme also caters to the academic needs of those aspiring for higher learning.
   - Upgrading educational qualification of learners;
   - Creating opportunities for in-house training in industries for continuing education;
   - To look after the Inventory Planning aspects with knowledge and expertise in Inventory Planning and Warehousing;

Eligibility: Graduate in Engineering
Medium of Instruction: English

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

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

Programme Details:

Course Code	Title of the Course	Credits
MWR 001	Introduction to Inventory Planning and Control	4
MWR 002	Advance Inventory Planning and Control	4
MWR 003	ICT in Warehouse system	4
MWRP 01	Project	4
Total Credits		**16**

Programme Coordinator: Dr. Ashish Agarwal, ashisha@ignou.ac.in, Ph. 011-29572922

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

The Post Graduate Programme in Agriculture Policy seeks to develop human resource for planning, development and implementation of national policies in agriculture. The objectives and salient features of the agriculture policy framework along with strategies and issues should be known to all the stakeholders of the system for an effective implementation of development programme. The Programme covers various aspects essential for the policy formulation in order to

achieve overall economic development of the country. Some of the main aspects pertain to stages and factors in Indian agricultural development process, components of policy formulation, international and national trade policies, intellectual property rights, research and development policy. The target group includes persons/organizations involved and graduates desirous to involve in policy making and implementation at the state/regional and central levels having stake in agriculture and rural development.

Objectives:

The specific objectives of the programme are to:

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

Eligibility: Graduation in any discipline

Medium of Instruction: English

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

Fee Structure: Rs.3,600/- for full programme

Programme Details:

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

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

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

Objectives:

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

Eligibility: Graduate in any discipline

Medium of Instruction: English and Hindi

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

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

Programme Details:

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

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

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

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

Objectives:

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

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

Medium of Instruction: English

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

Fee Structure: Rs.3,200/- for full programme

Programme Details:

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

Programme Study Centres

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

Programme Coordinators: Dr. M.V.Lakshmi Reddy, lakshmireddymv@gmail.com, mvlreddy@ignou.ac.in, Ph.011-29572935 / Mobile - 9868956537
Sh. Ajith Kumar C., ajithchalil@ignou.ac.in, Ph. 011-29572940 Mob. 9891628092

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

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

Objectives:

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

Eligibility:

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

OR

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

OR

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

Medium of Instruction: English

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

Fee Structure: Rs 5,400/- for full programme

Programme Details:

Course Code	Course Title	Nature of Course	Credits
MVEI 11	Understanding the Learner	Integrated	4
MVEI 12	Assistive and Adaptive Technologies	Integrated	4
MVEI 13	Software's for Visually Impaired	Integrated	4
MVEI 14	Communication Skills	Integrated	4
Total			**16**

Practical: This programme has practical components.

Programme Coordinator: Prof. D. Venkateshwarlu, dvenkatesh@ignou.ac.in, Ph. : 011-29572962

7.12 Post Graduate Certificate in Bangla-Hindi Translation (PGCBHT) School of Translation Studies & Training (SOTST)

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

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

Eligibility: Graduation

Medium of Instruction: Hindi

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

Fee Structure: Rs.1,600/- for full programme

Programme Details:

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

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

7.13 Post Graduate Certificate in Malayalam-Hindi Translation (PGCMHT) School of Translation Studies & Training (SOTST)

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

Eligibility: Graduation

Medium of Instruction: Hindi

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

Fee Structure: Rs.1,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MTT 1	Bharatiya Bhashaon Mein Anuvad	4
MTT 4	Malayalam-Hindi Anuvad: Tulana Aur Punah Srijan	4
MTT 5	Malayalam Aur Hindi Ke Vibhinna Bhashik Kshetron Mein Anuvad	4
MTTP 2	Anuvad Pariyojana (Translation Project)	4
Total Credits		**16**

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

7.14 Post Graduate Certificate in Medical Management of CBRNE Disasters (PGCMDM) School of Health Sciences (SOHS)

The term CBRNE stands for 'Chemical Biological, Radiological, Nuclear and Explosive'. Disasters related to such agents can occur accidently. However, when used intentionally they become agents of mass destruction.

CBRNE disasters are ill-understood, diagnosis is difficult and very little management tools exist to manage these disasters, including medical management. Medical management of CBRNE disasters require specific knowledge and skill set that is not covered in the undergraduate curriculum. India is particularly vulnerable to CBRNE attacks. Thus, society and governments need to create special provisions to deal with them.

In light of the above facts, IGNOU in collaboration with Institute of Nuclear Medicine and Allied Sciences (INMAS), Defence Research and Development Organisation (DRDO) and active support from Integrated Defence Staff (IDS) have developed a 6 months PG Certificate programme in Medical Management of CBRNE disasters through open and distance learning for MBBS doctors.

PROGRAMME OBJECTIVES

After completing the programme, the learner should be able to:

- comprehend the parameters, enormity and complexity of CBRNE threat from a medical perspective
- describe the impact of chemical, radiological, biological, explosive and nuclear agents on human health
- assess the health effects of a CBRNE scenario using external and internal assessment tools
- discuss regarding the medical counter measures, detection equipments and SOPs of medical management of CBRNE impacts.
- deliver first aid and initiate immediate life saving responses to a CBRNE disaster
- develop competencies on protection, mitigation and medical management of CBRNE casualties
- get sensitized about the current R&D initiatives and future directions.

Target Group

- Medical personnel & students engaged in or interested in disaster medical management
- Doctors in armed forces, police forces, health services, railways, airports/ports, & NDRF or State disaster forces who have to or can be called on to respond in face of CBRNE disasters.
- Doctors working in or for organizations considered vulnerable to CBRN attacks or accidents such as industrial complexes, Shrines, melas, areas prone to terror attacks, border towns etc.
- Faculty in all large and medium-large hospitals (public & corporate sector)
- Medical Management staff of all referral hospitals
- Retired doctors who want to contribute to the Nation's strength & medical security in CBRN.

Eligibility : MBBS (recognised by MCI). Only Indian Citizens would be considered

Medium of Instruction : English

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

Fess Structure : Rs. 5,500/- for full programme. Applicants are required to pay only the Registration Fee of Rs. 400/- along with the application. The Programme Fee is to be paid after receiving offer of admission.

Program Structure: The programme consists of three courses – two theory (MME 011 and MME 012) and one practical (MMEL 013)

Programme Details:

Course Code	Course Title	Nature of Course	Credits
MME 11	CBRNE Threats and Agents	Theory	4
MME 12	Health Effects and Medical Management of CBRNE Agents	Theory	6
MMEL 13	Practical Aspects of CBRNE	Practical	6
	Total		**16**

Programme Implementation

Maximum of 30 students will be attached to Learner Support Centres for activities like theory and practical counseling, assignment submission, discussion on audio-videos programme and practical examination etc. Attendance to all the counselling sessions is compulsory. Some of the counselling sessions will be taken through web conferencing and some of them face to face in the respective Learner Support Centres.

Selection Criteria

Selection will be made on the basis of merit and taking into account the reservation policy of the University. All the candidates would be shortlisted and selected on merit and number of available seats. The merit will be prepared on the basis of final year MBBS Marks. In case of tie, the experience of the candidate will be taken into account (numbers of years after MBBS) and the candidate with the higher experience will be selected. In case there is again a tie between the two candidates, age will be considered. The candidate who is older will be selected..

Admission Procedure

The applicants are required to download the form available in the common prospectus, fill the same and submit it at the address given below for further processing. Only registration fee has to be paid with application form. Programme Fee has to be paid after confirmation of admission to the programme.

Submit the Application form to

Programme Coordinator (PGCMDM)
School of Health Sciences
Raman Block (Block D)
New Academic Complex
IGNOU, Maidan Garhi
New Delhi 110068

The applicants for PGCMDM are required to select the Learner Support Centre from the list given below. Each applicant should write the choice of the centre(s) in order of preference in the appendix 1 (e) and submit the same with the form.

The students will be allotted the Learner Support Centre keeping in view their choice, availability of the centre and seat in the respective centre. The learner support centre once allotted will not be changed unless there is a vacancy.

List of the proposed centres

S.No	Region Centre	Learner Support Centre Codes	Regional Centre Code	Name of Programme study centre
1.	Dehradun	31040P	31	All India Institute of Medical Sciences (AIIMS), Virbhadra Road, Rishikesh, Uttrakhand-249203
2.	Jodhpur	88052P	88	All India Institute of Medical Sciences (AIIMS), Basni Industrial Area, Phase -2, Jodhpur – 342005, Rajasthan
3.	Hyderabad	0146P	01	Nizam's Institute of Medical Sciences Punjgutta, Hyderabad - 500082, Telangana
4.	Bhopal	15261	15	All India Institute of Medical Sciences (AIIMS) Saket Nagar Bhopal, Madhya Pradesh, Pin - 462 02

Programme Coordinator: Prof. Ruchika Kuba, rkuba@ignou.ac.in, Ph. 011-29572813

8 CERTIFICATE PROGRAMMES

8.1 Certificate in Library and Information Science (CLIS) School of Social Sciences (SOSS)

This programme is meant to sensitive library and information professionals at grass root level. It gives an opportunity to those who are already working in libraries without having any professional qualifications. The Certificate in Library and Information Science (CLIS) programme comprises of four courses. Out of the four courses, three courses have both practical and theoretical aspects whereas one course deals only with theoretical aspects of the subject.

Eligibility : 10+2 Passed

Medium of Instruction : English. Students can write assignments and TEE in Hindi language also.

Duration : Minimum 6 months and Maximum 2 years; offered in both January and July cycle of admission **Fee :** Rs. 3000/- for full programme.

Programme Details :

Course Code	Title of the Course	Credits
BLI 11	Libraries: An Introduction	4
BLII 12	Document Processing and Organisation	4
BLII 13	Information Sources and Library Services	4
BLII 14	ICT in Libraries	4
Total Credits		**16**

Programme Coordinator: Dr. Zuchamo Yanthan, Zuchamo@gmail.com, Ph. 011-29572723, Dr. Archana Shukla, archana@ignou.ac.in, Ph. : 011-29572743, Dr. S.R. Zonunthara, rcaizwal@ignou.ac.in, Ph. : 0389-2311693

8.2 Certificate in Disaster Management (CDM) School of Social Sciences (SOSS)

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 2,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CDM 1	Foundation Course in Disaster Management	8
CDM 2	Disaster Management : Methods & Techniques	8
Total Credits		**16**

Programme Coordinator: Prof. Pardeep Sahni, pardeepsahni@gmail.com, Ph. 011-29535140/011-29572735

8.3 Certificate in Environmental Studies (CES) School of Social Sciences (SOSS)

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
AHE 1	Human Environment (without AHE Project)	6
TS 5	Ecology, Environment and Tourism	8
PES 1	Project Work - Environmental Studies	4
Total Credits		**18**

Programme Coordinator: Sh. Ajay Mahurkar, ajaymahurkar@hotmail.com, Ph.01129572726

8.4 Certificate Programme on Life and Thought of Dr. B.R. Ambedkar (CLTA) School of Social Sciences (SOSS)

Programme Details

The certificate Programme is designed keeping in view of the Life and Thought of Dr.B.R. Ambedkar ranging from social, political, economic, issues to law and Constitution come through with more clarity. The objectives of the programme is to acquaint ad sensitize the learners and make them responsive citizens to realize constitutional means as fundamental and inherent for the welfare and building of Indian Society.

Course Objectives

The Certificate Programme on Life and Thought of Dr. B.R. Ambedkar (CLTA) is a 16 credits program, consisting of four courses of 4 credits each. There are as follows courses:

Eligibility: 10+2 or its equivalent

Medium of Instruction: English and Hindi

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

Fee Structure: Rs.800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAB 101	B.R. Ambedkar: Thinker, His Time	4
BAB 102	B.R. Ambedkar: Society and Culture	4
BAB 103	Economic Throught of B.R. Ambedkar	4
BAB 104	State, Democracy and Nation Building	4
Total Credits		**16**

Programme Coordinator: Dr. Rabindra Kumar, rabindra@ignou.ac.in, Ph. 011-29572742

8.5 Certificate in Peace Studies and Conflict Management (CPSCM) School of Social Sciences (SOSS)

Certificate Programme in Peace Studies and Conflict Management (CPSCM) is designed to provide general introduction to peace and conflict phenomena. To equip the learners with the Knowledge and skills to understand and analyse peace processes and conflict management at the local, national and international level.

The objectives of this course are to:

- Appreciating the common goals of Higher Education, Research and Training to empower people to participate in the process of establishing world peace, accelerating national development and improving the quality of life of people.
- Realising the knowledge and understanding of Gandhian Philosophy and action in general and truth, non-violence, sarvodaya, satyagraha and sustainable development in particular.

Eligibility: 10+2 in any discipline, (Those who don't posses 10+2 qualification can also be admitted after clearing IGNOU's preparatory programme.

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 3500/- for full Programme

Course Details:

Course Code	Course Title	Credits
BGP1	Introduction to Peace and Conflict Management	4
BGP2	Indian Perspectives on Peace and Conflict	4
BGP3	Conflicts and Peace: Global Perspective	4
BGPP1	Project Work	4
Total Credits		**16**

Programme Coordinators: Prof. Darvesh Gopal: dgopal@ignou.ac.in ; Ph: 011-29572727
Prof. Anurag Joshi: anuragjoshi@ignou.ac.in; Ph : 011-29572713

8.6 Certificate in Food and Nutrition (CFN) School of Continuing Education (SOCE)

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

Eligibility: No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form.

Medium of Instruction: English, Hindi, Assamese, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil and Oriya.

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

Fee Structure: Rs. 1,400/- for full programme

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

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

8.7 Certificate in Nutrition and Child Care (CNCC) School of Continuing Education (SOCE)

This programme provides in-depth theoretical as well practical knowledge related to both nutrition and child development. It provides a basic understanding of food, nutrition and health; principles of meal planning; nutrition related disorders; principles of food budgeting, food selection, food storage and food preservation.

It enables learners to understand the development of children from birth to six years of age, promote their development by organizing appropriate play activities and learning experiences, and be aware of principles of setting up ECCE centres.

This programme will be of interest to functionaries working with children in the birth to 6 age group where their work involves meeting nutritional needs of children as well as their learning and play needs. Such functionaries could be working in diverse settings, such as creches, preschools, anganwadis and balwadis. The target group could also include parents and others interested in knowing about the development of young children.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English & Hindi

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

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

Programme Details:

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

Programme Coordinators: **Prof. Deeksha Kapur, deekshakapur@ignou.ac.in, Ph.011- 29572960**
Prof. Rekha Sharma Sen, rekhasharmasen@ignou.ac.in, Ph. 011-29572958

8.8 Certificate in Rural Development (CRD) School of Continuing Education (SOCE)

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

Eligibility: Bachelor's Degree

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

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

Programme Coordinator: Dr. Soumya Kanti Palit, skpalit@gmail.com, Ph. 011-29572956

8.9 Certificate in Guidance (CIG) School of Education (SOE)

The Certificate in Guidance Programme is a joint project of Indira Gandhi National Open University (IGNOU) and National Council of Educational Research and Training (NCERT).

This Programme would enable the participants to:

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

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

Eligibility: Teachers of recognized Institutions OR Pass in Matriculation/SSC

Medium of Instruction: English, Hindi and Odia

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

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

Programme Details:

Course Code	Title of the Course	Credits
NES 101	Understanding the Elementary School Child	4
NES 102	Facilitating Growth and Development	4
NES 103	Guiding Children's Learning	4
NES 104	Guiding Socio-emotional Development of Children	4
Total Credits		**16**

Programme Coordinator: **Dr. Eisha Kannadi, ekannadi@ignou.ac.in, Ph. 011-29572938**

8.10 Certificate in Information Technology (CIT) School of Computer & Information Sciences (SOCIS)

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

Eligibility: 10th Pass **OR** SSC **OR** DLC from Microsoft or equivalent

Medium of Instruction: English

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

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

Programme Details:

Course Code	Title of the Course	Credits
CIT 1	Fundamentals of Computer Systems	4
CIT 2	Introduction to Information Technology	4
CIT 3	Web based Technologies & Multimedia Applications	4
CITL 1	Laboratory Course	6
Total Credits		**18**

Programme Coordinator: Sh. M.P. Mishra, cit@ignou.ac.in, Ph. 011-29572903

8.11 Certificate in Mobile Application Development (CMAD)
School of Computer and Information Sciences (SOCIS)

The programme aims at providing knowledge to the learners about the architectures of Android and iOS, Design and implement databases for user requirements, Develop mobile apps using Android, Do programming using Python. Any person who is interested in mobile apps and knows Java Programming can join the programme. No printed course material shall be provided. Course material shall be uploaded and will be available for downloading.

Eligibility : (1) 10+2 OR (2) 10th Standard with 2 or 3 years Diploma / Equivalent

Medium of Instruction : English

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

Fee Structure : Rs.5000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BCS-091	Introduction to Mobile Architecture	4
BCS-092	Introduction to Databases	3
BCS-093	Introduction to Android	2
BCS-094	Programming using Python	2
BCSL-091	Laboratory Course (Includes practicals of BCS-092, BCS-093, and BCS-094)	5
Total Credits		**18**

Programme Coordinator : Prof.P.V.Suresh, pvsuresh@ignou.ac.in , Ph.: 011-29572908

8.12 Certificate in Teaching of English as a Second Language (CTE)
School of Humanities (SOH)

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

Eligibility: Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience

Medium of Instruction: English

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

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
I) Compulsory Courses		
CTE 101	The Language Learner and the Learner	4
CTE 102	The Structure of English	4
CTE 103	Teaching Strategies	4
II) Optional Courses (Select any one)		
CTE 104	Teaching English-Elementary School	4
CTE 105	Teaching English-Secondary School	4
Total Credits		**16**

Programme Coordinator: Prof. Nandini Sahu (CTE-101, CTE-102, CTE-103), nandinisahu@ignou.ac.in, Ph. 011-29572785 and Dr. Malathy A. (CTE-104, CTE-105), malathy@ignou.ac.in, Ph. 011-29572779

8.13 Certificate in Functional English (Basic Level) (CFE) School of Humanities (SOH)

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

Fee Structure: Rs. 4,000/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEG 4	English in Daily Life	4
BEG 5	English in Education	4
BEG 6	Joining the Work Force	4
Total Credits		**12**

Programme Coordinator: Dr. Prof. Parmod Kumar, parmodkumar@gmail.com, Ph. 011-29572758

8.14 Certificate in Urdu Language (CUL) School of Humanities (SOH)

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

Eligibility: 10+2 with no maximum age limit.
Medium of Instruction: Bilingual Hindi/Urdu
Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.
Fee Structure: Rs.1,200/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OUL 1	Script & Pronunciation	8
OUL 2	Communicative & Comprehensive Skills	8
Total Credits		**16**

Programme Coordinators: Prof. Satyakam, satyakam@ignou.ac.in, Ph. 011-29572751
Dr. Abdul Hafiz, drhafeez76@gmail.com, Mobile : 9450115426

8.15 Certificate in Human Rights (CHR) School of Law (SOL)

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

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.2,600/- for full programme

Programme Details:

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

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

8.16 Certificate in Consumer Protection (CCP) (Revised) School of Law (SOL)

This 16 Credit Programme on Consumer Protection is open to candidates with 10+2 qualifications or its equivalent. The Programme aims at creating an overall awareness and training on Consumer Affairs with special emphasis on Consumer Protection. After completing this Programme the learners may become consumer activists, work in industries, NGOs and government departments on consumer affairs. They can file and plead their own cases in Consumer Redressal forums created under consumer Protection Act, 1986.

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

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CPI 101	Consumer and Consumer Protection Legislations	4
CPI 102	Redressal of Consumer Grievances: Role of Various Stake Holders	4
CPI 103	Consumer Protection Issues	4
CPIP 104	Project Work in Consumer Protection	4
Total Credits		**16**

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29532525/29572985

8.17 Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) School of Law (SOL)

The main objective of the programme on Certificate in Co-operation, Co-operative Law & Business Laws (CCLBL) is to have complete understanding and knowledge about the promotion and functioning of the small economic and business enterprise within cooperative framework, acquire through knowledge about the cooperative legal framework within which the institutions have to function and to have an overview about various business laws governing the functioning of economic and business enterprises.

Eligibility: i) 10+2 for in-service personnel (with minimum three years service)

ii) Any degree for fresher

Medium of Instruction: English

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

Fee Structure: Rs.7,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 11	Cooperation: Genesis, Principles, Values, Policy, Growth and Development	4
BLE 12	Co-operative Law	4
BLE 13	Business Law as applicable to Cooperatives – I	4
BLE 14	Business Law as applicable to Cooperatives – II	4
Total Credits		**16**

Programme Coordinator: Prof. K. Elumalai, nicmkel@ignou.ac.in, Ph. 011-29532525/29572985

8.18 Certificate in Anti Human Trafficking (CAHT) School of Law (SOL)

Objectives:

- To bring about awareness and provide comprehensive understanding to the learners in Anti Human Trafficking.
- To develop functional understanding and coordination amongst learners about various stake holders/agencies associated with the process of Human Trafficking directly or indirectly.
- Awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners.
- To develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking.
- Prepare well informed professionals, those working in the government agencies, civil society organisations and corporate sectors about the courses and extent of Human Trafficking and the ways for prevention, rehabilitation and reintegration.

Eligibility: Any Graduate,10+2 with five years of experience in the related field/10th standard (after doing bridge course from IGNOU, they will be admitted).

Medium of Instruction: English and Hindi

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

Fee Structure: Rs.1,300/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 31	Understanding Human Trafficking	4
BLE 32	Law Policies and Institutional Response to Human Trafficking	4
BLE 33	Rehabilitation and Prevention	4
BLEP 34	Project Work	4
Total Credits		**16**

Job Opportunity: - Police Personnel can work in Anti Human Trafficking units.

- Learners can work in International and National NGO's/Legal firms related to Human Trafficking, Legal aid, Juvenile Justice, Women, Children and disability etc.

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

8.19 Certificate in International Humanitarian Law (CIHL) School of Law (SOL)

This programme is developed with the support of International Committee of Red Cross (ICRC), New Delhi.

Objectives:

The objective of the programme is to develop :

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

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLE 35	Understanding International Humanitarian Law	4
BLE 36	Application of IHL	4
BLE 37	IHL Issues of Concern in South Asia	4
BLEP 38	Project Work	4
Total Credits		**16**

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

8.20 Certificate Programme in NGO Management (CNM) School of Management Studies (SOMS)

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

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

Objectives:

The objectives of the programme are as follows:

- To provide the basic managerial concepts to NGO workers;
- To give a firsthand experience to the NGO workers or for that matter to the end users of the programme;
- To help and enhance the skills of end users at various levels of management.

Eligibility: 10+2 or Matriculate with at least 3 years of work experience in NGO sector.

Medium of Instruction: English

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

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BMS 1	Introduction to NGO Management	4
BMS 2	Management Functions	4
BMS 3	Health Care Management	4
Total Credits		**12**

Contact programme of 7 days is a compulsory, non-credit component and is to be done in any of the registered NOG's. The completion certificate regarding the contact programme is to be submitted by the student to the concerned regional centre. The study centres for this programme are same as the study centres for other Management Programmes.

Programme Coordinator: Dr. Neeti Agrawal, neeti@ignou.ac.in, Ph. 011-29573020

8.21 Certificate in Business Skills (CBS) School of Management Studies (SOMS)

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

In order to be eligible for the award of the Certificate in Business Skills, one has to complete the following 4 courses equivalent to 18 credits :

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

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

Fee Structure: Rs. 3,200/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ECO 1	Business Organisation	4
PCO 1	Preparatory Course in Commerce	4
BCOA 1	Business Communication & Entrepreneurship	4
CITL 1	Laboratory Course	6
	Total Credits	**18**

Programme Coordinators: Dr. Subodh Kesharwani, skesharwani@ignou.ac.in, Ph. 011-29573018

8.22 Certificate in Communication & IT Skills (CCITSK) School of Vocational Education and Training (SOVET)

The Certificate in Communication and IT Skills is a 16 Credits programme. The course has been designed keeping in mind the BPO industry and other forms of industry. The Communication Skills course covers area of listening, reading, writing, grammar pronunciations, vocabulary and speaking. The IT Skills course covers area like MS Word, MS PowerPoint, MS Access, MS Excel.

Eligibility: 10+2 pass with English as one of the subject

Medium of Instruction: English

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

Fee Structure: Rs.5,700/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BPOI 6 BPOI 6 (P)	English Communication/Communication Skills	8
BPOI 7 BPOI 7 (P)	IT Skills	8
Total Credits		**16**

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

Programme Coordinator: Dr. Asha Yadav, ashayadav@ignou.ac.in, Ph. 011-29571649

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

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

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

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

Eligibility: 10th or its equivalent

Medium of Instruction: English

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

Fee Structure: Rs.5,400/- for full programme

Programme Details:

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

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

8.24 Certificate in Fashion Design (CFDE)
School of Vocational Education and Training (SOVET)

The programme aims at preparing students for employability in the fashion industry. It will develop basic knowledge and skills in pattern making and sewing techniques. The programme will cater the needs of those who aspire to make their careers as assistant designers in the apparel sector/export sector/ entrepreneur and would like to update their existing knowledge and skills specifically in pattern making and sewing.

Objectives:

- Develop basic knowledge and understanding of the fundamentals of fashion design.
- Develop understanding of the fashion industry in India and across the globe.
- Impart skills in digital technology in CAD.
- Develop knowledge and understanding of pattern making skills and sewing techniques.
- Develop entrepreneurship and communication skills.

Eligibility: 10+2 (Senior Secondary)

Medium of Instruction: English

Duration: Minimum 6 Months and Maximum 2 years; admission in both January & July cycle.

Fee Structure: Rs. 5000/- for full Programme.

Programme Structure:

Course Code	Title of the Course	Credits
BFDI-71 **BFDI-71 (P)**	Fundamentals of Fashion Design	4
BFDI-72 **BFDI-72 (P)**	Basics of Pattem Making and Sewing	4
BFDI-73 **BFDI-73 (P)**	Introduction to Fashion Industry	4
BFD-74	Communication and Entrepreneurship	4
	Total Credits	**16**

Delivery of the Programme: This programme its being offered from School of Voctional Education and Training (SOVET) IGNOU, Maidan Garhi, New Delhi. All the counseling and Practical sessions will be conducted through online and vartical mode only.

Programme Coordinator: **Prof. A.K. Gaba, akgaba@ignou.ac.in, Ph. 011-29571644**
Ms. Urshla Kant, urshlakant@jgnou.ac.in, Ph. 011-29571648

8.25 Certificate in Tourism Studies (CTS)
School of Tourism and Hospitality Services Management (SOTHSM)

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

Eligibility: 10+2 pass or its equivalent
Medium of Instruction: English & Hindi
Duration: Minimum 6 months and Maximum 2 years; offered in both January & July cycle of admissions.
Fee Structure: Rs.2,000/- for full programme

Programme Details:

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

Programme Coordinator: Dr. Paramita Suklabaidya, paramitaz@ignou.ac.in, Ph. 011-29571755

8.26 Certificate Programme in Laboratory Techniques (CPLT)
School of Sciences (SOS)

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

Eligibility: 10+2 with Science subjects or equivalent **OR** pass in Higher Secondary with Science subjects or equivalent and one year of experience of working in a School/College/University science laboratory **OR** 10th pass or equivalent with Science subjects and two years experience of working in a School/College/University science laboratory

Medium of Instruction: English and Hindi

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

Fee Structure: Rs.4,200/- for full programme

Programme Details:

Course Code	Course Title	Nature of Course	Credits
CLT 101	Good Laboratory Practices	Theory	04
CLTL 101	Good Laboratory Practices: Basic Exercises	Laboratory	02
CLT 102	Laboratory Techniques in Biology	Theory	02
CLTL 102	Basic Experiments in Biology	Laboratory	02
CLT 103	Laboratory Techniques in Chemistry	Theory	02
CLTL 103	Basic Experiments in Chemistry	Laboratory	02
CLT 104	Laboratory Techniques in Physics	Theory	02
CLTL 104	Basic Experiments in Physics	Laboratory	02
	Total Credits		**18**

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

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

8.27 Certificate Programme in Teaching of Primary School Mathematics (CTPM) School of Sciences (SOS)

This awareness level practical-oriented programme provides some strategies for teaching mathematics to children in a way that will make them feel positive about it. The Programme is aimed at pre-primary and primary school teachers, as well as parents of young children. Its basic objectives are to help primary school teachers to critically look at their mathematics teaching strategies and alter them to suit their students' background; to refresh these teachers about children's learning processes in the context of mathematics learning; and to make the discourse of mathematics teaching available to a wider section of society. The objectives are expected to be met by exposing the learners of this programme to the need for giving a meaning and context while learning or teaching mathematical concepts, processes and skills.

A special component of this programme is a 2-credit project. This is a chance for the learner to actively engage with young children to see how they acquire mathematics.

Eligibility: Adult with 10th pass

Medium of Instruction: English & Hindi

Duration: Minimum 6 months and Maximum 2 years; offered only in July cycle of admission.

Fee Structure: Rs. 1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
AMT 1	Teaching of Primary School Mathematics (6 credits theory + 2 credits project)	8
LMT 1	Learning Mathematics	8
Total Credits		**16**

Programme Coordinator: Prof. Parvin Sinclair & Prof. Sujatha Varma, ctpm@ignou.ac.in, Ph. 011-29572830

8.28 Certificate in HIV and Family Education (CAFE) School of Social Work (SOSW)

The Certificate in HIV and Family Education provides comprehensive knowledge about what, why and how of HIV/ AIDS, family life education, facts of life and substance abuse. The contents are designed to impart an integrated understanding to the learners about the issues involved in HIV/AIDS and behaviour modification. The target groups include School teachers, NGO functionaries. para-medicals. parents of adolescents and those interested in acquiring knowledge on the subject. The Certificate Programme has the following courses of 4 credits each. A learner has to choose 2 compulsory courses and any optionals from the 4 electives. One has to acquire 16 credits for a certificate.

Eligibility: 10+2 or its equivalent

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

Fee Structure: Rs, 1000/- for full programme

Programme details:

Course Code	Title of the Course	Credits
Compulsory Courses		
BFE-101	Basics of HIV/AIDS	4
BFE-102	Basics of Family Education	4
Elective Courses (Choose any two)		
BFEE 101	Elective on HIV/AIDS	4
BFEE 102	Elective on Family Education	4
BFEE 103	Alcohol, Drugs & HIV	4
BFEE 104	Commmunication & Counselling in HIV	4
	Total Credits	**16**

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

8.29 Certificate in Social Work and Criminal Justice System (CSWCJS) School of Social Work (SOSW)

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

Eligibility: Graduate in any discipline

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.1,300/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
MSW 31	Social Work Intervention in Correctional Settings (Compulsory)	4
MSW 32	Social Work and Criminal Justice (Compulsory)	4
MSWL 33	Social Work Practicum in Correctional Settings (Compulsory)	8
Total Credits		**16**

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

8.30 Certificate in Tribal Studies (CTRBS) School of Social Work (SOSW)

The Certificate Programme in Tribal Studies (CTRBS) is an extension of the University's efforts towards addressing the wider issues of tribal development. The programme aims to support individuals working in the social and welfare service sector targeted for the tribals to acquire professional education and will enable them to be trained, educated which in turn will help them better understand the issues and remove the bias if any formed during the course of their work.

Eligibility: 10+2 or its equivalent

Medium of Instruction: English

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

Fee Structure: Rs. 900/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BSW-41	Understanding Tribals	4
BSW-42	Tribal Society	4
BSW-43	Tribals of South and Central India	4
BSW-44	Tribals in North and Northeast Region of India	4
Total Credits		**16**

Programme coordinator: Dr.Rose Nembiakkim, E-Mail ID: rosenembiakkim@ignou.ac.in, Phone: 011-29571695

8.31 Certificate in Sericulture (CIS) School of Agriculture (SOA)

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

Objectives:

The main objectives of the programme are to:

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

Eligibility: 10th pass out **OR** non-10th pass-out having two years experience in the field of sericulture. The experience certificate should be from the extension officials of the Dept of Sericulture/Agriculture/Extension/Recognized NGOs/ Industry.

Medium of Instruction: English and Hindi

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

Fee Structure: Rs.4,200/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BLP 1	Introduction to Sericulture	2
BLPI 2	Host Plant Cultivation	6
BLPI 3	Silkworm Rearing	6
BLP 4	Crop Protection	2
Total Credits		**16**

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

8.32 Certificate in Organic Farming (COF) School of Agriculture (SOA)

This programme has been developed with the support of APEDA, GoI.

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

The present programme aims to educate the farmers about various aspects of organic production and certification.

Objectives:

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

Eligibility: 12th pass or its equivalent

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.4,800/- for full programme

Course Code	Title of the Course	Credits
BAP 1	Introduction to Organic Farming	2
BAPI 1	Organic Production System	6
BAPI 2	Inspection and Certification of Organic Produce	4
BAPI 3	Economics and Marketing of Organic Produce	4
Total Credits		**16**

Programme Coordinator: Dr. S.K Yadav, skyadav30@gmail.com, Ph. 011-29573088

8.33 Certificate in Water Harvesting & Management (CWHM) School of Agriculture (SOA)

Over the years with consistent rise in population, urbanisation and industrialisation, increasing demand for agriculture produce, has led to over-exploitation of limited surface as well as groundwater resource. This has also resulted in sharp decline in groundwater table. The situation can be effectively reversed through rainwater harvesting which essentially means collection and storage of the rainwater from rooftop or from surface catchments for future use. Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. This certificate programme intends to generate mass awareness and disseminate skills through trained human resources, about rainwater harvesting techniques and management for the optimal use of harvested water by all concerned.

Objectives:

The main objectives of the programme are to:

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

Eligibility: 10th pass

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
ONR 1	Introduction to Water Harvesting	2
ONR 2	Basics of Hydrology	4
ONR 3	Water Harvesting, Conservation and Utilization	6
ONRL 1	Practical Training at Water Harvesting Agency	4
Total Credits		**16**

Programme Coordinators: Dr. Mukesk Kumar, mkumar@ignou.ac.in, Ph. 011-29572971
Dr. Sanjeev Pandey, rcdelhi2@ignou.ac.in, Ph. 23392274/76/77

8.34 Certificate in Poultry Farming (CPF) School of Agriculture (SOA)

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

Objectives:

The main objectives of the programme are to:

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

Eligibility: 8th Pass

Medium of Instruction: English, Hindi, Mizo and Telugu

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

Fee Structure: Rs.3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OLP 1	Introduction to Poultry Farming	2
OLPI 1	Poultry Housing and Management	6
OLPI 2	Poultry Feeds and Feeding	4
OLPL 1	Poultry Health Care and Bio-security Measures	2
OLPL 2	Poultry Farm Training	2
Total Credits		**16**

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

8.35 Certificate in Beekeeping (CIB) School of Agriculture (SOA)

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

At village level, successful honey production provides nutritional and economic security and also empowerment to the farmers, farm women, and rural youth. Beekeeping also helps conserve the natural resources. There is a need to

impart improved technical knowhow to the traditional beekeepers in order to facilitate the adoption of improved technologies available in this area.

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

Objectives:

The main objectives of the programme are to:

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

Eligibility: 8th Pass or Professional Beekeepers

Medium of Instruction: English & Hindi

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

Fee Structure: Rs.1,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OAPI 11	Introduction to Beekeeping	4
OAPI 12	Management of Honey Bee Colonies	8
OAPI 13	Hive Products and Economics of Beekeeping	4
Total Credits		**16**

Programme Coordinator: Dr. S.K. Yadav, skyadav30@gmail.com. Ph. 011-29573088

8.36 Certificate in Arabic Language (CAL) School of Foreign Languages (SOFL)

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

Eligibility: 10+2 or 18 years of age

Medium of Instruction: English/Arabic

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

Fee Structure: Rs.1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BAL 1	Basics of Arabic	8
BAL 2	Communication Skills	8
Total Credits		**16**

Programme Coordinator: Dr. Mohd. Saleem, saleem@ignou.ac.in, Ph. 011-29571637

8.37 Certificate in French Language (CFL) School of Foreign Languages (SOFL)

The Certificate in French Language Programme aims to introduce the French language to beginners and gradually build up skills in reading, writing, listening and speaking, simultaneously developing intercultural competence. The programme is developed around the textbook **Connexions, Methode de francais** and based on the CEFR (Common European Framework of Reference for Language) used for international standardization of pedagogy of European languages around the world.

The book is being supplemented with additional self study materials developed by IGNOU in the form of user manuals with study guide, exercises on grammar plus CDs for developing spoken language skills and pronunciation.

The significant feature of the programme is that materials have been prepared both in English-French and Hindi-French to be accessible to a large number of learners. This makes them have choice of opting for either of the two media, as per their linguistic background.

The programme is of 12 Credits, each credit amounting to 30 hrs. of total study time.

Eligibility: 10+2 and 18 years of age (minimum)

Medium of Instruction. English & Hindi

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

Fee Structure: Rs. 6,600/- for full programme

Course Code	Title of the Course	Credits
BFLI 1	Talking About Oneself	3
BFLI 2	Interaction	3
BFLI 3	Space	3
BFLI 4	Time	3
Total Credits		**12**

The Regional Centres offering this programme are: Delhi, Lucknow, Aligarh, Rajkot, Nagpur, Guwahati, Karnal and Shimla

Programme Coordinator: Dr. Deepanwita Srivastava; deepan@ignou.ac.in; Ph. 011-29571636

8.38 Certificate in Russian Language (CRUL) School of Foreign Language (SOFL)

The Certificate in Russian Language is six-month programme of 16 credits. The programme aims at providing beginners with basics of Russian Lanauge. The objective of the programme is to introduce learners to the basics of Russian grammar and phonetics so that they can read, write, listen and speak Russian in an accurate manner. The programme bilingual (Russian/English) in medium and has Self Learning material integrated with Audio Visual components, which will further enhance their learning capacity. The Programme will enable learners to speak and write Russian with confidence in their daily communications.

Eligibility: Minimum age 18 years. No formal qualification is required Class 10 level of English proficiency is desiable.

Medium of Instruction: Russian and English

Duration: Minimum six months and Maximum 2 years offerd in both January and July cycle of admission.

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

Programme Details:

Course Code	Title of the Course	Credits
ORU 001	Communication Skills-I	8
ORUL 002	Communication Skills-II	8
Total Credits		**16**

Programme Coordinator: Dr. Shivaji Bhaskar, shivajibhaskar@ignou.ac.in, Ph. 011-29571640

8.39 Certificate in Japanese Language (CJL) School of Foreign Langauge (SOFL)

The programme aims at providing beginners with basics of Japanese Language. The objective of the programme is to introduce learners to the basics of Japanese grammar and phonetics so that they can read, write, listen and speak Japanese in an accurate manner. The programme is bilingual (Japanese /English) in medium and has self-learning material integrated with Audio Visual components.

Eligibility : 10+2 or equivalent with knowledge of English, Minimum 18 years of age.

Medium of Instruction : Japanese and English

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

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

Programme Offered through Regional Centre: RC-3 Delhi only.

Course Code	Title of the Course	Credits
BJLI-1	Basic Japanese - 01	4
BJLI-2	Basic Japanese - 02	4
BJLI-3	Basic Japanese - 03	4
BJLI-4	Basic Japanese - 04	4
	Total Credits	**16**

Programme Coordinator: Mr. Shivaji Bhaskar, shivajibhaskar@ignou.ac.in Ph. : 011-29571640

8.40 Certificate in Korean Language & Culture (CKLC) School of Foreign Lanauge (SOFL)

The programme aims at providing beginners with basics of Korean Language. The objective of the programme is to introduce learners to the basics of Korean grammar and phonetics so that they can read, write, listen and speak Korean in an accurate manner. The programme is bilingual (Korean /English) in medium and has Self Learning material integrated with Audio - Visual components.

Eligibility : 10+2 or equivalent with knowledge of English, Minimum 18 years of age.

Medium of Instruction : Korean and English

Duratioh: Minimum six months and Maximum 2 years; offered in January and July cycle of admissions.

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

Programme Offered through the following Regional Centre: RC Delhi-3, RC Noida, RC Varanasi, RC Kolkata and RC Hyderabad only.

Course Code	Title of the Course	Credits
BKL-1	Basics of Korean - I	8
BKL-2	Basics of Korean - II	8
	Total Credits	**16**

Programme Coordinator: Mr. Shivaji Bhaskar, shivajibhaskar@ignou.ac.in Ph. 011-29571640

8.41 Certificate in Spanish Language & Culture (CSLC) School of Foreign Language (SOFL)

The programme aims at those prospective learners who are interested in learning Spanish language in a non-native context and who desire to receive culture information on the Spanish-speaking countries.

The general objective of this programme is that the learners acquire language skills (pronunciation, grammar, vocabulary and basic communicative competence, both in oral and written communications) as well as socio-cultural competence in the target language that will in enable them to communicate effectively with the Spanish-speaking world in the activities related to daily life.

The curriculum of this programme is based on the Common European Framework of Reference for Languages (CEFR) by the Council of Europe for all European Languages and it is expected that those completing this programme will achieve the A1 level of communicative competence.

The objectives of the courses are as follows:

- BSL-1: In this course students will develop their linguistic and socio-cultural competencies, at the beginner level, in the target language that will allow them to communicate with Spanish speakers in the activities related to daily life.
- BSL-2: In this course students will develop communication skills at the breakthrough level, which will allow them to establish a successful communication related to daily life tasks.

Eligibility: 10+2 with the knowledge of English

Medium of Instruction: Spanish and English

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

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

Course Details:

Course Code	Title of the Course	Credits
BSL-1	Basics of Spanish Language and Culture-I	8
BSL-2	Basics of Spanish Language and Culture-II	8
	Total Credits	**16**

Programme Coordinator: **Vikash Kumar Singh, sofl@ignou.ac.in, vikashsingh@ignou.ac.in, Ph. : 011- 29571635**

8.42 Certificate in German Language (CGL) School of Foreign Langauge (SOFL)

The programme is offered in academic collaboration with the Goethe Institute, Max Mueller Bhawan, New Delhi, a cultural institute of the Federal Republic 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 counseling at designated centers.

This programme comprises 14 credits, each credit amounting to 30 hours of total study time, comprising of the following three courses:

Eligibility: 10+2 or its equivalent.

Medium of Instruction: German and English

Fee Structure: Rs. 2500/- for full programme

Duration: Minimum 6 months and Maximum 2 years ;admission offered in both January and July sessions

Programme Details

Course Code	Title of the Course	Credits
BGL-1	German Language Course-I	4
BGL-2	German Language Course-II	4
BGL-3	German Language Course-III	6
	Total	**14**

Programme Coordinator: **Vikash Kumar Singh, sofl@ignou.ac.in ,vikashsingh@ignou.ac.in/ Ph. : 011-29571635**

8.43 Certificate in Persian Language (CPEL) School of Foreign Languages (SOFL)

The Programme aims at those learners who are interested in learning Persian Language in a non-native context and who desire to have knowledge of Persian culture.

The prime objective of this programme is that the learners acquire language skills (grammar, pronunciation, cocabulary, antonyms & synonyms, basic communicative competence, both in oral and written communication. The programme will enhance the learners to communicate effectively with the Persian/Iranian speaking world in the activities and exercises related to daily life.

The objectives of this course are to:

- In this course the students/learners will develop their linguistic competencies at the beginner level
- In this course the learners/students will develop situation based communication skills at the breakthrough level

Eligibility: 10+2 or 18 years of age

Medium of Instruction: English & Persian

Duration: Minimum 06 months and Maximum 2 Year, offered in both January & July cycle of admissions.

Fee Structure: ` 1,600/- for full Programme

At present programme to be offered through the following Regional Centres (RCs): Delhi-1, Kolkata,

Patna, Hyderabad, Lucknow, Srinagar and Noida

Course Details:

Course Code	Course Title	Credits
BPEL 11	Basics of Persian	8
BPEL 12	Communication Skills	8
	Total Credits	**16**

Programme Coordinator: Dr.Mohammad Saleem E-mail: saleem@ignoui.ac.in ; Ph-011-29571640/ 29571637/29571631 ; Dr. Sarwarul Haque ; E-mail: sarwarulhaque@ignoui.ac.in

8.44 Certificate in First Aid (CFAID) School of Health Sciences (SOHS)

Certificate in First Aid is a 6 months programme of 16 credit programme with 1 theory and 1 practical course open to all those who have completed class 10th examination. This programme aims at developing knowledge and skills about first aid to enable the learners to provide first aid in various emergency situations.

Objectives:

- Develop knowledge and skills about firstaid.
- Enable the learners to recognize the symptoms/conditions which require first aid.
- Develop the ability of dealing with emergency situations.
- Enable the learners to provide first aid in various situations and settings.

Academic Session: January and July of every year.

Target Group: The programme is open to the General Public/General Population/Professionals/ Non-professionals with the keenness to pursue the course, employed in any sector/or unemployed/housewives/self-employed/entrepreneur etc.

Eligibility: The programme is open for all those who have completed class 10th examination.

Medium of Instruction: English

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

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

Programme Details:

Course Code	Title of the Course	Credits
BNS 40	Basics of First Aid (Theory)	6
BNSL 40	Skills in First Aid (Practical)	10
Total Credits		**16**

Programme Coordinator: Prof. Pity Koul, pkoul@ignou.ac.in, Ph. 011-29572807
Ms.R.S.Bhardwaj, ronnies@ignou.ac.in, Ph.011-29572815

8.45 Certificate Programme in Yoga (CPY) School of Health Sciences (SOHS)

Yoga is essentially a practice based on an extremely subtle science, which focusses on bringing harmony between mind, body and spirit. It is a very powerful means to achieve physical, mental and emotional well being. Yoga paves the way to discover the self, the external world and the nature. It is an art and science for healthy living. Yoga hasbenefits including education, health and stress management.

After studying this particular programme, the learner shall understand the basic principles and practice of yoga. The candidate will become aware about the history and the contribution of various Yogis in the field of Yoga and attain both physical and mental health thorugh Yoga. There will be 12 days practical training in two episodes (6 days each) in this programme. Students need to visit the training centre for practical training.

Eligibility: Class XII pass from any recognized board (any stream)

Medium of Instruction: English

Duration: Minimum 06 months and Maximum 2 Year, offered in both January & July cycle of admissions.

Fee Structure: Rs. 5000/- for full Programme

Programme offered through the following Regional Centres: Delhi, Dehradun, Bengaluru, Bhubaneswar, Jaipur, Jodhpur, Chennai, Mumbai and Pune.

Programme Structure:

Course Code	Course Title	Credits
BYG 1	Introduction to Yoga and Yogic texts	4
BYG 2	Yoga and Health	4
BYGL 1	Shat Kriyas, Yogic Kriyas, Asanas, Pranayama, Mantra Japa	8
	Total Credits	**16**

Programme Coordinator: Dr. Biplab Jamatia, cpy@ignou.ac.in

8.46 Certificate in Health Care Waste Management (CHCWM) School of Health Sciences (SOHS)

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

The programme aims to:

- Sensitize the learners about health care waste and its impact on our health and environment.
- Acquaint the learner about the existing legislation, knowledge and practices regarding health care waste management in South-East Asia Region countries.
- Equip the learner with skills to manage health care waste effectively and safely.

Eligibility: 10+2 or its equivalent

Target Group: Doctors, Nurses, Paramedics, Health Managers and other professional workers working in health care institutions.

Medium of Instruction: English

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

Fee Structure: Rs.2,700/- for full programme.

Programme Structure:

Course Code	Title of the Course	Credits
Compulsory Courses		
BHM-101	Fundamentals: Environment and Health, Health Care Waste Management Regulations	6
BHM-102	Health Care Waste Management : Concepts, Technologies and Training	6
Optional Courses (Choose any two)		
BHME-101	Inter-relationship between Health and Environment	2
BHME-102	Worker Safety and Patient Safety	2
BHME-103	Current Status of Health Care Waste Management and Legislation in the Regional Countries	2
BHME-104	Managerial and Systems Approach	2
BHME-105	Special Considerations of Waste Management	2
BHME-106	Administrative and Legal Aspects of Waste Management	2
BHMP-101	Project	2
BHML-101	Workshop	2
Total Credits		**16**

There are two compulsory courses (BHM101 and BHM102) and eight optional (elective/project/practical) courses. A student is required to take the two compulsory courses and any two of the optional courses. The programme has a blended approach. The programme package consists of self instructional material in the form of block/ booklets, audio video matrial and web support. The students opting for the workshop course will be required to undergo a compulsory 2-3 days workshop (as planned by the Programme Study Centre). The student will be allotted a programme study centre keeping in view the choice and availability of centre. In case applications of eligible candidates are more than the number of seats, the marks of 10+2 or equivalent will be considered for making the merit. In case of a tie between two candidates, the one of senior age will be given preference.

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

8.47 Certificate in Newborn and Infant Nursing (CNIN)

School of Health Sciences (SOHS)

Certificate in newborn and infant nursing is a continuing nursing education programme of six months for in-service nurses (RNRM). It comprises of 16 credits (6 credits in theory and 10 credits in practical) having 2 courses (1 theory and 1 practical course).

Objectives:

The programme aims to:

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

Eligibility: Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) / B.Sc. (N) or above

Medium of Instruction: English

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

Fee Structure: Rs.5,900/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
Theory		
BNS 115	Nursing Care of New Born and Infant	6
Practical		
BNSL 115	Nursing Practices and Procedures in Care of Newborn and Infant	10
Total Credits		**16**

Programme Coordinator: Prof. Pity Koul, Ms. Rohini Sharma, cnin@ignou.ac.in, Ph. 011-29572815

8.48 Certificate in Maternal and Child Health Nursing (CMCHN) School of Health Sciences (SOHS)

Certificate Programme in Maternal and Child Health Nursing is continuing nursing education programme of six months for in-service nurses (ANM/RNRM). It has 16 credits (6 credits in theory and 10 credits in practical) and has 1 theory course and 1 practical course.

Objectives:

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

Eligibility: Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) and above **OR** Auxiliary Nurse Midwife (ANM) /Female Health Worker (FHW)/Health Supervisor(HS)/ Lady Health Visitor (LHV)/Public Health Nurse (PHN).

Medium of Instruction: English

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

Fee Structure: Rs.5,900/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BNS 117	Maternal and Child Health Care	6
BNSL 117	Practices and Procedures in Maternal and Child Health Care	10
Total Credits		**16**

Programme Coordinator: Prof. Pity Koul, Dr. Reeta Devi, cmchn@ignou.ac.in, Ph. 011-29572817

8.49 Certificate in Home Based Health Care (CHBHC) School of Health Sciences (SOHS)

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

Objectives:

The broad objectives of this programme are to:

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

Eligibility: 10th pass (Matriculation)

Medium of Instruction: English/Hindi

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

Fee Structure: Rs.2,400/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
CNS-HC 1	Home Based Care (Theory)	4
CNS-HCP 1	Skills Related to Home Based Care (Practical)	10
Total Credits		**14**

Programme Coordinator: Mrs. Reeta Devi, reetadevi@ignou.ac.in, Ph. 011-29572817

8.50 Certificate in General Duty Assistance (CGDA) School of Health Sciences (SOHS)

The General Duty Assistant (GDA) program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by hospitals and healthcare facilities to provide support to nurses, doctors as well as other healthcare team members in ensuring quality care to the patients. This program focuses on the acquisition of skills necessary to provide support by undertaking non-clinical tasks or the activities that have been directed by the healthcare team members.

Every healthcare setting big or small, needs GDAs to undertake and manage non-clinical activities within a healthcare setting (e.g. patient sample transportation, documentation, infection control and cleanliness). The GDAs can progress to take up similar profiles such as Home Health Aide, Nursing aides and assistants, or can also have vertical progression by taking up more responsibilities such as GDA supervisor, Floor supervisor etc. after adequate experience.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in patient positions and use of assistive devices, Preparation of Patient care unit ,skills in transporting a patient, handling of samples , drugs and linen and use and after care of equipments
- Demonstrate skills General Hygiene and Grooming, bathing procedures and guidelines, mouth, eye, ear, skin, hair, nail and foot care, feeding the patient , taking care of elimination needs and Procedures
- Practice infection control measures, promote safety and demonstrate right methods of bio medical waste management

Eligibility: 10+2 Pass

Medium of instructions: English

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

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

No. of Seats: 20-30 in each Study Centre.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits
BHT-1	Foundation of General Duty Assistance	Theory	4
BHT-2	Basic Needs of Patient Care	Theory	2
BHTL-3	Fundamental Skills for General Duty Assistance	Practical	12
	Total Credits		**18**

Programme Coordinator: Mrs Laxmi, E-mail: cgda@ignou.ac.in

8.51 Certificate in Geriatric Care Assistance (CGCA) School of Health Sciences (SOHS)

A Geriatric Care Assistant (GCA) can be defined as a trained and certified health-care worker who usually works in a hospital, home or Old Age home environment and provide care to the elderly or old age patients. Internationally they may be called by similar names such as Elderly Care Attendants, Geriatric Nursing Aides or Patient Care Assistants. The programme aims to develop a pool of trained workforce which can be employed to provide support to old age patients and assist other healthcare providers majorly in home/ old age home (including assisted living facilities) settings, rehabilitation facilities or otherwise in hospitals as well.

With the increase in geriatric population as well as social limitations such as nuclear families, there is greater evidence of requirement of Geriatric Care Assistants. The CGCA program is thus a platform for gaining knowledge, to understand the activities and variety of care interventions that are required by an elderly patient. There will be around 10 weeks hands on skill training in the hospital / medical college.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate skills in basic geriatrics care such as assessment, patient positions, movements, preparation of facilities/environment of the patient, feeding, hygiene, grooming, dressing, bathing and elimination needs of the geriatrics patients, oral care, hair care, eye and ear care, skin, nail and foot care of geriatrics patients.
- Demonstrate skills in management of positions & pressure points, disabilities and well being of geriatric patient, including counseling skills and management of mental health issues in geriatrics patients as well as Basic Life Support (BLS) measures & first aid in the event of emergencies.

Eligibility: 10+2 Pass with Science.

Medium of instructions: English

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

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

No. of Seats: 20-30 in each Study Centre.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits
BHT-6	Foundation for Geriatric Care Assistance	Theory	4
BHT-7	Special Needs of Geriatric Patients	Theory	4
BHTL-8	Skills for Geriatric Care Assistance	Practical	12
	Total Credits		**20**

Programme Coordinator: Dr. Biplab Jamatia, E-mail: cgca@ignou.ac.in

8.52 Certificate in Phlebotomy Assistance (CPHA) School of Health Sciences (SOHS)

The Phlebotomy Assistant program is a short duration skill based training program, with an objective to develop a pool of trained workforce which can be employed by diagnostic/ healthcare service providers to assist medical laboratory technologist/pathologist. This program focuses on the acquisition of skills necessary to draw quality blood samples from patients, storage & transport to laboratory for medical testing.

With the fastest growing market of diagnostics and laboratory chains, the demand for Phlebotomists is incremental. Phlebotomy assistant can also be the entry point for candidates who may be interested in undertaking Medical Laboratory Sciences as their profession, however, to get streamlined in the medical laboratory field, the phlebotomy assistants will be expected to undergo desired higher-level qualification. There will be around 11 weeks hands on practical training in this programme which will be imparted in the medical college / hospital.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate the ability to collect, storage, transport, receive, accept or reject and store blood, etc.;

  Practice infection control measures including collection, segregation, storage , transportation and disposal of the Biomedical Waste in the lab/unit , techniques to maintain the personal hygiene & use of the Personal Protective Equipment (PPE) at work place

- Demonstrate Basic Life Support (BLS) measures & first aid in the event of emergencies,

Eligibility: 10+2 Pass with Science.
Medium of instructions: English
Duration: Minimum 6 Months and Maximum of 2 years; Admission in both January & July cycle.

Fee Structure: Rs.7,500/- for full Programme
No. of Seats: 20-30 in each Study Centre.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits
BHT-11	Basic Phlebotomy Assistance	Theory	4
BHT-12	Handling of Blood Samples	Theory	4
BHTL-13	Skills for Phlebotomy Assistance	Practical	12
	Total Credits		**20**

Course Coordinator: Dr. Biplab Jamatia, E-mail: cpha@ignou.ac.in

8.53 Certificate in Home Health Assistance (CHHA)
School of Health Sciences (SOHS)

A Home Health Assistant (HHA) can be defined as a trained and certified health-care worker who provides assistance to a patient in the home with personal care (as hygiene and exercise) and one who monitors the patient's condition. The Home Health Assistance (HHA) is a short duration skill based training program, with an objective to develop a pool of trained workforce who can be employed to provide patient support and assist other health care providers in home settings.

With the increase in non-communicable diseases, critically ill patients and accidental cases there is greater evidence of requirement of home based assistance. Many home health assistants also work in assisted living facilities, which provide independent living in a homelike group environment, with professional care available as needed.

Outcome Objective:

The program aims at making a student competent to perform the following skills:

- Demonstrate Skills of general hygiene and grooming, bathing procedures and guidelines, mouth, eye, ear, skin, hair, nail and foot care.
- Demonstrate Skills of feeding the patient, taking care of elimination needs and procedures.
- Demonstrate skills to enable geriatric/paralytic/immobile patient to cope with changes to their health and environment including preventing risk of falls
- Demonstrate Basic Life Support, Cardio Pulmonary Resuscitation and other actions in the event of medical and facility emergencies.
- Practice infection control measures, promote safety, list usage of protective devices and right methods of bio medical waste management at home level.

Eligibility: 10+2 Pass .

Medium of instructions: English

Duration: Mimimum 6 months and Maximum of 2 years; admission in both January & July cycle.

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

No. of Seats: 20-30 in each Study Centre.

Programme Structure:

Course Code	Course Title	Nature of Course	Credits
BHT-16	Basic Home Health Assistance	Theory	4
BHT-17	Applied Home Health Assistance	Theory	2
BHTL-18	Skills for Home Health Assistance	Practical	12
	Total Credits		**18**

Programme Coordinator: Dr. Reeta Devi ; E-mail: chha@ignoui.ac.in

8.54 Certificate in Community Health (CCH) School of Health Sciences (SOHS)

Certificate Programme in Community Health (CCH) is a Six Months programme of 18 credits (8 credits in theory and 10 credits in practical) It has 2 theory and 1 practical course.

The Progaramme has been designed, developed and implemented in collaboration and funding from Ministry of Health and Family Welfare (MoHFW) Government of India.

The programme aims at improving the knowledge, skills and competencies of in-service registered nurses (RNRM) and Ayurveda Practitioners to enable them to serve as competent human resource essential for strengthening the primary health care services at peripheral level.

It may be noted that the candidates for this Programme are selected by MoHFW and Programme is open ONLY to sponsored candidates from National Health Mission (NHM) MOHFW Govt. of India through State Health Mission/State Government.

The prospective learners may contact respective State Health authorities (State Health Mission) for procedure of selection and sponsorship for admission.

Objectives

The main objectives of the programme are to:

- Enhance knowledge and skill of learners in providing community health care services.
- Develop competencies in dealing with issues of public health.
- Provide comprehensive primary care based on protocols appropriate to subcentre level.
- Perform preventive and promotive actions for improving community health.
- Perform common laboratory investigations.
- Provide treatment based on protocols as appropriate to subcentre level.

Eligibility: GNM/B.Sc. Nursing/PB B.Sc. Nursing/ Ayurveda Practitioners/ BAMS

Medium of Instruction: English

Duration: Minimum 6 Months and Maximum 2 years; admission in both January and July cycle.

Fee Structure: Rs. 15,000/- Cycle (subject to change)

Programme Details

Course	Code	Course Title	Nature of Course	Credits
BNS 41		Foundations of Community Health	Theory	4
BNS 42		Primary Health Care in Common Conditions	Theory	4
BNS 43		Public Health and Primary Health Care Skills	Practical	10
		Total Credits		**18**

Programme Coordinators: Prof. Pity Koul ; Ph-011-29572807 , Dr. Reeta Devi Ph-29582817 Email-bridgecoursen@ignou.ac.in

8.55 Certificate in Adolescent Health and Counseling (CAHC) School of Health Sciences (SOHS)

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

Eligibility : Teacher who are teaching in primary, middle, secondary & higher secondary school or any graduates.

Medium of Instruction : English.

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

Fee : Rs. 2000/- for full programme.

Programme Details : The programme consists of 14 credits (12 credits in theory and 2 credits in practical) and has Two Theory and one Practical course as given below:

Course Code	Course Title	Number of Credits	Total Hours	Counselling Session Hours through WEAS *	Practical Contact Hours through WEAS	Self Activity Hours
CNS-AH-001	Theory Course – 1 Fundamentals of Adolescence	6	360	18	----------	----------
CNS-AH 002	Theory Course – 2 Issues & Challenges during Adolescence	6		18		
CNS-AHL 001	Practical Title of the course: Practical Manual on Adolescent Health	2	60	----------	8 (1 day)	52

*Web enabled academic support.
Note: It is mandatory for Student to provide E-Mail ID made up in G-Mail account to avail the academic support

Programme Coordinator: Dr. Laxmi,Assistant Professor, SOHS, Programme email id: cahc@ignou.ac.in

8.56 Certificate in Visual Arts – Painting (CVAP) School of Performing & Visual Arts (SOPVA)

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

Objectives:

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

Eligibility: 10th pass

Medium of Instruction: English

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

Fee Structure: Rs. 3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OVA 3	An Introduction to Indian Arts (Theory)	2
OVAL 4	Direct Study from Simple Objects (Practical)	4
OVAL 5	Study from Still Life (Practical)	3
OVAL 6	Composition in Painting (Practical)	3
Total Credits		**16**

Programme Coordinator: Mr. Lakshaman Prasad, lakshaman.mau@ignou.ac.in, Ph. 011-29571653

8.57 Certificate in Visual Arts – Applied Art (CVAA) School of Performing & Visual Arts (SOPVA)

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

Objectives:

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

Eligibility: 10th pass

Medium of Instruction: English

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

Fee Structure: Rs.3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OVA 3	An Introduction to Indian Arts (Theory)	2
OVAL 4	Direct Study from Simple Objects (Practical)	4
OVAL 7	Geometrical Design (Practical)	3

Programme Coordinator: Mohd. Tahir Siddiqui, tahir.sid@ignou.ac.in, Ph. 011-29571658

8.58 Certificate in Performing Arts – Theatre Arts (CPATHA) School of Performing & Visual Arts (SOPVA)

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

Objectives:

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

Eligibility: 10th pass

Medium of Instruction: English

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

Fee Structure: Rs. 3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OTH 1	An Introduction to Theatre & Drama (Theory)	2
OTHL 2	Voice & Speech (Practical)	3
OTHL 3	Physical Aspects of Acting (Practical)	3
OTHL 4	Method Acting-Stanislavisky (Practical)	4
Total Credits		**16**

Programme Coordinator: Dr. Govindraju Bhardwaza,
dr.g_bhardwaza@ignou.ac.in, Ph. 011-29571654

8.59 Certificate in Performing Arts Hindustani Music (CPAHM) School of Performing & Visual Arts (SOPVA)

Certificate in Hindustani Music is to enable the learner to receive the basic knowledge of theory and practical aspects of Hindustani music. It aims to provide music education to the discerning students who don't have access to study music through conventional system. It is an introductory programme to disseminate the basic knowledge of this art form with ample practicle inputs.

Objective:

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

Eligibility: 10th pass

Medium of Instruction: English, (Program Delivery – Through Web Enabled Academic Support).

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

Fee Structure: Rs.3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OMU 1	An Introduction to Hindustani Music (Theory)	2
OMUL 2	(Practical-1)	3
OMUL 3	(Practical-2)	3
OMUL 4	(Practical-3)	4
Total Credits		**16**

Programme Coordinator: Dr. Mallika Banerjee, mallikabanerjee@ignou.ac.in, Ph. 011-29571656

8.60 Certificate in Performing Arts Karnatak Music (CPAKM) School of Performing & Visual Arts (SOPVA)

Certificate of Performing Arts- Karnatak Music aims to provide Karnatak classical music education to the discerning students who do not have access to study it through conventional system. This course has been designed for serious Karnatak Music students to get knowledge of the subject theoretically as well as practically. It is an introductory proramme to disserminate the basic knowledge of this art form with ample practical inputs.

Objective:

- To provide basic voice training.
- To teach learners the basic skills of singing Karnatak Music.
- To create understanding of historical evolution of Karnatak Music.
- To provide knowledge about the technical terms of Karnatak Music.

Medium of Instruction: English

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

Fee Structure: Rs.3,600/- for full

programme **Eligibility:** 10th pass

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
OMU 5	An Introduction to Karnatak Music (Theory)	2
OMUL 6	Paper-1 (Practical)	3
OMUL 7	Paper-2 (Practical)	3
OMUL 8	Paper-3 (Practical)	4
Total Credits		**16**

Programme Coordinator: Dr. Mallika Banerjee, mallikabanerjee@ignou.ac.in, Ph. 011-29571656

8.61 Certificate in Performing Arts Bharatanatyam (CPABN) School of Performing & Visual Arts (SOPVA)

Indian classical dances bring out the quintessential cultural ethos of diverse regions of India. This programme offers training in the basics of Bharatanatyam, a popular classical dance form and provides a holistic and integrated approach to Indian performing arts through theory courses with 70% - 30% emphasis for practical and theory. This is an innovative program from IGNOU that follows a blended learning approach and uses technology enabled learning support platforms for programme dissemination and evaluation.

Objectives:

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

Eligibility: 10th pass

Medium of Instruction: English

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

Fee Structure: Rs.3,600/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
OVA 1	Indian Cultural Heritage (Theory)	2
OVA 2	Understanding Indian Art Forms (Theory)	2
ODN 1	Introduction to Indian Dance Forms (Theory)	2
ODNL 11	Bharatanatyam 1 (Practical)	4
ODNL 12	Bharatanatyam 2 (Practical)	4
ODNL 13	Music and Talas (Practical)	2
Total Credits		**16**

Programme Coordinator: Dr. P. Radhika, radhika@ignou.ac.in, Ph. 011-29571651

8.62 Certificate in Energy Technology and Management (CETM) School of Engineering & Technology (SOET)

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

Objectives:

The broad objectives of the Programme are:

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

Eligibility: 10th Pass

Medium of Instruction: English

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

Fee Structure: Rs. 2,700/- for full programme.

Programme Details:

Course Code	Title of the Course	Credits
OEY 1	Energy Resources and Conversion Processes	4
OEY 2	Renewable Energy Technologies and their Uses	6
OEY 3	Energy Management: Audit and Conservation	6
OEYP 4	Energy Projects	4
Total Credits		**20**

Programme Coordinator: Prof. Ajit Kumar, ajit@ignou.ac.in, Ph.011-29572925, 9811333400 (M)

8.63 Certificate of Competency in Power Distribution (Electrical Technicians) (CCPD) School of Engineering & Technology (SOET)

Certificate of Competency in Power Distribution (for Electrical Technicians) (CCPD), programme has been developed by the School of Engineering & Technology, IGNOU in collaboration with the Ministry of Power under IGNOU- MoP Project towards implementing the competency based skill development training for the electrical technicians/ equivalent level work force of the country.

The main objectives of this programme are:

- To offer need based and tailor made academic programme for the specific need of technicians/equivalent level workforce engaged in electricity sector
- To train, assess and certify the skills and competencies of electrical technicians, and to make them eligible for acquiring further knowledge and skill development training / educational qualification,
- To provide better industrial education linkage by matching learner's educational needs while collaborating with professional bodies to meet the real work need,
- To provide educational programme aiming at increased job potential and economic activities.

Who can be benefited by this programme (Target group):

- Electrical Technicians /Equivalent tradesman or manpower working in electricity/power sector
- Electrical Technicians having or pursuing trade certificate in Electrician /Lineman /Wireman /Electric Fitter or related trade;
- Electrical Technician having license for Foreman/ Lineman/Wireman or license in relevant area of expertise;
- Candidates having electrician apprenticeship;
- Candidates having 10th /12th / ITI / Degree/Diploma ,keen to pursue the course and aspiring to pursue career in the electricity sector / working in relevant field

Eligibility : Electrical Technicians /Equivalent tradesman or manpower working in electricity/power sector ,adults 8th pass onwards,

OR Candidates having 10th /12th /Degree/ Diploma/ ITI are eligible

Medium of Instruction: English/Hindi

Fee Structure: Rs. 3,200/- for full programme

Duration: Minimum 6 months and maximum 2 years; offered in both January & July session.

Admission Procedure:

Individual Registration: Presently, IGNOU offers online procedure of admission. To apply in IGNOU, interested candidate can log on www.ignou.ac.in - Online Registration, click link:
https://ignouadmission.samarth.edu.in/

Bulk registration: Learners are also sponsored in bulk by Power Organisations. For online admission in bulk , organisation may also contact Programme Study Centre (PSC) or Regional Centre of IGNOU. Form D should also be submitted.

Programme Delivery

The Programme is being offered at selected Study Centres of concerned Regional Centre(RC). For details, please check IGNOU website www.ignou.ac.in / online admission link: https://ignouadmission.samarth.edu.in/.

On admission, each student will be attached to an identified Programme Study Centres (PSC) or Learner Support Centres (LSC) as per available seats. Theory /Demonstration/Practical counselling will be held at concerned study centres as per schedule informed by Programme incharge of concerned Study Centre.

Online academic support: Online academic counselling for theory courses of this programme is also available through online course "Electricity and Safety Measures" available at SWAYAM portal. Student should join this course for important video lectures by clicking link: https://onlinecourses.swayam2.ac.in/nou20_cs08/preview .

PSC Code/ Name	Programme Study Centre(PSC) / Address	IGNOU Regional Centre (RC) Code/Name
(1694 P) **REMI, Mumbai**	**Programme in Charge (CCPD)** **Reliance Energy Management Institute (REMI)** Reliance Infrastructure Limited Versova Technical Training Centre 220 KV Receiving Station, Swami Samarth Nagar Lokhandwala Complex, Near Shivaji Maharaj Jogger's Park, **Andheri (West), Mumbai 400053,** Phone : 022-30096500, 30096513, 30096514 narendra.jadhav@relianceada.com, shikant.sharma@relianceada.com sudhir.radke@relianceada.com	(49) RC, Mumbai
(29042 P) BSES Yamuna Power Ltd. Delhi	**Programme in charge (CCPD)** **The Knowledge Centre** **BSES Yamuna Power Limited** Plot no.365, Patparganj Industrial Area Near Anand Vihar,Delhi-110032 nepal. nimesh@relianceada.com,Ph. 011-32019851	(29) RC, Delhi-2
(29043 P) **BSES Rajdhani** Power Ltd. Delhi	**Programme In charge (CCPD)** **BSES Rajdhani Power Limited** **BSES Technical Training Centre** East **Panjabi Bagh,** Serape Store Complex Rahtak Road, Delhi Narendra.shankar@relianceada.com,Ph.011- 25084540, 9312667642	(29) RC, Delhi-2
(28105 P) **NPTI, Durgapur**	**Programme Incharge (CCPD)** **National Power Training Institute (NPTI) Eastern Region, Durgapur** City Centre, Durgapur, (West Bengal)- 713216 Phone' 0343-2546887, 254 5888;Fax : 0343 254 6237 E-mail:nptidurgapur@npti.in.skbose@npti.in.jssrao@yahoo.com.	(28) RC, Kolkata
(1695) **NPTI, Nagpur**	**Programme Incharge (CCPD)** **National Power Training Institute (NPTI) Western Region, Nagpur** South Amabazari Raod, Gopal Nagar Nagpur, (Maharashtra) - 440022 Phone: 0712- 222564,2231478, Fax:1712-2220413 E-mail: nptinagpur@npti.in, agvinchurkar@npti.in.jssrao@yahoo.com.	(36) RC, Nagpur

Programme Details:

Course Code	Title of the Course	Credits
OEE 1	Electricity and Safety Measures	4
OEE 2	Power Distribution System – Basics	4
OEEL 1	Practical in Power Distribution	8
Total Credits		**16**

Programme Coordinator: Dr. Rakhi Sharma, rakhisharma@ignou.ac.in, Ph.011-29572921, 29572924

8.64 Certificate Programme in Value Education (CPVE) School of Extension and Development Studies (SOEDS)

CPVE is a six months certificate programme designed to inculate the importance of value education in teaching- learning process among teachers, teacher educators, graduates, NGOs and professionals from the corporate and other sectors.

Objectives:

- To orient the target group of teachers (mostly *elementary*) for integrating values in their transactional process of teaching and learning.
- To generate awareness and interest for inculcating positive values among teachers, professionals, students, parents and the community.
- To develop awareness and societal responsibility among NGO's, Government servants and civil society

organizations.

Eligibility: 10+2 or its equivalent.

Medium of Instruction: English

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

Fee Structure: Rs.1,800/- for full programme

Programme Details:

Course Code	Title of the Course	Credits
BEDS 1	Overview and Perspectives of Values (Theory)	4
BEDS 2	Socio-Psychological Basis (Theory)	4
BEDS 3	Pedagogy of Values (Theory)	4
BEDS 4	Application Support Skills (Theory) and Activities	4
Total Credits		**16**

Programme Coordinators: Dr. Silima Nanda, snanda@ignou.ac.in,
Dr. Grace Don Nemching, gdnemching@ignou.ac.in, Ph. 011-29571669

8.65 Certificate in Solid Waste Management (CSWM)
School of Inter-Disciplinary and Trans-Disciplinary Studies (SOITS)

Issues related to waste management are many and so interlinked that a holistic, scientific and well-planned environmental management strategy is the need of the hour. Waste management today involves not only the collection and transportation of waste; But also treatment, disposal and recycling. Thus developing a well-informed and trained workforce is of fundamental importance to deal with these issues. Furthermore, as an emerging economy, India is at its peak of development and consumerism. In view of this, waste generation is expected to increase manifold. There is a strong need of experts in this field, who can manage the waste generated from development projects of industries, mining, housing, urban areas etc. Therefore, given the current scenario and future needs, Indira Gandhi National Open University offers certificate programs in waste management. This program provides an overview of the state of solid waste management covering key elements of the waste management system such as environmental, social, financial and institutional aspects. Learners will be able to understand the challenges of waste management and learn about appropriate and sustainable solutions including appropriate waste management policy issues.

Programme Objectives:

- To sensitize the learners about the problem of waste generation and its impact on environment and human health.
- To familiarize the learners to existing legislation, knowledge and practices regarding Waste Management in the country.
- To prepare the learners with the ability to manage the solid waste effectively.

Eligibility: 10+2.

Medium of Instruction: English

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

Fee Structure: Rs.3,600/- for the full programme.

Programme Details:

Course Code	Title of the Course	Credits
BEV-001	Introduction to Solid Waste Management	6
BEV-002	Municipal, Agricultural, Industrial and Hazardous Waste Management	6
BEV 003	Plastic, E-waste, Biomedical and Construction and Demolition Waste management	6
Total Credits		**18**

Programme Coordinator: Dr. Deeksha Dave, deekshadave@ignou.ac.in, 011-29571121, 29573380

8.66 Certificate in Community Radio (CCR)
School of Journalism & New Media Studies (SOJNMS)

This is a certificate-level programme aimed at providing awareness and skills to those who are interested in community level broadcasting to serve in various community radio stations being setup all over the country by educational institutions and NGOs. It is a comprehensive programme offering information on all aspects of community radio, from set up technology to understanding of community participatory styles of broadcasting.

Eligibility: 10+2 pass or its equivalent.

Medium of Instruction: English/Hindi

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

Fee Structure: Rs. 5,900/- for full programme

Programme Detail:

Course Code	Title of the Course	Credits
BJM1	Introduction to Community Radio	4
BJM 2	Operating a Community Radio	4
BJMP 1	Practical/Internship (10 days)	8
Total Credits		**16**

Practical Component

- Practical Training / Internship will be imparted through virtual mode and evaluated by the School,

OR

- After taking due approval from the School (SOJNMS, IGNOU), students can arrange their own Practical training of 10 days duration at any All India Radio/ Gyan Vani Community Radio station. In that case they will be evaluated on their performance by the Station Director / Head of the Station / Station Manager. They will have to produce a certificate in the prescribed format to the School.

Programme Coordinator: Dr. Amit Kumar, amitkumar@ignou.ac.in, Ph. 011-29571604

9 AWARENESS AND APPRECIATION PROGRAMMES

9.1 Awareness Programme on Dairy Farming (APDF) School of Agriculture (SOA)

This programme has been developed in collaboration with the Ministry of Rural Development (MoRD) Government of India.

Objectives: The main objectives of the programme are:

- Imparting knowledge and technical proficiency in Dairy Farm Management Practices, Animal Healthcare, Fodder Production and Clean Milk Production.
- Development of the necessary human resource for dairy farming system on scientific lines and
- Encouraging entrepreneurs among the youth for self-employment through Dairy Farming.

Eligibility : No formal education, Able to Read and Write Hindi/Telugu

Medium of Instruction : Hindi and Telugu

Duration: Minimum two months and Maximum six months; offered in both January & July cycle of admissions.

Fee Structure : Rs. 1100/- for full programme

Programme Details:

There are no specific courses in this non-credit awareness programme. The study material is divided into small modules (14 modules). The study materials code is NEX-001.

Module	Title of the Module	Credits
Module-1	Introduction	0
Module-2	Animal Breeding	0
Module-3	Reproduction	0
Module-4	Calving and Calf Rearing	0
Module-5	Animal Nutrition/Feed and Fodder Management	0
Module-6	Milk Production	0
Module-7	Milk Testing, Milk Handling and Storage	0
Module-8	Animal Housing and Shelter	0
Module-9	Health Management	0
Module-10	Animal Disease Prevention and Control	0
Module-11	Disposal of Dung and Dairy Waste Materials	0
Module-12	Dairy Farm Equipment	0
Module-13	Dairy Farm Economics and Accounting	0
Module-14	Role of different Agencies in Dairying Developments	0
	Total Credits	**0**

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

9.2 Appreciation Course on Environment (ACE) School of Sciences (SOS)

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

credit awareness course.

The objectives of this course are to:

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

Eligibility: Graduation from a recognized University or equivalent qualification

Medium of Instruction: English & Hindi

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

Fee Structure: Rs. 1100/- for full Programme

Course Details:

Block No.	Title of the Block	
1.	Environmental Concerns	
2.	Environment Management	
3.	Improving the Environment	
	Total Credits	

This course can be completed in two modes:

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

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

Programme Coordinator: Dr. Meenal Mishra and Dr. Benidhar deshmukh, ace@ignou.ac.in, Ph. 011-29572850

9.3 Appreciation Course on Population and Sustainable Development (ACPSD) School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)

The Appreciation Course on Population and Sustainable Development explores the linkages between 'population' and 'sustainable development' in India, focusing on the intersection of population issues with areas such as health, education, opportunities for livelihoods, environmental safety and sustainable development.

Course Objectives

- To introduce the contemporary issues in the field of population studies concerning the interrelationships between population and social and economic development.
- To explore and gain insights into the appropriate strategic planning for population stabilization.
- To understand other related thematic areas including environment, gender, reproductive health and other health issues, ageing and population displacement within broader perspectives of population and development.
- To provide an understanding of theory based knowledge as well as field experiences on the several dimensions pertaining to population and sustainable development.

Eligibility : Bachelor's Degree or equivalent from any recognized University

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

Medium of Instruction : English

Fee Structure : Rs. 1000/- for full programme.

Programme Details :

Block No.	Title of the Block	
Block 1	Population, Sustainable Development and Human Development	
Block 2	Key issues on Population and Sustainable Development in India	
Block 3	Population and Sustainable Development: Programmes and Policies	
	Total Credits	

Programme Coordinator: Dr. Deeksha Dave, deekshadave@ignou.ac.in, Ph.011-29571121

10 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.

10.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the ***"Chhattisgarh NijiKshetra Vishwavidyalaya (SthapanaAur Viniyaman), Adhiniyam, 2002"*** are non-existent and cannot be considered for admission to any Academic Programme in IGNOU.

10.2 Validity of Degree for Admission

Master's Degree awarded without a first degree of three year duration is not recognised for purposes of admission to IGNOU's Academic Programmes. However, this condition is not applicable for the five- year Integrated Master's degree acquired from a recognized University/Institution.

Bachelor's Degree means, **Bachelor's Degree of not less than three year duration**.

10.3 Acceptance of 'Two year Bachelor's degree'

Students who had enrolled themselves in the first degree course prior to June 4, 1986 and students who had successfully completed their first degree course, prior to June 4, 1986, irrespective of their duration shall be treated at par with the students who have completed Three years degree and they are not required to undergo a further one year bridge course. Degrees obtained prior to June 4, 1986 and the degree awarded to the students enrolled upto June 1986, but completed subsequently shall be treated valid for all purposes including admission to a Masters degree programme and other higher studies.

IGNOU accepts First degree of Two year duration obtained from a recognized university **completed up to the year 1998-99** for purposes of higher studies; **provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC Regulations.**

Degrees acquired from an **'Off Campus' Centre of Private Universities** outside the territorial jurisdiction of the State concerned are **not** recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants Commission.

Similarly, Degrees acquired through an 'Off Campus' Centre/ 'Off-shore' Campus of Central/State/ Deemed to be Universities/Institutions of National Importance offered through Open and Distance learning (ODL) mode will be accepted for purposes of higher studies in IGNOU; provided these have been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities/Institutions of National Importance prescribed by the University Grants Commission from time to time.

10.4 Incomplete and Late Applications

Incomplete Online Application Form(s)/Re-registration Form(s), received 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 provide clear/visible scanned copies of all the required self attested certificates. If necessary, the University may seek applications from the learners in 'Offline Mode' in some specific programmes or due to some unforeseen circumstances. In all such situations, the application form sent through 'Offline Mode' to offices of the University, other than the one specified, will not be considered and the applicant will have no claim, whatsoever, on account of this.

10.5 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

10.6 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any **Certificate programme of Six months duration.** However, if there is any clash of dates of counselling or examination schedule between the two programmes taken by the student, University will not be in a position to make adjustment.

However simultaneously pursuing **two academic Programmes** at degree level, either from the same University, or one from the **Open University** (under **ODL mode**) and the other from **Conventional University** (**regular or face-to- face mode**) is not permitted, as of now.

10.7 Re-Registration

"Re-registration" means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms 'Online' on the web portal www.ignou.ac.in. as per schedule being notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they are passed or not in the course(s) registered in the current academic session. If the Re-Registration in any of the programme is not available online or for any other reason as specified by the University, Learners should submit their RR forms at the respective Regional Centre ONLY and nowhere else. If any student submits the 'Offline' Re-Registration Form at any other Regional Centre than the allocated Regional Centre, and consequently misses the scheduled date and a semester/ year, he/she will have no claim on the University for regularization.

International students of the University pursuing their programme from India are also advised to submit re- registrations form online. Offline forms, if any, may be submitted to the International Division of the University.

10.8 Additional time for Learners with Disability

a) Learners with disability of 40% or more are given additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.

b) Learners with disability seeking benefit of the aforesaid facility should submit the 'Disability Certificate' issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the data base and transmit the data to SRD for updating in the Master records.

10.9 Reservation

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non- creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in whch there are limited number of seats and admission is through a merit lst. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

10.10 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India https://scholarships.gov.in/) and submit their application online. For further details students may contact their Regional Centre.

Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at http://socialjustice.nic.in/writereaddata/UploadFile/revised%20PMS%20scheme%20for%20SC-2018.pdf

Students belonging to the Scheduled Tribe category may apply for financial assistance under the

Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at https://tribal.nic.in/writereaddata/Schemes/EDUPostMatricScholarshipPMSforSTstudents230513.pdf

10.11 Fee Exemption for SC/ST Students under the SCSP and TSP Schemes

The University provides exemption of programme fee to students from SC/ST category as per its policy. The policy is reviewed for every admission cycle. Students are advised to visit the University website or contact the Regional Centre to know about the latest provisions.

The SC and ST students who are employed or who are availing any kind of fellowship or fee exemption from other agencies are not eligible for fee exemption under SCSP/TSP scheme. The exemption of fee is confined to Programme Fee mentioned in this Admission Prospectus. The scheme will not exempt late fee (if any), term-end-exam fee, convocation fee etc.

10.12 Cancellation of Admission and Refund of Fee

If a student applies for cancellation of admission and refund of fee, the refund request will be considered as per the University policy as under:

a. Before the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.200/-

b. Within 15 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.500/-

c. Within 30 days from the last date for submission of admission form-the fee paid will be refunded after deduction of Rs.1,000/-.

d. After 30 days from the closure of the last date- No refund will be allowed.

e. The last dates for submission of admission form will be considered separately i.e. last date without late fee and last date with late fee. However, late fee, if any, will not be refunded.

f. In cases of (a) to (c) above, the candidate will make a written request to the Regional Director concerned for such a refund. The RC will process the cases as soon as possible after ascertaining the credit of the same in IGNOU Accounts.

g. For CBCS Based Bachelor's Degree Programme:

The registration of the students will be done year-wise though the courses of the programmes will be offered semester-wise. The students will pay the fee for the first and second semesters at the time of admission itself. No fee will be refunded if a student decides to withdraw mid-session.

10.13 Waiver of IGNOU Programme fee for Jail Inmates

Inmates lodged in Prisons in the country are exempted from payment of programme fee, including registration fee. The under-trial/short term prisoners are also eligible for the same benefit of exemption as is extended to other prisoners with the condition that when they go out of jail, they will be treated as normal students and shall pay subsequent fees wherever applicable (examination fee, re-registration fee, pro-rata fee for readmission, registration fee for convocation etc.).

10.14 Study Material and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material.

The University sends study material to the students by Registered post/ Speed Post and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that.

Assignments for the current session are made available on the website. Students are advised to download the same.

For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068

10.15 Change of Elective/Course

For CBCS Based Bachelor's Degree Programme, change of course is **NOT permitted** in CBCS-Based BAG/ BCOMG and BSCG Programmes at present. The facility may be made available in near furure. However, change of course, whenever permitted, shall be permitted only in the first year. **For Master's Degree Programme, the fee for change of course is Rs.600/- for 2/4 credits and Rs.1200/- 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.

10.16 Change of Medium

For CBCS Based Bachelor's Degree Programme, Change of medium will be allowed as per current practice on payment of applicable fee.

For other Programmes 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.350/- plus Rs.350/- per 2/4 credit course and Rs.700/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.350/- plus Rs.600/- per 2/4 credit course and Rs.1200/- 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.

10.17 Change of Programme

Change of Programme is **NOT permitted** in CBCS-Based BAG,BCOMG and BSCG Programmes.

For other Programmes Change of programme in Master's Degree (MEG/MHD/MPS/MAH/MPA/MSO/MEC/ MARD/M.Com./ MAPY/MAPC) is permitted only in the first year of study within 30 days from the last date of applying for admissions. 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.

10.18 Credit Transfer

Credit transfer means allowing a student of another university to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A student thus admitted need not write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for, and for purposes of fulfilling the IGNOU requirements for award of a degree/diploma.

Students who want to avail of credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for this purpose should be addressed to The Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068.

There will be **NO credit transfer available** for the CBCS based programmes w.e.f. July 2019 session.

10.19 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.

10.20 Correction of Address and Study Centre Change

Students can initiate the request for change of address, study centre and regional centre online from their user account. The user account is to be created at https://ignou.samarth.edu.in by clicking 'New Registration'.

10.21 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.

The learner can seek transfer to any other overseas study centre only after six months of

Registration or submission of first year/semester assignments for the programme of one year or longer duration.

10.22 Eligibility for Term End Examinations

The learners are instructed to **refer to Page No. 12, para 1.10** Evaluation System sub-head **'Term-end Examination and Payment of Examination Fee'** before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re- registered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

The students seeking admission to CBCS based Bachelor Degree Programme in July 2019 admission session will be allowed to appear for the term end examinations for all the courses of first and second semesters together in June 2020 TEE only. Subsequently, as per the existing practices they will be allowed to appear in both December and June term end exam to complete their courses. Students can appear for the TEE for only those courses for which the student has opted and has submitted the assignment within the stipulated period.

10.23 Foreign Students

Foreign students residing in India having valid student visa for the minimum duration of the programme are eligible to seek admission in IGNOU's selected programmes on payment of international fee applicable for them. For programme fee and other charges the student can visit "INTERNATIONAL STUDENTS" icon on IGNOU's website or contact the Director, International Division, IGNOU, Maidan Garhi, New Delhi 110 068. Admission of foreign student residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/ Ministry of Human Resource Development. Programmes with limited number of seats are not offered to foreign students.

In case of any query / information, FSRI and overseas students are advised to refer international prospectus available on the website of the university.

10.24 Guidelines for Admission in respect of International Students residing in India

a) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in

b) Fill up all the columns of the Admission forms and attach the relevant documents (as mentioned in the Prospectus) along with fee and cost of registration fee.

c) Submit the hard copy of the form along with documents and fees at the following address Director, International Division, IGNOU, Block No. 15. Section K, Maidan Garhi. New Delhi.

d) The learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission. The complete applications should reach at the above address not later than the last date of submission of forms.

e) The learner may apply only for those courses for which International fees have been prescribed.

f) The learner will have to produce the valid STUDY VISA for the minimum duration of the programme. Presently, the students from Nepal and Bhutan are not required to submit the Study Visa.

g) The learner will have to remit the International Fees of Programme.

h) The fee has to be remitted through Bank Draft favouring" IGNOU" payable at "New Delhi".

i) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet "Equivalence of Foreign Degrees"published by Association of Indian University. In case the Degree/Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.

j) The fees once paid will neither be refunded nor transferred. However, in cases where University denies admission, the programme fee will be refunded through A/c Payee Cheque only.

k) The student needs to submit NO OBJECTION CERTIFICATE from the concerned embassy. In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required

to submit the NOC from concerned Embassy.

m) PIO/OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

n) For further details you may visit: http:www.ignou.ac.oin/ignou/aboutignou/division/id/introduction

10.25 Change of Category

Please note that any request for change of category code shall not be entertained by the University after finalization of admissions. Similarly, for the entrance test based and merit based programmes, request for change of category will not be entertained once the Forms are finally submitted by the prospective learners.

10.26 Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for on ward transmission to Registrar, SRD:

c) Original copy of Notification in a daily newspaper notifying the change of name;

d) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;

e) Marriage Card/Marriage Certificate in case of women candidates for change in surname;

f) Gazette Notification, in original, reflecting the change of name/surname;

g) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at NewDelhi.

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme, but before award of degree please see the guidelines available at: http://www.ignou.ac.in/userfiles/Notification%20(4)(3).pdf

10.27 Disputes on Admission & other University Matters

The University takes appropriate administrative and disciplinary maesures for smooth functioning of its day-to-day operations in accordance with the prevailing rules and guidelines. In case of disputes on Admission and other University Matters, the place of jurisdiction of filing of law suit, if necessary, will be New Delhi/Delhi ONLY.

10.28 Recognition of IGNOU Programmes

The degrees awarded by IGNOU are recognized by UGC. The details are available at http://ignou.ac.in/ignou/aboutignou/division/srd/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.

10.29 Reservation for Economically Weaker Sections (EWS) for admission in Central Educational Institutions

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F.No. 12-4/2019-Ul, dated 17th January, 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservations to the Economically Weaker Sections shall be in accordance with the directions

contained in the OM No. 20013/01/2018-8C-11 dated 17th January, 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD.

Accordingly, the reservations shall be provided to EWSs for admission in the University from the academic year 2019-20 onwards beginning academic session July 2019. The reservation shall be applicable only in Programmes having seat restriction.

10.30 Digital Study Material

The University has digitized the study material for different prorammes. The digitized material is available on eGyankosh, the digital repository of the University.

The University encourages the use of digital study material. It has been decided that as an incentive **15% concession shall be given to the students who opt for digital study material in place of printed study material.**

10.31 KVS Employees

As per the agreement with Kendriya Vidyalaya Sangathan (KVS), One hundred students are entitled to get 50% fee concession in the programmes offered by the University during a year. All the KVS employees seeking admission may send their applications alongwith the requisite full programme fee directly to the Concerned Regional Centres without routing through IGNOU HQs. However the employees may follow the rules and procedures laid down by the KVS HQs, New Delhi, as regards to obtaining permission etc. The reimbursement in fees of 50% will be made only to such candidates duly recommended by the KVS HQs to SRD, IGNOU HQs. The reimbursement will be made by the concerned Regional Centre of IGNOU, on getting the communication only from Stud ent Registration Division (SRD), IGNOU HQs.

11 PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118, 2957 2412)
4. Registrar, SED (Tele: 2953 5828, 2957 2204)
5. Registrar, SRD (Tele: 2953 2741 ,9571302)
6. Registrar, MPDD (Tele: 2953 4521,29572002)
7. Deputy Registrar, F&A (Tele: 2953 4934)
8. Registrar (SRD) (Tele: 2957 1302)

Alternatively complaints may be faxed on 29532312.

Email : registraroffice@ignou.ac.in

Website: http://www.ignou.ac.in

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligibile as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

12 PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavor of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

13 EQUAL OPPORTUNITY CELL

In order to implement the provisions of the UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012, IGNOU has setup an Equal Opportunity Cell with the objectives of safeguarding the interests of all the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability so that equality is promoted among all the sections of students.

14 GRIEVANCE REDRESSAL: WHOM TO CONTACT FOR WHAT

IGNOU has a robust mechanism in place for redressal of student grievances. A Special Online Portal – IGNOU Grievance Redress and Management (iGRAM) has been developed for this purpose. Students can submit their grievances on iGRAM online and track the response. iGRAM can be accessed at http://igram.ignou.ac.in/.

A dedicated **Student Service Centre** has been set up at the HQ to respond to the queries and grievances of the students. The Student Service Centre can be contacted at the contact details provided below.

Contact Details of Student Service Centre		
1	General Enquiry (Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU, etc)	Phone: 011-29572514, 29572513, 29572516
2.	Director, SSC, IGNOU, Maidan Garhi, New Delhi - 110068	Phone: 011-29572505 Email: directorssc@ignou.ac.in, ssc@ignou.ac.in

For specific queries related to Admission, Study Material, Assignment, Examination, Counselling e.t.c. the students may contact the following:

Sl. No.	Issues	Authority to be contacted
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	Registrar (MPDD),IGNOU,Maidan Garhi,New Delhi-110068
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068
5	Purchase of Audio/Video CDs	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
6	Academic Content	Director of the School concerned
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
8.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571681 E-mail : internationaldivision@ignou.ac.in

Sl. No.	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Deree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped student s/ Non-receipt of hall tickets for term-end- examination & Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	sgoswami@ignou.ac.in jitenderkr@ignou.ac.in
11	Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in bdresult@ignou.ac.in practicalsed@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/Issue of gradecard and provisional certificate of Masters, Bachelor and Diploma level programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in dpresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/ Dissertation and Viva marks	011-29571324 011-29571321	Asstt.Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
29	Discrepancy in grade card, non updation of grade/marks in the grade card etc.	011-29572206 011-29572215 011-29572219	Dy. Director/ Asstt.Director	garora@ignou.ac.in

15 ADDRESSES & CODES OF REGIONAL CENTRES

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 E-MAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAL, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD RC CODE : 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481, GUJARAT PH.OFF : 02717-242975, 241579, 242976 FAX : 02717-241580 E-MAIL : rcahmedabad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASHKA NTHA, BHARUCH, DAHOD, GANDHI NAGAR, MESHANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI ARAVALLI), DAMAN & DADRA NAGAR HAVELI (U.T)
3	AIZWAL RC CODE : 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10, ROPIRA BUILDING, CHALTLANG DAWRKAWN, AIZAWL - 796012, MIZORAM PH.OFF : 0389-2395260, 2311692 E-MAIL : rcaIzwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT : AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH PH.OFF : 0571-2700120,2701365 FAX : 0571-2402147 E-MAIL : rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDA UN, ETAH, ETAWAH, FIROZABAD, J.P.NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR, HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR AND SAMBHAL)
5 .	BANGALORE RC Code: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BMTC Old Divisional Office (South)No.70-46-30/11 Ward No.117, Behind BMTC Bus Stand, Shanthinagar, BA NGALORE-560027,KARNATAKA PH.OFF : 080-26654747/26657376 FAX : 080-26644848 E-MAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR, CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6 .	BHAGA LPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA, CENTRAL JAIL RD., TILKAMANJHI, BHAGALPUR-812001 BIHAR PH.OFF : 0641-2610055/2610066 E-MAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7.	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS, BHOPA L-462 011 MADHYA PRADESH PH.OFF : 0755-2578455/ 2578452/ 2762524 FAX : 0755-2578454 E-MAIL : rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUAL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
8 .	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR-751 013 ORISSA PH.OFF : 0674-2301348/2301250/2301352 FAX : 0674-2300349 E-MAIL : rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHA DRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHA NJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH)
9 .	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1st Floor, Plaza II, Tourism Department Building (Opposite to Dr.B.R.A mbedkar Stadium) Indi Road VIJAYAPURA-586101 KARNATAKA PH.OFF : 08352-252006 FAX : 08352-256005 E-MAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGA LKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR, YADGIR, HAVERI, GADAG, BELLA RY, BELGAUM AND DHARWAD) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10.	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 345, INDUSTRIAL AREA, PHASE – II, PANCHKULA, HARYANA - 134113 E-MAIL : rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11.	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407-408, ANNA SALAI, NANDANAM, CHENNAI–600035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 E-MAIL : rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, PUDUCHERRY (U.T.)
12.	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF : 0484-2340203/2348189/2330891 FAX : 0484-2340204 E-MAIL : rccohin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13.	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWAR NAGAR, NEAR CENTRAL BA NK, DARBHANGA -846004, BIHAR PH.OFF : 06272-251833,251862 FAX : 06272-253719 E-MAIL : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14.	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN, RAIPUR ROAD DEHRADUN - 248 008 UTTRAKHAND PH.OFF : 0135-2789200 FAX : 0135-2789190 E-MAIL : rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
15.	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI - 110 044 PH.OFF : 011-26990082, 26990083 FAX : 011-26990084 E-MAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADA RPUR) STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16.	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 PH.OFF : 011-23392374/ 23392376, 23392737 FAX : 011-23392375 E-MAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17.	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DELHI LIBRARY ASSOCIATION, RANGANATHAN BHAWAN, 'C' BLOCK, COMMUNITY CENTRE, NARAINA VIHAR, NEW DELHI - 110 028 E-MAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BA GH, BAKA RWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)
18.	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWA DIH, ROHINI ROAD, DEOGHAR, JASIDIH, JHARKHAND- 814142 PH.OFF : 06432-34448 E-MAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, & GIRIDIH)
19.	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG, NH-10, BELOW CENTRAL REFERAL HOSPITAL, GANGTOK - 737102 SIKKIM PH.OFF : 03592-231102 FAX : 03592-231103 E-MAIL : rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20.	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC H ROAD, CHRISTIAN BA STI GUWAHATI-781005 ASSAM PH.OFF : 0361-2343771/ 2343785-86 FAX : 0361-2343784 E-MAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBI, ANGLONG, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGA ON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BA KSA, UDALGURI, CHIRANG)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
21.	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE First Floor, M-5 Block, Manoranjan Complex, Telangana State Housing Board Complex, (Adjacent to Gandhi Bhavan Metro Station, M J Road Nampally, HYDERABAD - 500001,Telangana PH.OFF : 040-23117550-5,3FAX : 040-23117554 E-MAIL : rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, HYDERA BAD, KARIM NAGAR, KHAMMAM, MEDAK, MAHA BOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22.	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL-795001 MANIPUR PH.OFF : 0385-2421190/2421191 FAX : 0385-2421192 E-MAIL : rcimphal@ignou.ac.in, ignouimp@gmail.com	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23.	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HORNBILL COMPLEX, 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH PH.OFF : 0360-2247536, 0360-2351705 FAX : 0360-2350990 E-MAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBA NG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
24.	JA BALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHA VAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 PH.OFF : 0761-2600411/2609896 / 2600219 FAX : 0761-2609919 E-MAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATARPUR, REWA , SATNA, TIKAMGARH)
25.	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/ 79, SECTOR-7, PATEL MARG, MANSAROVAR, JAIPUR - 302 020 RAJASTHAN PH.OFF : 0141-2785730, 2396427 FAX : 0141-2784043 E-MAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BA RAN, BHARATPUR, BHILWA RA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, SAWAI MADHOPUR, SIKAR, SRI GANGANAGAR & TONK)
26.	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE, PREMISES AUROBINDO BLOCK, 1ST FLOOR,CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR PH.OFF : 0191-2579572/2546529 FAX : 0191-2585154 E-MAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27.	JODHPUR RC CODE:88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, PLOT NO. 439, OPP. PAL LINK ROAD, KAMLA NAGAR HOSPITAL, JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012987 E-MAIL : rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA
28.	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI, BUILDING, 1ST FLOOR, TULSI NARAYAN, SARMAH PATH, NEAR NEHRU PARK, JORHAT-785001 ASSAM PH.OFF : 0376-2301116, 2301115 E-MAIL : rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGA RH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
29.	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY, NEAR HOME GUARD OFFICE, KARNAL-132 001 HARYANA PH.OFF : 0184-2271514 E-MAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30.	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF : 01628-229993/237361 E-MAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31.	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL, DON BOSCO, HR. SEC SCHOOL ROAD, KENDOUZOU, KOHIMA – 797001 NAGALAND PH.OFF : 0370-2260366/2260167 FAX : 0370-2260216 E-MAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32.	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKA SH BHA WAN, 4TH FLOOR, NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091 WEST BENGAL PH.OFF : 033-23349850, 23592719, 033-23589323(RCL) FAX : 033-23347576 E-MAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33.	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD, BEHIND WOMEN'S COLLEGE AT/PO/DISTT.-KORAPUT-764020, ORISSA PH.OFF : 06852-251535 FAX : 06852-252503 E-MAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABA RANGPUR, KALAHANDI, NUAPADA)
34.	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR-5, VRINDAVAN YOJNA, TELIBAGH LUCKNOW-226029 PH. OFF : 0522-2442832 E-MAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZA BAD, FARUKHABAD (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN (ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHNAGAR, SITAPUR, UNNAO)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35.	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI, ALANGANALLUR ROAD MADURAI-625018 TAMIL NADU PH.OFF : 0452-2380733 FAX : 0452-2380588 E-MAIL : rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PADUKKOTTAI, RAMA-NATHPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36.	MUMBAI RC CODE : 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd and 3rd FLOOR, KAPPEESH BUILDING, M.G. ROAD, OPP. TO MULUND RAILWAY STATION, MULUND (WEST), MUMBAI-400008, MAHARASHTRA PH.OFF : 022-25925540,25923159 FAX : 022-25925411 E-MAIL : rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBA I, THANE, RAIGARH, RATNAGIRI PALGHAR, MUMBAI SUBURBAN)
37.	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14, HINDUSTAN COLONIY AMARAVATI ROAD NAGPUR 440033 MAHARASHTRA PH. OFF : 0712-2536999, 2537999, 0712-202200 FAX : 0712-2538999 E-MAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHA NA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHA NDARA, GONDIA, GADCHIROLI)
38.	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53, SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF : 0120-2405012/2405014 FAX : 0120-2405013 E-MAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BA GHPAT, BULA NDSHAHR, HAPUR) STATE OF DELHI (MAYUR VIHAR PH – I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39.	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576, NEAR P&T STAFF QUARTERS, ALTO POVORIM P.O. POVORIM-403521 GOA PH.OFF : 0832-2414553 E-MAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD) STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
40.	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE INSTITUTIONAL AREA, MITHAPUR PATNA-800 001, BIHAR PH.OFF : 0612-2219539/2219541 FAX : 0612-2219538 E-MAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPPRA, SARAN)
41.	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING, NEAR SYNDICATE BANK, 18, TAGORE ROAD, MOHANPURA, PORT BLAIR, SOUTH-744104 ANDAMAN & NICOBA R, ISLANDS PH.OFF : 03192-242888 FAX : 03192-230111 E-MAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBA R ISLANDS (U.T.)(DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBA R)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
42.	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF : 020-25671867/25651321 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBA R, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, , SANGLI, SATARA, KOLHAPUR)
43.	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK, FULTALA, MURSHIDABA D RAGHUNATHGANJ WEST BENGA L-742 225 PH.OFF : 03483-271555/271666 E-MAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44.	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA RAIPUR - 492014 CHHATTISGARH PH.OFF : 0771-2283285, 2971322 FAX : 0771-2971323 E-MAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILA SPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BA LRAMPUR, BEMETARA, GARIABA NDH, MUNGELI, BASTA R, NARAYANPUR, DANTEWADA, BIJAPUR, SUKMA, KUNDAGOAN)
45.	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT-360005 GUJARAT PH.OFF : 0281-2572988 FAX : 0281-2571603 E-MAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU(U.T.)
46.	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022, JHARKHAND PH.OFF : 0651-2244688, 2244699, 2244677 FAX : 0651-2244400 E-MAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH,BOKARO, DHANBAD)
47.	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYA BA ZAR SHARSHA-852201, BIHAR PH.OFF : 06478-219015 FAX : 06478-219018 E-MAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
48.	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH, NEHU CAMPUS, SHILLONG - 793 022 MEGHALAYA PH.OFF : 0364-2521117/2521271/0364-2520503 FAX : 0364-2521271 E-MAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS , EAST KHASI HILLS, NORTH GARO HILLS, RI-BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)
49.	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH PH.OFF : 0177-2624612/2624613 FAX : 0177-2624611 E-MAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50.	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/ 12 J. C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL PH.OFF : 0353-2526818 FAX : 0353-2526829 E-MAIL : rcsiliguri@ignou.ac.in rcsiliguri45@gmail.com	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51.	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR STATE IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH, SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251/2311258 FAX : 0194-2311259 E-MAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION-DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA , BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA SHOPIAN, SRINAGAR)
52.	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL, KILLI PPALAM KARAMANA PO, TRIVANDRUM -695002 KERALA PH.OFF : 0471-2344113/2344120 FAX : 0471-2344121 E-MAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMILNADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53.	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHA WAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF : 0542-2368022/2368622 0522-2364893 FAX : 0542-2369629 E-MAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHA DRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54.	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET (PO), KOZHIKODE VATAKARA-873104 KERALA PH.OFF : 0496-2525281, 2515413 E-MAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD WAYANAND, KOZHIKODE, MALAPPURAM, MAHE) (PUDUCHERRY, UT)

Sl. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
55.	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES. K.P.V.V HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF : 0866-2565253/2565959 FAX : 0866-2565353 E-MAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICTS: KRISHHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
56.	VISAKHAPATNAM RC CODE: 84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM, YANAM) (PUDUCHERRY, UT)

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

Sl. No.	RC Code	RC	Address	Operational Area
1	IAEP – KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO - 908542 KOLKATA- 700021 WET BENGAL 033-22317556 rcarmy51@ignou.ac.in1	EASTERN COMMAND AREA IAEP – 5
2	IAEP – CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION (G.S. EDU. BRANCH) HQ WESTERN COMMAND CHANDIMANDIR-134107 HARYANA 0172-2589355, (CIVIL) 2670 (MILITARY) 0172-2589423 rcarmy52@ignou.ac.in	
3	IAEP – LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ CENTRAL COMMAND- GS (EDN) LUCKNOW – 226002, UTTAR PRADESH 0522-2482968 (CIVIL); 2670 (MIL) rcarmy53@ignou.ac.in	CENTRAL COMMAND AREA
4	IAEP – PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ SOUTHERN COMMAND GS (EDN) BRANCH, PIN-908541 C/O 56 APO 020-26331033 (CIVIL) 2437 (ARMY) rcarmy54@ignou.ac.in	SOUTHERN COMMAND AREA
5	IAEP–UDHAMPUR	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56 APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU &KASHMIR 01992-242486 rcarmy55@ignou.ac.in	NORTHERN COMMAND AREA
6	IAEP – JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) rcarmy56@ignou.ac.in	SOUTH WESTERN COMMAND
7	IAEP – SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENRAL ASSAM RIFLES (DGAR), LAITUMKHRAH SHILLONG – 793 011 MEGHALAYA 0364-2705181 0364-2705184 iarrc81@ignou.ac.in	COMMAND AREA

Sl. No.	RC Code	RC	Address	Operational Area
8	INEP – NEW DELHI	71	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTERATED HQS. MINISTRY OF DEF WEST BLOCK 5, RK PURAM, SECTOR-1, NEW DELHI – 110 066 DELHI 011-26178462 011-26185299 rcnavy71@ignou.ac.in	NAVAL HQS.
9	INEP – MUMBAI	72	REGINAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA 022-22752245 022-22665458 rcnavy72@ignou.ac.in	HQ WESTERN NAVAL COMMAND
10	INEP – VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE INEP REGIONAL CENTRE-73 NCS COMPLEX NAUSENABAUGH POST: GANDHIGRAM VISAKHAPATNAM -530005 ANDHRA PRADEH 0891-2812669 0891-2515834 rcnavy73@ignou.ac.in	HQ EASTREN NAVAL COMMAND
11	INEP – KOCHI	74	REGIONALDIRECTOR IGNOUY NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA 0484-266210,2662515 0484-266194 rcnavy74@ignou.ac.in	HQ SOUTHERN NAVAL COMMAND

16 LIST OF CODES

16.1 STATE CODE

Code	Description
01	Andhra Pradesh
02	Andaman & Nicobar Islands (UT)
03	Arunachal Pradesh
04	Assam
05	Bihar
06	Chandigarh (UT)
07	Delhi
08	Goa
09	Gujarat
10	Haryana
11	Himachal Pradesh
12	Jammu & Kashmir
13	Karnataka
14	Kerala
15	Madhya Pradesh
16	Maharashtra
17	Manipur
18	Meghalaya
19	Mizoram
20	Nagaland
21	Odisha
22	Punjab
23	Rajasthan
24	Sikkim
25	Tamil Nadu
26	Tripura
27	Uttar Pradesh
28	West Bengal
29	Dadra & Nagar Haveli, Daman & Diu (UT)
30	Lakshadweep (UT)
31	Pondicherry (UT)
32	C/o 99 APO
33	Learners Abroad
34	Chattisgarh
35	Jharkhand
36	Uttarakhand
37	Telangana

16.2 EDUCATIONAL QUALIFICATION CODE

Code	Description
000	Below Matriculation, SSC/No Formal Education
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science

16.3 LIST OF BOARD CODES

(FOR 10 +2) with pass in minimum five core subjects*

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Insititute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list.

(FOR 10+2 Vocational Stream)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

* Candidates passed with four core subjects, in addition to Socially Useful Productive Work & Community Service (SUPW), need to pursue one Sr. Secondary level course from NIOS/SOSs in order to fulfil the condition of passing in **minimum five core subjects.**

16.4 LIST OF UNRECOGNIZED SCHOOL BOARDS*

Examinations conducted by the following Boards are not accepted for higher studies in IGNOU.

Sl. No.	Name of Board	Remarks
1.	Board of Higher Secondary Education, Delhi	
2.	Indian Council of Secondary Education, India Fatehullaganj, NH-74, Thakurdwara, Muradabad, UP	Do not mistake with ICSE, New Delhi
3.	Indian Council of Secondary Education, India Village: Haldua Shahu, P.O. Shivrajpur Patti, Jaspur-244712, Uttarakhand.	Do not mistake with ICSE, New Delhi
4.	All India Board for Education Training, Delhi (operated by Dr. Ambedkar Chintan Samajik Sodh Sansthan, Ward No. 23 Eidgah Mohalla, P.O. Dehri-on-Sone, District Rohtas, Bihar) OR All India Board of Secondary Education, Delhi. Bhawan No. 700, Gali No. 17 Gopalpur, Vill. Timarpur, P.O. Azadpur, Delhi-110009	
5.	Intermediate Council for Open Education, Jalandhar, Punjab	
6.	All India Council for Open Education, New Delhi	
7.	Board of Adult Education & Training, Delhi Office : 1 Aliganj, Kasturba Nagar, Kotla Mubarakpur, New Delhi-110003. Campus : R.X. 295, Brahampuri, Nangal Raya Rly, Crossing, Pankha Road, New Delhi.	
8.	Central Board of Higher Education, East Patel Nagar, New Delhi.	
9.	Central Board of Higher Education, Uttam Nagar, New Delhi.	
10.	Gurukul Vishvavidyalaya, Vrindaban (Mathura) Gurukul Complex, Village Ranchi Bangar, P.O. Mathura District Mathura, Uttar Pradesh	
11.	Council of Secondary Education, Mohali, Punjab	
12.	Mahashakti Sanskrit Vidyapeeth, Karn Part, Delhi-110041	
13.	Council for the Indian Certificate Examination, New Delhi	Not ICSE
14.	Bhartiya Shiksha Parishad, Uttar Pradesh, Lucknow-227105**	
15.	Board of Secondary Sanskrit Education, Uttar Pradesh, Lucknow	
16.	The Central Board of Higher Education, New Delhi.	
17.	Dr. Ramgopalacharya Sanskrit Mahavidalaya, Nayabas, Etah, Uttar Pradesh	
18.	Board of Secondary Education, Madhya Bharat, Gwalior.	
19.	Board of Secondary, Higher Secondary & Vocational Education, Mangal Bazar Road, Laxmi Nagar, Delhi.	
20.	Mahatma Gandhi Secondary and Higher Secondary Education Board, Delhi	
21.	Board of Secondary and Higher Secondary Open Education, West Bengal	
22.	The Council of Basic and Technical Education, Ludhiana	
23.	Madhyamik Shiksha Parishad, Gwalior, M.P.	
24.	Central Board of Education, Ajmer	
25.	Council of Higher Secondary Education, Delhi	
26.	Council of Higher and Senior Secondary Education, Delhi	
27.	Delhi Board of Senior Secondary Education	
28.	Boad of Technical and Secondary Education, Delhi	www.technicalboard.org http:// www.technicalboard.org.
29.	Indian Council of Secondary Education, India (Uttar Pradesh) OR Bhartiya Madhyamik Shiksha Parishad, Bharat (Uttar Pradesh)	
30.	Board of Youth Education in India	

Sl. No.	Name of Board	Remarks
31.	Council of Secondary & Senior Secondary Education, Delhi	
32.	Indian Council of Open School Certificate Examination, Maharasthra	www.icosce.com
33.	Mahakoshal Board of Secondary Education, Jabalpur, Madhya Pradesh	
34.	National Board of Higher Secondary Education, Delhi	
35.	National Board of Secondary Education, India	
36.	Board of Higher Secondary Open Education, Delhi	
37.	Board of School and Technical Education, Chhattisgarh	
38.	Board of Senior Secondary Education (BSSE), Delhi	www.bssedelhi.com
39.	Rural Institute of Open Schooling, Laxmi Nagar, Delhi	
40.	Nav Bharat Shiksha Parishad (NSP), India	
41.	Madhyamik Shiksha Parishad of U.P. and Delhi	Do not mistake with Madhyamik Shiksha Parishad, Allahabad (Board of High School and Intermediate Education,UP)
42.	Swami Vivekanand Board of Secondary Education, Delhi	
43.	Board of Education for Senior Secondary & Technology, New Delhi	
44.	Board of Open Learning School, Delhi	
45.	Board of Secondary & Higher Secondary Education, Delhi	
46.	Urdu Education Board, New Delhi	
47.	Jamia Urdu Hind, Begusari, Bihar	
48.	Ucchtar Madhyamik Shiksha Mandal, Delhi	
49.	All India Council of Open Schooling (AICOS), Vill. & P.O. Barunhat, P.S. Hasnabad, Distt. 24 PGS(N), W.B.	
50.	Central Board of Senior Secondary Education	
51.	Intermediate Council of Secondary Education, Sewak Park, Uttam Nagar, New Delhi-110059	
52.	Delhi Academic Council for Higher Education	
53.	All India Council of Secondary Education, New Delhi	
54.	Council of National Secondary Education, Delhi	
55.	Central Board of Secondary & Higher Secondary Education, Delhi	
56.	Delhi Board of Secondary and Senior Secondary Education	
57.	Rural Development Board of Secondary and Higher Secondary, Delhi	
58.	Council of Secondary Education, First Floor, Tarachand Complex, Ramesh Market, East of Kailash, Near Sapna Cinema, Delhi-110065	
59.	Council of National Secondary Education, Tripura	
60.	Delhi Board of Secondary and Higher Secondary Open Education, Delhi	
61.	State Board of Secondary Education, Delhi, C.R. Park, Block K1/30, New Delhi	
62.	State Board of Secondary Education, Delhi	
63.	Dr. Bhimrao Ambedkar Intermediate Education, West Bengal	
64.	Indira Gandhi Higher Secondary & Open Education, Badarpur Border, New Delhi	
65.	Central Board of High School & Intermediate Examination, Delhi	
66.	Bharatiya Council of Open Schooling	
67.	Akhil Bhartiya Shiksha Sansthan, New Delhi	
68.	All India Board of Secondary Education, Gazipur	
69.	Central Board of Higher Education, Delhi	
70.	Council of Secondary Education Board, Mohali	
71.	Rajkiya Institute of Open Schooling (RIOSUP),176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	
72.	Central Institute of Open Schooling (CIOSUP), 176 Purana Quila (Nehar), (PO) GPO, Lucknow, U.P.	

Sl. No.	Name of Board	Remarks
73.	State Council of Secondary Education, Delhi	
74.	Ravindra Vishwa Vidyapeeth, New Delhi	
75.	Intermediate Council of Schooling Education, Delhi	
76.	Delhi Boad of Higher Education	
77.	Indian Council of Senior Secondary Education, New Delhi	
78.	Council of Secondary and Higher Secondary Education, Delhi	
79.	Council of Secondary Education, Delhi	
80 .	Dr. Bhimrao Intermediate Education, Delhi	
81.	Indira Gandhi Higher Secondary and Open Education, Badarpur Border, New Dlehi	
82.	Indian Board of Higher School Certificate Examinations, Rajasthan	
83.	Bhartiya Shiksha Sansthan, Uttar Pradesh	
84.	The Council of Basic & Technical Education, India	
85.	Board of Open Distance Learning, West Bengal	
86 .	Indian Institute of Schooling Education, Lucknow, Uttar Pradesh	
87.	Indian Board of School Education, Howrah	
88.	Board of Secondary Education, Maharashtra, Malkapur	
89.	Mahatama Gandhi Board of Open Distance Learning (MGBODL), Chennai	
90.	Grameen Mukt Vidyalayi Shiksha Sansthan (GMVSS), Delhi	
91.	Board of School Education, Hubli (Karnataka)*	
92.	Delhi Board of Secondary & Higher Secondary Education	
93.	Jharkhand State Open School, Ranchi	
94.	National Institute of Research & Development Council, New Delhi	
95.	Board of Secondary Education, Delhi	
96.	Central Board of Open School Education, New Delhi	
97	Secondary Education of Bhiwani (Haryana)	
98	Rashtriya Mukta Jana Shiksha Parishad, Chakdaha	
99	Mahatma Gandhi Secondary and Sr. Secondary Education, **Delhi**	
100	Madhyamik Shiksha Parishad, Delhi	
101	North East National Board of School Education (NENBSE), Guwahati	
102	Akhil Bhartiya Open School, Rohtak	
103	Karnataka State Council of Intermediate and Higher Education, Mysore	
104	Board of Schooling, Paramedical and Technical Education, India	
105	National Board of Open School, India, Delhi NCR	
106	Uttar Pradesh State Open School, Jaunpur/Lucknow, U.P.	
107	West India Council of Education, Maharashtra	
108	Indira Gandhi National Open School, Madhya Pradesh	
109	The Council of Basic and Technical Education, INDIA	
110	Akhil Bhartiya Rashtriya Vidyapeeth, Karnataka	
111	Board of Secondary Education, Kant, **Shahjahanpur, U.P**.	
112	Maharashtra Board of Higher Secondary Education, **Maharashtra**	Do not mistake with **Maharashtra State Board of Secondary & Higher Sec. Education (MBSE), Pune.**
113	Haryana Council of Open Schooling	
114	Tripura Open Board of Secondary Education, **Agartala**	
115	Jharkhand Academic Open Board, **Bokaro**	
116	Madhyanchal Mukt Vidhyalay Shiksha Sansthan	
117	All India Open Schooling, Delhi	

Sl. No.	Name of Board	Remarks
118	The Central Board of Higher Secondary Education, New Delhi	
119	National Open School, New Delhi (other than the NIOS)	
120	Higher Secondary Education Board of Delhi	
121	Board of Higher Secondary Open Education	
122	Delhi Board of Secondary Education, Delhi	
123	Swami Satyanand Vidyapith, Thakurdwara, Moradabad, U.P.	
124	Punjabi Madhyamik Shiksha Mandal, Fateh-Ullah Ganj, Moradabad, U.P.	
125	Bhartiya Madhyamik Shiksha Parishad, Bharat, Thakurdwara, Moradabad, U.P.	

* Also refer to www.ignou.ac.in for latest updated list.

**The matter is subjudice before the District Judge, Lucknow.

16.5 LIST OF VOLUNTARY HINDI INSTITUTIONS

The examinations conducted by Voluntary Hindi Institutions and/or Govt. Institutions for propagation and development of Hindi language are not accepted for academic pursuit in IGNOU, as these are not equated with the regular examinations of Secondary Boards/Universities. These examinations are accepted for purposes of employment only in Government Services.

पत्र रा. 9-1/98 डी-1 (भाषाएं)

(हिंदी) परीक्षाओं की मान्यता का विवरण दिनांक 5 मई, 1988

सं.	संस्था का नाम	मान्यता प्राप्त परीक्षा का नाम	बराबर की परीक्षा में हिंदी का निर्धारित स्तर	प्रेस विज्ञप्ति संख्या
1.	(हिंदी) साहित्य सम्मेलन, इलाहाबाद	1.प्रथमा 2.मध्यमा (विशारद) 3.उत्तमा (हिंदी साहित्य)	एस.एस. सी . बी .ए. बी.ए. (हिंदी आनर्स)	स्था ई मान्यता एफ.-7.50/69 एच. 1 18 फरवरी, 1970
2.	राष्ट्रभाषा प्रचार समिति, वर्धा	1. परिचय 2. कोविद 3. रत्न	स.एल.सी. इंटर बी .ए	- - -
3.	दक्षिण भारत हिंदी प्रचार सभा, मद्रास	1. प्रवेशिका 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी .ए.	- - -
4.	हिंदी विद्यापीठ, देवधर, बिहार	1. प्रवेशिका 2. हित्यभूषण 3. साहित्यालंकार	एस.एल.सी. इंटर बी .ए	- - -
5.	महाराष्ट्र राष्ट्रभाषा सभा, पूना	1. प्रबोध 2. प्रवीण 3. पंडित	एस.एल.सी. इंटर बी .ए.	- - -
6.	हिंदी प्रचार सभा, हैदराबाद	1. विशारद 2. भूषण 3. विद्वान	एस.एल.सी. इंटर बी .ए.	- - -
7.	गुजरात विद्यापीठ, अहमदाबाद	1. तीसरी 2. विनीत 3. सेवक	एस.एल.सी. इंटर बी .ए.	7-50/69 एच-1 18 फरवरी, 1970 स्थायी मान्यता
8.	बम्बई हिंदी विद्यापीठ, बम्बई	1. उत्तमा 2. भाषा रत्न 3. साहित्य-सुधाकर	एस.एल.सी. इंटर बी .ए.	वि.सं.एफ. 2/70 हिंदी 30-3/1 स्थायी मान्यता -
9.	असम राष्ट्रभाषा प्रचार समिति, गुवाहाटी	1. प्रबोध 2. विशारद 3. प्रवीण	एस.एल.सी. इंटर बी .ए.	वि.सी. 7-1/73 हि. ता. 7 जुलाई, 1973 से स्था यी मान्यता -
10.	मणिपुर हिंदी परिषद्, इम्फाल	1. प्रबोध 2. विशारद 3. रत्न	एस.एल.सी. इंटर बी .ए.	- - -
11.	हिन्दुस्तानी प्रचार सभा, बम्बई	1. तीसरी 2. काबिल 3. विद्वान	एस.एल.सी. इंटर बी .ए.	वि.सी. 9-2/6 डी-1 हि. 13 अगस्त, 1976
12.	मैसूर हिंदी प्रचार परिषद्, बंगलोर	1. प्रदेश 2. उत्तमा 3. रत्न	एस.एल.सी. इंटर बी .ए.	वि.सी. 9-2/6 डी-1 हि. स्थायी मान्यता 17 नंबर, 76 से प.सं. 8-6/84 डी-1 ता. 10-12

सं.	संस्था का नाम	मान्यता प्राप्त परीक्षा का नाम	बराबर की परीक्षा में हिंदी का निर्धारित स्तर	प्रेस विज्ञप्ति संख्या
13.	केरल हिंदी प्रचार सभा, त्रिवेन् द्रम	1. प्रदेश 2. भूषण 3. साहित्याचार्य	एस.एल.सी. इंटर बी .ए.	स्थायी मान्यता - प्रेस 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
14.	कर्नाटक हिंदी प्रचार समिति, बंगलोर	1. राजभाषा 2. राजभाषा प्रकाश 3. राजभाषा विद्वान	एस.एल.सी. इंटर बी .ए.	स्था यी मान्यता - प.सं. 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
15.	कर्नाटक महिला हिंदी सेवा समिति, बंगलोर	1. हिंदी उत्तमा 2. हिंदी भाषा भूषा 3. भाषा प्रवीण	एस.एल.सी. इंटर बी .ए.	स्था यी मान्यता - प.सं. 9-6/डी. (भाषा) ता. 12 दिसंबर, 1986
16.	उड़ीसा राष्ट्रभाषा परिषद्, पुरी	1. विनोद 2. प्रवीण 3. शास्त्री	एस.एल.सी. इंटर बी .ए.	स्था यी मान्यता - प.सं. 9-4/79 डी. (भाषा) ता. 26 जुलाई, 1979
17.	सौराष्ट्र हिंदी प्रचार समिति, राजकोट	1. तीसरी	एस.एल.सी.	स्था यी मान्यता प.सं. एफ. 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
18.	प्रथम महिला विद्यापीठ, इलाहाबाद	1.विद्या विनोदिनी 2. विदुषी साधारण 3. सरस्वती	मैट्रिक इंटर बी .ए.	स्था ई मान्यता प.सं. 9-6/84 डी. (भाषा) ता. 12 दिसंबर, 1986
19.	मिजोरम हिंदी प्रचार सभा, आइजोल	1. प्रबोध 2. विशारद 3. प्रवीण	मैट्रिक इंटरमीडिएट बी .ए.	स्थायी मान्यता प.सं. 9-4/84 डी..प् (भा.) स्था यी मान्यता ता. 12 अप्रैल, 1988
20.	मुंबई हिंदी सभा, दादर, मुंबई	1. हिंदी विबोध	मैट्रिक (हिंदी)	फा.स. 3-20/2000 डी. .प्प् (एल) 30.8.2000 द्वारा स्थायी मान्यता
21.	बेलगांव विभागीय हिंदी सेवा शिक्षण समिति, हुबली (कर्ना टक)	राजभाषा प्रबोध	मैट्रिक (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा राजभाषा प्रबोध को जून, 2005 तक अस्थायी मान्यता
22.	हिंदी शिक्षा समिति, ओडिसा, कटक	प्रवेशिका हिंदी अभिज्ञ स्नातक	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4-2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा प्रवेशिका तथा हिंदी अभिज्ञ का जून, 2002 से स्थायी मान्यता तथा स्नातक को जून, 2005 तक अस्थायी मान्यता
23.	हिंदी प्रचार-प्रसार संस्थान, जयपुर	1. हिंदी कोविद 2. हिंदी प्रवीण 3. हिंदी साहित्य रत्न	मैट्रिक (हिंदी) इंटर (हिंदी) बी.ए. (हिंदी)	फा.सं. 1-4/2003 हि.शि.स. दिनांक 25-5-2004 के द्वारा हिंदी कोविद तथा हिंदी प्रवीण को दिनांक 31-3-2000 से स्थायी मान्यता। हिंदी साहित्य रत्न को जून, 2005 तक अस्थायी मान्यता।

इनमें जिन संस्थाओं की परीक्षाओं की मान्यता दिनांक 24-11-2003 से पूर्व समाप्त हो गयी थी उन्हें दिनांक 25-11-2003 तक विद्यमान समझा जाय।

मानव संसाधन विकास मंत्रालय, भारत सरकार

प्रेस नोट

राष्ट्रभाषा हिन्दी के प्रचार-प्रसार और विकास की दिशा में स्वैच्छिक हिन्दी संस्थाओं का महत्वपूर्ण योगदान रहा है। स्वतंत्रता प्राप्ति के बाद इन संस्थाओं में हिन्दीतर क्षेत्रों में हिन्दी को लोकप्रिय बनाने के लिए काफी प्रयत्न किये हैं। इसी परिप्रेक्ष्य में कुछ स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं को भारत सरकार में मान्यता प्रदान की है। ताकि लोगों को हिन्दी का ज्ञान हो सके और इसके माध्यम से रोजगार प्राप्त कर सके। भारत सरकार ने हिन्दी शिक्षा समिति की सिफारिश और संघ लोक सेवा आयोग की सहमति से इन संस्थाओं द्वारा आयोजित कुछ परीक्षाओं को 1960 से मान्यता देना शुरू किया ताकि इन परीक्षाओं को पास करने पर उम्मीदवार उन सरकारी नौकरियों के लिए पात्र बन सकें, जिनके लिए हिन्दी की योग्यता भी जारी की गई है। इस विषय पर कई प्रेस विज्ञप्तियाँ भी जारी की गई है। समय-समय पर अस्थायी मान्यता की अवधि भी बढ़ाई जाती रही हैं। बाद में कुछ संस्थाओं की परीक्षाओं को स्थायी मान्यता दी गई है। यद्यपि अभी कुछ संस्थाओं को अस्थायी मान्यता दी गई है।

हिन्दी शिक्षा समिति भारत सरकार में एक स्थायी संस्था है। यह समिति हिन्दी के प्रचार, प्रसार और विकास के संबंध में भारत सरकार को समय-समय पर सलाह देती है और सिफारिशें करती हैं। इस समिति की सिफारिशों के आधार पर स्वैच्छिक हिन्दी संस्थाओं की परीक्षाओं को मान्यता प्रदान की जाती है।

किसी भी स्वैच्दिक संस्था को चाहे वह स्वयं हिन्दी की परीक्षा आयोजित करती हो, या किसी भी मान्यता प्राप्त अन्य स्वैच्छिक हिन्दी संस्था के माध्यम से परीक्षा संचालित करती हो, मान्यता प्राप्त करने के लिए अखिल भारतीय हिन्दी संस्था संघ, 24, कोटला मार्ग, नई दिल्ली की मान्यता के लिए प्रस्ताव भेजना होता है। इस प्रस्ताव के आधार पर संस्था संघ परीक्षा की मान्यता संबंधी मानदण्डों और नियमों के अनुसार उस संस्था का निरीक्षण करता है और मान्यता के लिए मंत्रालय को अपनी सिफारिश भेजता है। इसके बाद मंत्रालय का अधीनस्थ कार्यालय केन्द्रीय हिन्दी निदेशालय की एक निरीक्षण समिति स्वतंत्र रूप से उस संस्था का निरीक्षण बनती है और अपनी रिपोर्ट हिन्दी शिक्षा समिति के विचार के लिए मंत्रालय की प्रस्तुत करती है।

कुल समाचार पत्रों में परीक्षा शीर्षक के अधीन यह समाचार छपा होता है कि हिन्दी साहित्य सम्मेलन प्रयाग (इलाहाबाद) की प्रथमा और मध्यमा परीक्षा को क्रमशः एस.एस.सी. और बी.ए. के समकक्ष मान्यता दी गई है। इस प्रकार के समाचार का स्पष्टीकरण इस मंत्रालय से समय-समय पर दिया जाता रहा है। कुछ वर्ष पहले उप शिक्षा मंत्री, श्री पी.के. थुंगन ने भी लोकसभा में स्थिति स्पष्ट की थी और बताया था कि हिन्दी साहित्य सम्मेलन की वास्तविक स्थिति भिन्न है क्योंकि यह एक स्वैच्छिक संगठन है न कि विश्वविद्यालय अथवा विश्वविद्यालय समझी जाने वाली संस्था। यह शिक्षा राज्य परीक्षा परिषद तथा विश्वविद्यालय के समान नहीं माना जाता है। इसलिए इस संस्था द्वारा आयोजित इन परीक्षाओं को केन्द्र सरकार द्वारा हाई स्कूल, इंटरमीडिएट और बी.ए. के बराबर मान्यता नहीं दी गई है। इस संस्था को केवल हिन्दी विषय की परीक्षा को संचालित करने की मान्यता दी गई है, भले ही, यह हिन्दी के साथ-साथ अन्य विषयों को भी तैयार करता हो।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एस.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

पुनः यह स्पष्ट किया जाता है कि किसी पद के लिए निर्धारित किए गए हिन्दी स्तर के निर्धारण के प्रयोजन से हिन्दी साहित्य सम्मेलन की प्रथमा और मध्यमा परीक्षाओं को क्रमशः एस.एइसी प्रकार अन्य स्वैच्छिक हिन्दी संस्थाओं द्वारा संचालित हिन्दी परीक्षाओं की मान्यता के बारे में भी कहा जा सकता है कि ये परीक्षाएँ न तो किसी राज्य परीक्षा परिषद् और न ही विश्वविद्यालय के समकक्ष मानी गई है। जहाँ तक सरकारी नौकरियों के लिए इन परीक्षाओं की मान्यता का प्रश्न है, इस सम्बन्ध में यह निश्चय किया गया है कि यदि सरकारी अथवा गैर सरकारी कार्यालय, अर्ध सरकारी संस्था या शैक्षिक संस्था में किसी पद के लिए हिन्दी की कोई विशेष योग्यता निर्धारित की गई है तो इन परीक्षाओं से प्राप्त की गई योग्यताधारी व्यक्ति इन पदों के पात्र हो सकते हैं। परन्तु हिन्दी की अलग से यदि कोई योग्यता निर्धारित नहीं की गई है तो स्वैच्दिक हिन्दी संस्था से प्रमाणपत्र या डिग्री प्राप्त करने वाले व्यक्ति विश्वविद्यालय या राज्य परीक्षा परिषदों के प्रमाणपत्र या डिग्री की समकक्षता का दावा नहीं कर सकते हैं।स.एल.सी. तथा बी.ए. के बराबर से मान्यता दी गई है।

अतः उपर्युक्त विवरण के आधार पर, संक्षेप में पुनः स्पष्ट किया जाता है कि स्वैच्छिक हिन्दी संस्थाओं की मान्यता केवल संलग्न सूची में दर्शायी गई समकक्ष परीक्षा के लिए निर्धारित हिन्दी स्तर तक ही सीमित है और इसे पूर्ण प्रमाण-पत्र या डिग्री परीक्षा के बरोबर नहीं माना जायगा। आम जानकारी के लिए संस्थावार मान्यताओं का विवरण संलग्न है।

शिक्षा विभाग,
मानव संसाधन विकास मंत्रालय,
शास्त्री भवन, नई दिल्ली-110001
पत्र सं. एफ. 9-1/88-डी-1 (भाषा)
5 मई 1988

17 IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)		
1. Regional Services Division Committee against Sexual Harasment (RSDCASH)		
Dr. Hema Pant. Dy. Director, RSD, Chairperson	011-29572404	drhemapant@ignou.ac.in
Category: Academic Staff Dr. Bijaya Lakshmi Mishra Dr. Moni Sahay, Assistant Director, RSD	 011-29571998 011-29572403	 bijayalakshmi@ignou.ac.in monisahay@ignou.ac.in
Category: Non-Academic Staff Ms. Jancy Srinivas, PS (Registrar, Admn.) Ms. Azra Arshad, EMPC (Member continuing from outgoing RSDCCASH)	 011-29571401	 jancys@ignou.ac.in
Category: External co-opted women member Dr. Radhika Menon, Asst. Professor Mata Sundari College, Delhi University		
II. IGNOU Committee against Sexual Harassment (ICASH) Prof. Madhu Parhar, STRIDE, Chairperson	 011-29572626	 mparhar@ignou.ac.in
Category : Academic Staff-3, Members Prof. Neeti Agarwal, SOMS Dr. Paramita Sukla Baidya, Assistant Professor, SOTHSM Dr. Shubhangi Vaidya, Associate Professor, SOITS	 011-29573020 011-29571755 011-29573377	 neeti@ignou.ac.in parmitas@ignou.ac.in svaidya@ignou.ac.in
Category: Non-teaching Ms. Anita Dhall, Asst. Director, SRD Ms. Rajni Gupta, SO (Admn.) Ms. Vidya Anand, PS (SOHS)	 011-29571309 011-29571422 011-29572802	 anitadhall@ignou.ac.in rajnigupta@ignou.ac.in vidyaanand@ignou.ac.in
Category: Committee Members Dr. Gumeet Kaur, Assistant Professor, SOL (Continuing Member (Acdemic recomended) Mr. P.T. Raveendran, Deputy Registrar (F & A Div.) (Continuing Member (Academic recomended)	 011-29572984 011-29571211	 gurmeetkaur@ignou.ac.in ptravindran@ignou.ac.in
Category: Student Member Ms. Bhavna Saroha, Ph.D. in Hindi		
Category: External co-opted women member Dr. Neerja Singh, Associate Professor in History Satyavati College, University of Delhi Dr. Bani Bora, (SADRAG) Social and Development Research and Action Group (SADRAG), Noida (U.P.)		
Apex Committee Against Sexual Harassment (ACASH) Prof. Anu Aneja, SOGDS, Chairperson	 011-29571600	 anuaneja@ignou.ac.in
Category: Teaching Staff Dr. Prem Eden Samdup, Associate Professor, (SOH)	 011-29572770	 psamdeup@ignou.ac.in
Category: Non-teaching Staff Ms. Lalita Sharma, AR (ACD)	 011-29571825	 lalitasharma@ignou.ac.in

Category: External co-opted women members Ms. Harshita Raghuvan, Advocate High Court Supreme Court of Delhi Prof. Jantika Dutta. Lady Irwin College (Continuing Member (Acdemic recomended)		
RCCASH for Regional Centres		
Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.		

PLEASE NOTE:

1. **The next pages comprise the admission application form.**

2. **Before you start filling in the form make sure that you have read the Sections and the instructions for filling up the form very carefully. Please note that change of category code shall not be entertained after the submission of application form.**

3. **Remember that making wrong entries in the application form will lead to rejection.**

4. **An electronic version of the Prospectus is also available on the internet at: http://www.ignou.ac.in**

18 APPLICATION FORM : INSTRUCTIONS AND CODES

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional Centre within stipulated dates mentioned in the Advertisement notification in the newspaper and website of IGNOU.

GST IN THE APPLICATION FORM

Some instructions for filling-up of application form are given below:

1. For Name of the Programme Applied for refer page no. 16-196 of this prospectus
2. For Programme Code, refer to pages 16-196 of this Prospectus.
3. Please fill the relevant code for medium of instruction in the boxes provided. For example, if you are choosing Hindi medium then write B2 as shown below

B	2

4. Code of Regional Centres is given at Pages 218-228. You have to write the code of that Regional Centre in which your Study Centre falls. List of Study Centres is attached in separate booklet.
5. For Study Centre Code refer to Supplementary Booklet to Common Prospectus.
6. For State Code, refer page no. 229
7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes, if A1 then write the Enrol No. & Programme Code. This field is mandatory for those who are applying for lateral entry to M.Com.,MAGD Programmes.
8. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A						

   Please Note: Name of the candidate should be as mentioned in the High School/ +2 Certificate. In case the name is written other than the one mentioned in the High School/ +2 Certificate, then legal evidence be submitted along with the Admission Form.

9. Please write your Father's/Husband's/Guardian name. If the name is KEDAR NATH HASIZA, then write it as follows

	/o		K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A

10. Fill in your address for correspondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name, P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, pl. refer page no. 202. See section 6.24 & 6.25.
11. Write down your Mobile No., E-mail Address and Aadhar Card No. **(All fields are mandatory).**
12. Please follow the rule of Date/Month/Year e.g. 5th June 1976 should be written as

0	5		0	6		1	9	7	6

13. For 13-22, write the relevant code in the appropriate box. For example, if you are male, put (A1) in the box, for female it is B2 and C3 for others who do not want to disclose their Gender (like Transgenders etc.). Please fill up category code carefully. No request for change of category code shall be entertained afterwards. **All fields are mandatory.**

23. Furnish the details of scholarship, if any received by you.

24 For (a) and (b), write the relevant code in the box. If A1, then fill the column 24(b) also. Supporting documents are to be enclosed.

25. Note that

    (a) Qualification code is in three digits e.g. 000, 001, 002, 003, 004, 005, 006, 007, 008, 009 and 010. You have to write only highest qualification code which could be found on page 229.

(b) Write your main subjects in short form.

(c) Fill in the year of passing.

(d) Write division - 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.

(e) Write down aggregate percentage obtained by you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be of 61 and 65.7 should be of 66) while filling in the form.

(f) Fill the Board Code from the list given on page No 230.

26. For fee details, refer to pages 16-196 of this Prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. For PGDHHM, PGDGM, PGDMCH, DNA, MSCMACS, only Registration Fee (Rs. 400/-) is to be paid. (In case you are submitting the form during the time slot with late fee, please submit the late fee of Rs. 500/- with amount of DD.

27. For MSCDFSM, add Rs 1400/- extra for opting CFN or Rs 2000/- for opting CNCC. See Details on page no. 170 & 171 (Section 5.38 and 5.39), if you have filled CFN, Write A1 & For CNCC write B2 in the column. For MTTM, you have to write your category as A1 or B2. See details (Section 2.5) page 20 for explanation.

28. Write the relevant course code in the appropriate box. For BA/B.Com/B.Sc. reference codes are given in the Prospectus. For BTS/BSW please refer Annexure 1(a). For MA (Edu), please refer Annexure 1(b). For MLIS please refer Annexure 1(c). For MAPY please refer Annexure 1(d). If you are applying for PGDCA and have not studied Maths at 10+2 level, please fill the relevant code in the box against BCS12 and add Rs.1400/- extra in the Demand Draft towards the Programme Fee. If you have studied Maths at 10+2 or graduation level, you must attach copy of marks sheet along with other testimonials, refer page no. 16 Section 2.1. For PGDBP/CAFÉ/DAQ/ PGCMDM please refer Annexure 1(e). For PGDDM/PGDEMA/PGDUPPL/PGDRD/ please refer Annexure 1(f). For CHCWM, please refer Annexure 1(g).

CHECKLIST

Before sending the filled-in application form to concerned Regional Centre, please check whether you have enclosed 'Self Attested':

(a) i) Photograph

ii) Certificates in support of your educational qualification(s) i.e. semester-wise/year wise mark-sheets and Provisional/Degree Certificat(s), Besides, if you are applying for MCA and have studied Mathematics at 10+2/graduation level, attach marks sheet as proof.

iii) Experience certificate wherever required.

iv) Category certificate (for SC/ST/PH/OBC (non-creamy layer), Minority candidates),EWS candidates).

v) Age certificate wherever required. For International Students, any valid document having Date of Birth.

vi) Student Card duly filled in along with photograph.

vii) Acknowledgement Card duly affixed with the postage stamp for Rs 6/-.

viii) Copy of Passport (for International Students)

ix) Copy of Visa (for International Students)

x) No Objection Certificate from the concerned Embassy in India (for International Students)

xi) Proof of residence of the candidate in India (for International Students)

xii) Translated copy of educational certificates wherever the same are other than in English/Hindi, duly attested by concerned Embassy. (for International Students)

(xiii) Migration/Transfer Certificates from the last University/Board attended wherever required (For International Students).

(b) Attached a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, issued by the bank.

(c) Attached documentary proof (photocopy of BPL ration card), in case of below poverty line students.

ignou THE PEOPLE'S UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI 110068

APPLICATION FORM

to be submitted only at the concerned REGIONAL CENTRE

1. Please read the instruction before filling up the Application Form.
2. Please use Black/Blue Ball point pen in the boxes using English CAPITAL LETTERS or English Numerals.
3. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below:

A B C D E F G I J K L N O P Q R S T U V X Y Z 0 1 2 3 4 5 6 7 8 9

Application Number

Enrolment No. (For Office use)

1. Name of the Programme Applied:

2. Programme Code:

3. Medium of Study: (Write CODE in the Box) A1 English B2 Hindi C3 Others, Pl specify

4. Regional Centre Code:

5. Study Centre Code:

6. State Code:

7. a) Are you already registered with IGNOU: (Please write relevant code in the BOX) A1 YES B2 NO

If yes, Prog. Code:

Enrol. No.:

8. Name of the Candidate: (Please refer Instruction Page on NAME)

9. Father/Husband Name: (Please write S/o or D/o for Father/Mother's Name and W/o for Husband's Name

/o

PHOTOGRAPH

Kindly affix your latest passport size (4 cm X 5 cm) photograph duly attested by you

Signature of the Applicant

10. Address for Correspondence: (Please do not give POST-BOX Number. Use Capital Letters and give space between words)

a) House No.:

b) Street Name:

c) Locality/Mohalla:

d) Tehsil/District:

e) City:

f) PIN Code:

g) State:

11(A). Contact Details: a) Mobile No.

b) e-mail ID:

11(B). Aadhar No.

12. Date of Birth: Date Month Year

13. Nationality: A1 Indian B2 Others, Pl specify

14. Gender: (Please write relevant code in the BOX) A1 Male B2 Female C3 Others

15. Category: (Please write relevant code in the BOX) A1General B2 SC C3 ST D4A OBC (Creamy) D4B OBC (Non-Creamy) E5 EWS (Economically Weaker Section)

16. Area: (Please write relevant code in the BOX) A1 Urban B2 Rural C3 Tribal

17. Marital Status: (Please write relevant code in the BOX) A1 Married B2 Single

18. Religion: (Please write relevant code in the BOX) A1 Hindu B2 Muslim C3 Christian D4 Sikh E5 Jain F6 Buddhist G7 Parsi H8 Jews I9 Others

19. Whether Minority: (Please write relevant code in the BOX) A1 Yes B2 No

20. Social Status: (Please write relevant code in the BOX) A1 Ex-Serviceman B2 War Widows C3 Not Applicable

21. Whether Kashmiri Migrant: (Please write relevant code in the BOX) A1 Yes B2 No

22. Employment Status (Please write relevant code in the BOX) A1 Unemployed B2 IGNOU Employee C3 Employed D4 KVS Employee

23. Details of Scholarship being received, if any

a) Annual Scholarship Amount: Rs.

b) Deptt offering Scholarship: A1 Government B2 Others

c) Family Income (annual) Rs.

d) Below Poverty Line A1 Yes B2 No

e) Jail Inmates A1 Yes B2 No

24. a) Whether a person with Disability: (Please write relevant code in the BOX) A1 Yes B2 No

b) If yes, kindly provide details of disability: (Please write relevant code in the BOX. If E5, tick relevant box as well) A1 Speech and Hearing Impairment B2 Locomotor Impairment C3 Visual Impairment D4 Low Vision E5 Any other, please specify

Leprosy Cured

Mental Retardation

Mental Illness

25. Relevant Qualifications (which make you eligible for application to the programme):

a) Qualification:	b) Main Subjects:	c) Year of passing	d) Division	e) %age of Marks	f) Board code/University
CODE	1._____ 2._____ 3._____ 4._____	Last two digits of the Year	01, 02, 03 or 04 for pass	Without decimal	Wherever required

26. Details of Fee remittance

a) Mode of payment: (Please write relevant code in the BOX) A1 Demand Draft

b) Amount: Rs. Please add Rs. 500/- in case of Late Fee

c) DD Number:

d) Date of DD:

e) Bank Name:

27. Simultaneous Programme/Course (Options : MSCDFSM/MTTM/DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants only):

MSCDFSM applicants:	MTM applicants:	DDT/DMT/DPVCPO/DFPT/DWM/DPVAPFV applicants
(Please write relevant code in the BOX) A1 CFN B2 CNCC	(Please write relevant code in the BOX) A1 Category 1 B2 Category 2	Willing to pursue BPP (In case of YES, please take Optional courses under BPP) (Please write relevant code in the BOX) A1 Yes B2 No

28. Elective/Optional Courses:

CBCS Based Bachelor's Degree Programmes (BAG/BCOM/BSCG/BAECH/BAHIH/BAPSH/BAPCH/BAPAH/BASOH/BSCANH/BAEGH/BAHDH/BAVTM

Semester	Course No.	Core Courses (CC)	Discipline Specific Courses (DSC)	Ability Enhancement Courses (AEC)	Skill Enhancement Courses (SEC)	Generic/Interdisciplinary courses (GE/IDC)
I						
II						

BSW/BTS applicants: please refer Annexure 1 (a) for selecting courses:

FOUNDATION COURSES of 8 credits

a) BEGF1 or FHD2

b) Any one course from list at Annexure 1 (a)

ELECTIVE COURSES of 16 credits (No option for BSW/BTS)

MA (EDU) applicants: Any ONE from A1/A2/A3/A4/A5 (Details given at Annexure 1 (b))

MLIS applicants: Any TWO courses from Annexure 1 (c)

MAPY applicants: Any SIX courses from Annexure 1 (d)

MCA applicants: (3 for opting BCS12) For non-maths stream

PGDBP/CAFÉ/DAQ applications: Any TWO courses from Annexure 1 (e)

PGDDM/PGDEMA/PGDUPDL/PGDRD applicants: Annexure 1 (f)

DTS applicants: Any TWO courses from one Group TS4 and PTS4 **OR** TS5 and PTS5 **OR** TS6 and PTS6

DCE applicants: Any THREE courses DCE2/ DCE3/DCE4/DCE5

CHCWM applicants: Any two courses from Appendix 1(g)

29. Declaration and Undertaking:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant self-attested documents with this application. I further undertake that I have not concealed or distorted any information and in the event of any information or self-attested documents is found to be incorrect, false or misleading, my candidature shall be liable for cancellation by the University at any time and I shall have no claim of any nature including refund of any fee paid by me and all the benefits availed by me shall be summarily withdrawn. I do undertake that I have carefully studied the rules of the University as printed in the Prospectus and I accept them in totality and shall not raise any dispute over the same. I do understand that the University can amend or change any rules without advance intimation and I will be abiding by them.

Place: _____

Date: _____

Signature of the Applicant

(FOR OFFICE USE ONLY)

ADMITTED	NOT-ADMITTED

Reason for NOT-Admitting

_____

_____

Signature with Date of Admission In-charge, Regional Centre

Annexure 1(a): For BSW

(Optional Courses)

(Modern Indian Language from list given below)

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

BTS/BSW Programme

Check Annexure 1(a) only For **Modern Indian Languages.**

*BSKF1,BBHF1 and BMAF1 are not applicable for BTS Prog.

**** Self learning material would be available in URDU Language only.**

Annexure I(b):

MAEDU Programme Elective Courses (Details given under Programme)
(Choose any ONE stream)

A1	A2	A3	A4	A5
MES101 (6)	MES111 (4)	MES31 (6)	MES41 (6)	MAE1 (6)
MES102 (6)	MES112 (4)	MES32 (6)	MES42 (6)	MAE2 (6)
MES103 (6)	MES113 (4)	MES33 (6)	MES43 (6)	MAE3 (6)
MES104 (6)	MES114 (6)	MES34 (6)	MES44 (6)	MAE4 (6)
	MES115 (6)			

Note : If the candidate has already acquired a Diploma or PG Diploma in any of the above areas of specialization, the candidate is required to choose one area of specialization from the remaining areas of specialization.

Annexure I(c)

MLIS Programme Elective Courses (Details given under Programme) (Choose any TWO courses)

MLIE101	MLIE102	MLIE103	MLIE104	MLIE105	MLIE106

Annexure I(d)

MAPY Programme Elective Courses **(Details given under Programme)**
(Choose any **SIX** courses)

MPYE1	MPYE2	MPYE3	MPYE4	MPYE5	MPYE6
MPYE7	MGP5				

Annexure I(e)

PGDBP Programme Elective Courses **(Details given under Programme)**
(Choose any **TWO** courses)

MBP5 (4)	MBP6 (4)	MBP7 (4)

CAFE Programme Elective Courses (Details given under Programme)
(Choose any TWO courses)

BFEE101 (4)	BFEE102 (4)	BFEE103 (4)	BFEE104 (4)

DAQ Programme Elective Courses (Details given under Programme) (Choose TWO course/ONE STREAM)

STREAM I

BAQ2 (8)	BAQL1 (6)
THEORY	LAB

STREAM II

BAQ3 (8)	BAQL2
THEORY	LAB

PGCMDM Programme (Choice of Learners Support Centre)

Choice(1) [ ] **Choice(2)** [ ] **Choice(3)** [ ] **Choice(4)** [ ]

Annexure I(f)

PGDDM Programme Elective Courses (Details given under Programme)
(Choose any ONE courses)

MED4 (4)	MPAP1 (4)

PGDEMA Programme Elective Courses (Details given under Programme)
(Choose any **ONE** courses)

MES45 (4)	MES46 (4)	MES47 (4)	MES48 (4)

PGDRD Programme Elective Courses (Details given under Programme)
(Choose any **ONE** courses)

MRDE101 (6)	RDD6 (6)	RDD7 (6)

PGDUPDL Programme Elective Courses (Details given under Programme)
(Choose any **ONE** courses)

MEDSP45 (8)	MEDSE46 (8)

Annexure I(g)

CHCWM Programme Elective Courses (Details given under Programme) at Page No. 131 Optional Courses (Choose any Two courses)

BHME101	BHME102	BHME103	BHME104	BHME105	BHME106	BHMP101	BHML101

Annexure-I

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District_____ in the State/Union Territory _____ Pin Code_____ whose photograph is attested below belongs to *Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8* lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

I. *5 acres of agricultural land and above;*
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Sreenivasan

Annexure-II

Undertaking from Prospective Students with Disability

I, ...enrolled in .....

(name of Programme) ..... admission cycle, certify that

I read and understand information published on hyperlink of Ministry of Social Justice and Empowerment, Govt. of India (www.disabilityaffairs.gov.in/content/page/rules--and -regulations.php#ipd2013) ragarding physical requirement of various posts identified for persons with disabilities (PWD) enrolling in the this programme is my informed decision.

Signature

Name in Capital Letter

Date :

Place :

Annexure-III

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre: _____

(To be submitted at the Regional Centre concerned for reimbursement of fee)

Name of the Student:

Name of the Programme and Programme Code:

Enrolment No.:

(Attach a copy of your student identity card)

Regional Centre and RC code:

Admission Session:

Category - Scheduled Caste (SC)/Scheduled Tribe (ST):

Aadhar No.:

Bank Details for reimbursement:
(Attach a self-attested copy of Bank passbook)

Name of the Bank:

Bank Account No.:
Name of Account Holder:
IFS Code of the Bank Branch:

(Note: For reimbursement student's bank account is mandatory, other bank account number will not be permissible)

Undertaking by the Student

I hereby declare that:

1. The above information given by me is correct and I actually belong to ____ ____ ___ Category.
2. I am not employed.
3. I am not availing any financial benefits/scholarship from any other Institute/Centre/Social Welfare Department of respective State or other Government Agency for pursuing this programme.
4. I have provided necessary information and relevant self-attested documents with this application. The University shall have every right to recover the fee reimbursement amount along with the penal interest and cancel my admission/degree if any information is found to be incorrect or misleading at any stage.

(Signature of the student)
Name:

Date:
Place:

Certificate of Verification

It is certified that the information mentioned above in respect of (Name of student) ……

…… enrolment no. …… enrolled in ……

academic programme in admission cycle …….. is correct and verified as per

information furnished by students in admission form.

Singnature & Stamp of Regional Director
Regional Centre

Documents to be verified by Regional Centre:

1. Copy of IGNOU student I-card (auto generated/issued by Regional Centre)
2. Self attested copy of Caste Certificate (SC/ST) issued from the appropriate authority as mentioned in Common Prospectus.
3. For details about eligibility and procedure for reimbursement of fee interested students may refer notification issued by University for that admission session. The notfiation is published on official website of the University (www.ignou.ac.in).

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari*.....Son/daughter* of ..... of village/town*.....in District/ Division*.....of the State/Union Territory*.....belongs to the.....
Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* Under:

The Constitution (Scheduled Castes)Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order)1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North- Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders(Amendment) Act, 1976.)

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders(Amendment)Act, 1976;

*The constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order,1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/ Shrimathi*.....father/mother*of Shri/Shrimathi/Kumari*.....of village/ town*.....in District/Division*.....of th e State/ Un ion Territory*.....who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Trib e* in th e State/ Un ion Territory*..... issu ed b y th e .....dated.....

3. Shri/Shrimathi*/Kumari* .....and /or* his/her* family ordinarily reside(s) in village/ town*.....of .....District/Division* of the State/Union Territory* of .....

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

* Strike out whichever is not applicable
Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
* Please delete the words which are not applicable.
** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONGWITH APPLICATION FORM

This is to certify that ....., son/daughter of....., of village.....District/Division.....in the State.....belongs to the.....community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India,

Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.
* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.
* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.
* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.
* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.
* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

* Shri.....and/or his/her family ordinarily reside(s) in the..... District/ Division of the.....State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/ 3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form

(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

(c) The authorities competent to issue caste certificates are indicated below:

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commisioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii)Revenue Officer not below the rank of Tehsildar; and (iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THECERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BYTHE UNIVERSITY.

Annexure-IV

EXPERIENCE CERTIFICATE

(DBPOFA Programme)

(Certificate in Business Process Outsourcing Financeand Accounting-CBPOFA)

The Exit Option after completing the 1st Semester (BPOI-001 to BPOI-005) courses is only available to Working Professionals.

In light of above, the Experience Certificate placed below will have to be filled up by the Organization where the enrolled student is working for obtaining.

"Certificate in Business Process Outsourcing-Finance and Accounting"(CBPOFA) from IGNOU and to be returned back to the School dully filled up along with the Photocopy of Application Form

"EXPERIENCE CERTIFICATE"

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)

EXPERIENCE CERTIFICATE

(PGJMC/ CIG/CTE/ PGDHE / PGDHHM/ DNA)

This is to certified that Mr./Ms./Mrs. _____

is employed with this school/Institution/Organisation/Office/Hospital as _____

since _____

Place :_____ Signature : _____

Date:_____ Name : _____

(in Block letters)

Designation :

Name of School/Institution/ _____

Organisation/Office/Hospital _____

(Seal/Stamp) _____

(Self employed professional maycertify on their own behalf, but they should attach copies of their Registration Certificates)

FORM - A
(For thoseseeking admission to DNA Programme)

1) Professional Qualification General Nursing & Midwifery

a) Completion State Board/ Nursing Council Examination ☐ ☐ ks

b) General Nursing ☐ ☐ ks

c) Midwifery Nursing ☐ ☐ Year

d) Name of Registration Council ☐ ☐ Year of

Regn. ☐ Reg. No. RM

Students applying in Delhi must have the proof of Registration with Delhi Nursing Council (DNC).

2) Marks Obtained

Years	Total Marks Obtained	Total Max. Marks	Percentage
1st year			
2nd year			
3rd year			
Total			

3) Male Nurses to mention course done in lieu of Midwifery (recognized by INC)

Psychiatric Nursing ☐

Opthalmic Nursing ☐

Tuberculosis ☐

Leprosy ☐

Operation Theatre ☐

Oncology ☐

Cancer Nursing ☐

Occupational Health ☐

Neurology ☐

4) Working Experience (Please give details chronologically) :

S. No.	Name of Organization	Designation	Dates of Service		Length of Experience	
			From	To	Years	Months
				Total		

FORM – B

(For those seeking admission to PGDMCH/PGDGM Programme)

1. Date of Completion of Internship. ☐☐ ☐☐ ☐☐☐☐
2. Number of completed years as on December 31, 2020
   Since the date of completing of Internship ☐☐ yrs ☐☐ months
3. Details of M.B.B.S. Marks:

Examination	Number of Attempts	Maximum Marks	Marks Obtained	Percentage	Enclosure No.	For Official Use
1st M.B.B.S.						
2nd M.B.B.S.						
3rd M.B.B.S.						
4th M.B.B.S. (if any)						
Grand Total						

4. If MBBS marks in grade system, mention the above all grade for total MBBS .....
5. Mention if sponsored by the State/ Central Government .....

FORM – C

(For those seeking admission to PGDHHM)

1. Educational Qualifications

Degree (s)/Diploma(s) held	Date of Completion	University
i)		
ii)		
iii)		
iv)		

2. Date of Completion of Internship (where applicable) .....
3. Medical Council/States/Other Council Registration Number (indicate if not applicable)
   .....
4. Work Experience in chronological order starting from present (indicate if self employed)

Name of Organisation	Designation	Nature of work	No. of years
.....			
.....			
.....			

FORM – D
(For those seeking admission to CCPD Programme)

Registration category (tick ▤ in appropriate box only)

☐ Sponsored (Bulk registration through PSC)

☐ Non Sponsored (Individual registration)

If sponsored, please specify	**(for IGNOU use)**
PSC Code: **Name and Seal of office**	

Qualification and Work Experience in chronological order

S.No.	**Educational (8th onwards)**	**Professional**	**S.No.**	**Work experience in chronological order starting from present**
i			i	
i			i	
ii			ii	
iv			iv	
v			v	

Summary of Qualification and Experience

Educational Qualification	**(tick ▤ in appropriate box only)**	**Official use only A**	**Total Experience**	**(tick ▤ in appropriate box only)**	**Official use B**
8th class			Less than 1 year		
10th class			1 to 2 years		
12th class			2 to 3 years		
Diploma			3 to 5 years		
Degree			5 years to 7 years		
Any other relevant Professional Qualification			7 years to 10 years		
			10 years to 15 years		
			More than 15 years		

INSTRUCTIONS

1. . This card should be produced on demand at the Study Centre and Examination Cent re or any ot her Establishment of IGNOU to use its facilities. No Student shall be allowed to appear in any examination/ practical without it.
2. . The facilities would be available only relating to the course or courses for which the student is actually registered.
3. . Duplicate Identity Card will be issued by the Regional Director at the city where Regional Centre is located.
4. . Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. . Identity Card is to be submitted to the issuing authority after completion of the said programme.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ignou THE PEOPLE'S UNIVERSITY

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student

Course Applied for : .....

DD / Challan No. : .....

DD /Challan Date : .....

Amount : .....

DD Drawn on : .....

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's/Mother's Name _____

_____

Address (in Capital Letters) _____

_____

_____

Pin Code _____

Full Signature of the Student

_____

PASTE

LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICERS

ATTESTED BY
REGIONAL DIRECTOR_____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Affix Postage stamp for Rs 6/-

_____

_____

_____

19 SUMMARY LIST OF PROGRAMMES

Academic Programmes of the University - IGNOU Common Prospectus, January 2021

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	BACHELOR'S DEGREE PROGRAMMES								
1	Bachelor of Arts	BAG	SOSS	10+2 or its equivalent	English & Hindi	3 years	6 years	For B.A. Rs. 8,700/- for full programme to be paid year wise @ Rs. 2,900/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.3,100/-	January & July
2	Bachelor of Commerce	BCOMG	SOMS	10+2 or its equivalent	English & Hindi	3 years	6 years	Rs. 8,700/- for full programme to be paid year wise @Rs. 2,900/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.3,100/-.	January & July
3	Bachelor of Science	BSCG	SOS	10+2 with science subjects or its equivalent qualification	English & Hindi	3 years	6 years	Rs. 14,100/- for full programme to be paid year wise @ Rs.4,700/- per year. Fee to be paid in first year, including Registration Fee of Rs.200/- is Rs.4,900/-	January & July
4	Bachelor of Computer Applications	BCA	SOCIS	10+2 or its equivalent	English	3 years	6 years	Rs. 42,000/- for full programme to be paid Semester wise @Rs. 7,000/- per semester	January & July
5	Bachelor of Library and Information Sciences	BLIS	SOSS	i) Bachelor's Degree with 50% marks and 45% for General and for the SC/ST/OBC/PH category respectively. OR ii) Bachelor's Degree with Diploma (one year) in Library Science OR iii) Bachelor's Degree with 2 years of working experience in Library and Information Centre	English..	1 year	2 years	Rs. 7,500/- for full programme	January & July
6	Bachelor of Arts (Tourism Studies)	BTS	SOTHSM	10+2 or its equivalent	English & Hindi	3 years	6 years	Rs. 10,800/- for full programme to be paid year wise @Rs. 3,600/- per year	January & July
7	Bachelor of Social Work	BSWG	SOSW	10+2 or its equivalent	English & Hindi	3 years	6 years	Rs. 16,800/- for full programme to be paid semester wise @ Rs.5,600/- per year.	January & July
8	Bachelor of Business Administration	BBARL	SOMS	(i) Category A–Direct Entry (a) 10+2 /equivalent. (b) University provides reservation of seats as per Government of India rules. (ii) Category B – Sponsored Admission The sponsor is allowed to nominate employees, who have passed 10+2/equivalent, from their Retail Organization. The sponsor will submit a letter on the company's	English	3 years	6 years	Rs. 27,000/- for full programme to be paid year wise @ Rs.9,000/- per year.	July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				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.					
9	Bachelor of Arts (Vocational Studies) Tourism Management	BAVTM	SOTHSM	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 12,600/- for full programme to be paid Rs.4200/- per year	January & July
	BACHELOR'S (HONOURS) DEGREE PROGRAMMES								
10	Bachelor of Arts (Honours) Economics	BAECH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
11	Bachelor of Arts (Honours) History	BAHIH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
12	Bachelor of Arts (Honours) Political Science	BAPSH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
13	Bachelor of Arts (Honours) Psychology	BAPCH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
14	Bachelor of Arts (Honours) Public Administration	BAPAH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
15	Bachelor of Arts (Honours) Sociology	BASOH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
16	Bachelor of Science (Honours) (Anthropology)	BSCANH	SOSS	10+2 or its equivalent	English and Hindi	3 years	6 years	Rs. 18,000/- for full programme to be paid year wise @ Rs. 6,000/- per year.	January & July
17	Bachelor of Arts English (Honours)	BAEGH	SOH	10+2 or its equivalent	English	3 years	6 years	A total of Rs. 10,500/- is to be paid year-wise for the full programme, @	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
								Rs.3,500/year. Fee to be paid in the first year including a registration fee of 200/- is Rs.3,700/-.	
18	Bachelor of Arts Hindi (Honours)	BAHDH	SOH	10+2 or its equivalent	Hindi	3 years	6 years	Rs. 10,500/- for full programme to be paid year wise @ Rs. 3,500/- per year. Fee to be paid in 1st year, including Registration Fee ofRs.200/-is Rs.3,700/	January & July
19	Bachelor of Science (Honours) (Biochemistry)	BSCBCH	SOS	10 + 2 pass (or equivalent from other recognized Boards) with science subjects, namely, Biology, Chemistry and Physics	English and Hindi	3 years	6 years	Rs. 43,500/- for full programme to be paid year wise @ Rs. 14,500/- per year. Fee to be paid in 1st year, including Registration Fee of Rs.200/-is Rs.14,700/	January & July
	MASTER'S DEGREE PROGRAMMES								
20	Master of Commerce	MCOM	SOMS	Bachelor's Degree or a higher degree from a recognized University.	English & Hindi	2 years	4 years	Rs. 15,600/- for full programme to be paid year wise @Rs. 7,800/- per year.	January & July
21	Master of Arts (English)	MEG	SOH	Bachelor's Degree or a higher degree from a recognized University.	English	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year.	January & July
22	Master of Arts (Hindi)	MHD	SOH	Bachelor's Degree or a higher degree from a recognized University.	hindi	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year.	January & July
23	Master of Arts (Political Science)	MPS	SOSS	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year	January & July
24	Master of Arts (History)	MAH	SOSS	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year	January & July
25	Master of Arts (Sociology)	MSO	SOSS	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year	January & July
26	Master of Arts (Psychology)	MAPC	SOSS	Bachelor's Degree in any subject from a recognized University	English	2 years	4 years	Rs. 18,600/- for full programme to be paid year wise @Rs. 9,300/- per year	January & July
27	Master of Arts (Economics)	MEC	SOSS	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 16,400/- for full programme to be paid year wise @Rs. 8,200/- per year	January & July
28	Master of Arts (Public Administration)	MPA	SOSS	Bachelor's Degree or a higher degree from a recognised University.	English & Hindi	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year	January & July
29	Master of Library and Information Sciences	MLIS	SOSS	Bachelor's Degree in Library and/or Information Science or Associateship from NISCAIR or DRTC	English. Students can write assignments and TEE in Hindi language also	1 year	2 years	Rs. 10,800/- for full programme	January & July
30	Master of Arts (Anthropology)	MAAN	SOSS	Bachelor's Degree or a higher degree from a recognized University	English	2 years	4 years	Rs. 17,200/- for full programme to be paid year wise @Rs. 8,600/-	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
								per year	
31	Master of Arts (Gandhi and Peace Studies)	MGPS	SOSS	Bachelor's Degree or a higher degree from a recognized University	English and Hindi.	2 years	4 years	Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.	January & July
32	Master of Computer Applications	MCA_NEW	SOCIS	[(a) Passed BCA/B.Sc (Computer Science/IT) Bachelor Degree in Computer Science Engineering or Equivalent Degree (b) Obtained atleast 50% marks in the qualifying examination(45% marks in case of candidates belonging to reserved category)] OR [(a) (i) Any Bachelor's degree of minimum 3 year duration from a recognized University AND Mathematics as one of the subject at 10+2 level or graduation level. (ii) Obtained atleast 50% marks in the qualifying examination(45% marks in case of candidates belonging to reserved category). (b) Successfully completed PGDCA of IGNOU]	English	2 years	4 years	Rs. 48,000/- for full programme to be paid semester wise @Rs. 12000/- per semester.	January & July
33	Master of Arts (Rural Development)	MARD	SOCE	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 11,000/- for full programme to be paid year wise @Rs. 5,500/- per year	January & July
34	Master of Science (Food Nutrition)	MSCDFSM	SOCE	B.Sc. (Home Science) specialization in Food and Nutrition, Dietetics and Clinical Nutrition or PG Diploma in Dietetics and Public Health Nutrition or Graduate (B.Sc.) or equivalent (MBBS, BHHS etc) from the following background – Home Science/ Food Science and Technology, Life Science, Microbiology, Pharmaceutical, Catering along with the DNHE or CNCC or CFN offered by IGNOU (Simultaneous admission for CFN/CNCC is also permitted).	English	2 years	4 years	Rs. 32,400/- for full programme to be paid year wise @Rs. 16,200/- per year.	July
35	Master of Science (Counselling and Family Therapy)	MSCCFT	SOCE	Bachelor's degree in any subject from a recognized university.	English	2 years	4 years	Rs. 33,600/- for full programme to be paid year wise @Rs. 16,800/- per year.	July
36	Master of Social Work	MSW	SOSW	Bachelor's Degree or a higher degree from a recognized University	English & Hindi	2 years	4 years	Rs. 36000/- for full programme to be paid year wise @Rs. 18000/- per year	January & July
37	Master of Social Work (Counselling)	MSWC	SOSW	Bachelor's degree in any discipline from a recognized university	English and Hindi	2 years	4 years	Rs. 36,000/- for full programme to be paid year wise @Rs. 18,000/- per year	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
38	Master of Arts (Education)	MAEDU	SOE	Bachelor's Degree in any discipline	English	2 years	4 years	Rs. 18,400/- for full programme (Rs. 9,200/- for 1st year & Rs. 9,200/- for 2nd year respectively).	January & July
39	Master of Arts (Distance Education)	MADE	SOE	Graduates in any discipline may take admission into this 2 years programme OR those who have earlier completed PGDDE from IGNOU, may take lateral entry directly into the second year of MA (Distance Education).	English	2 years	4 years	Rs. 11,000/- for full programme to be paid year wise @Rs. 5,500/- per year	January & July
40	Master of Arts (Adult Education)	MAAE	SOE	Bachelor's Degree from any recognized University	English	2 years	4 years	Rs. 12 ,800/- for ful l programme to be pa id year wise @ Rs. 6 ,400/- per year. Students admitted for first year shall re-register themselves for the second year by duly filling in the prescribed Re-Registration form of that year and submitting it to the Regional Centre concerned along with requisite fee.Programme Study Centres	July
41	Master of Tourism and Travel Management	MTTM	SOTHSSM	Category 1: BTS,BA(Tourism); B.Sc. Hospitality and Hotel Administration (BHM); Bachelor's in Hotel Management (approved by AICTE) and those students who have done their graduation in any field along with a Diploma in Tourism, which is recognized in the University system or by AICTE. Category 2: A Bachelor's Degree in any field. (However, all students of Category 2 will have to pass four additional Tourism foundation courses during their period of study.)	English	2 years	4 years	Category-I : Rs. 12,600/- for full programme fee, to be paid year-wise @Rs. 6,300/- per year. Category-II : Rs. 15600/- for full programme, to be paid @Rs. 9300/- for 1st year and Rs. 6300/- for 2nd year.	January & July
42	Master of Arts (Philosophy)	MAPY	SOITS	Bachelor's Degree or equivalent.	English	2 years	4 years	Rs. 12,600/- for full programme to be paid year wise @Rs. 6,300/- per year	January & July
43	Master of Arts (Development Studies)	MADVS	SOEDS	Bachelor's Degree in any discipline from a recognized University	English	2 years	4 years	Full programme fees 11,400/- 1st year : Rs. 5,700/- and 2nd year Rs. 5,700/-	January & July
44	Master of Arts (Women and Gender Studies)	MAWGS	SOGDS	Bachelor's Degree from any recognized University	English	2 years	4 years	Rs. 13000/- for full programme. Fee must be paid yearwise-Rs. 6,500/- for 1st year (for Semester 1 & 2) at the time of taking admission to the Programme and Rs. 6,500/- for 2nd year (for semesters 3 & 4) at the time of taking admission to 2nd year through Re-	July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
								registration.	
45	Master of Arts (Gender and Development Studies)	MAGD	SOGDS	Bachelor's Degree or a higher degree from a recognized University.	English & Hindi	2 years	4 years	Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.	January & July
46	Master of Arts (Translation Studies)	MATS	SOTST	Graduate in any discipline with adequate knowledge of Hindi and English	Hindi	2 years	4 years	Rs. 9,600/- for full programme to be paid year wise @Rs. 4,800/- per year.	January & July
47	Master of Science (Mathematics with Application in Computer Science)	MSCMACS	SOS	Graduate with a Major, or Honours in Mathematics with at least 50% marks in aggregate. If the seats at a centre remain vacant then: Graduate with a BA/B.Sc. degree with Mathematics as one of the three main subjects with equal weightage, having atleast 50% in aggregate and 55% in aggregate in the Mathematics courses will be considered for admission.	English	2 years	4 years	Rs. 26,400/- for full programme to be paid semester wise @Rs. 6,600/- per semester	January
48	Master of Arts (Journalism and Mass Communicatio n)	MAJMC	SOJNMS	The learners should have Bachelors Degree in any discipline. They should have access to computers, Internet and basic knowledge of word processing (for creating word documents and communicating through the Internet for sending and receiving mails, browsing sites etc.).	English	2 years	4 years	Rs. 25,000/- for both years; payable in two installments of Rs. 12,500/- per year	January & July
49	Master of Arts (Sanskrit)	MSK	SOH	Bachelor's Degree in any discipline or equivalent	Hindi	2 years	4 years	Rs. 12,000/- for full programme to be paid year wise @Rs. 6,000/- per year.	January & July
50	M.Sc. (Environmental Science)	MSCENV	SOITS	Graduation in Science from a recognized University	English	2 years	4 years	Rs. 15,000/- for full programme	January & July
	POST GRADUATE DIPLOMA PROGRAMMES								
51	Post Graduate Diploma in Rural Development	PGDRD	SOCE	Bachelor's Degree.	English & Hindi	1 year	3 years	Rs. 2,400/- for full programme	January & July
52	Post Graduate Diploma in Counselling and Family Therapy	PGDCFT	SOCE	Bachelor's degree in any subject from a recognized University	English	1 year	3 years	Rs. 16,800/- for full programme	July
53	Post Graduate Diploma in Translation	PGDT	SOTST	Bachelor's Degree	Hindi	1 year	3 years	Rs. 4,000/- for full programme	January & July
54	Post Graduate Diploma in International Business Operations	PGDIBO	SOMS	Bachelor's Degree in any discipline or equivalent	English & Hindi	1 year	3 years	Rs. 8,200/- for full programme	January & July
55	Post Graduate Diploma in Applied	PGDAST	SOS	Graduation in any discipline.	English	1 year	3 years	Rs.7,600/- for full programme.	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Statistics								
56	Post Graduate Diploma in Environment and Sustainable Development	PGDESD	SOS	Graduate from a recognized University/Institution	English	1 year	3 years	Rs. 7,000/- for full programme	January & July
57	Post Graduate Diploma in Analytical Chemistry	PGDAC	SOS	Science Graduate with Chemistry or B. Pharma./B.Tech. degree holders.	English	1 year	3 years	Rs. 9,600/- for full programme	January & July
58	Post Graduate Diploma in Disaster Management	PGDDM	SOSS	Graduate in any discipline	English & Hindi	1 year	3 years	Rs. 6,300/- for full programme	January & July
59	Post Graduate Diploma in Mental Health	PGDMH	SOSS	I. Post graduates in Psychology/Social Work/ Nursing II. All Medical graduates (Allopathy/Homoeopathy/ Ayurvedic/Unani/Siddha)	English	1 year	3 years	Rs.8000/-The Programme	July
60	Post Graduate Diploma in Library Automation and Networking	PGDLAN	SOSS	Bachelor's Degree in Library and Information Science	English	1 year	3 years	Rs. 17,000/- for full programme	January & July
61	Post Graduate Diploma in Gandhi and Peace Studies	PGDGPS	SOSS	Graduate in any discipline.	English and Hindi	1 year	3 years	Rs.3,700/- for full programme	January & July
62	Post Graduate Diploma in Higher Education	PGDHE	SOE	Teachers in an institution of higher education or Post Graduate Degree holders in any subject including a Professional Degree	English	1 year	3 years	Rs. 3,000/- for full programme	January & July
63	Post Graduate Diploma in Educational Technology	PGDET	SOE	Graduation from a recognized University.	English	1 year	3 years	Rs. 6,600/- for full programme	January & July
64	Post Graduate Diploma in School Leadership and Management	PGDSLM	SOE	i) Prospective and In-service Head Teachers/Principal with Graduate Degree from a recognized University OR ii) Graduate /Post Graduate Teachers	English & Hindi	1 year	3 years	Rs. 6,000/- for full programme	January & July
65	Post Graduate Diploma in Educational Management and Administration	PGDEMA	SOE	Graduate in any discipline	English	1 year	3 years	Rs. 7,000/- for full programme	January & July
66	Post Graduate Diploma in Pre Primary Education	PGDPPED	SOE	Graduate in any discipline	English	1 year	3 years	Rs. 9,600/- for full programme	January & July
67	Post Graduate Diploma in Adult Education	PGDAE	SOE	Bachelor's Degree from any recognised University	English	1 year	3 years	Rs.7,200/- for full programme	July
68	Post Graduate Diploma in Urban Planning and Development	PGDUPDL	SOEDS	Graduation in any discipline	English & Hindi	1 year	3 years	Rs.6,000/- for full programme	January & July
69	Post Graduate	PGDDVS	SOEDS	Graduation in any	English	1 year	3 years	Rs. 5000/- for full	January

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Diploma in Development Studies			discipline				programme	& July
70	Post Graduate Diploma in Corporate Social Responsibility	PGDCSR	SOEDS	Graduation in any discipline	English	1 year	1 years	Rs. 7000/- for full programme	January & July
71	Post Graduate Diploma in Journalism and Mass Communicatio n	PGJMC	SOJNMS	Bachelor's Degree in any subject The learners should possess working knowledge of computers- MS Office and other simple software and should have internet access	English	1 year	3 years	Rs. 12,500/- for full programme and is payable in one installment.	January & July
72	Post Graduate Diploma in Audio Programme Production	PGDAPP	SOJNMS	Graduate in any discipline	English & Hindi	1 year	3 years	Rs. 10,600/- for full programme	January & July
73	Post Graduate Diploma in Food Safety and Quality Management	PGDFSQM	SOA	i) Graduation in Science with Chemistry/ Bio-Chemistry or Microbiology as one of the subjects. ii) Degree in allied Sciences like Agriculture/ Food Science/ Food Technology/ Post Harvest Technology/ Engineering/ Home Science/ Life Science/ Microbiology/ Biochemistry/ Biotechnology/ Horticulture/ Dairy Technology/ Veterinary/ Fisheries/ Hotel Management and Catering/ Hospitality Management, or equivalent etc. iii) Science graduate in disciplines like Geography, Statistics with Physics & Maths, Art Subjects and Medical Lab technology and with minimum three years experience in food processing and / or quality control. These students should have minimum 1 year experience in quality control activities. iv) Arts/Commerce graduate with diploma in food science/ hotel management disciplines viz fruits and vegetables, dairy technology, meat technology, cereals, pulses and oilseeds etc. with minimum 5 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food	English	1 year	3 years	Rs.14,400/- for full programme	July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				catering) and out of which 2 years experience should be in quality control activities. v) BA/B.Com graduates with minimum 7 years experience in Food Processing/ Food Quality Control/ Hotel Management (food preparation/ food catering) or holding senior position in Govt./ Semi Govt. Units involved in Food Quality Control.					
74	Post Graduate Diploma in Information Security	PGDIS	SOVET	i) B.Sc. (Computer Science)/ BCA/ B.Tech (Computer Sc.)/ B.Tech (IT) or its equivalent. OR ii) Bachelor Degree in any discipline or its equivalent from a recognized university / Institute with CIT/CIC/ACISE/ CISE from IGNOU or a Certificate in Computer Science/ Computer Application from a Govt. recognized institute with a minimum duration of 6 months or studied Computer Course as a part of the curriculum in Bachelor/PG Degree. OR iii) Bachelor Degree in any discipline or its equivalent from the recognized university/ institute with 1 year working experience in Computer Application/ IT	English	1 year	3 years	Rs.21,600/- for full programme to be paid semester wise @Rs. 10,800/- per semester	January & July
75	Post Graduate Diploma in Pharmaceutical Sales Management	PGDPSM	SOVET	Graduate degree in any discipline with Science in 10+2 OR Graduate degree in any discipline without Science in 10+2 but with 2 years of working experience as a medical representative in a pharma industry.	English	1 year	3 years	Rs. 7,400/- for full programme	January & July
76	Post Graduate Diploma in Intellectual Property Rights	PGDIPR	SOL	Graduate in any discipline	English	1 year	3 years	Rs. 10,200/- for full programme	January & July
77	Post Graduate Diploma in Criminal Justice	PGDCJ	SOL	Any Graduate, Graduate in Criminology, Social Work & Functionaries of Criminal Justice Administration	English	1 year	3 years	Rs. 10,800/- for full programme	January & July
78	Post Graduate Diploma in Environmental and Occupational Health	PGDEOH	SOITS	Graduation in any discipline wth Science at 10+2 level	English	1 year	3 years	Rs. 5,900/- for full Programme	January & July
79	Post Graduate Diploma in Folklore and Culture Studies	PGDFCS	SOITS	Graduate in any discipline	English	1 year	3 years	Rs. 2,400/- for full programme	January & July
80	Post Graduate	PGDSS	SOITS	Any Bachelor's Degree	English	1 year	3 years	Rs.6,200/- for full	January

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Diploma in Sustainability Science			from a recognised University				programme	& July
81	Post Graduate Diploma in Women's & Gender Studies	PGDWGS	SOGDS	Graduation in any discipline	English	1 year	3 years	Rs. 6,500/- for full programme fee, to be paid on annual basis (first and second semester registration together)	July
82	Post Graduate Diploma in Book Publishing	PGDBP	SOH	Bachelor Degree + knowledge of English & knowledge of word processing	English	1 year	3 years	Rs.8,000/- for full programme	July
83	Post Graduate Diploma in Social Work Counselling	PGDCOUN	SOSW	Graduation in any discipline from a recognized university	English and Hindi	1 year	3 years	Rs. 13,200/- for full programme fee.	January & July
84	Post Graduate Diploma in Hospital and Health Management	PGDHHM	SOHS	a) Medical/Dental graduates from a Medical/Dental Institutes of India or other countries recognized by Medical Council of India (MCI) or Dental Council. b) 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	English	1 year	3 years	Rs.25,200/- for full programme.	January
85	Post Graduate Diploma in Geriatric Medicine	PGDGM	SOHS	MBBS	English	1 year	3 years	Rs.26,000/- for full programme	January
86	Post Graduate Diploma in Maternal and Child Health	PGDMCH	SOHS	MBBS. 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 of the year in which s/he is applying for admission, 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.	English	1 year	3 years	Rs.30,000/- for full programme	January
87	Post Graduate Diploma in HIV Medicine	PGDHIVM	SOHS	MBBS Degree recognized by Medical Council of India (MCI)	English	1 year	3 years	Rs. 60,000/- for full programme	January
88	Post Graduate Diploma in Computer Applications	PGDCA_NEW	SOCIS	Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND	English	1 year	3 years	Rs. 21,600/- for full Programme to be paid semester wise @Rs.10800/- per	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				Mathematics as one of the subject at 10+2 level or Graduation level. OR Any Bachelor's degree of minimum 3 (three) year duration from a recognized University AND doesn't have Mathematics as one of the subject at 10+2 level or graduation level. These students are required to successfully complete BCS-012 (Graduate level Mathematics course) as Bridge Course.				semester. Non-Maths students have to pay Rs.1400/- additional in the first semester.	
89	Post Graduate Diploma in Animal Welfare	PGDAW	SOEDS	Graduation in any discipline	English	1 year	3 years	Rs. 5,400/- for full programme	January & July
	DIPLOMA PROGRAMMES								
90	Diploma in Early Childhood Care and Education	DECE	SOCE	10+2 or its equivalent	English, Hindi & Tamil	1 year	3 years	Rs. 3,000/- for full programme	January & July
91	Diploma in Nutrition & Health Education	DNHE	SOCE	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs. 3,000/- for full programme	January & July
92	Diploma in Panchayat Level Administration and Development	DPLAD	SOCE	10+2 or its equivalent	English	1 year	3 years	Rs. 3,600/- for full programme	January & July
93	Diploma in Event Management	DEVMT	SOCE	10+2 or its equivalent	English	1 year	3 years	Rs. 8,000/- for full programme	January & July
94	Diploma in Tourism Studies	DTS	SOTHSSM	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs.4,500/- for full programme	January & July
95	Diploma in Creative Writing in English	DCE	SOH	10+2 or any one without 10 +2 but age should be 20 years or above	English	1 year	3 years	Rs.3,800/- for full programme	January & July
96	Diploma Programme in Urdu	DUL	SOH	10+2 with Urdu as one of the subjects or Certificate in Urdu Language from IGNOU in lieu of Urdu as a subject, with no maximum age limit.	Urdu	1 year	3 years	Rs. 1,600/- for full programme	January & July
97	Diploma in Dairy Technology	DDT	SOA	10+2 or its equivalent	English, Hindi and Telugu	1 year	3 years	Rs. 15,200/- for full programme	July
98	Diploma in Meat Technology	DMT	SOA	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs. 12,700/- for full programme	July
99	Diploma in Watershed Management	DWM	SOA	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs. 10,600/- for full Programme	July
100	Diploma in Value Added Products from Fruits & Vegetables	DVAPFV	SOA	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs. 12,700/- for full programme	July
101	Diploma in Women's	DWED	SOGDS	10+2 or its equivalent OR Non 10+2 with three years	English & Hindi	1 year	3 years	Rs.3,600/- for full programme	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Empowerment and Development			working experience as development workers at any level					
102	Diploma in HIV and Family Education	DAFE	SOSW	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs.1,500/- for full programme	January & July
103	Diploma in Business Process Outsourcing — Finance and Accounting	DBPOFA	SOVET	10+2 or its equivalent with English as compulsory subject & 50% aggregate. OR Bachelors degree and above (with English as compulsory subject at 10+2 level)	English	1 year	3 years	Rs.19,200/- for full programme. But when you break it in installments it is as follows 1st Semester Rs. 9,600/- + 2nd Semester Rs. 9,600/- .	January & July
104	Diploma in Modern Office Practice	DMOP	SOVET	10+2 Pass or its equivalent	English	1 year	3 years	Rs. 6,000/- for full programme	January & July
105	Diploma in Paralegal Practice	DIPP	SOL	10+2 or its equivalent	English & Hindi	1 year	3 years	Rs.7,400/- for full programme	January & July
106	Diploma in Aquaculture	DAQ	SOS	10+2 Pass	English	1 year	3 years	Rs.6,900/- for full programme	January & July
107	Diploma in Retailing	DIR	SOMS	(i) Category A–Direct Entry (a) 10+2 / equivalent based on merit of physically fit candidates. The student shall submit a demand draft in favour of IGNOU payable at New Delhi along with the duly filled in application form. The Regional Center shall conduct the interview on the spot to assess the physical fitness and merit of the student. (b) University provides reservation of seats as per Government of India rules. (ii) Category B – Sponsored Admission The sponsor is allowed to nominate employees, who have passed 10+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.	English	1 year	3 years	Rs 8000/- for full programme	July
108	Diploma in Teaching German as a Foreign Language	DTG	SOFL	DTG is meant for all persons who have a B.A. degree and German knowledge of B1 (according to the Common European Framework of References for Languages) and/or equivalent language proficiency and who want to teach German as a Foreign Language at Indian	German	1 year	3 years	Rs.6,300/- for full programme	January

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				secondary schools.					
109	Diploma in Nursing Administration	DNA	SOHS	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	English	1 year	3 years	Rs.9,600/- for full programme	January
110	Diploma in Critical Care Nursing	DCCN	SOHS	Registered Nurse (RN) and (RNRM) at all levels (GNM/BSCN/ or above)	English	1 year	3 years	Rs.5,300/- for full programme	January
111	Diploma in Theatre Arts	DTH	SOPVA	10+2	English	1 year	3 years	Rs. 7,700/- for full programme	January & July
112	Diploma in Value Education	DPVE	SOEDS	10+2	English	1 year	3 years	Rs. 4,000/- for full programme	January & July
	POST GRADUATE CERTIFICATE PROGRAMMES								
113	Post Graduate Certificate in Cyber Law	PGCCL	SOL	Graduate in any discipline or 4th and 5th year students of 5 year integrated LLB course who passed three years.	English	6 months	2 years	Rs. 8,400/- for full programme	January & July
114	PG Certificate in Patent Practice	PGCPP	SOL	Degree in Science/ Technology/Medicine, Law and Fourth & Fifth year students of integrated LL.B. Course who passed three years. Learners with experience in dealing with patents and technology transfer will be preferred.	English	6 months	2 years	Rs.8,500/- for full programme	January & July
115	Post Graduate Certificate in Climate Change	PGCCC	SOITS	Graduation in any discipline from a recognized university	English	6 months	2 years	Rs. 3800/- for full programme	January & July
116	Post Graduate Certificate in Geoinformatics	PGCGI	SOS	Graduate in any discipline from a recognised university	English	6 months	2 years	Rs.6000/- for full programme	January & July
117	Advanced Certificate in Power Distribution Management	ACPDM	SOET	Engineering graduate/Engineering Diploma Holders OR Science/Commerce/ Arts Graduates or equivalent with 2 years experience in power utilities or the electricity sector	English	6 months	2 years	Rs.5,400/- for full programme	January & July
118	Post Graduate Certificate in Agriculture Policy	PGCAP	SOA	Graduation in any discipline	English	6 months	2 years	Rs.3,600/- for full programme	January & July
119	Post Graduate Certificate in Gandhi and Peace Studies	PGCGPS	SOSS	Graduate in any discipline	English and Hindi	6 months	2 years	Rs.2,200/- for full programme	January & July
120	Post Graduate Certificate in Adult	PGCAE	SOE	Bachelor's Degree from any recognized University/ Institute	English	6 months	2 years	Rs.3,200/- for full programme	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Education								
121	Post Graduate Certificate in Information and Assistive Technologies for the Instructors of Visually Impaired	PGCIATIVI	SOE	i) Bachelor degree in Computer Science from a recognized university (BCA/BSc-Computer Science) OR ii) Bachelor degree in any discipline from a recognized university with diploma/certificate in Computer Science OR iii) Bachelor degree in any discipline from a recognized university subject to the condition that PGCIATIVI will only be awarded after successfully completing the CIT programme from IGNOU.	English	6 months	2 years	Rs 5,400/- for full programme	January & July
122	Post Graduate Certificate in Bangla-Hindi Translation	PGCBHT	SOTST	Graduation	Hindi	6 months	2 years	Rs.1,600/- for full programme	January & July
123	Post Graduate Certificate in Malayalam-Hindi Translation	PGCMHT	SOTST	Graduation	Hindi	6 months	2 years	Rs.1,600/- for full programme	January & July
124	Post Graduate Certificate in Medical Management of CBRNE Disasters	PGCMDM	SOHS	MBBS (recognised by MCI). Only Indian Citizens would be considered	English	6 months	2 years	Rs. 5,500/- for full programme.	January & July
125	Post Graduate Certificate in Inventory Planning and Warehousing for Engineers	PGCPWS	SOET	Graduate in Engineering	English	6 months	2 years	Rs. 15,000/- for full programme	January & July
126	Post Graduate Certificate in Industrial Safety	PGCINDS	SOET	Graduate in Engineering/Graduate in Science wit h Physics and Chemistry	English	6 months	2 years	Rs. 6,000/- for full programme	January & July
	CERTIFICATE PROGRAMMES								
127	Certificate in Library and Information Science	CLIS	SOSS	10+2 Passed	English.	6 months	2 years	Rs. 3000/- for full programme	January & July
128	Certificate in Disaster Management	CDM	SOSS	10+2 or its equivalent	English & Hindi	6 months	2 years	Rs. 2,600/- for full programme	January & July
129	Certificate in Environmental Studies	CES	SOSS	10+2 or its equivalent	English & Hindi	6 months	2 years	Rs.2,400/- for full programme	January & July
130	Certificate Programme on Life and Thought of Dr. B.R. Ambedkar	CLTA	SOSS	10+2 or its equivalent	English and Hindi	6 months	2 years	Rs.800/- for full programme	January & July
131	Certificate in Peace Studies and Conflict Management	CPSCM	SOSS	10+2 in any discipline, (Those who don't posses 10+2 qualification can also be admitted after clearing	English & Hindi	6 months	2 years	Rs. 3500/- for full Programme	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				IGNOU's preparatory programme.					
132	Certificate in Food and Nutrition	CFN	SOCE	No formal qualification, Minimum age of 18 years as on the last date for receipt of Admission form.	English, Hindi, Assamese, Gujarati, Kannada, Malayala m, Marathi, Punjabi, Tamil and Oriya	6 months	2 years	Rs. 1,400/- for full programme	January & July
133	Certificate in Nutrition and Child Care	CNCC	SOCE	10+2 or its equivalent	English & Hindi	6 months	2 years	Rs. 2,000/- for full programme	January & July
134	Certificate in Rural Development	CRD	SOCE	Bachelor's Degree	English & Hindi	6 months	2 years	Rs. 1,800/- for full programme	January & July
135	Certificate in Guidance	CIG	SOE	Teachers of recognized Institutions OR Pass in Matriculation/SSC	English, Hindi and Odia	6 months	2 years	Rs.2,000/- for full programme	January & July
136	Certificate in Information Technology	CIT	SOCIS	10th Pass OR SSC OR DLC from Microsoft or equivalent	English	6 months	2 years	Rs.6,000/- for full programme	January & July
137	Certificate in Teaching of English as a Second Language	CTE	SOH	Graduation or 3 years of B.EL.ED or 2 years PTT, ETT or 10+2 with 2 years teaching experience	English	6 months	2 years	Rs.2,400/- for full programme	January & July
138	Certificate in Functional English	CFE	SOH	10+2 or its equivalent	English	6 months	2 years	Rs. 4,000/- for full programme	January & July
139	Certificate in Urdu Language	CUL	SOH	10+2 with no maximum age limit	Bilingual Hindi /Urdu	6 months	2 years	Rs.1,200/- for full programme	January & July
140	Certificate in Human Rights	CHR	SOL	10+2 OR its equivalent	English & Hindi	6 months	2 years	Rs.2,600/- for full programme	January & July
141	Certificate in Consumer Protection	CCP	SOL	10+2 OR its equivalent	English & Hindi	6 months	2 years	Rs. 1,800/- for full programme	January & July
142	Certificate in Co-operation, Co-operative Law & Business Laws	CCLBL	SOL	i) 10+2 for in-service personnel (with minimum three years service) i ii) Any degree for fresher	English	6 months	2 years	Rs.7,400/- for full programme	January & July
143	Certificate in Anti Human Trafficking	CAHT	SOL	Any Graduate,10+2 with five years of experience in the related field/10th standard (after doing bridge course from IGNOU, they will be admitted).	English and Hindi	6 months	2 years	Rs.1,300/- for full programme	January & July
144	Certificate in International Humanitarian Law	CIHL	SOL	10+2 or its equivalent	English	6 months	2 years	Rs.2,400/- for full programme	January & July
145	Certificate Programme in NGO Management	CNM	SOMS	10+2 or Matriculate with at least 3 years of work experience in NGO sector	English	6 months	2 years	Rs. 1,800/- for full programme	January & July
146	Certificate in Business Skills	CBS	SOMS	10+2 or its equivalent	English	6 months	2 years	Rs. 3,200/- for full programme	January & July
147	Certificate in Communicatio n & IT Skills	CCITSK	SOVET	10+2 pass with English as one of the subject	English	6 months	2 years	Rs.5,700/- for full programme	January & July
148	Advanced Certificate in Information	ACISE	SOVET	10th or its equivalent	English	6 months	2 years	Rs.5,400/- for full programme	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Security								
149	Certificate in Fashion Design	CFDE	SOVET	10+2 (Senior Secondary)	English	6 months	2 years	Rs. 5000/- for full Programme	January & July
150	Certificate in Tourism Studies	CTS	SOTHSM	10+2 pass or its equivalent	English & Hindi	6 months	2 years	Rs.2,000/- for full programme	January & July
151	Certificate Programme in Laboratory Techniques	CPLT	SOS	10+2 with Science subjects or equivalent OR pass in Higher Secondary with Science subjects or equivalent and one year of experience of working in a School/College/University science laboratory OR 10th pass or equivalent with Science subjects and two years experience of working in a School/College/University science laboratory	English and Hindi	6 months	2 years	Rs.4,200/- for full programme	January & July
152	Certificate Programme in Teaching of Primary School Mathematics	CTPM	SOS	Adult with 10th pass	English & Hindi	6 months	2 years	Rs. 1,800/- for full programme	July
153	Certificate in HIV and Family Education	CAFE	SOSW	10+2 or its equivalent	English & Hindi	6 months	2 years	Rs, 1000/- for full programme	January & July
154	Certificate in Social Work and Criminal Justice System	CSWCJS	SOSW	Graduate in any discipline	English & Hindi	6 months	2 years	Rs.1,300/- for full programme	January & July
155	Certificate in Tribal Studies	CTRBS	SOSW	10+2 or its equivalent	English	6 months	2 years	Rs. 900/- for full programme	January & July
156	Certificate in Sericulture	CIS	SOA	10th pass out OR non-10th pass-out having two years experience in the field of sericulture. The experience certificate should be from the extension officials of the Dept of Sericulture/Agriculture/Extension/Recognized NGOs/ Industry.	English and Hindi	6 months	2 years	Rs.4,200/- for full programme	January & July
157	Certificate in Organic Farming	COF	SOA	12th pass or its equivalent	English & Hindi	6 months	2 years	Rs.4,800/- for full programme	January & July
158	Certificate in Water Harvesting & Management	CWHM	SOA	10th pass	English & Hindi	6 months	2 years	Rs.2,400/- for full programme	January & July
159	Certificate in Poultry Farming	CPF	SOA	8th Pass	English, Hindi, Mizo and Telugu	6 months	2 years	Rs.3,600/- for full programme	January & July
160	Certificate in Beekeeping	CIB	SOA	8th Pass or Professional Beekeepers	English & Hind	6 months	2 years	Rs.1,400/- for full programme	January & July
161	Certificate in Arabic Language	CAL	SOFL	10+2 or 18 years of age	English/Arabic	6 months	2 years	Rs.1,800/- for full programme	January & July
162	Certificate in French Language	CFL	SOFL	10+2 and 18 years of age (minimum)	English & Hindi	6 months	2 years	Rs. 6,600/- for full programme	January & July
163	Certificate in Russian Language	CRUL	SOFL	Minimum age 18 years. No formal qualification is required Class 10 level of English proficiency is	Russian and English	6 months	2 years	Rs. 2,500/- for full programme	January & July

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
				desiable.					
164	Certificate in Japanese Language	CJL	SOFL	10+2 or equivalent with knowledge of English, Minimum 18 years of age.	Japanese and English	6 months	2 years	Rs. 5,500/- for full programme	July
165	Certificate in Korean Language & Culture	CKLC	SOFL	10+2 or equivalent with knowledge of English, Minimum 18 years of age.	Korean and English	6 months	2 years	Rs. 2,500/- for full programme	January & July
166	Certificate in Spanish Language & Culture	CSLC	SOFL	10+2 pass, with the knowledge of English	Spanish and English	6 months	2 years	Rs. 4,500/- for full programme	January & July
167	Certificate in German Language	CGL	SOFL	Adults who have successfully completed 10+2 or its equivalent	German and English	6 months	2 years	Rs. 2500/- for full programme	January & July
168	Certificate in Persian Language	CPEL	SOFL	10+2 or 18 years of age	English & Persian	6 months	2 years	1,600/- for full Programme	January & July
169	Certificate in First Aid	CFAID	SOHS	The programme is open for all those who have completed class 10th examination	English	6 months	2 years	Rs. 3,000/- for full programme	January & July
170	Certificate Programme in Yoga	CPY	SOHS	Class XII pass from any recognized board (any stream)	English	6 months	2 years	Rs. 5000/- for full Programme	January & July
171	Certificate in Health Care Waste Management	CHCWM	SOHS	10+2 or its equivalent	English	6 months	2 years	Rs.2,700/- for full programme	January & July
172	Certificate in Newborn and Infant Nursing	CNIN	SOHS	Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) / B.Sc. (N) or above	English	6 months	2 years	Rs.5,900/- for full programme	January & July
173	Certificate in Maternal and Child Health Nursing	CMCHN	SOHS	Nursing Professionals (RNRM) with Diploma in General Nursing and Midwifery (GNM) and above OR Auxiliary Nurse Midwife (ANM) /Female Health Worker (FHW)/Health Supervisor(HS)/ Lady Health Visitor (LHV)/Public Health Nurse (PHN).	English	6 months	2 years	Rs.5,900/- for full programme	January & July
174	Certificate in Home Based Health Care	CHBHC	SOHS	10th pass (Matriculation)	English /Hindi	6 months	2 years	Rs.2,400/- for full programme	January & July
175	Certificate in General Duty Assistance	CGDA	SOHS	10+2 Pass	English	6 months	2 years	Rs.6,000/- for full Programme.	January & July
176	Certificate in Geriatric Care Assistance	CGCA	SOHS	10+2 Pass with Science.	English	6 months	2 years	Rs.6,500/- for full programme	January & July
177	Certificate in Phlebotomy Assistance	CPHA	SOHS	10+2 Pass with Science	English	6 months	2 years	Rs.7,500/- for full Programme	January & July
178	Certificate in Home Health Assistance	CHHA	SOHS	10+2 Pass .	English	6 months	2 years	Rs.6,000/-for full Programme	January & July
179	Certificate in Community Health	CCH	SOHS	GNM/B.Sc. Nursing/PB B.Sc. Nursing/ Ayurveda Practitioners/ BAMS	English	6 months	2 years	Rs. 15,000/- Cycle (subject to change)	January & July
180	Certificate in Visual Arts – Painting	CVAP	SOPVA	10th pass	English	6 months	2 years	Rs. 3,600/- for full programme	January & July
181	Certificate in	CVAA	SOPVA	10th pass	English	6 months	2 years	Rs.3,600/- for full	January

Sl. No.	Program	Code	School	Eligibility	Medium	Min. Duration	Max. Duration	Fee Structure	Session
	Visual Arts – Applied Art							programme	& July
182	Certificate in Performing Arts – Theatre Arts	CPATHA	SOPVA	10th pass	English	6 months	2 years	Rs. 3,600/- for full programme	January & July
183	Certificate in Performing Arts Hindustani Music	CPAHM	SOPVA	10th pass	English,	6 months	2 years	Rs.3,600/- for full programme	January & July
184	Certificate in Performing Arts Karnatak Music	CPAKM	SOPVA	10th pass	English	6 months	2 years	Rs.3,600/- for full programme	January & July
185	Certificate in Performing Arts Bharatanatyam	CPABN	SOPVA	10th pass	English	6 months	2 years	Rs.3,600/- for full programme	January & July
186	Certificate in Energy Technology and Management	CETM	SOET	10th Pass	English	6 months	2 years	Rs. 2,700/- for full programme.	January & July
187	Certificate of Competency in Power Distribution	CCPD	SOET	Electrical Technicians /Equivalent tradesman or manpower working in electricity/power sector OR General candidates or private electrical technicians 8th passed minimum	English /Hindi	6 months	2 years	Rs. 3,200/- for full programme	January & July
188	Certificate Programme in Value Education	CPVE	SOEDS	10+2 or its equivalent.	English	6 months	2 years	Rs.1,800/- for full programme	January & July
189	Certificate in Community Radio	CCR	SOJNMS	10+2 pass or its equivalent	English /Hindi	6 months	2 years	Rs. 5,900/- for full programme	January & July
190	Certificate in Mobile Application Development	CMAD	SOCIS	10+2 or Equivalent, 10th pass with 2/3 year Diploma are also eligible	English	6 months	2 years	Rs. 5,000/- for full programme	January & July
191	Certificate in Solid Waste Management	CSWM	SOITS	10+2 or its Equivalent	Hindi	6 months	2 years	Rs. 3,600/- for full programme	January & July
192	Certificate in Adolescent Health and Counseling	CAHC	SOHS	Teacher who are teaching in primary, middle, secondary & higher secondary school or any graduates.	English.	6 months	2 years	Rs. 2,000/- for full programme	January & July
	AWARENESS AND APPRECIATION PROGRAMMES								
193	Awareness Programme on Dairy Farming	APDF	SOA	No formal education, Able to Read and Write Hindi/Telugu	Hindi and Telugu	2 months	6 months	Rs. 1100/- for full programme	January & July
194	Appreciation Course on Environment	ACE	SOS	Graduation from a recognized University or equivalent qualification	English & Hindi	3 months	1 year	Rs. 1100/- for full Programme	January & July
195	Appreciation Course on Population and Sustainable Development	ACPSD	SOITS	Bachelor's Degree or equivalent from any recognized University	English	3 months	1 year	Rs. 1000/- for full programme.	January & July

The End