Student Handbook
&
Prospectus

MA in Participatory Development (MAPD)

Advanced Diploma in Participatory Development (ADPD)

PG Diploma in Participatory Development (PGDPD)

PG Certificate in Participatory Development (PGCEPD)

May, 2010

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (**IGNOU**)
MAIDAN GARHI, NEW DELHI – 110068

in collaboration with

SOCIETY FOR PARTICIPATORY RESEARCH IN ASIA (**PRIA**)
42, TUGHLAKABAD INSTITUTIONAL AREA,
NEW DELHI-110062

COMMENCEMENT OF SESSION
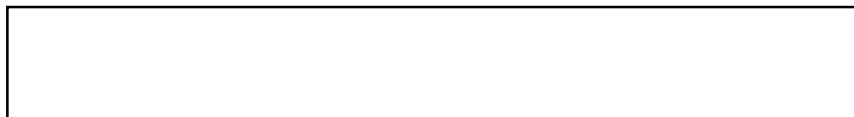
Last date to submit filled in application form:

Price: Rs. 200/- by cash at the Office of Centre for Extension Education (CEE), IGNOU & Rs. 250/- by registered post

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

Message from the Vice Chancellor

Prof. V.N. Rajasekharan Pillai
Vice Chancellor, IGNOU

Dear Learner,

It gives me great pleasure to welcome you to the Indira Gandhi National Open University (IGNOU) and I congratulate you for deciding to pursue your studies through the Open and Distance Learning (ODL) System adopted by the University. This Central University, established by an Act of Parliament has the objectives of providing higher education to all those who aspire for it.

I am also pleased to announce our association with PRIA- a professional NGO internationally recognized for its pioneering work in Participatory Development - to launch the Post Graduate programmes in Participatory Development through Centre for Extension Education (CEE) .This course will develop your skills and provide you an opportunity to make a career in the development sector.

The University is committed to excel in training capacity-building, scholarship, research and public service. IGNOU values the appropriate use of information and communication technologies and the satellite media to support quality teaching and learning. Self-instructional print materials, audio and video programmes, radio broadcasts, Gyan Darshan telecasts, face to face counseling sessions, teleconferencing and interactive radio counseling, periodic assignments and project work constitute the teaching-learning methodology. The University offers academic programmes ranging from certificate level to research level. These programmes cater to a wide range of learners from diverse background including professionally qualified specialists, executives, teachers at all levels, and the general public interested in pursuing post school education. As there is now walk in admission round the year, majority of the academic programmes being offered in both cycles of admission i.e. January and July cycles.

This prospectus provides you the necessary information on nomenclature of the programme, eligibility criteria, programme duration, fee structure, examinations and study centers, etc.

I hope you will find this prospectus helpful in pursuing your studies in IGNOU.

I wish you all success in your studies.

(V.N. Rajasekharan Pillai)
Vice-Chancellor

Dr. Rajesh Tandon
President, PRIA

Message from PRIA

Dear Learner/Student,

Welcome to our new Modular Masters programme "MA in Participatory Development" ,a joint initiative of IGNOU and PRIA, an internationally renowned NGO recognized for its pioneering work in the field of participatory development.

As investments in various socio-economic development programmes in the country have been increasing, there is a growing requirement of trained development professionals. The involvement and participation of the community and beneficiaries is critical to the success and sustainability of any development programme. Many innovative methods and tools of empowerment of the marginalized (women, tribal, dalits, minorities, etc) have been created and further honed to promoting participatory development. There is also growing need for effective management of development programmes and organisations, in order to facilitate people centred development in the country.

It is with this background that IGNOU and PRIA are launching this Masters Programme, which is modular in structure. Within a minimum period of two years and a maximum of five years learners can complete either one or all of the following :

l   PG Certificate in Participatory Development

l   PG Diploma in Participatory Development

l   Advanced Diploma in Participatory Development

l   MA in Participatory Development

Combining theory with practice and field placement in country's most renowned NGOs, this programme will prepare professionals who can manage development projects at district and state levels. PRIA's field practice over the past thirty years has been utilized in developing this unique programme being offered for the first time in the country. This programme will also enable development practitioners to upgrade their professional competence, thereby improving their career prospects.

We are convinced that this unique partnership between two of India's leading institutions —IGNOU the people's University —PRIA a professional NGO —will prepare high quality development professionals required by the country today.

(Rajesh Tandon)

CONTENTS

1. ABOUT THE UNIVERSITY

1.1   Introduction

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

- democratising higher education by taking it to the doorsteps of the learners

- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender

- offering need-based academic programmes by giving professional and vocational orientation to the courses

- promoting and developing distance education in India

- setting and maintaining standards in distance education in the country as an apex body.

1.2   Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction

- flexible admission rules

- individualised study: flexibility in terms of place, pace and duration of study

- use of latest information and communication technologies

- nationwide student support services network

- cost-effective programmes

- modular approach to programmes

- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations

- socially and academically relevant programmes based on students' need analysis

- convergence of open and conventional education systems

1.3   Important Achievements

- Emergence of IGNOU as the largest Open University in the World.

- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.

- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).

- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)

- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 Academic Programmes

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

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

1.5 (a) The Schools of Studies

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

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

1.5   (b) Centres/Councils/Units

In addition to Schools the University has set up Councils, Centres and Units which are catering to the educational needs of various groups which are generally covered by the School. The following are the important centres and Units of the University:

1.   Distance Education Council (DEC)

2.   Student Services Centre (SSC)

3.   Electronic Media Production Centre (EMPC)

4.   National Centre for Innovations in Distance Education (NCIDE)

5.   Inter- University Consortium (IUC)

6.   **Centre for Extension Education (CEE)**

7.   Staff Training and Research Institute of Distance Education (STRIDE)

8.   National Centre for Disability Studies (NCDS)

9.   Educational Development of North East Region Unit (EDNERU)

10. Centre for Corporate Education Training & Consultancy

11. Advanced Centre for Information and Innovative Learning

12. Research Unit

1.6   Centre for Extension Education (CEE)

The Indira Gandhi National Open University (IGNOU) has always been a front-runner in identifying developmental needs and designing suitable programmes for the benefit of the society and economy of the country. The Centre for Extension Education (CEE) was established to be nodal centre of all extension work being undertaken by IGNOU to enable the university to contribute to the goals of social development and improve the quality of human life through application of knowledge. The following programmes have been launched from CEE:

1.   Ph. D in Extension Education

2.   Ph. D in Community Outreach

3.   M.Phil in Extension Education

4.   M.Phil in Community Outreach

5.   MA in Participatory Development (MAPD)

6.   Advanced Diploma in Participatory Development (ADPD)

7.   PG Diploma in Participatory Development (PGDPD)

8.   PG Certificate in Participatory Development (PGCEPD)

9.   Diploma in Youth in Development Work (DCYP)

10. Diploma in Lifelong Learning (DELL)

11. Certificate in Communications Skills for BPO, ITeS & Related Sectors (CCSS)

12. Certificate in Lifelong Learning (CELL)

13. Certificate in Handmade Paper Making (CHPI) (under development)

14. Certificate in Telecentre / Village Knowledge Centre Management (CTVM)

15. Certificate in Youth in Development Work (CCYP)

16. Integrated Parental Awareness Programme (Project)

17. Teaching of Mother Tongue to Non- Resident Learners (Project)

2. ABOUT SOCIETY FOR PARTICIPATORY RESEARCH IN ASIA (PRIA)

Society for Participatory Research in Asia (PRIA) is an International Centre for Learning and Promotion of Democratic Governance. PRIA got registered in 1982 under the Society Registration Act, 1860. Since its inception, PRIA has embarked on a set of key initiatives focusing on participatory research, citizen-centric development, capacity building, knowledge building and policy advocacy. With a combination of training, research and consultancy, it has grounded its work with conceptual rigour and understanding of social reality to command the strategic direction of interventions. PRIA works with diverse range of partners at local, national and global levels.

PRIA's professional expertise and practical insights in the following areas are being utilised by other civil society groups, NGOs, governments, donors, trade unions, private business and academic institutions around the world:

- Participatory development methodologies

- Institutional and human capacity building for social sector

- Women's leadership and political empowerment

- Citizen monitoring and social accountability of services

- Participatory governance in panchayats and municipalities

- Municipal reforms and participatory planning

- Environmental and occupational health

- Corporate social responsibility (CSR)

- Adult education and lifelong learning

- Gender mainstreaming in institutions (including preventing sexual harassment at workplace)

PRIA adopts three broad approaches in its ongoing programmes:

First, it intervenes directly in the field primarily in the northern and eastern poorer regions of India, in order to promote 'citizens' collective voices' to make demands on governance institutions to claim their rights, access services and ensure accountable utilisation of public resources in development programmes. In recent years, PRIA's interventions have specially targeted Right to Information (RTI), National Rural Employment Guarantee Scheme (NREGS) and Urban Basic Services.

Second, PRIA provides on-demand advisory and consultancy services to a wide variety of clients internationally. It utilises its practical knowledge and professional expertise in various areas to offer 'participatory and sustainable solutions' to improve supply sides of development and democracy.

Third, PRIA offers educational programmes in numerous human and social development themes, drawing from its field experiences, advisory services and extensive research projects. Within the framework of 'learning for social change', these educational courses are offered in distance mode, sometimes specially designed for a client and many times in partnership with such premier educational institutions as Indira Gandhi National Open University (IGNOU), India, University of Victoria (UVic), Canada and Institute of Development Studies (IDS), UK.

Through its campaigns, research, education and policy advocacy interventions, PRIA's overarching mission is to **'make democracy work for all citizens'**.

3. ABOUT PROGRAMMES IN PARTICPATORY DEVELOPMENT

3.1 Rationale

In the current development scenario, focus on people centred and people controlled development are important dimensions of the national and international development debate and practice. There is a growing realisation among development practitioners and policy makers that the top down approach to development has not delivered the desired results. The ambitious development agenda in the country thus has generated a growing demand for trained workers to manage field-based development interventions in different regions of the country. The development interventions include social and economic development projects and programmes designed for the poor and marginalised section of the society, to facilitate inclusive and sustainable development. Community participation is integral to the design of these projects. Many government agencies, national/international NGOs, donors as well as corporates are thus recruiting trained workers to undertake challenging field responsibilities. These field initiatives are being designed and implemented in a manner that supports participation and ownership of local communities to ensure relevance of project benefits and sustainability of the outcomes.\

Learners seeking opportunity to engage in the development field in a systematic manner, as well as those already engaged in development work, thus need to be aware about the realities of development programmes and projects, and ways to manage them in a participatory manner. They need to promote participation of the hitherto marginalized sections of the community including tribals, dalits and women in development programmes and projects. They need to take into consideration new realities of constitutional bodies like Panchayats and Municipalities. In addition they need to be aware about issues of democratic governance, women's political empowerment and recent development interventions like the National Rural Employment Guarantee Scheme (NREGS) and Right to Information, which have contributed to the empowerment of the poor and marginalized. There is need to also understand issues related to management of development organizations, as development organizations are important vehicles for bringing about social change.

3.2 The Curriculum

The programme is divided into the following courses:

- **MA in Participatory Development (MAPD) (4 Semesters - 72 Credits)**

- **Advanced Diploma in Participatory Development (ADPD) (3 Semesters- 54 Credits)**

- **Post Graduate Diploma in Participatory Development (PGDPD) (2 Semesters- 36 Credits)**

- **PG Certificate in Participatory Development (PGCEPD) (1 Semester – 18 Credits)**

These programmes aim to build quality human resources to work on issues of inclusive development, in order to ensure that the poor and marginalised are empowered and their lives are enhanced.

Its main objectives are:

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

- To strengthen understanding on the concept and practice of participatory development.

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

- To provide opportunities to experience the process of participation in development and governance interventions.

- To strengthen understanding of key elements of managing development organizations.

The programme consists of 10 courses and two field works. Completion of 1st semester (course 1-3) will make the student eligible for PG Certificate ;on completion of 1st and 2nd semester, PG Diploma will be awarded; completion of 1st, 2nd & 3rd semester will make the student eligible for Advanced Diploma and on completion of all the four semesters, a Masters Degree will be awarded.

The broad themes covered in the curriculum are:

Critical analyses of development models, policies, processes and its implementation

The curriculum facilitates a critical assessment of the historical and contemporary dimensions of development. It strengthens understanding on the concept of poverty and sustainable development .The learners will be introduced to the concepts and different models of social policy formulations and the relevance of social policy to social planning and development. Building on a critical analysis of the history of planning in India, the curriculum will critically assess the five-year plans of India, highlight the evolutionary perspective of development programmes in India and assess how the focus and approach of the development programmes have changed since independence.

Concept and practice of participatory development and democratic governance

The curriculum will strengthen understanding on participatory development, unpacking the meaning of participation, and critically assessing the contemporary discourse on participation. The link of participation to citizenship and accountability will be explored and the debates on participation and power further explained. It will introduce the learners to the practice of community participation, analysing the factors that promote and hinder participation. Recognising the significance of participatory research in the discourse on participatory development, the programme will provide an insight on the evolution of participatory research, and will explore the concepts, principles and methods of participatory research. Concept of gender, various approaches and strategies for mainstreaming gender dimensions in development and addressing gender concerns within development interventions will form an integral component of the programme.

The learners will study social exclusion and displacement caused by development processes, the occurrence of disasters and its management and also existence of corruption in delivery of development services to the poor and marginalized. It will explain the concept of civil society and participatory governance, and highlight links of citizen participation and civil society with democratic governance. It will cover issues of multiple and complex accountabilities in the context of state, market and civil society sector. The relevance of accountabilities in rights-based development discourse will also be explained.

Knowledge and skills to manage development projects and programmes in a participatory manner

Strengthening understanding on local self-governance institutions, programme will explore the concept and evolution of Panchayati Raj Institutions and Municipalities, and the linkages between them and participatory development. It will further discuss different approaches and methods through which participation can be ensured in the development programmes. They will include strengthening community organizations and different community mobilization strategies, like campaigns, coalitions and network strengthening. Participatory training as an approach for empowerment will also be introduced to the learners.

The programme will further assist the learners to look at the key strategies for strengthening social accountability. Social accountability is a process of constructive engagement between citizens' groups and government for holding the government and other service providers accountable and responsible for their conduct and performance in their use or allocation of public resources. Programme will look at strategies to increase the participation of citizens in participatory development –which includes policy advocacy for influencing the decision-making on policy matters, and networking and coalitions as practical measures to undertake policy advocacy. It will develop critical insights on social audits and social development monitoring - key approaches to ensure social accountability.

The learners will develop knowledge of various strategies used to design, implement and monitor participatory development projects and programmes in the field. Insights and skill development on participatory methodologies would include issues like participatory planning, participatory monitoring and evaluation, participatory training, social audits, multistakeholder dialogues etc

In addition to project and programme management skills, the learners will also be introduced to Research methodology-the underlined philosophy, relevance and ethics of research .It will orient the learners to different types, approaches and methods of research, including statistical analysis of data. The research project in year two will focus on the Participatory research approach.

Strengthen understanding of key elements of managing development organizations

In addition the learners will understand key elements of financial and human management in development organization, with specific reference to development projects .It will include legal and regulatory framework of development organisations, as well as important components of managing development organisations. Understanding organisational framework, structure, systems, which includes financial, human resource development and communication systems, will be a very significant contribution of this programme. It will critically assess the component of leadership in development organisations and the challenges facing Voluntary Development Organisations in their pursuit of participatory development. It will highlight the significance of employee participation, and the relevance of human relations in organisations pursuing the path of participatory development.

Opportunities to experience the process of participation in development and governance interventions

Another important feature of this Masters programme is the opportunity of structured and supervised fieldwork intervention provided to the learners, in both the years. It will include supervised involvement of the student in existing interventions of the **IGNOU PRIA Field Placement Centers (IPFPC)**, around participatory processes. The list of IPFPC is enclosed in the annexure. In very select cases, where it is essential, the learners can identify locations for field placement, as well as the field worker (FW) supervisor in those locations. The locations and FW supervisors however will have to be certified/ approved by PRIA and IGNOU well in advance. The learners will have to   mention their choice for field placement centres and the month of fieldwork (from the options mentioned) in advance, so as to assist in making the necessary logistic arrangements

A meticulously designed practicum in Year 1 will ensure that the concepts covered in year 1 courses can be applied or tested in a real life field setting. The focus of Year 1 practicum will be to provide the learners opportunity to be involved in an action –oriented project concerning participatory development processes and methodologies. It will assist learners to develop skills and imbibe values for contributing to inclusive development. The Practicum will be for 3-week period. It will include 4 days in the IPFPC campus/office and 17 days hands-on field engagement in rural/tribal/urban sites of the IPFPCs.The learners will be involved in facilitating participatory process like: community participation around development issues, capacity building interventions, involvement in campaigns, multistakeholder dialogues, participatory planning or community based monitoring. The Practicum deliverable will be a Student Journal and Summary of Practice Document (between 4000-8000 words).

The Year 2 field engagement will focus on undertaking participatory action research on a participatory development theme/problem. The process of engagement in a participatory action research will be an enriching experience for both the learners as well as the community. The fieldwork placement will be for 2-week period. This will include 3 days in the IPFPC campus/office and 12 days doing hands-on field research in urban and rural sites of the IPFPCs.This will be an individual assignment. The Year 2 field engagements deliverable will be Research Report (between 8000-10,000 words).

3.3 Details of Courses

SEMESTER 1 (PGCEPD)

Credits: 18[1]

COURSE 1: DEVELOPMENT POLICIES AND PROGRAMMES

Block 1: Understanding Development

1. Concept of Development: Historical dimensions
2. Contemporary Dimensions of Development
3. Understanding Poverty
4. Factors Contributing to Poverty
5. Sustainable Development

Block 2: Social Policy

6. Concept of Social Policy
7. Significance of Social Policy
8. Ideological Underpinnings of Social Policy
9. Models of Social Policy
10. Constitutional basis of Social Policy in Indian Context
11. Impact of Globalization on Social Policy

Block 3: Development Plans

12. History of Planning in India
13. Five Year Plans: 1st to 3rd
14. Five Year Plans: 4th to 7th
15. Five Year Plans: 8th to 10th
16. Eleventh Five Year Plan: Inclusive growth

Block 4: Development Programmes

17. Evolutionary Perspectives of Programmes
18. State Initiated Programmes
19. International Agency Initiated Programmes
20. Corporate Initiated Development programme

COURSE 2: UNDERSTANDING PARTICIPATORY DEVELOPMENT

Block 1: Participatory Development

1. Concept of Participation: An Historical Overview
2. Contemporary Discourse on Participation
3. Participation and Power: Contemporary Discourse
4. Participation in Practice

Block 2: Participatory Research and its Practice

5. Evolution of Participatory Research

6. Concepts and Principles

7. Participatory Research Methods: Part I

8. Participatory Research Methods: Part II

9. Participatory Research: Illustrations

Block 3:Gender and Development

10. Concept of Gender

11. Approaches and Strategies of Gender in Development

12. Gender Analysis Frameworks and Tools

13. Gender Concerns in Development

Block 4: Challenges of Development

14. Development and Social Exclusion

15. Development and Displacement

16. Disasters and Their Management

17. Leakages and Bottlenecks of Development Programmes

COURSE 3: DEMOCRATIC GOVERNANCE AND CIVIL SOCIETY

Block 1: Civil Society: Concept and Emergence

1. Historical Perspectives of Civil Society (CS)

2. Contemporary perspectives on Civil Society (CS)

3. Civil Society and State

4. Civil Society and the Market

5. Global Civil Society

Block 2: Democratic Governance and Civil Society

6. Democracy

7. Participatory Governance

8. Citizenship

9. Accountability

Block 3: Strengthening of Civil Society for Democratic Governance

10. Need for Capacity Strengthening of Civil Society

11. Aspects of Capacity Strengthening in Civil Society

12. Field Insights and Future Issues in Capacity Strengthening

Block 4: Major Case Studies

13. Case Study 1: Chilika Bachao Andolan (Save the Chilika Movement)

14. Case Study 2: Struggle of Pavement Dwellers in Mumbai

15 Case Study 3: Land Distribution for Kol Tribes in Uttar Pradesh

SEMESTER 2 (PGDPD)

Credits: 18

COURSE 4: SECURING PARTICIPATION IN DEVELOPMENT PROGRAMMES

Block 1: Understanding Local Self Governance Institutions

1. Panchayati Raj Institutions: Concept and Evolution

2. Panchayati Raj Institutions and Participatory Development

3. Municipalities: Evolution and Concept

4. Citizen's Participation in Urban Governance

Block 2: Methods for Community Mobilisation

5. Strengthening Community Organizations

6. Facilitating Community organizations: Towards Better Collaboration

7. Campaign

8. Coalition Building

9. Promoting Grassroots Networks: Case Study

Block 3: Method for Capacity Enhancement

10. Understanding Participatory Training

11. Designing a Training event

12. Participatory Training methods

13. Illustration of Participatory Training

Block 4: Key Strategies for Strengthening Social Accountability

14. Policy Advocacy

15. Practical Ideas for Policy Advocacy: Networking and Collaborations

16. Multi-stakeholder Dialogue

17. Right to Information

18. Facilitating Social Audit

19. Social Development Monitoring

COURSE 5: PARTICIPATORY PROJECT MANAGEMENT

Block 1: Over View of Project Management

1. Project Management: An Overview

2. Project Management: Concepts and Tools and Techniques

3. Feasibility and Technical Analysis

4. Project Management Information Systems

Block 2: Methods and Tools for Project Formulation

5. Result Based Management

6. Logical Framework Analysis

7. Outcome Mapping

8. Project Proposal writing

Block 3: Participatory Planning

9. Understanding Participatory Planning

10. Participatory Planning Methods and Techniques

11. Micro planning

12. Illustration of Participatory Planning

Block 4: Participatory Monitoring and Evaluation (PME)

13. Understanding M&E

14. Understanding methodology of M&E

15. Understanding PME

16. PME methodologies

17. Experiences and Lessons of Strengthening Citizen's Monitoring in Jharkhand: A citizenship Perspective

COURSE 6: FIELD WORK (Field Action Report)

Year 1 Field Work:

The focus of Year 1 fieldwork is to provide opportunity to the students to get involved in an action-oriented project concerning participatory development processes and methodologies. The practicum will be for a period of 3-weeks. This will include 4 days in the IPFPC campus/office and 17 days doing hands-on field engagement in urban and rural sites of the IPFPCs. This will be a group assignment (group of 2-3 students).

SEMESTER 3 (ADPD)

Credits: 18

COURSE 7: LEGAL AND REGULATORY FRAMEWORKS OF DEVELOPMENT ORGANISATIONS

Block 1: Legal Framework

1. Forms of Organization

2. Trust Act and Society Registration Act

3. Cooperative Societies and Law

4. Company's Act (Sec 25) and Trade Union Act

Block 2: Regulatory Framework

5. Income Tax Act (ITA)

6. Audit

7. Foreign Contribution (Regulation) Act (FCRA)

8. Internal Regulation

Block 3: Institutional Governance

9. Governance in VDOS

10. Governance Mechanism

11. Issues and Future Challenges for VDOs

COURSE 8: MANAGEMENT OF DEVELOPMENT ORGANISATIONS

Block 1: Organisational Framework

1. What is an Organisation?

2. Organisational Design and Structure

3. Organisation Process

Block 2: HRM

4. HRM: Introduction

5. HRD system

6. HR Planning

7. Compensation Management

Block 3: Behavioural Issues

8. Understanding Human Behaviour

9. Perceptions

10. Learning Organisation

11. Motivation

12. Human Emotions at Work

Block 4: Leadership and Teams

13. Role of Leaders

14. Understanding Leadership in VDOs

15. Team Building

Block 5: Culture and Change

16. Organisational Culture

17. Conflict Management

18. Managing Change

COURSE 9: MANAGEMENT OF FINANCIAL RESOURCES

Block 1: Sources and Utilization of Finance

1. Managing Finances in VDOs- An Introduction

2. Sources of Finances

3. Methods of Resource Mobilisation

4. Utilisation of Financial Resources

5. Donor Reporting

Block 2: Accounting for VDOs

6. Accounting and its Functions

7. Accounting Process

8. Receipt and Payments

9. Presentations of Financial Statements

Block 3: Analysis and Management of Financial Resources

10. Preparation and Analysis of Cash Flow and Fund Flow

11. Cash Management

12. Inventory Management

Block 4: Budgeting

13. Budgets and Types of Budgets

14. Budgetory Control

Block 5: Issues in Managing Financial Resources

15. Management Control System in NPOs

16. Auditing Voluntary Organisations

17. Statutory Financial Requirements

SEMESTER 4 (MAPD)

Credits: 18

COURSE 10: COMMUNICATION FOR DEVELOPMENT

Block 1: E-Governance and ICT

1. Introduction to E-Governance

2. Role of ICT in Development

3. ICT Case Analysis

Block 2: Internal and External Communication

4. Engaging Internal and External Audiences through Communication Tools

5. Identifying Target Audiences for Internal and External Communication

6. Communication Need Assessment for External Communication

7. Content and Messaging

8. Tools for Communication

Block 3: Public Relations

9. Introduction to Public Relations and Media Relations

10. Techniques for Media Engagement

11. Media Audits

12. Crisis Communication

Block 4: Standardizing Communication

13. Management, Culture and Communication

14. Organisation Identity and Design

15. Uniformity of Content

Block 5: Interpersonal Communication Skills

16. Introduction to Personality Wellness and Communication Skills

17. Barriers to Communication

18. Skills with people and interpersonal relationships

19. The Art of Listening

20. Body Language

21. Effective Presentation Skills and office etiquettes

22. Importance of dress code and the power of dressing

COURSE 11: RESEARCH METHODOLOGY

Block 1: Bases of Research

1. Philosophy of Social Research

2. Characteristics of Social Research

3. Ethics of Research

4. Politics of Research

Block 2: Designing Research

5. Types of Research – Qualitative, Quantitative, Participatory and others

6. Approaches to Research – Qualitative and Quantitative

7. Introduction to Research Methods

8. Designing Research

Block 3: Doing Research

9. Data Collection Methods

10. Sampling Methods

11. Triangulation, Analysis and Presentation

12. Community or Participatory Research

Block 4: Statistical Analysis of Data

13. Measures of Central Tendencies

14. Measures of Dispersion and Variability

15. Statistical Inference: Test of Hypothesis

16. Correlations and Regression

Block 5:   Proposal and Report Writing

17. Basics of Research Report Writing

18. Research Report: Illustrations

19. Developing a Research Proposal

COURSE 12: PROJECT WORK (Project Report)

The focus of Year 2 fieldwork is to undertake participatory action research on a participatory development theme/problem. The fieldwork placement will be for a period of 15 days. This will include 3 days in the IPFPC campus/office and 12 days doing hands-on field research in urban and rural sites of the IPFPCs. This will be an individual assignment

3.4 Eligibility, Duration and Fees

Eligibility   : Bachelor's degree in any discipline from a recognized University/Institution

Age   : No Bar

Medium of Instruction : English

Duration   :

There is a minimum and a maximum period to complete each course as indicated below:

- MA in Participatory Development (MAPD) (minimum 2 years and maximum 5 years)

- Advanced Diploma in Participatory Development (ADPD) (minimum 2 years and maximum 5 years)

- PG Diploma in Participatory Development (PGDPD) (minimum 1 year and maximum 4 years)

- PG Certificate in Participatory Development (PGCEPD) (minimum 6 months and maximum 2 years)

Programme Fee*   :   Rs. 6250/- per semester. The fee. may be paid as follows:

Programme	Total Semester / Total Fee		Mode of Payment	
			1 installment	II installment
PGCEPD	1 Semester	Rs. 6250	Rs. 6250	Nil
PGDPD	2 Semester	Rs. 12,500	Rs. 12,500	Nil
ADPD	3 Semester	Rs. 18,750	Rs. 12,500	Rs. 6250
MAPD	4 Semester	Rs. 25,000	Rs. 12,500	Rs. 12,500

A Demand Draft in favour of ''IGNOU, Delhi'', payable at New Delhi for the amount equivalent to the first installment fee should be sent with the application form. The second installment may be paid before the commencement of the third semester.

(The expense incurred for fieldwork is not included in the programme fee and should be borne by the student separately.)

3.5 Credits and Evaluation

- MAPD is a 72-credit programme. The breakup is as follows:

    - MA in Participatory Development (MAPD) (72 credits)

    - Advanced Diploma in Participatory Development (ADPD) (54 Credits)

    - PG Diploma in Participatory Development (PGDPD) (36 credits)

    - PG Certificate in Participatory Development (PGCEPD) (18 credits)

- Evaluation will be done in each semester as indicated above.

3.6 Mode of Delivery

- These programmes are offered in a distance mode, making learning accessible through part time study, outside working hours. Distance delivery includes print materials, audio-visual CDs, guest faculty and engaged communication through web enabled bulletin board service.

- The learner support will be aided by the online Bulletin Board Service, which will be operational through out the duration of the programme, with dedicated instructors responsible for the online interaction with the learners. There will be provision of interacting with number of experts as Guest faculty, through the web enabled bulletin board service.

3.7 Students Intake

- Students will be admitted in July and January sessions of each year.

- The reservation of seats for SC/ST/OBC and other categories will be followed as per the University rules.

3.8 Mode of Admission

- The admission will be on the basis of application form.

4 UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.

4.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhiniyam, 2002" are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

4.2 Incomplete and Late Applications

Incomplete application forms/Registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer.

4.3 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

4.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

4.5 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the Director, SOITDS, IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective

State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the Director, School of Interdisciplinary and Transdisciplinary Studies, IGNOU.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

4.6 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque only through Director, School of Interdisciplinary and Transdisciplinary Studies, IGNOU.

4.7 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi–110 068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs.400/- in case of request for sending transcript outside India.

4.8 Disputes on Admission & other University matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

4.9 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/ 2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/ 94/ 176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005. (See Annexure-I, II & III)

4.10 Prevention of Malpractice and Ragging

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi. Students interacting with intermediaries shall do so at their own risk and cost.

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/her explanation is not found satisfactory, the authority would expel him/her from the University.

For further information contact :
Dr. M. C. Nair
Director
Centre for Extension Education (CEE)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
Tel No:- 011-29534104
E-mail: mcnair@ignou.ac.in

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110002

No.F.1-52/2000(CPP-II)   5th May, 2004

The Registrar
Indira Gandhi National Open University

Maidan Garhi
New Delhi-110068

Sub: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament of State Legislature in accordance with the provisions contained in Section 2(F) of the UGC Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F. 1-8/92(CPP) dated February, 1992 mentioning that the Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country. Attention is further invited to UGC circular No. F1-25/93(CPP-II) dated 28th July, 1993(copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No. 1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

May, I therefore request you to treat the Degrees/Diploma/Certificates awarded by the Open Universities in conformity with the UGC notification on specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully

Sd/-
(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl: As above

ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110002
Phone: 3312305, 3313390 Gram: ASINGU
3310059, 3312429 Telex: 31 66180 AIU IN
Fax: 011-3315105

No. EV/II (449)/94/176915-177115

January 14, 1994

The Registrar(s)
Member Universities

Subject: RECOGNITION OF DEGREES/DIPLOMAS OF OPEN UNIVERSITIES

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided to in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

"Resolved that the examinations of one University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university."

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university".

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)
Joint Secretary

INSTRUCTIONS FOR CANDIDATES

1. Please send your duly filled Application form along with the Demand Draft by Regd. Post / Speed Post/by Hand to the

   Director
   Centre for Extension Education (CEE)
   DEC Building, Ist Floor
   Indira Gandhi National Open University
   Maidan Garhi, New Delhi- 110068

2. Application submitted at any other office of the University will not be entertained.

3. Envelope carrying the application form should clearly indicate **"Application For Participatory Development Programme"**

4. Please retain the photocopy of the filled-in form for future reference.

5. Affix the photograph and enclose the following:

   i) Demand Draft for the required fee.

   i Self-attested copies of marksheets in support of your educational qualifications.

   iii) Self-attested copies of category certificate for SC/ST/PH/OBC/Kashmiri Migrant/ War Widow candidates, wherever required.

   iv) Students card and acknowledgement card (Affix your photograph on the students card and give your postal address on the acknowledgement card).

IGNOU-PRIA Field Placement Centres (IPFPC)

	Delhi
1.	Ms. Namrata Jaitli Sr. Manager PRIA 42, Tughlakhabad Institutional Area, New Delhi-110062 Tel.: 91-1-1-29960931-33 Fax: 91-11-29955183 Email: namrata@pria.org, Website: www.pria.org
	Uttarakhand
2.	Mr. Mahendra Singh Kunwar Secretary Himalayan Action Research Centre (HARC) 744, Indira Nagar Phase - II P.O.New Forest, Dehradun - 248 006, Uttarakhand Tel.: 0135-2764517 Telefax: 0135-2760121, Email: info@harcindia.org, Website: www.harcindia.org
	Uttar Pradesh
3.	Mr. Ashok Singh Director Sahbhagi Shikshan Kendra Sahbhagi Road, Chhatha Meel (Behind Police Fire Station), Sitapur Road, Lucknow - 227 208 Uttar Pradesh Mobile: (0522) 6980124, 9452293783, 9935321481, 9616231499, 9935302536 E-mail:info@sahbhagi.org, Web:www.sahbhagi.org
4.	Mr. K.N. Tiwari Director DISHA Social Organization Sultanpur, Chilkana, Saharanpur – 247 231, Uttar Pradesh Tel.: 0132-2696224, 2696424, Fax: 0132-2696224 Email: post@dishain.org, Web: www.dishain.org
	Himachal Pradesh
5.	Mr. Hemraj Sharma Director New Himalayan Organisation for People's Education (New HOPE) Village or P.O. Kharul, Via Daroh Tehsil Palampur, District Kangra, Himachal Pradesh - 176 092 Mobile: 09418797301 Email: hrajsharma@gmail.com
	Rajasthan
6.	Mr. Krishan Tyagi Asst Manager PRIA Field Office-Rajasthan 58 A, Nandpuri Colony, Bais Godam, Jaipur, Rajasthan - 302 006 Tel..: 0141 - 2216 013 Email: jaipur@pria.org

	Gujarat
7.	Mr. Binoy Acharya Director UNNATI G-1, 200 Azad Society, Ahmedabad - 380 015, Gujarat Tel.: 079-26746145, 26733296, 26730365, Fax : 079-26743752 Email : psu_unnati@unnati.org Website: www.unnati.org
	Jharkhand
8.	Ms. Rose Anita Trikey Programme Officer PRIA Field Office -Jharkhand Plot No. 251, Ground Floor, Mandir Marg, New A.G. Cooperative Colony Kadru, Ranchi – 834002, Jharkhand Tel.: 0651-2340321 Email: ranchi@pria.org
	Bihar
9.	Mr. Om Prakash Manager PRIA Field Office- Bihar Krishna Niwas, Anand Puri (Gandhi Nagar) Near Himgiri Apartments, West Boring Canal Road, Patna-800001, Bihar Tel.: 0612-2274526, Fax: 0612-2523857 Email: patna@pria.org
	West Bengal
10.	Dr. Nupur Basu Das Asst. Director, CINI Training Unit and Principal, Yuva Vabishya Shakti – CINI Community College CINI Chetana Training Unit Vill. And P.O. Amgachia, Via Joka South 24 Parganas, West Bengal - 700104 Telefax: +9133 24978240, +9133 24536359 Email: nupur@cinindia.org Website: www.cini-india.org
	Sikkim
11.	Ms. Nandita Pradhan Project Coordinator PRIA Field Office- Sikkim C/o. ISPS, Gesarkkhang, NH-31A PB NO.138, Pani House, Gangtok-737 101, Sikkim Tel.: 03592-281410 Fax: 03592-281362 Email: sikkim@pria.org
	Chattisgarh
12.	Mr. Mahesh Sudhakar Dhandole Programme Officer PRIA Field Office-Chattisgarh Plot No. 52, Geetanjali Housing Society, Sector 1, Raipur – 492007, Chhattisgarh Tel.: 0771-2442180, Email: raipur@pria.org

	Madhya Pradesh
13.	Mr. Avinash Jhade Programme Coordinator SAMARTHAN, Plot No.36, Green Avenue, Behind Sagar Campus, Ram Mandir Chuna bhatti, Kolar Road, Bhopal-462016, Madhya Pradesh Tel.: 0755-5273713, 5293147 Fax: 0755-2468663 Email: info@samarthan.org Website: www.samarthan.org
	Orissa
14.	Mr. P K Sahoo Chairman Centre for Youth and Social Development (CYSD) E-1 Institutional Area, Gangadhar Meher Marg Bhubaneswar - 751013 Orissa Tel.: 0674-2300983, Fax: 0674-2301226 Email: communications@cysd.org, cysdbbsr@sancharnet.in Website: www.cysd.org
	Maharashtra
15.	Ms. Sheela Patel,Director Ms. Maria Lobo,Programme Coordinator Society for the Promotion of Area Resource Centres (SPARC) Khetwadi Municipal School Building, Near Alankar Cinema Khetwadi Lane-1, 2nd Floor, Girgaon, Mumbai-400 004 India Tel: 0522-2386 5053 / 2385 8785 / 2380 1266 Telefax: 022 2388 7566 Email: sparc@sparcindia.org Website: www.sparcindia.org
	Andhra Pradesh
16.	Dr. Syed Mazhar Hussain Executive Director Confederation of Voluntary Association (COVA) # 20-4-10, Near Bus Stand, Charminar, Hyderabad – 500 002, Andhra Pradesh Tel.: 040-24572984, Fax.: 040-24574527 Email: covanetwork@gmail.com Website: www.covanetwork.org
	Tamil Nadu
17.	Mr. K. Shivakumar Director V.K. Foundation, VK Illam, Gandhigram Dindigul District, Tamil Nadu-624 302 Telefax: 0451-2452320, Fax: 0451-2252347 Email : vkshiva@sancharnet.in, vkshivaggm@gmail.com
	Kerala
18.	Mr. G. Jose Programme Coordinator Sahayi- Centre for Collective Learning and Action T.C. 22/2143, Peroorkada P.O, Trivandrum - 695 005, Kerala Tel: 0471-2434664 Fax: 0471-2539757 Email: directorsahayi@gmail.com, admin@sahayi.org.in Website: www.sahayi.org.in

[1]   All courses will be of 6 credits each

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Application Form for Admission to Programmes in Participatory Development

Knowledge is Power
PRIA

(SESSION)

Form No.

Control Number

INSTRUCTIONS

1. Please read the instruction in the Student Handbook and Prospectus before filling up the form.
2. Use BLACK BALL POINT PEN in boxes using English Capital Letters or English numerals
3. Do not make any stray marks on the sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet
5. Write in CAPITAL LETTERS only within the box, without touching the lines as shown in the sample below:

| 1 | 2 | 3 | 4 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |

1. Programme Code

2. Enrolment No. (For office use only)

PHOTOGRAPH

Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you.

3a. Are you already registered with IGNOU (Write the relevant code in the box)   A1 Yes   B2 No

3b. If yes write the Enrol. No. & Program Code in the boxes below:
Enrolment No.   Programme Code

Signature of Candidate

4. Date of Birth
Date   Month   Year

5. Nationality   A1 Indian   B2 Others

6. Sex: (Write the relevant code in the box)
A1 Male
B2 Female

7. Category (Write the relevant code in the box)
A1 - GEN   C3 - ST
B2 - SC   D4 - OBC
(In case of OBC student, Please also indicate code either)
D4 - A or D4 - B
(/) Cremy Layer - D4-A
(/) Non-Cremy Layer D4B

8. Territory Code: (Write the relevant code in the box)
A1 Urban
B2 Rural
C3 Tribal

9. Marital Status: (Write the relevant code in the box)
A1 Married
B2 Unmarried

10. Religion:
A1 Hindu   D4 Sikh   G5 Parsi
B2 Muslim   E5 Jain   H8 Jews
C3 Christian F6 Budhist I9 Others

11. Whether Minority: (Write the relevant code in the box)   A1 Yes   B2 No

12. Social Status: (Write the relevant code in the box)
A1 Ex-serviceman
B2 War widow
C3 Not applicable

13. Whether Kashmiri Migrant: (Write the relevant code in the box)   A1 Yes   B2 No

14. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)

15. Father's/Husband's Name/Mother's Name (Strick out whichever is not applicable)

16(a) Whether Physically Handicapped: (Write the relevant code in the box)
A1 Yes
B2 No

16(b). If physically handicapped (nature of disability): (Write the relevant code in the box)
A1 Hearing impairment   D4 Reading Disability
B2 Locomotor Impairment E5 Any other, Please specify
C3 Visual impairment

17. Employment Status: (Write the relevant code in the box)
A1 Unemployed   C3 Employed
B2 IGNOU Employee E5 KVS Employee

18. Details of Scholarship being received if any:
(a) Annual Scholarship Amount

(b) Deptt. Offering (Write the relevant code in the box) Scholarship
A1 Govt. Deptt.
B2 Other

(c) Family income (yearly)

19. Educational Qualifications; (Which makes you eligible for the programme)

(a) Qualification	(b) Main Subjects	(c) Year of passing	(d) Division	(e) % of marks	(f) Board Code
Code		(Last 2 Digits only)	(01, 02, 03 or 04) for pass	(Do not use Decimals)	(Wherever required)

20. Details of Registration Fees

DD/Challan No.

DD/Challan Date

Bank Name :

21. Address for Correspondece (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.)

City

District

State

Pin Code

22. Landline Telephone Number (if any) with STD Code

STD Code

Telephone No.

23. Fax No. (if any) with STD Code

STD Code

Fax No.

24. Mobile Number (if any)

25. E-mail address/ID (if any)

Declaration by the Applicant

I hereby declare that I have read and understood the conditions of eligibility for Certificate programme in Sanskrit for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitle to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rules.

Date

Signature of Candidate

INSTRUCTIONS FOR CANDIDATES

1. Please send your duly filled Application form along with the Demand Draft by Regd. Post / Speed Post/by Hand to the

   Director
   Centre for Extension Education (CEE)
   DEC Building, Ist Floor
   Indira Gandhi National Open University
   Maidan Garhi, New Delhi- 110068

2. Application submitted at any other office of the University will not be entertained.

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   i) Demand Draft for the required fee.

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   iii) Self-attested copies of category certificate for SC/ST/PH/OBC/Kashmiri Migrant/ War Widow candidates, wherever required.

   iv) Students card and acknowledgement card (Affix your photograph on the students card and give your postal address on the acknowledgement card).

Indira Gandhi National Open University
Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU !
Now you rank our performance...

Dear Student,

As the largest distance education institution in the world, we have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to **www.ignou.ac.in**. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU

Enrolment No. .... Name...

Gender : ☐ M ☐ F   Age Group: ☐ Below 30 ☐ 31 - 40 ☐ 41 - 50 ☐ Above 51

Programme of Study...

Year of Enrolment .... Year of Completion............................

Regional Centre................................... State ....Study Centre ....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	☐	☐	☐	☐	☐
2.	The learning materials were received in time	☐	☐	☐	☐	☐
3.	Supplementary study material (like video/audio) available	☐	☐	☐	☐	☐
4.	Academic counsellors explain the concepts clearly	☐	☐	☐	☐	☐
5.	The counselling sessions were interactive	☐	☐	☐	☐	☐
6.	Changes in the counselling schedule were communicated to you on time	☐	☐	☐	☐	☐
7.	Examination procedures were clearly given to you	☐	☐	☐	☐	☐
8.	Personnel in the study centers are helpful	☐	☐	☐	☐	☐
9.	Academic counselling sessions are well organized	☐	☐	☐	☐	☐
10.	Guidance from the programme coordinator and teachers from the school	☐	☐	☐	☐	☐
11.	Assignments are returned in time	☐	☐	☐	☐	☐
12.	Feedback on the assignments helped in clarifying the concepts	☐	☐	☐	☐	☐
13.	Project proposals are clearly marked and discussed	☐	☐	☐	☐	☐
14.	Studying in this programme provided the knowledge of the subject	☐	☐	☐	☐	☐
15.	Results and grade card of the examination were provided on time	☐	☐	☐	☐	☐
16.	Overall, I am satisfied with the programme	☐	☐	☐	☐	☐

After filling cut out this questionnaire and mail it to:
STRIDE, Block - 14, IGNOU, Maidan Garhi, New Delhi - 110 068