

Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068
Phase-Zero

**Form for Initiating Design and Development of New Course (s) In Existing Programmes
or Major Revision in Existing Course (s)**
(For approval of the School Board and Academic Council)

1. Proposed New Course (s) Title: _____
Or
Major Revision of Existing course (s) Title: _____
2. Programme Title : _____
3. Programme Code : _____
4. Name of the School offering the Programme : _____
5. Course Proposer (s)/Co-ordinator (s): _____
6. State whether the course is new or to be revised : _____
7. Programme Details (Please give details of the programme of which it forms a Part of)
 - a) Certificate UG Degree PG Degree
UG Diploma PG Diploma Any Other
 - b) Total Credits : _____
 - c) Medium of instruction English Hindi Any other
 - d) Annual Enrolment in the Programme and in the course(s) to be revised over last three years (year wise)

8. (a) Details of exploratory meetings for new course (if any held).

- (b) If need assessment proposed for the new course, provide strategy for obtaining it.

- (c) A brief note on the viability and relevance of the new course.

9 (a) Summary of the feedback obtained from all stakeholders, on the course to be revised.

10 Details of Broad Course Structure (give attachment in the following format as Appendix 1 and syllabi as Appendix-2)

Table: 1

S. No.	Title of the course	Type of course compulsory/Optional/Theory/Practical/Project	Course credits	Courses to be developed/adapted/adapted and from where	Proposed no. of blocks, manual, workbooks etc.	Proposed A/V component	Web mediated component proposed		Proposed no of Interactive Radio Counselling Sessions	Proposed no. of Counselling sessions (total hours)	Any other component
							Synchron-ous (total hours)	Asynchronous (nature and volume of contribution of students)			

(a) Details of collaborative arrangements different from the norm, if any provide details:

b) Special features/requirements, in respect of design, development, delivery and evaluation strategy, if any:

c) Qualifications of the Counselors (Course wise, attach sheet as Appendix-3).

i) Special qualifications/ experience /exposure expected of the counselors, if any:

ii) If yes, in which types of institutions & regions are such counselors available? (in arts/science colleges/professional colleges/ advance research centres etc.)

11 Proposed schedule for course development:

i) Development Phase (please add sheet according to the format below)

Table 2 (Expected schedule)

Title of course	Date by which CRC of all printed material will be ready	Date by which all e-content will be uploaded on the website/portal	Date by which all A/V will be ready	Date by which other components given in the chart above will be ready

ii) Delivery:

- a) Assessment strategy and weightage (*please attach sheet according to format given below*):

Table 3

Course title and code	Weightage		Strategy for	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination

- b) Special infrastructure requirements, if any _____.
- c) Identification of the Counselors will be completed by _____.
- d) Finalization of the list of study centres, _____.
- e) Finalization of the list of Work Centres, if applicable _____.

12 Budgetary Requirements:

- a) Design : _____
- b) Development : _____
- c) Estimated Fee : _____

13 Proposed Launch Cycle/Year : _____

Signature (s) of Course Proposer (s)

Recommendation of the School Board

Director of the School

Explanatory Note:

- i) A course expert committee may be constituted only after the approval of the School Board for drawing detailed course structure to be submitted to Academic Council.
- ii) The same proforma may be used for submission to the Academic Council after incorporating changes, if any, pertaining to item No. 10 as advised by course expert committee along with the approval of the School Board and a detailed syllabus.