

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi 110 068.**  
**Phase 3: Programme Launch Approval form**  
**(For the approval of the School Board / Planning Board)**

**Note: Phase I Programme proposal & Phase II programme design and detailed report along with relevant extract of minutes of the School Board and Academic Council meetings be appended, as Appendices I and II.**

1. Programme Title: \_\_\_\_\_.
2. Mode of Delivery:  ODL  Online
3. Programme Code( To be obtained from P&DD): \_\_\_\_\_.
4. Name of the School/Centre/ Division proposing the programme : \_\_\_\_\_.
5. Programme Fee: \_\_\_\_\_.
6. a) Phase -1 approved on: \_\_\_\_\_ by \_\_\_\_\_.
- b) Phase-2 approved on: \_\_\_\_\_ by \_\_\_\_\_.
7. Readiness of Learning Resources:

**(a) Printed Resources** ( Please tick mark in appropriate column):

Item	Manuscript	Printed Quantity (25%, 50%, 75% & 100%)		In Case Not Printed, expected date of printing
		Ready	Not Ready	
Printed materials				
Assignments & Marking Schemes				
Programme Guide				

**(b) Other Resources:**

Item	Manuscript	Printed		Expected Date of Printing
		Ready	Not Ready	
Prospectus (If not covered in common prospectus)				
Project Guide / Lab Manuals				
Brochure				

**(c) Online Resources:**

a)

S. No.	Quantity	25%	50%	75%	100%
1	Web-site/Portal				
2	Preparation and Uploading of E-contents on Web-site/Portal				
3	Question-Bank for Online assignment and Term-End Examination (TEE)				

b)

S. No.	Other Study Resources	25%	50%	75%	100%
1	Audio Programmes				
2	Video Programmes				
3	Kits				
4	Any other Resources				

**8) Status of readiness of Support Divisions:**

(i) Student Registration division	Yes/No /NA	(Annexure-a)
(ii) Student Evaluation Division	Yes/No /NA	(Annexure-b)
(iii) Regional Service Division	Yes/No/NA	(Annexure-c)
(iv) Material Production Distribution Division	Yes/No /NA	(Annexure-d)
(v) Electronic Media Production Centre	Yes/No /NA	(Annexure-e)
(vi) E-gyankosh/School	Yes/No /NA	(Annexure-f)
(vii) EDNERU	Yes/No /NA	(Annexure-g)

9. Launch cycle (June/July) Year\_\_\_\_\_

Signature (s) of the Programme Coordinator (s)

Observations and Signature of the Director of the School

**Note:** A filled up copy of the approved phase-III, along with a brief note about delivery mechanism of the programme may be circulated to all the functional divisions involved in student support and admission.

Annexure-A

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi 110 068.**  
**Programme Launch Approval Form (Phase 3)**  
**(To be obtained from SRD)**

1. Programme Title: \_\_\_\_\_.
  2. Programme Code: \_\_\_\_\_.
  3. Readiness of Registration schedule Yes/No (Attach Schedule)
  4. Information Brochure circulated to RCs/SCs Yes/No
  5. Readiness of Advertisement Yes/No (Attach Matter)
  6. Target date for Advertisement in Newspapers and Website \_\_\_\_\_
  7. Readiness of Application Proforma,  
Student handbook and prospectus Yes/No
  8. Target date for Entrance Test: \_\_\_\_\_
  9. All admission nodes (no.: \_\_\_\_\_)  
informed and activated Yes/No
  10. Target date for receipt of list of registered students from all admission  
nodes: \_\_\_\_\_.
  11. Readiness of admission data entry software Yes/No
  12. Received programme codes, course codes,  
School Board and Academic Council approvals Yes/No
- SRD consents to launch this programme in the cycle: \_\_\_\_\_.

Registrar  
Student Registration Division  
Date \_\_\_\_\_

**Annexure-B**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi 110 068.  
Programme Launch Approval Form (Phase 3)  
(To be obtained from SED)**

- |   |          |
|---|----------|
| 1. Evaluation methodology received.   | Yes / No |
| 2. Eligibility for exam cycle received.   | Yes/ No  |
| 3. List of paper setters, moderators and evaluators for each course and each component received with approval of competent authority. | Yes/No   |
| 4. Awards Proforma ( for recording Assignment/ Practical /Term End Exam Awards) ready.  | Yes/No   |
| 5. Modalities of Entrance test, if any, cleared.  | Yes/No   |
| 6. Readiness of evaluation data entry software.   | Yes/No   |

Registrar  
Student Evaluation Division  
Date \_\_\_\_\_

Annexure-C

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi 110 068.**  
**Programme Launch Approval Form (Phase3)**  
**(To be obtained from RSD)**

1. Programme Title: \_\_\_\_\_.
2. Programme Code: \_\_\_\_\_.
3. Provide the number Study Centres, , Programme Study Centres, Spl. Study Centres, Work Centres & Laboratories in the format given below:

S. No.	No of RCs	No. of SCs/PSCs/Spl. Sc	No. of Work Centres	No. of centres for practical

(Provide the detailed information separately as appendix)

4. Intimation about launch of programme received by all Regional Centres Yes/No
5. Publicity of programme done by RCs/School Yes/No
6. Appointment of academic counselors for all courses completed Yes/No
7. Schedule of orientation programme for academic counsellors ready Yes/No and conveyed to RCs
8. Despatch schedule for study materials received and informed to all RCs Yes/No
9. Practical examination centers, if any, identified and notified Yes/ No

Director  
Regional Services Division  
Date\_\_\_\_\_

## Annexure-D

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY****Maidan Garhi, New Delhi 110 068.****Programme Launch Approval Form (Phase 3)****(To be obtained from MPDD)**

1. Programme Title:\_\_\_\_\_.
2. Programme Code:\_\_\_\_\_.
3. Readiness of Printed material:

(a) Printed resources:

S. No.	Course Code	Course title	Total number of blocks in the course	No of blocks received	Schedule for getting rest of the blocks	Assignment received

(b) Other Resources ( Please tick mark in appropriate column)

Item	Manuscript	Printed	In Case Not Printed, expected date of printing
Prospectus (If not covered in common prospectus)			
Project Guide / Lab Manuals			
Brochure			
Programme Guide			
Handbook			

4. Target dates for despatch of course materials to Regional Centres, Partner Institutions, etc.\_\_\_\_\_.

Registrar  
 Material Production & Distribution  
 Division  
 Date\_\_\_\_\_

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi 110 068.**  
**Programme Launch Approval Form (Phase 3)**  
**(To be obtained from EMPC)**

1. Programme Title:\_\_\_\_\_.
2. Programme Code:\_\_\_\_\_.
3. Readiness of Audio – video Programmes
  - A) No. of Audio Programmes:
    - (i) Produced :\_\_\_\_\_.
    - (ii) Duplicated:\_\_\_\_\_.
    - (iii) Under Production:\_\_\_\_\_.
    - (iv) Production yet to commence:\_\_\_\_\_.
    - (v) Target date for finalizing of S. No. III & IV:\_\_\_\_\_.
  - B) No. of Video Programmes:
    - (i) Produced:\_\_\_\_\_.
    - (ii) Duplicated :\_\_\_\_\_.
    - (iii) Under Production:\_\_\_\_\_.
    - (iv) Production yet to commence:\_\_\_\_\_.
    - (v) Target date for finalizing them of S. No. III & IV:\_\_\_\_\_.
4. Schedule for teleconferencing for the first cycle (if any) has been finalised Yes/No
5. Schedule for telecast/ broadcast of audio/video programmes for the first cycle has been finalised Yes/No

Director  
Electronic Media Production Centre  
Date \_\_\_\_\_

Annexure-F

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi 110 068.**

**Programme Launch Approval Form (Phase 3)  
(To be obtained from E-gyankosh/ School for online component)**

1. Programme Title: \_\_\_\_\_.
2. Programme Code: \_\_\_\_\_.
3. Readiness of Online Component
  - a) E-contents are ready Yes/No
  - b) Web-site/Portal link-URL: \_\_\_\_\_.
  - c) Uploading of E-contents on this Web-site/Portal has been/will be done by \_\_\_\_\_ (date).
  - d) Question-Bank for Online assignment and Term-End Examination (TEE) is ready Yes/No
4. No. of counsellors for online component of each course identified Yes/No

Director/Head  
E-gyankosh/School  
Date \_\_\_\_\_



Annexure- G

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi 110 068.**

**Programme Launch Approval Form (Phase3)**  
**(To be obtained from EDNERU)**

1. Programme Title:\_\_\_\_\_.
2. Programme Code:\_\_\_\_\_.
3. Provide the number Study Centres, , Programme Study Centres, Spl. Study Centres, Work Centres & Laboratories in the format given below:

4.

S. No.	No of RCs	No. of SCs/PSCs/Spl. Sc	No. of Work Centres	No. of centres for practical

(Provide the detailed information separately as appendix)

5. Intimation about launch of programme received by all Regional Centres under unit Yes/No
6. Advertisement/ Publicity of programme done by RCs/School Yes/No
7. Appointment of academic counselors for all courses completed Yes/No
8. Schedule of orientation programme for academic counsellors ready and conveyed to EDNERU RCs Yes/No
9. Despatch schedule for study materials received and informed to all RCs of the EDNERU Yes/No
10. Practical examination centers, if any, identified and notified Yes/No

Director  
Educational Development of  
North-East Region Unit  
Date\_\_\_\_\_