

PROGRAMME GUIDE

Post Graduate Diploma in Maternal and Child Health (PGDMCH)



School of Health Sciences
Indira Gandhi National Open University
New Delhi

**Education is to edit
the experience and knowledge
that nurture our existence
with every progressive push.**

—*The Message*, Vol.VIII : 7

NOTICE TO STUDENTS

“The University sends study materials and assignments, wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be held responsible for that.”

In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download if from the IGNOU website “www.ignou.ac.in”.

“The students are specially instructed to send examination forms to Director (SRE) only and to no other place and they are also advised to submit the Registration/Re-registration forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration forms, consequently a semester/year, he/she will have no claim on the University for regularization.”

IMPORTANT DATES

Last Date for Assignment Submission:

Assignment 1, 4, 7 – September 15
Assignment 2, 5, 8 – November 30
Assignment 3, 6, 9 – February 15

Last Date for Submission of Theory Examination Form: *March 31/ September 30*

Practical Spells at PSC:

<i>First spell</i>	:	July-August
<i>Second spell</i>	:	September-October
<i>Third spell</i>	:	November- December
<i>Fourth spell</i>	:	January-February
<i>Fifth spell</i>	:	March-April

SDC Training to be completed by April 30th.

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School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068
2019

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ABBREVIATIONS

IGNOU	:	Indira Gandhi National Open University
SOHS	:	School of Health Sciences
RSD	:	Regional Services Division
SRD	:	Student Registration Division
SED	:	Student Evaluation Division
MPDD	:	Material Production and Distribution Division
PSC	:	Programme Study Centre
SDC	:	Skill Development Centre
WP	:	Work Place
RHSAC	:	Regional Health Sciences Advisory Committee
PIC	:	Programme-in-charge

1. WHY THIS PROGRAMME?

The Post Graduate Diploma in Maternal and Child Health (PGDMCH) Programme is a comprehensive package of Community Medicine/PSM, Obstetrics and Gynaecology and Paediatrics so as to give you an integrated knowledge on the MCH care. The package includes Reproductive and Child Health (RCH-II) Programme, the Integrated Management of Neonatal and Childhood Illness (IMNCI), Adolescent-Friendly Reproductive and Sexual Health (AFRSH) Services and other approaches of Government of India to improve the various morbidity and mortality indicators related to MCH care. Thus the curriculum aims at updating the knowledge and skills of practicing doctors and those placed in a peripheral set up like Primary Health Centre/Community Health Centre. But the package would also be beneficial for doctors at all levels engaged in the MCH care in different capacities.

After completion of this Programme, you should be able to:

- imbibe comprehensive knowledge of ongoing Maternal and Child Programmes and be able to manage Health Care Services at different institutional levels;
- tackle the disease outbreaks and effectively manage the National Health Programmes especially in relation to MCH services;
- provide antenatal care including those of high risk pregnancy, conduct normal delivery, handle common emergency care related to pregnancy and its outcome and identify referral situations;
- manage common gynaecological morbidity and provide family planning services;
- provide newborn care, identify high risk babies, diagnose and manage common childhood morbidity including emergencies; and
- acquire knowledge on nutritional needs, assess growth and development of children and adolescents, and manage their respective problems.

2. WHAT IS THIS PROGRAMME?

3. Programme Package

The programme package in distance education mode is developed with the help of available technology commonly known as multi-media package. The package for this programme consists of print material in the form of booklets called blocks and the audio video materials in the form of cassettes. Besides these, there is arrangement for teleconferences and contact sessions at programme study centre and skill development centre level as discussed below.

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. Each theory booklet is called a block, which consists of three to six chapters called units. Usually each block represents one credit. The block on practical manual is meant for guidance in 'Hands on training'. Hence, the credit hours represented by it will be as mentioned against the respective courses in Section 2.2.

The duration of the programme is of one-year duration i.e. January to December of a calendar year. The print material consists of 18 theory Blocks, 3 Practical Manuals, 4 practical related manuals, 3 logbooks, 1 Programme Guide and 9 Assignments (bound together). You will receive all the print materials in the beginning of the session. The audio/video cassettes developed for the programme will be made available at programme study centres.

4. Programme Structure

The PGDMCH programme consists of six courses. These represent three broad disciplines of conventional medical education system. Course 1 (MME-201), Course 2 (MME-202) and Course 3 (MME-203) represent the disciplines of community Medicine (CM), Obstetrics and Gynaecology (O&G) and Paediatrics respectively. The respective practical component of these three courses are given in the Course 4 (MMEL-201), Course 5 (MMEL-202) and Course 6 (MMEL-203).

The Courses are designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the PGDMCH programme in terms of credit distribution of the courses is shown below:

Course Code	Name of the Course	Nature of Course	No. of Credits
MME-301	Preventive MCH	Theory	6
MME-302	Reproductive Health	Theory	6
MME-303	Child Health	Theory	6
MMEL301	Preventive MCH Practical	Practical	6
MMEL-302	Reproductive Health Practical	Practical	6
MMEL-303	Child Health Practical	Practical	6
Total			36

5. Scheme of Study

In distance education system, in addition to self-learning, contact sessions are held to facilitate the learning process of students. In this programme, where practical component is quite significant, the contact sessions will comprise of counselling sessions for the theory and practical components. For the convenience of study, the whole duration of these sessions is divided into five spells. The 1st spell is of 4 days and the other 4 spells are of 6 days duration each. The 1st spell will be clubbed with the induction meeting. Though there is no separate provision for clearing doubts related to theory component, you are free to clear all your doubts during the practical sessions.

6. HOW TO STUDY?

3.1 Theory Component

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

- X.0 Objectives
- X.1 Introduction
- X.2 Section 1 (Main Theme)
 - X.2.1 Sub-section 1 of Section 1
 - X.2.2 Sub-section 2 of Section 1
 -
 -
- X.3 Section 2 (Main Theme)
 - X.3.1 Sub-section 1 of Section 2
 - X.3.2 Sub-section 2 of Section 2
 -
 -
- X.m Let Us Sum Up
- X.n Answers to Check Your Progress

Check Your Progress

Check Your Progress

| | | | |
| | | | |

* 'X' stands for the serial number of the unit concerned.

As the scheme suggests, we have divided the units into sections for easy reading and better comprehension. Each **section is indicated distinctly by bold capital letters** and each sub-section by relatively smaller but bold letters. The significant divisions within sub-sections are in still smaller but bold letters so as to make it easier for you to see their place within sub-

sections. For purposes of uniformity, we have employed the same scheme of divisions in every unit throughout the programme.

Please start reading from the very beginning of the block i.e. Block Introduction and then go through the units. In each unit read the objectives, introduction and then the text. The objectives articulate briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

The last section of each unit under the heading 'Let Us Sum Up' summarises the whole unit for purposes of recapitulation and ready reference. We have self-check exercises under the caption 'Check Your Progress' at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit.

What, perhaps, you would do is to go through the units and jot down important points as you read in the space provided in the margin. ***Broad margins in the booklets are there for you to write your notes on.*** Make your notes as you work through the materials. This will help you prepare for the examination as also in assimilating the content. Besides, you will be able to save on time. Do use these margins. This will help you keep track of and assimilate what you have been reading in the unit, answer the self-check exercises and the assignment questions and easily identify the item(s) to be clarified.

We hope that we have given enough space for you to work on the self-check exercises. The purpose of giving self-check exercises will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a glance at answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you write yours.

These exercises are ***not*** meant to be submitted to us for correction or evaluation. Instead, the exercises are to function as study tools to help you keep on the right track as you read the units.

The units are designed in such a way that the contents of later units are based upon the contents of initial units. If you have not understood or followed a unit properly, please read it again before reading the next one because; it may be difficult to follow the later units without a proper understanding of the first one. Wherever you face problem in understanding the content, please make note of it and put that question to your counsellor during the counselling sessions at the PSC. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC/SDC without any hesitation. You could also e-mail or Fax your questions to the School of Health Sciences for clarification. Your questions would be answered during the teleconference sessions.

The reference books are listed for those who want to know further about the subject. But for your purpose, it should be sufficient if you have understood the contents thoroughly. Please note that all the questions either in assignments or in term-end examination will be from the syllabi as mentioned in this guide. You will have to write the assignments related to each block as mentioned later on.

3.2 Practical Component

Every theory course has a related practical course. The skills that you need to learn under each course are listed in Appendix I. Please maintain record of all the cases, as mentioned below, that you are seeing as a part of the learning exercise.

Please refer to Appendix II that summarises the hours that you need to spend in practical component of each course. The time allotment at PSC will be used for demonstration of skills to you and limited practice. To ensure that you have understood the steps involved in each of the skills demonstrated, you should practice the skills on at least one sample case. If you can get opportunity to practice it on more number of patients at PSC, then you are welcome. However, if you do not get more chances, you could practice the same procedure at your SDC.

At SDC, you will have to practice all the skills taught to you at PSC. The number of patients that you should see for each skill is mentioned in the logbooks. To guide you, there will be counsellors at SDC from two disciplines i.e. Paediatrics and Obstetrics and Gynaecology. However, for community Medicine, no activity is identified at SDC level. Hence, please try to clear all your doubts in MMEL-201 before you leave PSC and start activities at your work place.

Training in PSC is planned in 5 spells and focus on group learning but the posting at SDC is spread over the year and focus on one-to-one learning. The learning at PSC, SDC and workplace must take place in a cyclical manner for all the identified skills. This provides you multiple opportunities to clarify all their doubts with respective subject experts during the registration period.

The duration of practical component is mentioned against each course. The practical manuals provided for each course would provide you information in details about the skills that you need to perform. This manual will guide you in carrying out the procedures both under supervision and later on for self-practice. You are provided one additional manual/guide in each practical course. For MMEL-201, you have a project guide to carry out a project work at the place as feasible to you. In MMEL-202, you have been provided with a checklist Manual that will help you to verify the steps while performing those skills. In MMEL-203, you are provided with the IMNCI Manual that will help you to refer while seeing the underfive children in an OPD set up.

3.3 Log-book Maintenance

Log-book is meant for maintaining the records of all the activities/cases that you are performing as a part of the programme at PSC, SDC and Work Place. You have been provided with a logbook for each of the three practical courses. The number of cases that you should record in logbook will be according to the provisions made in it. For the rest of the cases as and when you see them, should be entered in the logbook in the appropriate place as mentioned in respective log-books.

The log-books should be carried by you whenever you participate in PSC/SDC training. The cases recorded by you at the PSC/SDC should be written then and there and get it countersigned by the respective Counsellors. As attendance of all the spells vis-a-vis completion of all skills is compulsory, this record will be an objective proof for your actual performance and learning. If a particular activity is not duly signed by the counsellors, then it would not be considered for internal assessment and hence will fetch you low score. Please note, you **must carry the log-book along with you to the term-end practical examination** which would be returned back to you at the end of the practical examination.

3.4 Audio-video Component

Few audio-video cassettes are available to help you learn the practical skills. The planning of counselling sessions at PSC will be made in such a way that all the available audio/video cassettes in respective courses could be shown to you at the PSC.

3.5 Student Information System

Induction Meeting

The induction meeting is held in the beginning of the session. On this occasion you are informed to come to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibility while undergoing the PGDMCH programme package. This induction is also done through teleconferencing in the beginning of session. You will receive information regarding this from your regional centre.

Peer Group Information System

You could make your own arrangement to get information in time. One method could be to establish telephonic link amongst the batch mates. Two to three of you having easy access to PIC or Regional Centre could collect updated information regarding the schedules of various activities like spells, teleconferencing, any special event etc. These students in turn could pass information to another set of students staying nearby (say, each take responsibility for 2 students). These students pass information to another set of students. Thus, in a short duration and incurring negligible expense, the information could reach to every student in time.

Information by PIC

The Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the School from time to time. The PIC in turn also informs you about the relevant activities by post.

Information by Regional Centre

Some of the information is sent to you by the Regional Centre. The Assistant Regional Director (ARD) or the Regional Consultant takes care of this activity. You can note their contact details from the Appendix-VIII and IX.

Information from Headquarters

Information on evaluation and material distribution goes directly from the respective divisions located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School are given in the Section 6.7. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be.

Interaction with Programme Coordinator

You could interact with your programme coordinator through e-mail on any of the administrative or academic problems related to the programme. The e-mail id for the purpose is given at the end of the guide.

Information through Teleconference

Some of the important announcements like the schedule of next teleconference are made during teleconferences. However, this information is available in website. You could attend the teleconference at any of the places linked by Gyandarshan (GD-2) channel or at your residence if you have DTH (direct to home) connection.

Information through Gyan Vani

Gyan Vani is an educational FM radio channel operating through several FM radio stations each covering a radius of about 70 km. You can interact during the live broadcast through toll free number. Please contact your regional centre for details.

Information through Doordarshan

IGNOU video recorded programmes are telecasted in Doordarshan Channel-1 every day at 6.30-7.00 a.m. Important messages are also transmitted to students at the beginning or end of the transmission.

Information from Website

All the latest information is provided in the website of IGNOU (<http://www.ignou.ac.in>). You can access it as and when required. See section 3.7 for more details.

Information from Student Support Service centre

Any type of unsolved problems could be sent to the student support service centre (ssc@ignou.ac.in). Please refer Section 6.7 for further details.

3.6 Student Responsibility

Travel and Stay in Relation to Programme

The admission fee covers only the expenses towards study material, counselling, practical activities at PSC and SDC including *travel during field visits*, evaluation and certification. Hence, cost towards your stay and travel in relation to the programme during the practical spells, evaluation, teleconference etc. has to be born by you. So, you could pool your money and take help of the PIC/Regional Centre in arranging the vehicles, stay etc. as and when required.

Log-book Maintenance

You will maintain the log-books for practical courses. Each of the records maintained at PSC/SDC should be signed by the respective counsellors.

Attendance in Spells

All the practical spells are compulsory. However, you have the option to complete them over 3 years. The **attendance for all spells is compulsory and you have to attend them in a sequence**. If you miss any spell, you will not be allowed to join the next spell. So, you should inform in advance to the Programme Coordinator and your Programme In-charge (PIC) regarding your inability to attend the spell so that you will be given an option to attend that spell (organized on zonal basis) at some other place so that you could again join your group in the PSC for the next spell. If you are not able to attend the spell at alternate arrangement venue, you have to wait for that spell for the next year and can continue for the rest of the spells at your allotted PSC with the next batch.

Certificate of Completion for Skill Training

You will have to attach the certificate of completion of practical activities performed at PSC and SDC while applying for the term-end practical examination. You could retain a xerox copy of these certificates for future use.

Timely Submission of Assignments

The submission dates are mentioned in the assignment. You should submit your assignments before taking the term-end theory examination.

Filling of Term-end Examination Form

You will have to fill up *theory and practical term-end examination form* separately and submit them to the Director SED and PIC respectively. The last date for submitting the theory examination form to the **Director, SR&ED is March 31/September 30 for the June/December examination**. You have the option to submit at a later date with payment of late fee. See the section 6.4 for details. For practical examination the form is to be submitted to the PIC.

Invalid Registration

Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

- You have appeared in the examination without registration.
- Your registration period has expired.
- Your registration details are not forwarded from the concerned Regional Centre to the SR&E division.
- You were not eligible for registration for the particular programme/course.

Hence, you should first check the details from the respective Regional Centre before approaching to the head quarters.

3.7 IGNOU Website

You can get the details of information about IGNOU from the website. If you face any problem or have any doubt, you should e-mail to the programme coordinator.

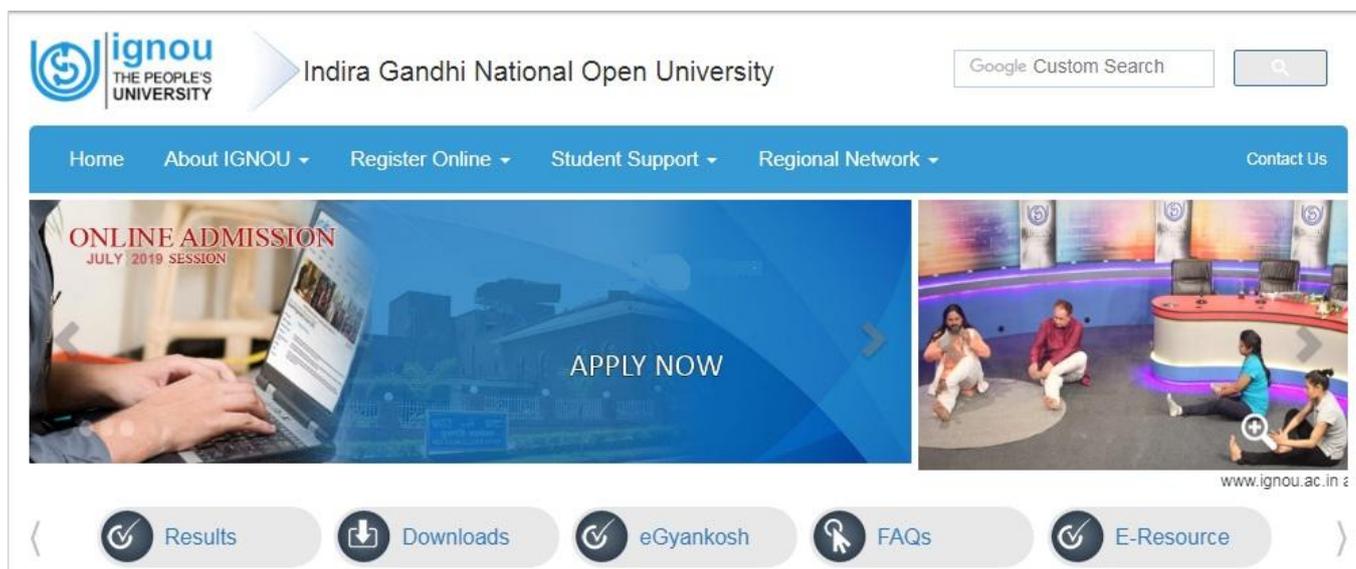


Fig. 1 : Web page of IGNOU Website

The screen of the homepage is mentioned in Fig. 1. Please click the respective icons about which you want further information. For example, if you want information on School of Health Sciences, click on the word Schools, similarly if you want information on a specific regional centre, click on Regional websites. If you want information on Gyan Darshan Downlinking Centres, click on Electronic Media.

As a student of IGNOU, you will be interested to know your examination date sheet, old questions papers, term-end theory result, grade card, your correspondence address as recorded at IGNOU Head quarters and the status of the print materials that you are supposed to be provided in the beginning of the session. In addition you may be interested in downloading information like old question papers, fresh assignments etc. All these information related to student leaning process in clubbed together which could be accessed by clicking on the word **Students Zone**. Once you click on this word, you will be automatically guided for subsequent search.

You may also notice some information rolling on the screen of the home page. These information are usually displayed periodically according to its relevance. For example, facility for online filling of theory term-end forms will appear only in the month of March or September. Special information like declaration of result, rescheduling of examination etc. are displayed as applicable from time to time. You should click on these matters to know more details.

On line Submission of Theory Term-end Forms

You can fill up the theory term-end form online by clicking on the rolling message in the home page on-line Examination Form for T.E.E. . After you fill up the required information, you have to click it to submit. Then you have to wait for sometime till a receipt number gets displayed. Please take a print out of the receipt number which will be useful if you do not receive your admit card in time.

Information on Term-end Theory Examination Date Sheet

The term-end theory examination date sheet gets displayed by the month of February/August for June/December examination respectively. You can see it by clicking at [Term End Examination](#). Usually the paper I (MME-201) is scheduled for the first working day of June and December. The paper II (MME-202) and the paper III (MME-203) are scheduled with a gap of one working day each.

4. HOW WILL THE PROGRAMME RUN?

4.1 Infrastructure for Implementation

The programme will be implemented through a network of health infrastructure all over India. IGNOU has more than 65 Regional Centres (RC) which are directly responsible for the programme-related activities of that region. The Appendix XII mentions the jurisdiction of each of the regional centres. The head quarters has 21 schools looking after the academic components and several divisions for administrative component.

The SOHS is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides it will be monitoring the programme to ensure the quality training. The SR&ED is responsible for admission of students, maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification. Computer division possesses the student data to provide address level of students for despatch of study materials and correspondence with students. MPDD is responsible for despatch of print materials. RSD is the coordinating division between the head quarter and peripheral set up. So most of the information from regional director will go to head quarter only through RSD. Besides RSD appoints the counsellors, programme-in-charge and takes care of the financial aspects of running the programme.

The contact sessions will be conducted through the counsellors identified at Programme Study Centre (PSC) and Skill Development Centre (SDC). The PSC and SDC are the Medical Colleges and District Level Hospitals identified by IGNOU for this programme. At PSC, you will be demonstrated practical skills and given opportunity to clear their doubts where as you would practice the skills at allotted SDCs for gaining competence. You will be able to do more and more practice of skills at your own work place. The list of the PSCs is mentioned in Appendix X. The link between the above infrastructure is represented in Fig. 2.

In addition to the District hospitals, an SDC could also be a First Referral Unit (FRU) or a private set up (may be a large private hospital/nursing home) with a minimum patient turn over, availability of subject experts and the facilities as per the guideline mentioned in Appendix XI. The SDC will be identified by the Regional Centre and allotted to the students in such a way that no SDC will be attached to more than five students and all the students be attached to the nearest possible centre. If a student finds the allotted SDC to be very far from his work place, then he could identify a set up fulfilling the criteria laid down for SDC and approach to the Regional Director for the same. Once that SDC is formally approved, it could be allotted in lieu of the previous one.

Programme-in-charge is the link between the IGNOU and the health set up used for the PGDMCH programme. He is stationed at the PSC and will for all practical purposes manage the day-to-day problems and ensure smooth running of the programme. The counsellors identified at PSC and SDC will help to provide skill training to you.

Work place is the set up where you work normally. This may be a Primary Health Centre (PHC); your own clinic or any other health set up in private/government sector. If the requisites in terms of number and the types of patients and facilities to perform the expected practicals are not available at the normal place of your work, then you are at liberty to select a place where you could work to fulfill the requirements for your practical activities.

To facilitate the implementation process of the programme, a Regional Consultant is appointed in each region who is a very senior medical person with state level experience. He/she will act as a link between the SDC and PSC and try to ensure the smooth functioning of all SDCs. ***You could bring the problems faced at SDC level to the knowledge of the respective regional consultant for early solution.*** The names of regional consultants can be known from regional director. The list of regional consultants is mentioned in Appendix-IX.

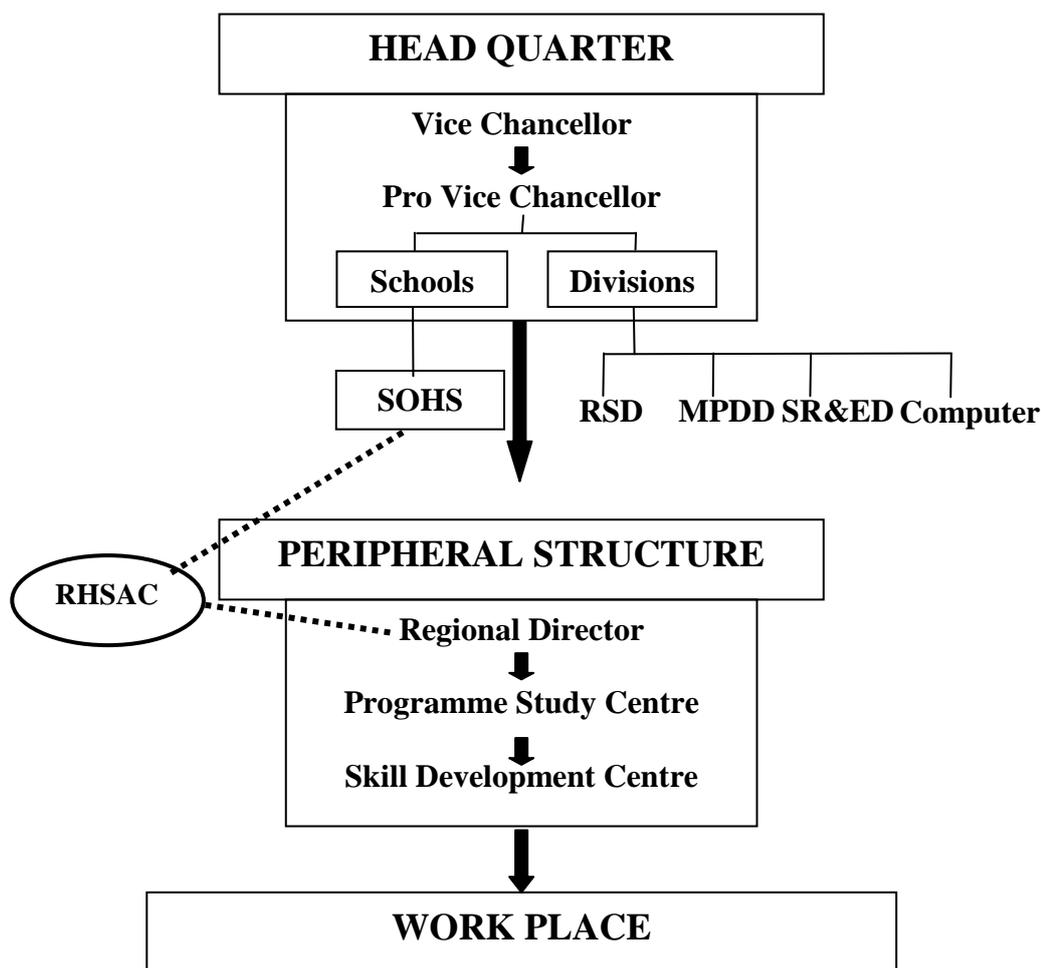


Fig. 2: Administrative set up for PGDMCH Programme

For state level monitoring of the programme, Regional Health Sciences Advisory Committee (RHSAC) is formed in each region wherever a Regional Centre is located. The members of the committee include Director, Health Services (DHS) and Director, Medical Education (DME) of respective states, programme-in-charge of all Programme Study Centres (PSC), Director, School of Health Sciences (SOHS), Regional Consultant and the Regional Director of IGNOU. Regional Consultant also participates in the meeting. This committee will help to identify and solve the implementation problems of the region, monitor the programme for quality assurance and help towards recognition of the programme by the state.

4.2 Allotment of PSC and SDC

Allotment of PSC

You will be informed about your allotted Programme Study Centre in your admission letter. You will be issued Identity Card and enrollment number by your Regional Centre. **For all future correspondence, please mention your enrollment number.**

In no situation a programme study centre will have more than 30 students in a batch. Hence, change of Programme Study Centre will be permitted subject to availability of a seat in the PSC to which transfer is opted. For transfer of PSC, you will have to apply in writing to your regional centre so that your records could be transferred to the new regional centre.

Allotment of SDC

Allotment of the SDCs *is made in the beginning of the academic session* by the Regional Centres with the help of the respective Regional Consultant. *It is usually done during the induction meeting.* If the allotment is not done by the 2nd spell, you should bring it to the notice of the regional centre and the Programme Coordinator. Following points are taken into consideration while allotting an SDC:

- A maximum of 5 students to be attached per SDC counsellor.
- Students to be provided opportunity for *independent handling of patients.*

- Travel time to SDC should be the minimum so that a student is not required to take leave to perform the SDC activity.
- SDC activity has to be performed in mutually convenient time of the student and the counsellor.

The allotment of SDC is made on the basis of the identified SDCs in a state. But, if some suitable SDC could be identified at a convenient distance from the residence of a student, the matter should be brought to the notice of the Regional Consultant/Regional Director who would pursue the matter with appropriate authorities for permission. ***After getting such permission, allotment of that SDC would be made to the desiring student.***

Similarly, if a student gets transferred to another state, his SDC allotment could be changed to the nearest available SDC in that state. In this situation, the student will inform the Regional Director (where PSC is located) about his transfer marking a copy to the Regional Director of the opted state (where he/she wants to do SDC activity). The Regional Director of the opted state will take necessary steps to allot an SDC out of the list of activated SDCs or activate a new SDC as per the necessity and inform the student regarding the allotment.

4.3 Role of Regional Consultant

The role of Regional Consultant is to facilitate your learning process. Hence, every one of you should try to have liaison with the Regional Consultant on a one-to-one basis. You should try to convey the hurdles of your learning process to the Regional Consultant so that he/she could take appropriate measures or guide you properly to solve them. If your region has no regional consultant, then contact the Regional Director or PIC for the problems you face. The present contact details of regional consultants are mentioned in the Appendix IX.

The regional consultant could help you in the following activities:

- Identification and activation of new SDC if existing SDCs are not suitable.
- Allotment of SDC.
- Streamline the obstacles in availing facilities at the allotted SDC.
- Provide information regarding induction meeting, teleconference schedules, conduction of spell, etc.
- Streamline timely conduction of practical spells
- Explain your problems and training necessities to SDC counsellors.
- Help you in allotment of SDC in case of interstate transfer.

4.4 Role of Programme Study Centre

We have thirty-two Programme Study Centres identified for implementation of the PGDMCH programme. Each PSC will have the following major functions:

Counselling

Face to face contact between teachers and the students is provided to impart skill training and clarify doubts arising out of the study materials. During this period, students will be demonstrated different skills as planned in the curriculum design. As per the availability of the patients and feasibility, students will be also given chance to practice some of the skills then and there.

Evaluation of Assignment

You will be given assignments having long, short and problem based questions. The counsellors at your programme study centre will evaluate them and return to you for feedback.

Library

- 4.6 There will be availability of relevant course materials, reference books as suggested for further reading, audio video materials related to the programmes run by the programme study centre.**
- 4.7 You will be able to avail the library facility of the Medical College to which the programme study centre is attached. Please use your *Identity Card* for this purpose.**

How can the counsellors help you at PSC?

- Take theory counselling in respective subjects.
- Demonstrate all practical activities to the students attached to him/her.
- Help in limited practice of Skills at PSC
- Evaluate assignments and provide feedback.
- Participate in teleconferencing, if required.
- Evaluate records/projects of practical components of respective courses.
- Ensure your learning and gaining proficiency in respective disciplines.
- Certify the completion of skills by you at PSC.
- Participate as examiner for Term-end practical Examination.

Interaction with Fellow Students

4.8 You get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can overcome the feeling of being isolated from other students.

Teleconference

In some of the programme study centres teleconference facility is provided which is linked with the head quarter. At other places you will be attached to the nearest centre having this facility.

4.5 Role of Skill Development Centre

There will be sufficient number of SDCs in each state as per the need of enrolled students. In some of the states all the district hospitals have been approved to function as the Skill Development Centre. Each SDC will have the following major functions:

Hands on Training

You will be practicing different skills that are learnt by you at the PSC during the practical spells/contact sessions. Here you will diagnose and manage the problems independently under the guidance of the SDC Counsellor. You will attend OPD, Ward, Labour room, OT, emergency etc. as feasible. All these postings will be planned by the SDC Counsellor so that all the skills visualized for learning are completed successfully.

How can the counsellors help you at SDC?

- Supervise your practice of skills in respective disciplines.
- Certify the completion of skills by you at SDC.
- Evaluate your learning of skills at SDC.
- Ensure learning and gaining proficiency in respective disciplines at SDC.

Monitoring

The SDC Counsellors will help the students to develop competency in each skill so that students can apply the new knowledge in their set up. This process involves verification of logbook written by students and identifying learning problems there by and rectifying those problems while the student is performing the same skill on other patients.

At SDC, the teaching learning arrangement is one to one basis. This aims at developing a friendly learning atmosphere and clearing all the doubts of students without any hesitation.

Internal Evaluation of Practical Courses

4.9 The counsellors at SDC will assess each student on the basis of their performance and logbooks. These marks will be sent to the programme In-charge for further compilation.

Log-book Checking

Each SDC Counsellor will verify the log-books maintained by the students. This checking will be an integral part of the skill development process.

4.6 Grouping of Students

In the 1st spell, grouping of students not required as all sessions will be organized for the whole batch of students together. In 2nd to 5th spells, grouping will be necessary in which two counsellors from each of the CM, O&G and Paediatrics departments at programme study centre will be involved to provide training to a batch of 30 students. Hence you will be divided into three groups of 10 each and be posted to the above three departments in rotation. As there will be two counsellors from each department, each counsellor will have five students under him at any point of time. Sample grouping pattern for 30 students is mentioned below:

Days of Spell	PSM		O&G		Paediatrics	
Day 1 & 2	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)	C1 (21-25)	C2 (26-30)
Day 3 & 4	C1 (21-25)	C2 (26-30)	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)
Day 5 & 6	B1 (11-15)	B2 (16-20)	C1 (21-25)	C2 (26-30)	A1 (1-5)	A2 (6-10)

Please note that the *grouping will be done separately for the batch depending upon the number of students turn up on the 1st spell*. You must report to the PIC on the 1st day of each spell. When there are less number of students in a batch, the groupings will be made on the similar line. Examples for 10, 20 and 25 students are mentioned below:

For 10 students

Days of Spell	PSM		O&G		Paediatrics	
Day 1 & 2	A1 (1-5)	A2 (6-10)	—	—	—	—
Day 3 & 4	—	—	A1 (1-5)	A2 (6-10)	—	—
Day 5 & 6	—	—	—	—	A1 (1-5)	A2 (6-10)

For 20 students

Days of Spell	PSM		O&G		Paediatrics	
Day 1 & 2	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)	—	—
Day 3 & 4	—	—	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)
Day 5 & 6	B1 (11-15)	B2 (16-20)	—	—	A1 (1-5)	A2 (6-10)

For 25 students

Days of Spell	PSM		O&G		Paediatrics	
Day 1 & 2	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)	C1 (21-25)	—
Day 3 & 4	C1 (21-25)	—	A1 (1-5)	A2 (6-10)	B1 (11-15)	B2 (16-20)
Day 5 & 6	B1 (11-15)	B2 (16-20)	C1 (21-25)	—	A1 (1-5)	A2 (6-10)

From the above tables, it is clear that irrespective of the number of students in a batch (or in a spell), each spell will be of 6 days duration. But activity in each department will vary from 2 days to 6 days depending upon the number of groups formed. If only 5 subgroups are made (as shown for 25 students), then only one counsellor will participate from the department where the C1 subgroup gets posted.

The programme-in-charge along with the counsellors of the above three departments will finalise the time schedule of every practical spell. The posting plan is designed in such a way that every student gets adequate opportunity to clear his/her doubts. Though 5 students are attached to a counsellor at a time, these 5 students could be further divided into smaller groups and posted to different places like OPD, Ward, OT, Labour Room, Neonatal ward, Emergency etc. The sample posting schedule is mentioned in Appendix III.

Even though there is flexibility in planning a spell, following points need to be taken into consideration:

- Not more than 5 students are grouped in any of the clinical posting.

- Field demonstrations should not have more than 10 students at a time.
- Students, *if possible*, could be taken in the ward teaching rounds.
- Interested students could be allowed, *if the department has no objection*, for night duties in labour room, emergency care, etc.
- All students should participate actively and present at least one case.

At the SDC, one counsellor each will be identified from Paediatrics and O&G. As you will be attached to one SDC also, you will practice the skills under guidance of the counsellors at SDC.

4.7 Programme Schedules

You will be provided the schedule of counselling by your programme-in-charge who will also inform you about grouping and rotational posting in different departments. There will be 5 practical spells in a year. A tentative time frame of the spells is mentioned above. Each spell will be of 6 days duration except the 1st spell which will be 4 days duration.

1st spell	July-August
2nd spell	September-October
3rd spell	November-December
4th spell	January-February
5th spell	March-April

Please note that **all the spells are compulsory and has to be attended in a sequence**. If you are not able to attend any spell in the dates fixed by your PSC, you should inform about it in advance to your PIC and to the Programme Coordinator so that you could be informed about the alternate arrangement being made (usually on a zonal basis) in advance to enable you to attend it. If the alternate arrangement is also not suitable, then you can attend the activity only with the next batch at your allotted PSC. This process will be applicable to all the five spells.

4.8 Arrangement of Contact Sessions

4.8.1 Theory Counselling

There will be no separate contact session for theory counseling. All the doubts related to theory material could be clarified during the practical spells.

4.8.2 Practical Activity

i) *At Programme Study Centre*

The practical demonstration at the PSC would be done in five spells as mentioned above. You will be posted at various set up like Out Patient Department (OPD), Operation Theatre (OT), Ward, Labour Room, Post Partum Centre, Emergency Room, Neonatology Ward etc. as per the necessity of training you in a particular skill. The exact place of posting will again depend upon the decision of the counsellors of PSC so that your training becomes more meaningful.

It may be noted that the time allotted for PSC will be used for **demonstration of skills and limited practice of that skill** by students depending upon the availability of the patient. It is expected that PSC counsellors will demonstrate all the skills at least once and some of you get a scope to practice under their supervision. If you do not get scope for independent practice in a spell, you could try the same in next spells. However, you have to do independent practice of all the skills at SDC level. In addition to demonstration, you could discuss the important points in each of the procedures with your counsellors and ensure that you follow all the steps correctly.

You will also have to attend some field visits related to course MMEL-201. The visits will be organised by the respective counsellors. During the field visit, you have to collect all data as mentioned in the related section of the logbook and get them signed before completing the respective spell. The arrangement of transport to the field will be taken care by the PSC.

At the end of the last spell, the PSC **counsellor will sign on the completion certificate** (Appendix-V) that is essential to make you eligible to appear in the term-end examination. If you face any problem in being allotted a SDC before the second spell, you should bring this to the notice of the regional consultant.

ii) *At Skill Development Centre*

After attending the first spell at PSC, you should try to practice those skills in the SDC. This will help you to identify your weakness in the learning process and provide you the scope to clarify the doubts during your next visit to PSC or while interacting with the SDC counsellor. Thus, the PSC and SDC training goes hand in hand. **The purpose is to complete the practicing of all the skills at SDC that are taught to you at PSC in a particular spell before going again to the PSC for learning the additional new skills in the next spell.**

The schedule of activities at SDC will vary from student to student as per their convenience. You should discuss with your SDC counsellor and fix the timing for performing the practical at the SDC. This responsibility lies with you to mutually decide upon a time schedule that would suit both the counsellors and you. You should also get the logbook duly signed from the counsellors as and when you perform the activities at SDC. At the end of the posting, the SDC **counsellors will sign on the completion certificate** at appropriate places to make you eligible to appear in the term-end examination.

Please note that *attending all the spells are compulsory* i.e. you will be allowed to appear in the examination only after completion of training in all the skills that are planned in five spells.

4.8.3 Teleconferencing

It is a two-way audio and one-way video system where you can see the teachers over television screen and interact with them by using the telephone/Fax. The teleconferencing sessions will be planned as per feasibility and attempts will be made to link them during the practical spells so as to have more participation. Even if the spells and the teleconference sessions are not linked, you can visit to your nearest study centre of IGNOU having this facility and attend to the teleconference sessions of PGDMCH programme. You can see the list of centres having the Gyandarshan facility from website. However, you may **contact your Regional Director to know more about this facility.** You can also participate in the teleconference if you have direct to home (DTH) facility. The Gyandarshan (GD-2) channel transmits this facility.

In these sessions, subject experts will be invited to deal with various subject areas as planned for that session. While dealing with the theory component, principles/concepts dealt in different units will be highlighted and the questions arose by you will be answered with the help of examples so that you will be able to practice those principles and link them to practical activities.

In the practical component, attempts will be made to deal with rare patients and where possible, show them live or get video clips of five to ten minutes and generate discussion. Attempts will also be made to simulate question answer sessions/seminars in a planned way. As the teleconferences are being linked with the practical sessions, a good amount of participation is expected. Hence, model case presentation, case discussion, panel discussion and important clinical examination procedures will be dealt with. The important sessions of the teleconference will be recorded wherever possible and be used for training as and when required.

The teleconference sessions will be held **once a month from July to April** every year. The dates are informed to the Regional Director well in advance. You can also see the schedule from the website as mentioned earlier in section 3.7. We expect you to provide feedback on the teleconference to the School of Health Sciences and also record it in respective logbooks.

5. HOW WILL YOU BE EVALUATED?

In Indira Gandhi National Open University (IGNOU), every course is considered as an independent unit. Hence every course will be evaluated separately and for all purposes each course will be considered as a separate entity.

Evaluation will be made both concurrent (internal assessment) and at the end (end-assessment). Theory and Practical components will be evaluated separately. In both the theory and practical, the weightage of the internal assessment will be 30% and that of the end-assessment will be 70%. For successful completion of the programme, you will have to **pass in both the components of each of the six courses with a minimum score of 50%**. It may be noted that securing of pass mark in the internal assessment of the practical components is essential before you can appear in the respective term-end practical examination.

5.1 Distribution of Marks

Each course will have 100 full marks. Mark distribution and pass marks are mentioned in the table above. It may be noted that even though the students have to secure pass mark separately in both the components, all their successful components are carried forward till the end of the registration period of 3 years. So, the students have the option of either completing all the components in an academic year or over a period of 3 years in a phase wise manner as feasible to them. However, if you are not able to complete in 3 years of registration, you can get some more time by undertaking readmission.

Course-wise Distribution of Marks

Course Code	Nature of Course	Internal Marks	Term-end Marks	Total
MME-301	Theory	30 (15)	70 (35)	100
MME-302	Theory	30 (15)	70 (35)	100
MME-303	Theory	30 (15)	70 (35)	100
MMEL-301	Practical	30 (15)	70 (35)	100
MMEL-302	Practical	30 (15)	70 (35)	100
MMEL-303	Practical	30 (15)	70 (35)	100
			Total	600

Note: Figures in parenthesis show the pass marks.

5.2 Method of Evaluation of Theory Courses

5.2.1 Internal Assessment (Assignments)

In IGNOU, the internal assessment for theory is carried out by providing you one assignment for every two theory blocks. These assignments are question papers that you will answer at your own place by referring your blocks. For the PGDMCH Programme, you will have to do three assignments for each of Course MME-201, MME-202 and MME-203. You have to secure an aggregate of at least 15 marks to pass. If one fails to secure 15 marks, he/she will have to repeat the assignment(s) in which he has scored less than pass mark. The last date of submission of assignments is mentioned in section 6.4.

All the assignments have to be hand written. Submission of assignments is a pre-requisite for appearing in theory examination. If some one appears in the term-end theory examination without submitting the respective assignments, his/her term-end theory examination may not be reflected in the grade card.

5.2.2 Term-end Examination

Term-end examination for theory will be held twice in a year i.e. in the month of June and December. There will be 3 papers of 70 marks each. Each paper will be of 3 hours duration. You will have to secure at least 35 marks in each of the theory papers for successful completion.

You could appear in all or any one of the three theory papers at a time. For appearing in the theory term-end examination, you should *fulfil two requisites, i.e. filling up the form in time* (refer section 6.4) *and timely submission of assignments* related to that theory paper or the papers that you want to appear.

To make you eligible, you will have to fill up and submit the term-end examination form in time. Please note that you will have to *pay examination fee@ Rs.50/- per paper in form of demand draft drawn in favour of IGNOU and payable at New Delhi and submit to the Registrar, SR&ED* as mentioned in the form (Appendix-XII). You can get the form from the regional centre or the PSC. The examination schedule commonly known as *Date Sheet* is sent to Regional Centres at least 5 months in advance. You can refer to section on website (3.7) for online submission of form and date sheet.

Every year theory examination is conducted in about 700 examination centres. You can appear from any of these centres. But once you give a choice, the centre is not usually changed. If the centre that you have opted is not activated as an examination centre, then you will be automatically allotted a centre nearer to that of your option. You are intimate about your centre by the SR&E division through the admit card which is usually sent 2 weeks prior to the commencement of examination. Please refer to Section 6 for more clarifications on theory term-end examination.

5.3 Method of Evaluation of Practical Courses

5.3.1 Internal Assessment

Like the theory courses, the practical courses will have 30% weightage from internal assessment. The internal assessment of the practical component will be done by the counsellors located both at the PSC and the SDC. There are no formal question papers to assess this component. The counsellors will make a subjective assessment of your understanding and performance on every skill. The marks on internal assessment will be given by the PSC/SDC counsellors in a proforma provided for the respective courses (Appendix IV). This proforma will be handed over by the respective SDC/PSC counsellors to the Programme In-charge as soon as you complete all the requisite activities under them.

In PSC, most of the *skills dealt in a spell will be evaluated during that spell or in the last spell*. Similarly, the SDC Counsellor will evaluate you as and when you complete the activities related to the respective skill as per the groupings made in the proforma. Please note that you have to also submit the *respective logbooks during the term-end practical examination for verification by examiners*. You will be returned back your logbooks after the examination.

For MMEL-202 and MMEL-203, the internal evaluation will be carried out at both the PSC and SDC by the respective counsellors bearing a weightage of 15% each. However, for MMEL-201 where there is no SDC Counsellor, the PSC counsellor will evaluate for all the 30% marks. In this case, the project will have a weightage of 15% and the other components will have a weightage of 15%. You should get your project evaluated in advance so that internal marks are available to PIC in time. The pattern of evaluation process is summarised in the table below:

Process of Evaluation of Internal Assessment of Practical Component

Course Code	Weightage	Evaluation Process
MMEL-301	15%	Evaluation by PSC counsellor
	15%	Evaluation of Project
MMEL-302	15%	Evaluation by PSC counsellor
MMEL-303	15%	Evaluation by SDC counsellor

Passing in internal assessment of the practical is a prerequisite for appearing in the Term-end Practical examination. A student will have to secure at least 15 marks to be declared as pass in the internal assessment component. If a student fails to secure pass marks, he/she will have to **repeat** all the practical activities (at PSC and SDC) of related courses **after paying the required fees at the Regional Centre**. The fee will be same as that applicable for readmission to practical Courses.

5.3.2 Term-end Examination

For term-end practical examination, there will be three internal and three external examiners i.e. one each from the disciplines of the O&G, PSM and Paediatrics. The internal examiners will be from the same programme study centre and the external examiners will be the counsellors from IGNOU programme study centres (for PGDMCH Programme) of other states. Their names will be decided by SR&ED in consultation with the School. An observer from IGNOU may also be present. The practical term-end examination is usually held *once a year* i.e. in the months of November-December. However, if there are applications for June session, examination is then planned for those students **at selected centres**.

The examination pattern will be uniform in the whole country. You will be given long and short cases slides/spots and there will be a viva. In Course MMEL-201, the case will be replaced by working up of family and management problems. Slide/Spot category could include spot diagnosis, specimens, X-rays, Instruments, Statistical exercises, Charts, Small Management problems, Graphs, etc. A student will have to score at least 35 marks in any of the three practical courses to pass successfully. Otherwise, he/she will have to repeat the respective course.

You will appear in the term-end practical examination at your programme study centre. For making you eligible for appearing in the examination, you will have to fill up the form mentioned in **Appendix-VI** of the Programme Guide. Please note that this **practical form will be deposited with your programme in-charge**. As term-end examination will be conducted for all the three practical courses, your examination will be spread over 3 days i.e. one day each for each discipline. Your Programme in-charge will inform you about the schedule of your practical examination.

5.4 Result and Certification

5.4.1 Declaration of Result

All the results of students are computerized and **when a student completes all the courses of the programme, a printed mark sheet (called grade card) alongwith a provisional pass certificate is sent to the students**. There is a provision of issuing duplicate grade card on receipt of request application alongwith a demand draft for the required fee in favour of IGNOU and payable at New Delhi (Appendix-XVI). Form for provisional certificate is given in Appendix-XVII.

There is a provision of informing you about the term-end theory result after each time you appear in an examination. You can see the result also in the website. Usually, it takes 2-3 months time for declaration of term-end theory result. If you are unsuccessful in a theory paper, you should apply for next examination in the prescribed form as mentioned in 5.2.2. Please note that even if the result is delayed, **you should fill-up the examination form in time without waiting the result of the**

previous examination. No examination fee is required to be paid for courses in which you appeared in the preceding term-end theory examination and result is not declared on the date of submission of the examination form.

At times, some component of the results is not reflected in the grade card or mark sheet. In that situation, please write an application to the Registrar SR&E Division enclosing a xerox copy of the partial reflected grade card. You should also follow it up with the regional centre for necessary action or write to student support service centre/grievance cell as mentioned in 6.6.

5.4.2 Re-evaluation of Answer Scripts

When you are not satisfied with the term-end theory mark, you have an option to approach IGNOU for re-evaluation of answer script. You should apply for that within a month of declaration of result in website. The application (Appendix XVIII) should be sent to the Registrar, SED with a demand draft of required fee (in favour of IGNOU and payable at New Delhi). One can also ask for the photocopy of his/her answer script (Appendix-XX).

There is a scope for improving the grade/marks in the theory paper that you have passed by taking the examination again. For this, you have to apply in the form given in Appendix-XIX.

5.4.3 Convocation

The final degree certificate in PGDMCH will be offered by the university after the convocation ceremony. Usually every year this is organized in the month of February-March. So, the students passing by the June examination of the previous academic year are given degree on this occasion. The **successful students are routinely informed about the convocation in the month of November/December by postal communication.** The interested students need to reply to SR&E division in this regard. The students who are not able to attend the convocation are sent the degree by post later on.

Gold Medal

There is a provision of gold medal for the student passing the PGDMCH Programme in one chance and securing the highest mark (but not less than 75%) amongst all students of that session. The student is required to attend the convocation at Delhi personally to receive the gold medal.

6. MAY I HELP YOU?

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

6.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned in Appendix-XIII of this guide. This form needs to be submitted to the **Director, SR&ED through your Regional Director.** Your new address will be taken care. You can also download the form from website.

6.2 Study Material

As mentioned earlier, you will receive all the print materials in the beginning of the session. It usually reaches by post within a month of starting of the session in your correspondence address. If it does not reach you by January end or any component is missing, please write in the form mentioned in Appendix-XIV. Please xerox this appendix, fill and send to MPDD. You can check the status of the material dispatch from the website also. In addition, you could contact your programme-in-charge to solve your problem. The materials that you will receive are as follows:

Course Code	Materials to be Received by Students	
	Blocks	Assignments
MME-301	1, 2, 3, 4, 5 and 6	MME-201/AS-1, MME-201/AS-2 and MME-201/AS-3
MME-302	1, 2, 3, 4, 5 and 6	MME-202/AS-4, MME-202/AS-5 and MME-202/AS-6
MME-303	1, 2, 3, 4, 5 and 6	MME-203/AS-7, MME-203/AS-8 and MME-203/AS-9
MMEL301	Practical Manual, Project Guide, Log-book, Adolescent Job Aid	—
MMEL-302	Practical Manual, Check List Manual, Log-book	—

6.3 Assignments

Some of the commonly faced problems related to assignment are discussed below. If you still find some other problem, please contact the programme In-charge (Appendix-X) or Programme coordinator.

Missing pages

Whenever you receive a set of assignments, check them immediately and ask for missing pages, if any, from Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068 (Appendix-XIII).

Writing process

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave sufficient margin (about 5 cm) on the answer sheet so that the counsellor could write his comments there.

Submission schedule

You must submit your assignments according to the schedule indicated in the assignment itself. The University/Programme In-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

Repeating assignment

Each assignment is valid only for one year. The students who are not able to clear the assignments in the first academic year, should apply for a fresh assignment to the MPDD (Appendix-XV). You can also download new assignments from website. The students of previous batches working on new assignments could submit it on any early date.

Content of Assignment

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

Style of writing

Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that a new set of assignments is prepared every year.

Defaulters

If you have not been able to submit all the assignments within the one-year time frame of your admission, then ask for fresh assignments in the proforma enclosed in Appendix-XV. **Submit your assignments to your programme-in-charge** as and when you complete them. You will be provided feedback on the assignments usually within one to two months of submission.

Non-entry/wrong entry of marks

The entry of assignment marks is initiated at the level of regional centre which is forwarded to SR&E Division. So, in case of non-entry of assignment marks, report to the regional centre or to PIC in writing regarding the problem. The PIC will forward a copy of assignment marks in a prescribed format to regional centre if necessary.

Wrong Totaling

Please note that **re-evaluation of assignments is not done**. However re-totaling of marks is carried out locally by the respective counsellor and reported to the PIC. This should be done immediately after you receive the assignment feedback.

6.4 Term-end Theory Examination

Some of the commonly faced problems related to term-end theory examination is discussed below. If you still find some additional problem, please contact the programme In-charge (Appendix-X) or Programme coordinator.

Theory Date sheet

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the regional centre in July for the December examinations and in January for the June examinations. You can see it also in website of IGNOU.

Availability of Theory form

Copies of the examination forms are available at Regional Centres/SR&E Division at the Headquarters. You can also collect it from your PIC. You could also fill the form on-line as mentioned in website section (3.7). Sample form is attached in Appendix-XII.

Filling up form

You could appear in all or any one of the three theory papers at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination. ***Please keep a copy of the form and proof of sending for your future record.***

Fees for theory form

There is a separate fee of Rs. 50/- for each theory paper that you apply for taking examinations. If you submit the form late (upto April 20 or October 20), then late fee of Rs.100/- will be charged. If you are still late, you have to pay Rs. 500/- (April 21 to May 15 or October 21 to November 15) or Rs.1000/- (May 16 to May 28 or November 16 to November 28) for which you should contact the regional centre.

Where to deposit the form

The filled-in theory examination form is to be submitted to the Director (SR&ED), Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068. But if you are submitting after April 20 or October 20, then the forms are to be submitted to concerned regional centres (except for those who belong to Delhi-1/Delhi-2 regional centres, it has to be deposited to Registrar, SRED) as mentioned in the form.

Last date of submission

The last date for submission of examination forms without late fee is 30th September for examinations to be held in December and 31st March for examinations to be held in June. Examination forms received at the Headquarters after the last date shall strictly be rejected.

Intimation Slip

It is generated by computer for online submission or given at counter where you deposit the form. For postal despatch, you should send a self addressed postcard.

Admit Card(Hall ticket)

After receiving the theory examination form from you, the university will send admit card to you before the commencement of examinations at least 15 days in advance.

Non-receipt of Admit Card

If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Regional Centre/SR&E Division at Headquarters with the proof of sending the form that you have. Duplicate admit cards are issued only by SR&E Division. You can be provided a provisional admit card by the Regional Director for which a passport photograph will be required.

You can also see allotment of your examination centre from the website. If you do not receive the hall ticket (admit card) before one week of examination, you can download it from the website and approach the exam centre for appearing in the examination with your IGNOU identity card.

Misplaced Admit Card

If you know your examination centre, you can report to the examination centre superintendent with the IGNOU identity card (Student Card) and take the examination.

Centre for Examination

The centre for theory examination will be decided by SRE Division. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. This is intimated to you in the admit card.

Wrong Enrollment Number

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

6.5 Term-end Practical Examination

Eligibility Criteria

For appearing in the practical term-end examination, you should fulfil the following three requisites:

- Attend all the **five practical spells** at PSC (related to the courses you want to appear) and complete all the activities (related to the courses you want to appear) at SDC. The **completion certificate** signed by respective counsellors is to be submitted as a proof.
- **Fill up** the practical term-end form in time and submit to the programme in-charge (Appendix-VI)
- **Pass** in the practical internal assessment.

Please note that appearing in theory paper is not a prerequisite for appearing in practical component

Practical Date sheet

Practical examination date is decided by the programme In-charge. It is usually held in the last week of November or in December after the theory examination.

Availability of Practical form

Copies of the examination forms are available only in the programme guide in the Appendix-VI.

Filling up form

You could appear in all or any one of the three courses at a time. Only one form is to be submitted for all the courses that you want to appear in a term-end examination.

Fees for theory examination form

There is no separate fee for PGDMCH practical examination.

Where to deposit the form

The filled-in practical examination form is to be submitted to your Programme In-charge.

Last Date of Submission

The last date for submission of practical examination forms is November 7th. Please contact your Programme In-charge if you could not fill it in time.

Intimation Slip

There is so intimation slip. Programme In-charge informs you about the date.

Centre for examination

Your programme Study Centre is the Centre for practical examination.

Change of Centre

If you have any unavoidable problem, please write to the Director, SR&E Division for change of Centre marking a copy to the Programme Coordinator. If your centre is changed, you will be officially informed with intimation to the concerned examination centre to allow you for taking examination.

6.6 Re-admission

If a student is not able to pass in all the courses within the registration period of 3 years, then one can take readmission by depositing the required fee and clear rest of the courses in next 1 year. Common issues related to readmission is mentioned below.

When to Apply

In the third year of registration period.

How to Apply

If a student apprehends that he/she may require readmission, then the student should fill up the readmission form (Appendix-XXI) with a covering letter requesting to inform the amount of fee to be paid towards the readmission. The SR&E Division will inform the student after the result of the last examination is declared and the student has to deposit the amount as per that information. After SR&E Division receives the required amount, the readmission letter is dispatched to the students.

How many courses to be applied for re-admission

The Courses that are not cleared during the registration period of 3 years.

How is the period of Re-admission counted?

The 1-year re-admission period is counted from the date when registration period ends. Thus, effectively one gets a total 4 years from the date of original admission.

Is the Internal mark of Re-admission Course allowed to be Carried Forward?

The students will be allowed to carry forward the internal marks, both in theory and practical, if they have cleared that component.

What about late applications for Re-admission?

Even if one applies for re-admission at a later date, the period will be counted from the date of completion of 3-years of registration

Fee amount

The amount to be deposited towards the readmission varies from time to time and is decided by the admission fee of the same academic year as applicable for fresh batch of students i.e. the running cost of the programme. The readmission fee structure is mentioned below:

The Re-admission Fee Structure

Course	Course Title	Nature	Amount
Course-1 (MME-301)	Preventive MCH	Theory	1550/-
Course-2 (MME-302)	Reproductive Health	Theory	1550/
Course-3 (MME-303)	Child Health	Theory	1550/
Course-4 (MMEL-301)	Preventive MCH Practical	Practical	5300/-
Course-5 (MMEL-302)	Reproductive Health Practical	Practical	5300/-
Course-6 (MMEL-303)	Child Health Practical	Practical	5300/-

How to Send the Fee

In form of draft in the name of IGNOU payable at New Delhi

How to be confirmed that Re-admission is done

When a letter is received from SRE Division is received confirming the re-admission.

6.6 Channel of Communications and Addresses

Student Support Service Centre

The Student Support Service Centre was established at IGNOU headquarters in 1998 that provides complete information pertaining to the old and newly launched academic programmes of IGNOU. It is a single window enquiry for students. So, all enquiry regarding admission, material, examination, etc. can be made to this centre. You may get an immediate reply for general query. For specific issues, they will help you to get the relevant information from concerned section.

In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments/practical marks, term-end theory examination form and the unresolved problems received from regional centres. It remains open on all the week days except Sunday and Gazetted holidays.

Marketing Cell (MPDD)

All the IGNOU materials can be purchased through the marketing cell located at IGNOU head quarters. A request application should be made to A.R. (marketing cell), MPDD, IGNOU, New Delhi-110068 mentioning the Course Code, No. of Copies of material required. The Marketing Cell calculates the cost of material and the cost of Postal charge and writes you back.

On receipt of the amount of money in form of Demand draft in favour of IGNOU, payable at New Delhi, the books are sent by registered parcel. Please note that books can also be purchased by paying cash amount at the marketing cell.

Marketing Cell (EMPC)

The list of audio-video material for sale are available in the website. Each VCD costs 150/-. It can be purchased by cash amount or by placing order to be sent post. For postal dispatch, additional cost of Rs. 250/- is charged for packing and postage.

Important Contact Details

Sl. No.	Purpose	Address	Contact numbers
1.	Matters related to admission, readmission	Registrar (SRD) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Tel. : 011- 29532741 Fax : 011- 29532686 e-mail registrarsrd@ignou.ac.in
2.	Matters related to examination, certification	Registrar (SED) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Tel.: 011-29532482/29535828 Fax: 011-29534429 e-mail: sred@ignou.ac.in
3.	Student Grievance Cell	Assistant Registrar (Grievance Cell)	Tel.: 011-29535924-32 ext.1313 sregrievance@ignou.ac.in
4.	Purchase of Study Material	Assistant Registrar (Marketing Cell), Room No. 10, MPDD, IGNOU, Maidan Garhi, New Delhi-110 068	Tel.: 011-29533858 Fax: 011-29535083 e-mail: mpdd@ignou.ac.in
5.	Academic matters	Programme Coordinator (PGDMCH) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Tel.: 011-29572849 Fax: 011-29534935 e-mail: tkjena@ignou.ac.in
6.	Teleconference, Audio conference	Director (EMPC) Indira Gandhi National Open University Maidan Garhi, New Delhi-110 068	Tel.: 011-29534299 Telefax: 011-29533079 e-mail: sunilkdas100@hotmail.com
7.	Purchase of Audio-video tapes	Section Officer (Marketing Unit), EMPC, IGNOU, Maidan Garhi, New Delhi-110 068	Tel.: 011-29536129
8.	Enquiry for any problem (Student Support Service Centre)	Director Student Services Centre, IGNOU, Maidan Garhi, New Delhi-68	Tel: 011-29533869/29533870/ 29535714 Fax: 011-29535714 e-mail: ssc@ignou.ac.in

7. KNOW SYLLABI OF YOUR COURSES

The programme design is mentioned in section 2.2. The block-wise details are mentioned in the following section and the detailed syllabi are mentioned in a separate section.

7.1 Course-wise List of Blocks

Course MME-301: Preventive MCH

- Block-1 : Basics of Prevention
- Block-2 : Maternal and Child Health Services
- Block-3 : Epidemiology in Maternal and Child Health
- Block-4 : Communication for Behavioral Change
- Block-5 : Adolescent Health
- Block-6 : Policies, Planning and Management

Course MMEL-301: Preventive MCH Practical

- Block-1 : Practical Manual
- Block-2 : Project Guide
- Block-3 : Log-book
- Block-4 : Adolescent Job Aid

Course MME-302: Reproductive Health

- Block-1 : Care During Pregnancy
- Block-2 : Abnormal Pregnancy
- Block-3 : Normal Labour and Puerperium
- Block-4 : Abnormal Labour and Puerperium
- Block-5 : Gynaecological Disorders
- Block-6 : Family Planning

Course MME-302: Reproductive Health Practical

- Block-1 : Practical Manual
- Block-2 : Check List Manual
- Block-3 : Log-book

Course 303: Child Health

- Block-1: Care of Newborn and Young Infant
- Block-2: Primary Paediatric Care
- Block-3: Hospital Management of a Sick Child
- Block-4: Nutrition
- Block-5: Growth and Development
- Block-6: Childhood Morbidity

Course MMEL-303: Child Health Practical

- Block-1 : Practical Manual
- Block-2 : IMNCI Chart Booklet
- Block-3 : Log-book

7.2 Block-wise Details of Each Course

MME-301: Preventive MCH

Block-1: Basics of Prevention

- Unit 1 : Rationale and Goals of MCH
- Unit 2 : Levels of Prevention in MCH
- Unit 3 : Determinants of MCH

- Unit 4 : Health Concerns of Mother and Child
- Unit 5 : Standard Precautions and Health Care Waste Management

Block-2: Maternal and Child Health Services

- Unit 6 : Reproductive and Child Health Services in India
- Unit 7 : Organisational Set Up for MCH Care
- Unit 8 : MCH Related Schemes and Programmes
- Unit 9 : National Rural Health Mission

Block-3: Epidemiology in Maternal and Child Health

- Unit 10 : Basics of Epidemiology
- Unit 11 : Applied Statistics in MCH
- Unit 12 : Indicators of RCH
- Unit 13 : Vaccine Preventable Diseases
- Unit 14 : Investigation of an Outbreak

Block-4: Communication for Behavioural Change

- Unit 15 : Communication Process
- Unit 16 : Counselling in RCH Programme
- Unit 17 : Community Participation

Block-5: Adolescent Health

- Unit 18 : Adolescence and Health Implications
- Unit 19 : Growth, Development and Nutrition
- Unit 20 : Adolescent Sexual Health
- Unit 21 : Adolescent Pregnancy and Pregnant Adolescent
- Unit 22 : Adolescent Mental Health
- Unit 23 : Special Issues of Adolescent

Block-6: Policies, Planning and Management

- Unit 24 : National Policies Related to Health
- Unit 25 : Women Empowerment and Rights of Child
- Unit 26 : Legislations Relevant to MCH and Social Security
- Unit 27 : Concepts and Principles of Management
- Unit 28 : Resource Management
- Unit 29 : Monitoring and Evaluation in MCH

Course MMEL-301: Preventive MCH Practical

Block 1: Practical Manual

- Unit 1 : Immunizations
- Unit 2 : Health Education
- Unit 3 : Epidemiological and Statistical Exercises
- Unit 4 : Socio-Clinical Case Study
- Unit 5 : Community Intervention for Adolescents
- Unit 6 : Field Visits

Block 2: Project Guide

Block 3: Log-book

Block 4: Adolescent Job Aid

Course MME-302: Reproductive Health

Block-1 Care During Pregnancy

- Unit 1 : Diagnosis of Pregnancy and Antenatal Care
- Unit 2 : Maternal Nutrition in Pregnancy and Lactation
- Unit 3 : Anaemia in Pregnancy
- Unit 4 : Medical Disorders Complicating Pregnancy
- Unit 5 : Medical Termination of Pregnancy

Block-2: Abnormal Pregnancy

- Unit 6 : Complications in Early Pregnancy
- Unit 7 : Complications in Late Pregnancy-I: Pregnancy Induced Hypertension and Antepartum Haemorrhage
- Unit 8 : Complications in Late Pregnancy-II: PROM, Preterm Labour, Postmaturity, IUGR and Hydramnios
- Unit 9 : Complications in Late Pregnancy-III: Rh Incompatibility, Intra Uterine Infection and Pain during Pregnancy

Block-3: Normal Labour and Puerperium

- Unit 10 : Normal Labour-I : Anatomy and Physiology
- Unit 11 : Normal Labour-II : Management
- Unit 12 : Normal Puerperium and Postnatal Care

Block-4: Abnormal Labour and Puerperium

- Unit 13 : Occipito-posterior Position: Brow, Face and Cord Presentations
- Unit 14 : Breech Presentation, Transverse Lie and Twins
- Unit 15 : Prolonged Labour, Obstructed Labour and Rupture Uterus
- Unit 16 : Third Stage Complications
- Unit 17 : Abnormal Puerperium
- Unit 18 : Emergency and Referral

Block-5: Gynaecological Disorders

- Unit 19 : Common Gynaecological Problems
- Unit 20 : Adolescent Gynaecological Issues
- Unit 21 : Infertility
- Unit 22 : Reproductive Tract Infections/Sexually Transmitted Infections including HIV/AIDS
- Unit 23 : Menopause

Block-6: Family Planning

- Unit 24 : Counselling
- Unit 25 : Conventional Contraceptive Methods
- Unit 26 : Hormonal Contraception
- Unit 27 : Intra Uterine Contraceptive Devices
- Unit 28 : Surgical Methods

Course MMEL-302: Reproductive Health Practical

Block 1: Practical Manual

- Unit 1 : Communication with the Woman and History Taking
- Unit 2 : Examination of the Woman
- Unit 3 : Infection Prevention
- Unit 4 : Normal Labour
- Unit 5 : Common Procedures During Labour
- Unit 6 : Abnormal Delivery
- Unit 7 : Method Specific Counselling for Contraception
- Unit 8 : Contraceptive Procedures: IUCD, Vasectomy and Tubectomy
- Unit 9 : Evacuation of Uterus During Early Pregnancy
- Unit 10 : Laboratory Procedures
- Unit 11: Commonly Used Instruments

Block 2: Check List Manual

Block 3: Log-book

Course MME-303: Child Health

Block-1: Care of Newborn and Young Infant

- Unit 1 : Essential Newborn Care
- Unit 2 : Management of Low Birth Weight Babies
- Unit 3 : Introduction to IMNCI
- Unit 4 : Assess and Classify Illness
- Unit 5 : Treat and Counsel
- Unit 6 : Hospital Management of Sick Young Infant

Block-2 Primary Paediatric Care

- Unit 7 : Assess and Classify Illness-I
- Unit 8 : Assess and Classify Illness-II
- Unit 9 : Identify Treatment Plan
- Unit 10: Treat the Child
- Unit 11: Follow Up Care
- Unit 12: Where Referral is not Possible

Block-3: Hospital Management of a Sick Child

- Unit 13 : Triage and Emergency Treatment
- Unit 14 : Child with General Danger Signs
- Unit 15 : Child with Cough/Difficult Breathing
- Unit 16 : Child with Diarrhoea
- Unit 17 : Child with Febrile Illness
- Unit 18 : Child with Severe Malnutrition
- Unit 19 : Monitoring and Supportive Care

Block-4: Nutrition

- Unit 20 : Breastfeeding
- Unit 21 : Feeding Children
- Unit 22 : Management of Child with Malnutrition
- Unit 23 : Common Deficiency Disorders

Block-5: Immunization, Growth and Development

- Unit 24 : Growth and its Disorders
- Unit 25 : Development and its Disorders
- Unit 26 : Home Environment and the Child

Block-6: Childhood Morbidity

- Unit 27 : Common Paediatric Problems
- Unit 28 : Cardiovascular, Haematological and Renal Disorders
- Unit 29 : Gastrointestinal, Parasitic and Neurological Disorders
- Unit 30 : Tuberculosis
- Unit 31 : HIV/AIDS
- Unit 32 : Common Paediatric Emergencies

Course MMEL-303: Child Health Practical**Block-1: Practical Manual**

- Unit 1 : Neonatal Resuscitation and Care at Birth
- Unit 2 : Management of Sick Young Infant
- Unit 3 : Management of Sick Child
- Unit 4 : Feeding Techniques
- Unit 5 : Nutrition Management and Counselling
- Unit 6 : History Taking and Examination of a Child
- Unit 7 : Laboratory Procedures
- Unit 8 : Assessment of Growth and Development
- Unit 9 : Emergency Triage, Assessment and Treatment

Block 2: IMNCI Chart Booklet**Block 3: Log-book**

List of Practical Skills

The skills that you are expected to learn in each course are mentioned below. In each of the operative procedures you will be demonstrated at least one case with explanation of key steps that are mentioned in each of them. After demonstration, each of you will be given scope to perform the procedure in at least one patient under the supervision of the counsellor at PSC. For this purpose, you will be posted to OPD, Ward, OT, Neonatology Unit, Emergency, Post Partum Centre etc. as applicable for different skills. The activities and field visits which you are expected to complete in different courses are given below. You will find the details of each in the respective practical manuals.

ACTIVITIES OF MMEL-301: PREVENTIVE MCH PRACTICAL

1. **Immunization:**
 - Planning and Conduction of an Immunization Session
2. **Health Education and Counselling:**
 - Planning and Conduction of Group Discussion
 - Planning and conduction of a Role Play
 - Planning and conduction of counselling
3. **Epidemiological and Management Exercises**
 - MCH Indicators
 - Risk estimates
 - Management related exercises
4. **Socio-clinical Case Study**
 - Family diagnosis
 - Community management
5. **Adolescent Health**
 - Community Intervention for Adolescents
 - Use of Job aid

6. **Field Visits:**

Visits outside the PSC

Visits to the following institutions for observing ongoing MCH activities including maintenance of Cold Chain:

- Community Health Centre/ Primary Health Centre
- Sub Centre
- Anganwadi
- Urban F.W. Centre

Visits within the PSC

- Baby Friendly Hospital
- Health Care Waste Management

ACTIVITIES OF MMEL-302: REPRODUCTIVE HEALTH PRACTICAL

1. Communicating with Patients
2. Examination of a Pregnant Woman
3. Examination of a Nonpregnant Woman

4. Normal Delivery
 5. Partogram
 6. Catheterisation of Urinary Bladder
 7. Episiotomy and Perineal Tear
 8. Outlet Forceps/Vacuum *
 9. Assisted Breech Delivery*
 10. Management of Emergency Obstetrics Cases
 11. PPH Management
 - Bimanual Compression of Uterus
 - Manual Removal of Placenta
 - Traumatic PPH
 12. Family Planning Counselling
 13. Copper T Insertion
 14. Tubectomy*
 15. Vasectomy*
 16. Manual Vacuum Aspiration
 17. Suction Evacuation
 18. Dilatation and Curettage
 19. Infection Prevention Measures
 20. Collection of PAP Smear
 21. Estimation of Hb%
 22. Microscopic examination
 - Wet Smear
 - Fern Test
 - Post Coital Test
 - Urine for Pus Cell
- (* *Skills to be shown wherever feasible*)

ACTIVITIES OF MMEL-303: CHILD HEALTH PRACTICAL

1. Neonatal Resuscitation
2. Gestational Assessment
3. Examination of Normal Newborn and Identification of High Risk Babies
4. Assessment of Sick Young Infant
5. Assessment of Sick Child 2 months to 5 years
6. Filling up of IMNCI Proforma for young infants
7. Filling up of IMNCI Proforma for older child
8. Temperature Recording and Techniques to keep the baby Warm
9. Feeding of Newborn
10. How to read Drug Table
11. Administration of a drug—Oral, I/V, I/M including I/V access
12. Use of Nebuliser and Spacer for Asthma
13. Identification of murmur
14. Use of Equipments
 - Phototherapy
 - Radiant warmer
15. Communication Skills and Counselling
16. Oxygen Administration Technique
17. Transport of a Sick Child—Stabilisation and Writing Referral Slip
18. Investigation—Lab Procedures
19. Hand Washing Techniques
20. Anthropometry
21. Use of Growth Chart

Time Frame for Practical Training

The programme design mentions about 18 credit hours i.e. a total of 540 hours of practical activities. These would be completed at three different types of set up, namely, Programme Study Centre (PSC), Skill Development Centre (SDC) and Work Place (WP). Approximately equal time will be devoted at PSC, SDC and the work place.

Time Distribution of Practical Component in Hours as Per Place of Activity

Course Code	PSC	SDC	Work Place	Total
MMEL-301	60	—	120	180
MMEL-302	60	90	30	180
MMEL-303	60	90	30	180
Total	180 Hrs	180 Hrs	180 Hrs	540 Hrs

Time Distribution of Spells

1st spell will be 4 days duration. All the students of a batch will be grouped together for contact sessions.

2nd to 5th spells will be 6 days duration having rotational posting of two days in each of the three departments.

Department-wise Time Distribution of Practical Activity at Programme Study Centre

COURSE	2 nd Spell	3 rd Spell	4 th Spell	5 th Spell	Total Days
MMEL-301	2 days	2 days	2 days	2 days	8 days
MMEL-302	2 days	2 days	2 days	2 days	8 days
MMEL-303	2 days	2 days	2 days	2 days	8 days
TOTAL	6 days	6 days	6 days	6 days	24 days

SAMPLE SPELL POSTING SCHEDULE

I. Schedule for 1st Spell

All the 30 students will form one group for the posting in 1st spell.. Please note that the training in adolescent health component will be planned in a workshop method and counselors from community medicine, Obst. & gynae and Paediatrics will participate in this.

Planning of 1st Spell

Days	Session-I	Session-II	Session-III
Day-1	Project Discussion	Project Discussion	Briefing on Emergency Obstetrics
Day-2	Adolescent Health	Adolescent Health	Adolescent Health
Day-3	Adolescent Health	Adolescent Health	Adolescent Health (Job aid)
Day-4	IMNCI Briefing	MNCI Briefing	IMNCI Briefing

II. Posting Schedule for MMEL-201

Spell	Day 1 (0800-1300 hrs.)	Day 1 (1400-1700 hrs.)	Day 2 (0800-1300 hrs.)	Day 2 (1400-1700 hrs.)
2nd Spell	<i>DEPARTMENT</i> • Briefing for Socio-Clinical Case Study	<i>DEPARTMENT</i> • Finalisation of Project Topic	<i>FIELD VISIT*</i> • Sub-centre • PHC/CHC	<i>DEPARTMENT</i> • <i>EPIDEMIOLOGICAL EXERCISES</i>
3rd Spell	<i>MEDICAL COLLEGE</i> • Injection Safety • Cold Chain	<i>DEPARTMENT/COMMUNITY</i> • Group Discussion • Resource Mapping	<i>FIELD VISIT*</i> • Anganwadi Centre • Urban MCH Centre	<i>DEPARTMENT</i> • <i>PROJECT WORK PROGRESS</i>
4th Spell	<i>DEPARTMENT</i> • Report on Community Intervention for Adolescents	<i>DEPARTMENT</i> • Job Aid Presentation	<i>Medical College *</i> • Baby Friendly Hospital • Health Care Waste Management	<i>DEPARTMENT</i> • <i>PROJECT WORK DATA DISCUSSION</i>
5th Spell	<i>DEPARTMENT</i> • Project Report Presentation	<i>DEPARTMENT</i> • Project Report Presentation	<i>DEPARTMENT</i> • Socio-Clinical Case Presentation	<i>DEPARTMENT</i> • Socio-Clinical Case Presentation

* Though in each spell, only five students will be attached with one counsellor, all the 10 students posted to the departments (under both the counsellors) will be clubbed together for the purpose of field visits.

During discussion of report on community intervention for adolescents and during job aid discussion, the counselors from all three departments oriented in adolescent health could be invited for participation. Both these activities could be planned for a maximum of 1-day.

There should be minimum two slots for family presentation so that every student gets adequate time for family presentation. Similarly, there should be 2 slots for project report presentation in the last spell so that every student gets adequate time for it. Signature of the logbooks should be done after respective activity in the same spell.

III. Posting Schedule for MMEL-202

A maximum of 5 students are allowed to be in a group attached to one counsellor. So, the 10 students posted to O&G department will be divided into two sub-groups (Sub-group A and Sub-group B) of 5 each. The posting schedule of 5 students is mentioned below. On the first day of 1st Spell, Sub-group A will be posted for Day-1 activity and Sub-group B will be posted for Day-2 activities. On the second day of 1st Spell, the posting will be rotated i.e. Sub-group B will be posted for Day-1 activity and Sub-group A will be posted for Day-2 activities. Similar rotation will be followed in all the spells.

Spell	Day-1				Day-2	
	0900-1100 hrs.	1100-1300 hrs.	1400-1600 hrs.	1600-1700 hrs.	0900-1600 hrs.	1600-1700 hrs.
2nd Spell	ANC OPD <ul style="list-style-type: none"> History Taking Antenatal Examination Diagnosis of early pregnancy (Vaginal examination) 	Minor OT/ F.P. OT <ul style="list-style-type: none"> Bleeding in early pregnancy S&E D&E MVA 	Ward/Seminar Room <ul style="list-style-type: none"> Case Discussion Medical complications in Pregnancy 	Gynae. Casualty <ul style="list-style-type: none"> Management of Obstetric emergency APH Eclampsia Ectopic Pregnancy 	Labour Room <ul style="list-style-type: none"> Pelvic assessment Normal Labour Partogram Episiotomy 	Ward/Seminar Room <ul style="list-style-type: none"> Case presentation
3rd Spell	F. P. OPD <ul style="list-style-type: none"> FP counseling PS/PV examination Lab procedures 	Minor OT/ F.P. OT <ul style="list-style-type: none"> Demonstration MTP with Cu-T insertion Tubectomy Vasectomy 	Seminar Room <ul style="list-style-type: none"> Presentation with dummy and doll Normal labour Breech presentation 	Ward/Seminar Room <ul style="list-style-type: none"> Case Discussion High Risk pregnancy (PIH, APH) 	Labour Room <ul style="list-style-type: none"> Third Stage management including PPH Forceps/Vacuum Delivery 	Ward/Seminar Room <ul style="list-style-type: none"> Case presentation
4th Spell	Gynae. OPD <ul style="list-style-type: none"> Clinical examination PS/PV examination Lab procedures 	Gynae Ward <ul style="list-style-type: none"> Case Discussion Prolapse DUB Vaginal Discharge Cancer 	Ward <ul style="list-style-type: none"> Case Discussion Normal Puerperium and its management 	Casualty <ul style="list-style-type: none"> Management of Obstetric emergency Septic Abortion Inevitable Abortion PPH 	Labour Room <ul style="list-style-type: none"> Abnormal Cases and abnormal delivery Previous CS APH Twin Hydramnios 	Ward/Seminar Room <ul style="list-style-type: none"> Case presentation
5th Spell	Gynae. OPD <ul style="list-style-type: none"> Clinical Examination P/S and P/V examination Lab procedures 	Seminar Room <ul style="list-style-type: none"> Abnormal Presentation Transverse Lie Face /Brow Cord Prolapse 	Ward <ul style="list-style-type: none"> Case Discussion Acute abdominal pain in early and late pregnancy 	Ward/Seminar Room <ul style="list-style-type: none"> Case Discussion High Risk pregnancy (CPD, RH Incompatibility) 	Internal Evaluation	Internal Evaluation

Though five students are grouped together in the sample posting shown above, PSCs could further divide the group of 5 students and make appropriate posting schedule (OPD/Post Partum Centre/Labour Room/Ward/OT) so that each student actually gets a scope to handle patients independently. The counsellors also could take the students in their ward round if it is feasible for them. Interested students could request the counsellors to put them in emergency/Labour room duties even after 1700 hours.

Case discussion should include the following cases:

- Case of PIH (Eclampsia)
- Case of Unsafe Abortion
- Case of APH
- Case of PPH
- Case of Severe Anaemia
- Case of Acute Abdomen

- Case of Prolonged/Obstructed Labour
- Case of Normal Puerperium
- Case of Puerperial Sepsis
- Case of Adolescent Pregnancy

IV. Posting Schedule for MMEL-203

A maximum of 5 students are allowed to be in a group attached to one counsellor. So, the 10 students posted to Paediatric department will be divided into two sub-groups (Sub-group A1 and Sub-group A2) of 5 each. The posting schedule of 5 students is mentioned below. The principle is to keep the first 3 spells independent of each other (i.e one spell each is devoted to IMCI-older Child (2 months-5 years), IMCI-Young Infant and the non-IMCI component) and the last spell to be for rest of non-IMCI component and internal assessment. Unlike non-IMCI component, both the subgroups (A1 and A2) will undergo similar posting during the spells covering IMCI training. But ensure that only 5 students are attached to one counsellor so that IMCI method of teaching i.e. case demonstration followed by case work up and bedside discussion is possible for all the syndromic groups.

Spell	Day-1				Day-2				
	9.00-10.30	10.30-12.00	12.00-13.30	14.30-17.00	9.00-10.30	10.30-13.30	14.30-15.30	15.30-17.00	
2nd Spell	Nursery # <input type="checkbox"/> Assess and Classify <ul style="list-style-type: none"> • Possible Illness • Temperature Recording • Hand Washing Technique 		DTU# Assess and Classify <ul style="list-style-type: none"> • Diarrhoea 	Nursery # Assess and Classify <ul style="list-style-type: none"> • Feeding Problem and Malnutrition • Immunisation • Other Problems 	Seminar Room * Briefing on <ul style="list-style-type: none"> • Identify treatment • Read the drug table • Treat the young infant 	Nursery\$ Assess, Classify, Identify treatment and treat the young infant (3 patients each student to see)	Seminar Room Discussion on <ul style="list-style-type: none"> • Administration of Drugs • Referral • Role Play on Counselling 	Nursery <input type="checkbox"/> Gestational assessment <input type="checkbox"/> Equipment <ul style="list-style-type: none"> • Photo-therapy • Radiant warmer 	
3rd Spell	Ward# Assess and Classify <ul style="list-style-type: none"> • General Danger Signs • Cough 	DTU# Assess and Classify <ul style="list-style-type: none"> • Diarrhoea 	Ward# Assess and Classify <ul style="list-style-type: none"> • Fever 	Ward# Assess and Classify <ul style="list-style-type: none"> • Ear Problems • Malnutrition • Anaemia • Immunisation • Other problems 	Seminar Room * Briefing on Identify treatment and Treat the child	OPD\$ Assess, Classify, Identify treatment and treat the child (3 patients each student to see)	Seminar Room Discussion on <ul style="list-style-type: none"> • Treat the child • Counselling • Referral 	Ward\$ Assess, Classify, Identify treatment and treat the Child	
4th Spell	Ward <ul style="list-style-type: none"> • Case Discussion (Childhood morbidity) 		Ward/Nursery Feeding technique <ul style="list-style-type: none"> • Nasogastric • Oro-gastric • Cup and spoon 	WARD <ul style="list-style-type: none"> • Oxygen administration Technique • Nebuliser • Spacer for Asthma • I/V Access 	Ward <ul style="list-style-type: none"> • Case Discussion (Childhood morbidity) 		Ward <ul style="list-style-type: none"> • Triage and Emergency Treatment 	Seminar Room <ul style="list-style-type: none"> • X-rays and Instruments 	
5th Spell	Seminar Room <ul style="list-style-type: none"> • Resuscitation • Anthropometry • Weighing Balance • Growth Monitoring 		Seminar Room <ul style="list-style-type: none"> • Case Discussion 			Internal Evaluation (IMNCI)		Internal Evaluation (Case Presentation)	

1 case to be demonstrated and 1 case to be worked up by students for each activity.

*Practice on white note sheets of log-book on the basis of the cases seen on previous day.

\$ See one case from each of the 3 category for young Infant (Possible Illness/ Diarrhoea/ Feeding Problem and Malnutrition) and 4 category for older Child (Respiratory Problem/Diarrhoea/Fever/Malnutrition).

Though five students are grouped together in the sample posting shown above, PSCs could further divide the group of 5 students and make appropriate posting schedule (OPD/Ward/Neonatology/Labour Room) so that each student actually gets a scope to handle patients independently. The counsellors also could take the students in their ward round if it is feasible for them. Interested students could request the counsellors to put them in emergency/labour room duties even after 17:00 hours.

Case discussion should include the following cases:

- Acute Flaccid Paralysis (AFP)
- Tubercular Meningitis
- Congenital Heart Disease
- Rheumatic Heart Disease

- Hepatosplenomegaly
- Lymphadenopathy
- Protein Energy Malnutrition (PEM)
- Chronic Respiratory Diseases

APPENDIX IV

MONITORING PROFORMA FOR PSC COUNSELLORS (MMEL-301)

Name of PSC _____

Name of the Student _____ Enrollment No. _____

Sl. No	Name of the Skill	Skills training completed (Put only a tick mark)*				Max. Marks (300)	Marks Scored	Signature with Date
		2nd Spell	3rd Spell	4th Spell	5th Spell			
1.	Immunisation • Cold Chain • Injection Safety					10		
2.	Health Education • Resource Mapping					15		
	• Group Discussion							
3.	Epidemiological and Statistical Exercises • Epidemiological Exercises					30		
	• Problem based Exercises							
	• Management Exercises							
4.	Socio-Clinical Case Study • Presentation					40		
	• Summary Report							
5.	Field Visit • CHC/PHC					10		
	• Sub-centre					10		
	• Anganwadi Centre					10		
	• Urban MCH Centre					5		
	• Baby Friendly Hospital					5		
	• Health Care Waste Management					5		
6.	Project Work • Write up					100		
	• Presentation					40		
7.	Adolescent Health • Write up Report on Community Intervention for Adolescents					20		
	• Job Aid Discussion							
Total Marks Scored								

*Put a tick mark in respective column for the skills completed in respective spells.

Monitoring Proforma for PSC Counsellors (MMEL-302)

Name of PSC _____

Name of the Student _____ Enrollment No. _____

Sl. No	Name of the Skill	Skills training completed (Put only a tick mark)*				Max. Marks (150)	Marks Scored	Signature with Date
		2nd Spell	3rd Spell	4th Spell	5th Spell			
1.	Antenatal care					20		
	• History (Communicating with patients)							
	• Diagnosis of normal, early and late Pregnancy							
2.	Intranatal and Postnatal Care					30		
	• Pelvic assessment							
	• Normal labour							
	• Partogram							
	• Delivery							
3.	Obstetrical Operation					15		
	• Episiotomy							
	• Forceps/Vacuum application							
4.	Case Management/Obstetrical Emergency					15		
	• PPH management							
	• Diagnosis and Management of High Risk Pregnancy							
5.	Case Presentation					30		
	• Catheterisation of bladder							
	• Diagnosis of Gynae.cases (Examination)							
6.	Family Planning Counselling/Procedure					20		
	• Counselling for Condom							
	• Counselling for OCP							
	• Counselling for Cu-T							
	• Counselling for Vasectomy/Tubectomy							
7.	Evacuation of Uterus During Early Pregnancy					10		
	• MVA							
	• Suction and evacuation							
	• D&E							
8.	Lab Procedures					10		
	• Infection Prevention Measures							
	• PAP Smear							
	• Wet Smear							
	• Fern Test							
	• Post Coital Test							
• Urine Examination								
• Hb%								
Total Marks Scored								

*Put a tick mark in respective column for the skills completed in respective spells.

Monitoring Proforma for PSC Counsellors (MMEL-303)

Name of PSC _____

Name of the Student _____ Enrollment No. _____

S I. N o	Name of the Skill	Skills training completed (Put only a tick mark)*				Max. Marks (150)	Marks Scored	Signature with Date
		2nd Spell	3rd Spell	4th Spell	5th Spell			
1.	IMCI Skills (2 months to 5 yr child) • Assessment of Sick Child					40		
	<i>Filling up of IMCI Proforma</i> (Respiratory Problem/Diarrhoea/Fever/Malnutrition)							
2.	IMCI Skills (Young Infant) • Assessment of Sick Young Infant					30		
	<i>Filling up of IMCI Proforma</i> (Sick New born/Fever/Breastfeeding Problem)							
	• Examination of Normal Newborn							
	• Identification of High Risk Babies							
	• Temperature Recording							
	• Techniques to keep the baby Warm							
	• Feeding of Newborn							
	• Administration of drug—Oral, I/V, I/M							
	• Communication Skills/Counselling							
3.	Hand Washing Techniques					5		
	Neonatal Resuscitation					10		
4.	Gestational Assessment					5		
6.	Anthropometry					10		
	Use of Growth Chart/monitoring							
7.	Case Presentation					40		
	Identification of murmur							
	Interpret X-rays and Investigations							
8.	Emergency and Triage					10		
	Use of Equipment							
	• Nebuliser							
	• Spacer for Asthma							
	• NG Tube							
	• Phototherapy							
• Radiant warmer								
9.	• Oxygen Administration Technique					—		
	Investigations/Lab Procedures#							
	• Capillary Blood Sampling							
	• Peripheral Smear							
	• Blood Film for Malarial Parasite							
	• Urine for Albumin, Sugar, Microscopy							
	• Examination of Stool for Parasites							
	• Monteaux Test							
• CSF examination and Interpretation								
• Transportation of Body-fluid Samples								
Total Marks Scored								

* Put a tick mark in respective column for the skills completed in respective spells.

Procedures to be demonstrated to students/performed by students in relevant cases wherever feasible.

Monitoring Proforma for SDC Counsellors (MMEL-302)

Name of SDC _____

Name of the Student _____ Enrollment No. _____

Sl. No.	Name of the Skill	Activities Completed by Student (Put only a tick mark)#	Max. Marks (150)	Marks Scored	Signature with Date																				
1.	Antenatal care*	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					20		
	• History (Communicating with patients)																								
• Diagnosis of normal, early and late Pregnancy																									
	• Vaginal examination																								
2.	Labour *	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					30		
	• Pelvic assessment																								
• Partogram																									
	• Delivery																								
3.	Obstetrical Operation	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					20		
	• Episiotomy																								
• Forceps/Vacuum application																									
	• Catheterisation of bladder																								
4.	Case Management/Obstetrical Emergency	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					20		
	• PPH management																								
• Diagnosis and Management of High Risk Pregnancy																									
	• Diagnosis of Gynae. cases (Examination)																								
5.	Family Planning Counselling/Procedure	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					10		
	• Counselling for Condom																								
	• Counselling for OCP																								
• Counselling for Cu-T																									
	• Counselling for Vasectomy/Tubectomy																								
6.	Insertion of Copper-T	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					20		
7.	Evacuation of Uterus During Early Pregnancy	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					15		
	• MVA																								
• Suction and evacuation																									
	• D&E																								
8.	Lab Procedures	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> </table>																					15		
	• PAP Smear																								
	• Wet Smear																								
	• Fern Test																								
	• Post Coital Test																								
• Urine Examination																									
	• Hb%																								
Total Marks Scored																									

* All the three skills to be performed in each patient.

Put a tick mark in respective column for each time a skill is performed at SDC.

Monitoring Proforma for SDC Counsellors (MMEL-303)

Name of SDC _____

Name of the Student _____ Enrollment No. _____

Sl. No.	Name of the Skill	Activities Completed by Student (Put only a tick mark)#	Max. Marks (150)	Marks Scored	Signature with Date
1.	IMCI Skills (2 months to 5 year child)		10		
	• Respiratory Problem				
	• Diarrhoea		10		
	• Fever		10		
	• Ear Problem		5		
	• Malnutrition		10		
2.	IMCI Skills (Young Infant)		10		
	• Possible Bacterial Infection				
	• Diarrhoeal diseases		10		
	• Feeding Problem		10		
	• Low weight		10		
3.	Administration of drug— I/V, I/M		5		
4.	Hand Washing Techniques		5		
5.	Gestational Assessment		5		
6.	Anthropometry*		10		
	Use of Growth Chart/monitoring				
7.	Childhood Diseases		30		
	• Heart Disease				
	• Chronic Respiratory Disorder				
	• Neurological Disorder				
	• Renal Disorder				
	• Growth Disorders				
	• Other Childhood Morbidity				
8.	Use of Equipment		10		
	• Nebuliser				
	• Spacer for Asthma				
	• NG Tube				
	• Phototherapy				
	• Radiant warmer				
	• Oxygen Administration Technique				
9.	Investigations/Lab Procedures\$		—		
	• Capillary Blood Sampling				
	• Peripheral Smear				
	• Blood Film for Malarial Parasite				
	• Urine for Albumin, Sugar, Microscopy				
	• Examination of Stool for Parasites				
	• Montoux Test				
	• CSF examination and Interpretation				
• Transportation of Body-fluid Samples					
Total Marks Scored					

* All the three skills to be performed in each patient.

Put a tick mark in respective column for each time a skill is performed at SDC.

\$ Procedures to be demonstrated to students/performed by students in relevant cases wherever feasible.

Indira Gandhi National Open University

PGDMCH Programme

CERTIFICATE OF COMPLETION OF PRACTICAL SKILLS

This is to certify that Dr. _____ has attended to all the practical skills listed in the practical manuals for the following courses as planned for PSC/SDC.

MMEL-301 (Preventive MCH Practical)

Signature of the Counsellor at PSC

Name of Counsellor _____

Address _____

MMEL-302 (Reproductive Health Practical)

Signature of the Counsellor at PSC

Signature of the Counsellor at SDC

Name of Counsellor _____ Name of Counsellor _____

Address _____ Address _____

MMEL-303 (Child Health Practical)

Signature of the Counsellor at PSC

Signature of the Counsellor at SDC

Name of Counsellor _____ Name of Counsellor _____

Address _____ Address _____

This is to certify that the above information is true to the best of my knowledge. If any information is found to be wrong at a later date, my results could be held invalid.

Place _____

Signature of the Student _____

Date _____

Name _____

Roll No. _____

Please read the instructions in programme guide before filling up this

Date for submission of Examination Form

- October 31 for December Examination
- April 31 for June Examination

INDIRA GANDHI NATIONAL OPEN UNIVERSITY, NEW DELHI

TERM-END EXAMINATION (Practical Only) JUNE/DECEMBER 200...

Programme Study Centre Code

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CONTROL No. (For Office Use Only)

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Enrolment No.

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Write in BLOCK CAPITAL LETTERS only.

NAME : Mr./Mrs./Dr.	
---------------------	--

Please tick (✓) against appropriate group of courses in which you intend to take the examination. The Course(s) which you have already passed should not be mentioned.

Sl.No.	Course Title	Course Code	Intend to Take Examination (put ✓ mark)
1.	Preventive MCH (Practical)	MMEL-301	
2.	Reproductive Health (Practical)	MMEL-302	
3.	Child Health (Practical)	MMEL-303	

I hereby solemnly affirm that I have submitted the required number of Log-books/Project Report and have completed all the skills planned under the above course(s). The certificate of completion in support of the skills is attached.

I am aware that completion of all the skills at Skill Development Centre and Programme Study Centre and passing in the internal assessment (practical) is a prerequisite for taking Term-end (Practical) Examination. In case my above statement regarding submission is found to be untrue, the University may cancel the result of my above mentioned Term-end Examination and I undertake that I shall have no claim whatsoever in this regard. I also undertake that I shall abide by the decision, rules and regulations of the University. I have signed this undertaking on this _____day of _____200_____.

Name _____
 Complete _____
 Address for _____
 Correspondence _____

Signature of Student_____.

I have verified that the student has submitted all the Log-books/Project Report and certificate of completion of skills related to the above courses in time.

Place _____
 Date _____

(Signature of Programme-in-charge with Stamp)

PATTERN OF TERM-END EVALUATION

I. EVALUATION PATTERN FOR MMEL-301

1. FAMILY WORK UP/LONG CASE

THE LONG CASE WILL BE OF ONE-HOUR DURATION CARRYING 25 MARKS. THE ASSESSMENT COMPONENTS WILL INCLUDE PRESENTATION STYLE OF STUDENT, IDENTIFICATION OF PROBLEMS IN THE ALLOTTED FAMILY, INFORMATION ON AVAILABILITY AND ACCESSIBILITY OF HEALTH SERVICES AND THE STUDENT'S ABILITY TO MANAGE THE PROBLEMS. THE PROBLEM/EXERCISE WILL AIM AT STUDYING THE ALLOTTED FAMILY IN REFERENCE TO QUALITY OF SERVICES AND THE QUALITY OF CARE.

Type of the problems expected to be worked up by the students in the allotted family:

- Protein-energy malnutrition
- At Risk mother/child
- Infant
- Postnatal mother
- Antenatal mother
- Adolescent, specially knowledge on personal hygiene, STD/AIDS, Family Planning, adoption practices, etc.
- Child caring practices
- Immunisation status and feeding practices
- Vaccine Preventable Disease (VPD)

2. PLANNING AND MANAGEMENT EXERCISE

There will be two exercises of half an hour each—one on management related problem carrying 7 marks and the other on statistical problem or an exercise carrying 8 marks.

The Management related problem could be from either of the following patterns:

- Vaccine Requirement of a PHC/SC/health set up
- Exercise on Material Management—ORS, Vaccine, Drug, Family Planning Devices, etc.
- Vaccine and Drug Logistics
- Report on a Baby Friendly set up
- Health Care Waste Management

The Exercise/statistical problem could be from either of the following patterns:

- Epidemiological Problem solving exercise
- Demographic Exercise
- Calculation of various Rates related to MCH care

N.B: PLACES WHERE STUDENTS COULD NOT BE ALLOTTED A PHYSICAL SET UP TO WORK UP THE ADMINISTRATIVE PROBLEMS, SIMILAR PROBLEMS COULD BE FRAMED AND GIVEN TO THE STUDENTS TO WRITE ANSWERS.

3. SPOTS/EXERCISES

There will be five spots of 2 marks each carrying a total of 10 marks. Each spot will be of 2 minutes duration. The five spots should include one each out the subject areas mentioned below:

- Vaccine/cold chain
- Family Planning devices
- Health education material—Flipchart, Poster, etc.
- Nutrition Supplement and Food

- Growth Chart comments

4. VIVA-VOCE

The duration of viva-voce will be of 10 minutes for each student carrying **20** marks. The focus will be on the understanding of the students on the application of the concepts covered in MMEL-201.

II. EVALUATION PATTERN FOR MMEL-302

1. LONG CASE (ON MATERNITY)

THE LONG CASE WILL BE OF ONE-HOUR DURATION CARRYING 25 MARKS. THE ASSESSMENT COMPONENTS WILL INCLUDE HISTORY TAKING AND PRESENTATION STYLE OF STUDENT, PHYSICAL EXAMINATION, DIAGNOSIS AND INVESTIGATION, MANAGEMENT AND DISCUSSION. THE QUESTION WILL IDEALLY AIM AT PROVIDING QUALITY OF CARE IN A PERIPHERAL SET UP. THE PATTERN OF ALLOTTED CASES COULD BE EITHER OF THE FOLLOWING:

- Normal Antenatal Case of more than 32 weeks
- Bad obstetric history—Habitual abortion/Recurrent foetal loss
- Pregnancy with Antepartum Haemorrhage (APH)
- Pregnancy with Anaemia
- Pregnancy Induced Hypertension (PIH)
- Preterm Labour
- Intra-uterine Growth Retardation (IUGR)
- Pregnancy with previous Caesarean Section
- Multiple Pregnancy
- Hydramnios
- Intra-uterine Death
- First Trimester Bleeding
- Normal puerperium
- Puerperal Pyrexia

2. SHORT CASE (ON CONTRACEPTION)

There will be one short case of half-hour duration carrying **15** marks. The assessment components will include relevant short history, advice on contraception and its justification. Pattern of allotted cases could be either of the following:

- Puerperal Case for Temporary/Permanent method of contraception
- Woman with heart disease
- Woman with Diabetes mellitus
- Woman with anaemia
- Newly married woman
- Woman with one child for spacing method of contraception
- Woman with two or more children for spacing method of contraception
- Post abortal woman
- Post MTP
- Post Caesarean section
- Woman with vaginal discharge
- Woman with prolapse

3. SPOTS/EXERCISES

There will be five spots of three marks each carrying a total of **15** marks. Each spot will be of 3 minutes duration. The five spots should include one each from the following patterns:

- STI/RTI Problem Oriented—Vaginal discharge
- Clinical Problem oriented / Infertility
- X-ray/Drug
- Partogram
- Instrument

4. VIVA-VOCE

The duration of viva-voce will be of 10 minutes for each student carrying **15** marks. During the Viva, the examiner will focus in the following areas:

- Normal Delivery
- Family Planning Counselling and Procedures
- Instruments
- Dummy Doll and Fetal Skull

III. EVALUATION PATTERN FOR MMEL-303

CASE PRESENTATION

There will be **three case work up** carrying equal marks. Two cases will be evaluated in the IMNCI pattern and one case in the conventional pattern as mentioned below:

i) Young Infant

One case of the young infant group will be given for evaluation purpose. Time allotted will be 15 minutes and it will carry **10** marks. The assessment component will include proper assessment and classification of the child as per MCI guidelines, Identification of the treatment plan, providing proper treatment, counselling, referral and follow up as applicable to the case. Filling up the proforma properly is also a part of the exercise. Use of IMCI Chart Book during examination is allowed.

ii) Older Child (2 months to 5 years)

One older child between 2 months to 5 years will be given for this purpose. Time allotted will be 15 minutes and it will carry **10** marks. The assessment component will include proper assessment and classification of the child as per MCI guidelines, identification of the treatment plan, providing proper treatment, counselling, referral and follow up as applicable to the case. Filling up the proforma properly is also a part of the exercise. Use of IMCI Chart Book during examination is allowed.

iii) Non-IMCI Case

One case will be given to assess the diseases not covered in the IMCI component. Time allotted will be half an hour and it will carry **20** marks. The assessment components will include relevant short history, physical examination, diagnosis, management and discussion. The focus during evaluation should be on diagnosis and management. The pattern of allotted cases could be either of the following:

- Rheumatic/Congenital heart disease
- Anaemia
- Fever
- Acute Flaccid Paralysis (AFP)
- Protein energy malnutrition
- Assessment of milestones
- Nutritional disorders
- Gestational age assessment
- Lymphadenopathy
- Hepato-splenomegaly, etc.

SPOTS/EXERCISES

There will be five spots of 2 marks each carrying a total of **10** marks. Each spot will be of 2 minutes duration. The five spots should include one each from the following patterns:

- Case scenario–Emergency/routine
- X-ray [Cardiomegaly, Lung (military TB, pneumonia patch, pleural effusion), Skeletal (ricket/scurvy/hypothyroidism), Abdomen (multiple fluid level, gas under diaphragm)]
- Drugs
- Equipments (Spacer, NG Tube, Nasal Spray, I/V Canula, etc.)
- Photographs

OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE)

There will be one supervisory station to evaluate students in OSCE format. It will be of 2-5 minutes and carry **10** marks. The station would include either of the following:

- Observe process of resuscitation
- Feeding counselling of a <2 yr child whose case history is provided

VIVA-VOCE

The duration of viva-voce will be of 10 minutes for each student carrying **10** marks. The focus will be on the understanding of the students on the application of the concepts covered in MMEL-203.

Details of Regional Centres having PGDMCH Programme

Sl. No.	Regional Centre	Address of the Regional Centre	Operational Area	Region Code
1.	Ahmedabad	Dr. B. Rajagopal Regional Director, IGNOU Regional Centre Opp. Nirma Institute, Sarkhej-Gandhinagar Highway Chharodi, Ahmedabad-382 481 (O) (02717)-242975/242976/241579 Fax: (02717)-241580 E-mail: rcignouahd@yahoo.com	Gujarat, Daman, Diu, Dadra and Nagar Haveli	09
2.	Bangalore	Dr. B. S. Sudhindra Regional Director, IGNOU Regional Centre N.S.S.S. Kalyana Kendra, No.293, 39th Cross, Jayanagar, 8th Block, Bangalore-560 082 (O) 080-26654747/26657376/26639711 Fax: 080-26644848 E-mail: ignoublr@bgl.vsnl.net.in	State of Karnataka except districts of Hubli, Dharwad, UIttara Karnataka Belgaum,	13
3.	Bhopal	Dr. K.S. Tiwari Regional Director, IGNOU Regional Centre 3 rd Floor, Sanchi Complex, Shivaji Nagar, Bhopal-462 016 (O) 0755-2578452/2578454 /2578455 Fax: 0755-2578453 E-mail: ignoubhopal@rediffmail.com	State of Madhya Pradesh except for districts under Jabalpur	15
4.	Bhubaneswar	Dr. S. K. Tripathy Regional Director , IGNOU Regional Centre C-1, Institutional Area, Bhubaneswar, Orissa-751013 (O) 0674-2301348/2301250/2301352/2300310 Fax: 2300349 E-mail: igrd21@hotmail.com	State of Orissa except districts under RC Koraput	21
5.	Chennai	Dr. K. Paneer Selvam Regional Director, IGNOU Regional Centre C.I.T. Campus, Taramani, Chennai-600 113 (O) 044-22541919/22542727/22542525/22541212 (TLC) Fax: 22542828 E-mail: ignourcc@md3.vsnl.net.in	State of Tamil Nadu, Union Territory of Pondicherry, Andaman and Nikobar Islands	25
6.	Delhi-1	Dr. Ram Chandra Regional Director, IGNOU Regional Centre 52, Institutional Area, Tughlakabad, New Delhi-110 062 (O) 011-29958078/29956015/26078354/26056834 Fax: 011-26079172 E-mail: ignoured@nda.net.in	Delhi (South & West), Faridabad district	07
7.	Delhi-2	Dr. Sanjeev Pandey Regional Director, IGNOU Regional Centre Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi-110 002 (O) 011-23392376/23392377/23392374 Fax: 011-23392375 E-mail: Ignourd2@ndf.vsnl.net.in	Delhi (North-east, East, North and Central)	29

Sl. No.	Regional Centre	Address of the Regional Centre	Operational Area	Region Code
8.	Guwahati	Dr. Vadhini Bhattacharjee Regional Director, IGNOU Regional Centre House No. 71, GMC Road, Christian Basti Guwahati, Assam (O) 0361-2343786 Fax: 0361-2343784 E-mail: grcignou@sancharnet.in	State of Assam	04
9.	Hyderabad	Dr. P. Ashok Kumar Regional Director, IGNOU Regional Centre Plot No.207, Kavuri Hills Phase-II Near Madhapur Police Station, P.O Jubilee Hills, Hyderabad-500033 (O) 040-23221261/23221254/23221255 Fax: 040-23221260 E-mail: hyd2_ignourch@sancharnet.in	State of Andhra Pradesh except districts covered under RC Vijaynagaram	01
10.	Jabalpur	Dr. S. Srinivas Regional Director , 2nd Floor, Raj Sekhar Bhawan, Arts Building, Rani Durgavati Vishvavidhyalaya Campus, Pachpedhi, Jabalpur - 482001 (O) 0761-2600411/2609269 Fax-0761-2609919 E-mail: ignoujabalpur@yahoo.com	Jabalpur, Narsimhapur, Chhindwara, Seoni, Balaghat, Mandla, Dindori, Shahdol, Urnaria, Katni, Sidhi, Singrauli and Anuppur	41
11.	Jaipur	Dr. S.N. Ambedkar Regional Director, IGNOU Regional Centre Doorasth Shiksha Sadan, 70/79, Sector-7, Patel Marg (Opp. Telephone Exchange) Mansarovar, Jaipur-302 020 (O) 0141-2174292/2785750/2785730 Fax: 0141-2784043 E-mail: ignou@raj.nic.in	State of Rajasthan	23
12.	Jammu	Dr. K. K. Bhat Regional Director, IGNOU Regional Centre P.B. No.106, Ist Floor, Aurobindo Block, SPMR College of Commerce, Canal Road, Jammu, J&K-180 001 (O) 0191-2579572/2546529 Fax: 0191-2546995 E-mail: ignourcj@sancharnet.in	Jammu and Kashmir (Jammu Region)	12
13.	Karnal	Dr. Ashok Sharma Regional Director, IGNOU Regional Centre Old Govt. College Campus, Railway Road (Opp. Liberty) <i>KARNAL-132 001</i> (O) 0184-2271514/2260075 Fax: 0184-2255738 E-mail: ignourck10@sancharnet.in	State of Haryana except Gurgaon, Faridabad	10
14.	Khanna	Dr. Santosh Kumari Regional Director , IGNOU Regional Centre ITI Building, Bulepur, Khanna Distt. Ludhiana, Punjab-141 401 (O) 01628-229993/229994/237361/238284 Fax: 238632	State of Punjab and Union territory of Chandigarh	22

	E-mail: igrd22@rediffmail.com		
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Sl. No.	Regional Centre	Address of the Regional Centre	Operational Area	Region Code
15.	Kolkata	Dr. Sujit Kumar Ghosh Regional Director, IGNOU Regional Centre Bikash Bhawan, 4th Floor, North Block, Bidhan Nagar, Salt Lake, Kolkata-700 091 (O) 033-23349850/23592719 Fax: 23347576/23589323 E-mail: ignourd28@yahoo.com ; rd28cal@rediffmail.com	State of West Bengal	28
16.	Lucknow	Dr. Amit Chaturvedi Regional Director, IGNOU Regional Centre B-1/33, Sector H, Aliganj, Lucknow-226 024 (O) 0522-2364453/2364893/2762410 Fax: 0522-2364889 E-mail: ignoulko@sancharnet.in	State of Uttar Pradesh except districts under RC Varanasi, RC Aligarh and RC Noida	27
17.	Madurai	Dr. K. Paneerselvam Regional Director, IGNOU Regional Centre C.S.I. Institutional Campus, P.K. Road (NH-7) Pasumalai, Madurai, Tamil Nadu - 625 004 (O) 0452-2380387/2380733 Fax: 0452-2370588 E-mail: ignoumadurai@yahoo.com	Coimbatore, Nilgris, Erode, Karur, Teni, Thanjavur, Madurai, Dindigul, Virudunagar, Ramanathapuram, Sivaganga, Thiruppur, Pudukkuttai, , Trichi	43
18.	Panaji	Dr. M. S. Parthasarathy Regional Director, IGNOU Regional Centre, Behind Chhodankar Hopsital, Near P&T Staff Quarters Off Mapusa-Panaji Road, Povorim, Goa-403 521 (O) 0832-2462315 Fax: 0452-2370588 E-mail: ignourcpanaji@yahoo.com	State of Goa and three adjoining districts of Karnataka (Dharward, Belgaum, Uttara Kannad) & Sindhudurg district of Maharastra	08
19.	Patna	Dr. A.N. Tripathi Regional Director, IGNOU Regional Centre, 2 nd Floor, BISCOAUN Tower, West Gandhi Maidan, Patna-800 001 (O) 0612-2221538/2221541 Fax: 0612-2221539 E-mail: ignourepatna@gmail.com	State of Bihar except districts under RC Darbhanga	05
20.	Pune	Dr. R.C. Sharma Regional Director, IGNOU Regional Centre 1 st Floor, MSFC Building, 270, Senapati Bapat Road, Pune-411 016 (O) 020-25671867/25651124 Fax: 020-25671864 E-mail: ignourcpune42@vsnl.net	Districts of Maharastra (Nandurbar, Dhule, Jalgaon, Aurangabad, Nasik, Ahmadnagar, Jalna, Osmanabad, Pune Solapur, Sangli, Bid., Satara, Kolhapur	16
21.	Raipur	Dr. Helen Sangita Majhi Regional Director, IGNOU Regional Centre, Housing Board Guest House Complex, Sector-I, Shankar Nagar, Raipur-492 007 (O) 0771-2445839/5056508/2428285 Fax: 0771-2445839 E-mail: rrcignou@cg.nic.in	State of Chhattisgarh except districts of Dantewada & Bastar	35

Sl. No.	Regional Centre	Address of the Regional Centre	Operational Area	Region Code
22.	Ranchi	Dr. G.N. Shiv Kumar Regional Director, IGNOU Regional Centre 457/A, Ashok Nagar, Ranchi-834 002, Jharkhand (O) 0651-2244677/2244688/2244699 Fax: 0651-2244400 E-mail: ignouranchi@yahoo.com / rdranchi@ignou.ac.in	State of Jharkhand	32
23.	Shimla	Dr. D.B. Negi Regional Director, IGNOU Regional Centre Rain Basera Building, Khalini Shimla-171 002 (O) 0177-2624611/2624612/2224613/2625843 Fax: 0177-2624613 E-mail: sm_ignourcs@sancharnet.in	State of Himachal Pradesh	11
24.	Srinagar	Dr. Abdul Gani Regional Director, IGNOU Regional Centre Mantoo House, Raj Bagh, Near Masjid Al-Farooq Srinagar-190 008 (O) 0194-2311258/2311251 Fax: 0194-2311259 E-mail: ignousgr@hotmail.com	Jammu and Kashmir (Srinagar and Ladakh Region)	30
25.	Trivandrum	Dr. B. Sukumar Regional Director, IGNOU Regional Centre Mepram Mansion, Chekkalamukku, Sreekariyam, Trivandrum, Kerala-682 017 E-mail: rctrivandrum@ignou.ac.in	Districts of Tamil Nadu (Kanyakumari, Tirunelveli, Tuticorin) & Districts of Kerala (Thiruvananthapuram, Kolla & Pathanamthitta)	40
26.	Varanasi	Dr. Manorama Singh Regional Director (I/C), IGNOU Regional Centre Gandhi Bhawan, BHU Campus, Varanasi-221005 (O) 0542-2368022/2368622 E-mail: ignousrc.vns@gmail.com	Ambedkar Nagar, Sant Kabir Nagar, Maharaj Ganj, Jaunpur, Ballia, Azamgarh, Gorakhpur, Deoria , Kushinagar, Sant Ravidas Nagar, Mirzapur, Varanasi, Ghazipur, Mau, Chandauli, Sonbhadra,	48

Contact Details of Regional Consultants for 2009

Sl.No.	Region	Name and Address	Contact Details
1.	Hyderabad	Dr. M.Bhoopathi Reddy H.No.22-1-158 Kalikaber, Chadarghat Hyderabad – 500024	(R) 040-24413870
2.	Patna	Dr. S.P. Srivastava Flat No. 104, Udaigiri Bhawan (In front of museum), Patna, Bihar-800 001	(R) 0612-2226446
3.	Delhi-1	Dr. Kamala Ganesh, D-1, Gulmohar Park, New Delhi-110 049	(R) 011-26868390/26564950
3.	Delhi-2	Dr. R.C.Sharma, D-43, 1 st Floor, Gulmohar Park, New Delhi-110 049	(R) 011-26967817
4.	Ludhiana	Dr. Puran Singh Jassi House No. 9, Phase-II, Sector-54, Mohali, Punjab-160055	(R) 0161-2410738 (Mob) 98151 77066
5.	Bangalore	Dr. M.S. Rajanna 68, 10 th Main Road Binny Layout, 2 nd Stage Bangalore-560 040	(R) 080-23354435
6.	Pune	Dr. N.T. Kamathekar A-13, Sneh Co-op Housing Society MHADA, Karve Nagar Opp. Food World Pune-411 052	(R) 020-25465353
7.	Lucknow	Dr. Prem Kumari Mishra 122, Faizabad Road, Near Indira Bridge Lucknow, UP-226007	(R) 0522-2324656/ 2306829
8.	Raipur	Dr. Suraj Agarwal HIG, C/72, Shailendra Nagar, Raipur-492 001	(R) 0771-2423613/2890018
9.	Guwahati	Dr. Pulin Kumar Deka J.B. Road, Chenikuthi, Guwahati-781 003	(R) 0361-2663017

List of PSCs for PGDMCH Programme

Sl. No.	Address of PSC	Name of PIC	Centre Code
1.	Gandhi Medical College Basheerbagh, Hyderabad Andhra Pradesh-500 024	Dr. V. Visweswara Sastry Department of Community Medicine Ph: (O) 040-27505560	0112(P)
2.	Patna Medical College Patna , Bihar-800 004	Dr. Neelam Verma Department of Paediatrics Ph: (O) 0612-2300343	0519(P)
3.	Rajendra Institute of Medical Sciences Ranchi, Bihar-834 009	Dr. Shamim Haider Department of Community Medicine Ph: (O) 0651-2544242	0520(P)
4.	Lady Hardinge Medical College New Delhi-110 001	Dr. Satinder Aneja Department of Paediatrics Ph: (O) 011-23365792	0725(P)
5.	Maulana Azad Medical College Bhadur Shah Zafar Marg, New Delhi-110 002	Dr. Swaraj Batra Department of Obst. & Gynae Ph: (O) 011-2624841	0785(P)
6.	Safdarjang Hospital New Delhi-110 029	Dr. M.S. Prasad Department of Paediatrics Ph: (O) 011-26198106	0724(P)
7.	B.J. Medical College Ahmedabad, Gujarat-380 016	Dr. Malini R. Desai Department of Obst. & Gynae. Ph: (O) 079-22683721	0917(P)
8.	Christian Medical College Ludhiana, Punjab-141 008	Dr. Tejinder Singh Department of Paediatrics Ph: (O) 0161-2228617	2207(P)
9.	Indira Gandhi Medical College Shimla, Himachal Pradesh-171 001	Dr. Kumud Bala Gupta Department of Obst. & Gynae Ph: (O) 0177-2624841	1111(P)
10.	Kempegowda Institute of Medical Sciences Banashankari 2nd stage Bangalore, Karnataka-560 070	Dr. D.H. Aswatha Narayan Department of Community Medicine Ph: (O) 080-26679560	1313(P)
11.	Goa Medical College Bambolin Complex Panaji, Goa-403 201	Dr. Dilip D. Motghare Department of Community Medicine Ph: (O) 0832-2458731	0803(P)
12.	Government Medical College Thiruvananthapuram Kerala-695 011	Dr. Elizabeth K.E. Department of Paediatrics Ph: (O) 0471-2444270	1421(P)
13.	Gandhi Medical College Bhopal, Madhya Pradesh-462 001	Dr. Mohan Shinde Department of Community Medicine Ph: (O) 0755-2540489	1524(P)

Sl. No.	Address of PSC	Name of PIC	Centre Code
14.	N.S.C.B. Medical College Jabalpur, Madhya Pradesh-482 003	Dr. Shashi Khare Department of Obst. & Gynae. Ph: (O) 0761-2371248	1525(P)
15.	B.J. Medical College Pune, Maharashtra-411 004	Dr. P.W. Sambarey Department of Obst. & Gynae. Ph: (O) 020-26051291	1616(P)
16.	Guwahati Medical College Indrapur, Guwahati Kamrup, Assam-781 032	Dr. Gokul Chandra Das Department of Obst. & Gynae. Ph: (O) 0361-2453564	0406(P)
17.	Assam Medical College Dibrugarh, Assam-786 002	Dr. D.K. Patgiri Department of Paediatrics Ph: (O) 0373-2300352	0433(P)
18.	S.C.B. Medical College Cuttack, Orissa-753007	Dr. Shyama Kanungo Department of Obst. & Gynae. Ph: (O) 0671-2615083	2116(P)
19.	Dr. S.N. Medical College Jodhpur, Rajasthan-342 003	Dr. Suman Bhansali Deptt. of Community Medicine Ph: (O) 0291-2434374 ext.220	2313(P)
20.	Madras Medical College Chennai, Tamil Nadu-600 003	Dr. Shanthi Dinakaran IOG & Govt. Hosp. for Women and Children. Ph: (O) 044-28190128	2515(P)
21.	Madurai Medical College Gandhinagar, Madurai, Tamil Nadu-625 020	Dr. Amutha Rajeswari Department of Paediatrics Ph: (O) 0452-2526975	2529(P)
22.	Coimbatore Medical College Coimbatore, Tamil Nadu	Dr. Neelakandan Department of Paediatrics Ph: (O) 0452-2470428	2576(P)
23.	Chhatrapati Sahu ji Maharaj University Lucknow, Uttar Pradesh-226 003	Dr. Rashmi Kumar Department of Paediatrics Ph: (O) 0522-2255190	2735(P)
24.	Institute of Medical Sciences Banaras Hindu University Varanasi, Uttar Pradesh-221 005	Dr. B.D. Bhatia Department of Paediatrics Ph: (O) 0542-2368169	2734(P)
25.	Calcutta Medical College 88, College Street Calcutta, West Bengal-700 073	Dr. Samir Dasgupta Department of Community Medicine Ph: (O) 033-22572681	2816(P)
26.	Government Medical College Jammu-180 001	Dr. Vijay Mengi Department of Community Medicine Ph: (O) 0191-2431586	1205 (P)
27.	Government Medical College Srinagar-190 010	Dr. Muneer Ahmed Masoodi Department of Community Medicine Ph: (O) 0194-2451522	1244 (P)
28.	Pt. J.N.M. Medical College Raipur, Chhatisgarh-492 001	Dr. Tripti Nagaria Department of Obst. & Gynae. Ph: (O) 0771-2525602	3509 (P)
29.	Pt. BDS Post Graduate Institute of Medical Sciences, Rohtak, Haryana-124001	Dr. Jagbir Singh Malik Department of Community Medicine Ph: (O) 01262-211301 Extn.2632	1027 (P)

Guidelines for Selection of PSC, SDC and Counsellors

Guideline for Selection of PSC

The Programme Study Centre will be a medical college having the disciplines of Preventive and Social Medicine, Obstetrics and Gynaecology and Paediatrics Department. Each department should have at least 2 faculty members having post MD teaching experience of at least five years.

Guideline for Selection of SDC

The institution being selected for Skill Development Centre for PGDMCH Programme should fulfil the following criteria:

- At least 25 beds be available each in Obstetrics & Gynaecology and Paediatrics;
- Presence of one specialist each in the above two disciplines of Obstetrics & Gynaecology and Paediatrics fulfilling the criteria to become the SDC counsellor.

For a batch of 30 students, a minimum of 6 SDCs need to be identified by the regional centre so that no SDC counsellor will have more than 5 students. But, if situation demands, even for a single student, a separate SDC may be required to be identified.

In addition to the above identified SDC, if a student could identify a suitable SDC as per the laid down guidelines, then the student could be allowed to use that place in lieu of the allotted SDC. Regional Director with the help of the regional consultant will take steps to activate the new SDC.

Norm for Selection of Counsellor

To become a counsellor at the Programme Study Centre, one should have a master degree (MD/MS) in the respective discipline with a *minimum of five years post MD/MS teaching experience*.

To become a counsellor at the Skill Development Centre, one should have a master degree with three years of experience/Diploma with at least five years of experience in the respective discipline. Teaching experience is not essential. Preference will be given to the degree holder (MD/MS).

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Students)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct	Rs. 100/-
21 April to 15 May *	Rs. 500/-	21 Oct to 15 Nov *	Rs. 500/-
16 May to 28 May *	Rs. 1000/-	16 Nov to 28 Nov *	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE), Exam for these students will be conducted at Regional Centre city only.

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post.

**THE REGISTRAR (SRE)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068**

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code (s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation, I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

Dates for Submission of Exam Forms Only at the Concerned Regional Centre

For June TEE	Late Fee	For Dec TEE	Late Fee
1 March to 31 March	Nil	1 sept to 30 Sept.	Nil
1 April to 20 April	Rs. 100/-	1 Oct. to 20 Oct	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct. to 15 Nov.*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov. to 28 Nov.*	Rs. 1000/-

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favor of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticked report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination form
12. Students of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management programme can take examination for a maximum to 8 courses at a time.
13. Examination form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional centres.
14. Examination fee once paid will not be refunded/adjusted

Form for Change/Correction of Address

Application for Change/Correction of Address

Date: _____

To

Registrar, SED
IGNOU, Maidan Garhi
New Delhi-110 068.

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No.

Programme

Name (in caps).....

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

.....
.....
.....
.....
.....
.....
.....
.....

City Pin

State.....

City Pin

State.....

Signature of Student

Form for Non-receipt of Study Material/Assignments

Concerned Regional Centre

Sub: Non-receipt of Study Material/ Assignments

Enrolment No.

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Programme

Medium of Study

I have not received the Study Materials/Assignments in respect of the following:

<i>SL.No.</i>	<i>COURSE CODE</i>	<i>BLOCKS</i>	<i>ASSIGNMENTS</i>

I have remitted all the dues towards the course fee and there is NO CHANGE in my address, given as follows:

Name and Address

Signature

.....

Date

.....

.....

For Official Use

Date of dispatch of study material/assignments to students

(You are advised to use the photocopy of this proforma)



INDIRA GANDHI NATIONAL OPEN

MAIDANGARHI, NEW DELHI-110068

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name: Shri/Smt/Kum

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl.No.	Course Code	Assignment Code	Course Title
1.			
2.			

Complete Address..... Signature

..... Date

..... Pin

Please mail this from to:

Concerned Regional Centre
INDIRA GANDHI NATIONAL OPEN UNIVRSITY

For Official Use Only

Date of Despatch of Assignments to the student

Note: The assignment can also be downloaded from the website: www.ignou.ac.in

(Please use the photocopy of this proforma)



Indira Gandhi National Open University

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name :
.....

2. Programme Enrolment No

3. Address
.....

.....

..... PIN

Fee Detail :

(The fee for duplicate grade card is Rs. 150/-, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'NEW DELHI')

Demand Draft No. Date

Issuing Bank

Date :

.....
(Signature of the student)

The filled in form with the requisite fee is to be sent to:

The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068



Indira Gandhi National Open University
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title :

Regional Centre

Name :

Father's Name:

Month and year of last examination in which you have completed the Programme :

Mailing Address:
.....

PIN:

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(Please enclose a copy of your complete grade card).

The filled in form with the requisite fee is to be sent to:

The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068

Date :

.....
(Signature of the student)



Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form.)

1. Name :
.....

2 Programme Enrolment No

--	--	--	--	--	--	--	--	--	--

3. Address.....
.....PIN

--	--	--	--	--	--

4. Month and Year of the Exam.:
.....

Examination Centre Code

Address of the Examination Centre:.....
.....

7. Courses in which
COURSE CODE
MARKS/GRAD OBTAINED
re-evaluation is sought.....
.....
.....

Fee Detail :

(The fee for Re-evaluation of answer script is Rs.500/- per course, which is to be paid through demand draft in favour of 'IGNOU' & payable at 'NEW DELHI')

No of Course(s): × Rs. 500/- = Total Amount.....

Bank Draft No. Date of Issue

Issuing BankDate:

(Signature of Student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:

**The Registrar,
Student Evaluation Division
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDANGARHI, NEW DELHI-110068**

Appendix XIX

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form.)

Prescribed dates for submission of form:-1st to 30th April for June Term-end Examination

1st to 31st October for December Term-end Examination

1.Name

2.Programme

Enrolment No

--	--	--	--	--	--	--	--	--	--

3.Address.....

PIN

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4.Term-end examination , in which programme Completed:- June/December

Total marks/Overall point grade obtained

Percentage obtained

(Please enclose photocopy of the statement of marks/grades card)

5. Course(s), in which

COURSE CODE

COURSE CODE

improvement is sought:

1. 2. 3. 4. 5.

6. Fee details:-

(The fee for Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s) × Rs. 500/- = Total Amount

Demand Draft No. Date

Issuing Bank

7. Term-end examination, in which you wish to appear:- June/December

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code: City/Town:

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class.

Date: Signature..... Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:-
 - a. The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b. The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/ course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.
11. Application form must reach within the prescribed dates at the following address:-

**The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form.)

Prescribed dates for submission of form:-1st March to 14th April for June Term-end Examination

1st September to 15th October for December Term-end Examination

1.Name :

2.Programme

Enrolment No

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3.Address.....

..... PIN

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4. Details of the Course(s) for which photocopy of the answer script(s) is/are required:

- a) Term-end Examination: June/December
- b) Examination Centre Code
- c) Exam. Centre Address
- d) Course(s):

5. Fee details:-

(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 100/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

6. Self attested photocopy of the Identity Card:
issued by the University

Attached/Not attached

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date: Signature.....

Place: Name:.....

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address except the answer scripts of CPE & DPE programmes:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.**

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases :
 - (a) Students who failed to complete the **requirements in full or in part** within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.

Students who did not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.

- 2.
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months - for all Certificate Programmes of six months duration**
 - b) **One year -for all Diploma/PG Dip./PG Certificate Prog. of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**
 - c) **Two years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**

4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially, even if the re-admission is sought at a later date.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
6. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
7. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University and subject to validity of re-admission period indicated at point number 3 above.
8. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
9. Students are required to pay the *pro-rata Re-admission fee as per details given in Table-A, in lump-sum, for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances.* Students of *BCA-MCA Integrated Programme* should pay the *pro-rata re-admission fee, in lump-sum*, for all those courses of BCA & MCA not successfully completed during the max. duration of 8 years.
10. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
11. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '*Re-admission*' on the reverse of the DD.
- 12.
- 13.

* * * * *



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form.)

Prescribed dates for submission of form:- 1st to 30th April for June Term-end Examination

1st to 31st October for December Term-end Examination

1. Name :

2. Programme

Enrolment No

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3. Address.....

..... PIN

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4. Reason for early declaration of result:

(Enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-

Exam. Centre Code: _____ Address of Exam. Centre: _____

7. Fee detail:-

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 700/- = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date :

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

**The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068.**



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1.Name:

2.Programme

Enrolment No

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3.Address.....

..... PIN

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4.Purpose for which transcript is required :

5. Fee detail:-

Fee for the official transcript:-

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.

(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 200/ Rs. 400/- = Total Amount: Rs.....

Required Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)

.....

.....

Date :

(Signature of the student)

The filled in form with the requisite fee is to be sent to:-

**The Registrar,
 Student Evaluation Division,
 Indira Gandhi National Open University,
 Maidan Garhi,
 New Delhi-110068.**

Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

Recognition of IGNOU Degree/Diploma

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110 002

No.F.1-8/92 (CPP)

February, 1992

The Vice-Chancellor/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National importance

.....

Sub: Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi.

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85 Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Development, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. The Certificate, 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.

Yours faithfully,

Sd/-
(GURCHARAN SINGH)
Under Secretary

It may be noted that the PGDMCH Diploma is a valid University PG Diploma and hence can be mentioned in one's bio-data. However, it is yet to be recognized by the Medical Council of India.

The objective of this proforma is to get a direct feedback from the learners to know the problems they face while pursuing the programme and the possible solutions suggested by them. This will go a long way in ensuring quality medical education through the distance mode of training. This end session feedback could be mailed after you complete the programme i.e. after taking the term-end examination. **Please put a tick mark (✓) against the correct response.**

FEEDBACK PROFORMA FOR THE LEARNERS OF PGDMCH PROGRAMME

(End Session Feedback)

Enrolment No. _____ Name & Address _____

Age at completion of Programme: _____ Years
Employment: Govt. Job/Private Job/Self employed

1. *What should be the minimum duration for the programme?*
1 year/2 years/3 years

2. *Did you attend the induction meeting?* *Yes/No*
If Yes,
Do you recommend it to remain as an essential component of the programme? *Yes/No*

3. *When did you get the study material?*
Starting of session/Within 3 months/After 3 months

4. *When was the SDC allotted to you?*
Beginning of session/Within 3 months/After 3 months

5. *Could you submit your assignments in time?* *Yes/No*
If No,
Please mention the reason

6. *What was the time lag between your submission of assignments and getting the response?*
<1 month/1-2 months/>2 months

7. *How much extra expenditure did you incur for completion of the programme besides the admission fee?*
<Rs.5000/Rs.5000-10,000/Rs.10,000-15,000/>Rs.15,000/-

8. *Did the programme help in identifying new areas of intervention in MCH care in your set up?* *Yes/No*
If Yes,
Please mention the area of your future intervention

9. Can you suggest an alternative way of providing SDC level of training to students? (add extra page if required)

10. Whom did you find as the most useful support in your learning process? (Tick only one)

PIC/Regional Consultant/Regional Centre/School

11. How do you score the usefulness of the following in your learning process in PGDMCH programme? Please tick against the most appropriate one. (3= Very useful, 2= Useful, 1= Not useful)

- | | | | |
|--------------------------------------|-----|-----|-----|
| a) Programme In-charge (PIC) | [3] | [2] | [1] |
| b) PSC Counsellors | | | |
| : | [3] | [2] | [1] |
| c) SDC Counsellors | | | |
| : | [3] | [2] | [1] |
| d) Regional Consultant | | | |
| : | [3] | [2] | [1] |
| e) Regional Centre | | | |
| : | [3] | [2] | [1] |
| f) School of Health Sciences | [3] | [2] | [1] |
| g) Interaction with PGDMCH students: | [3] | [2] | [1] |
| h) Assignment Feedback | [3] | [2] | [1] |
| i) Teleconferencing : | [3] | [2] | [1] |
| j) Family support : | [3] | [2] | [1] |

12. Please tick the appropriate score mentioned against the following statements?

(3=highest score, 1=lowest score)

- | | | | |
|---|-------|-----|-----|
| a) Relevance of the programme in solving the MCH problem of your state | : [3] | [2] | [1] |
| b) Contribution of the programme in strengthening your knowledge in MCH care: | [3] | [2] | [1] |
| c) Contribution of the programme in strengthening your skills in MCH care | : [3] | [2] | [1] |

Please mail this Proforma to: *The Programme Co-ordinator, PGDMCH Programme, School of Health Sciences, Maidan Garhi, New Delhi-110 068.*

MENTIONING OF NAME AND ENROLMENT NUMBER IS DESIRABLE, THOUGH NOT COMPULSORY. THIS WILL HELP THE PEOPLE MONITORING THE PROGRAMME TO TAKE REMEDIAL MEASURES.

Whom to Contact?

Identity Card	–	Regional Director
Change of Address	–	Regional Director
Allotment of SDC	–	Regional Director/ Regional Consultant
Change of SDC	–	Regional Director/ Programme Coordinator
Teleconference Schedule	–	Regional Director/ Programme Coordinator
Assignment	–	Programme In-charge
Term-end Practical Form	–	Programme In-charge
Date Sheet	–	Website
Term-end Theory Form	–	Registrar, SED/ Regional Director
Re-evaluation of Answer Sheet	–	Registrar, SED
Grade Card	–	Registrar, SED
Re-admission Form	–	Registrar, SRD
Non-receipt of Study Material	–	Registrar, MPDD
Purchase of Audio/Video	–	Director, EMPC

Important Contact Details

Contact Person	Telephone No.	E-mail ID
Student Support Services Centre	011-29533869/29533870/29535714	ssc@ignou.ac.in
Programme Coordinator	011-29572849/29532231	tkjena@ignou.ac.in
SED	011-29532482/29535828	sred@ignou.ac.in
SRD	011-29532741/29532686 (Fax)	registrarsrd@ignou.ac.in
MPDD	011-29533858/ 29535083 (Fax)	mpdd@ignou.ac.in
Teleconference	Toll free Number: 18001-12345	Sunilkdas100@hotmail.com

IGNOU EPBAX: 29536980, 29535924-32, 29535062-65

IGNOU Website: **ignou.ac.in**