PDD 21

Annual Report 1997-98

Indira Gandhi National Open University
New Delhi

''शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।''

— इन्दिरा गांधी

International Conference on
Collaborative & Networked Learning, 16-18 February, 1998

"Education is a liberating force, and in our age it is also a democratising force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances."

– Indira Gandhi

ANNUAL REPORT
1997-98

As required under Section 28 of the
Indira Gandhi National Open University Act, 1985
(No. 50 of 1985)

Indira Gandhi National Open University
New Delhi

ANNUAL REPORT 1997-98
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1. INTRODUCTION

Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in September, 1985, has the responsibility for the promotion of open university and distance education system in the country and for the coordination and determination of standards in the system. Section 4 of the IGNOU Act specifies the objectives of the University. The major objectives of the University include, among others, widening of access to higher education by providing opportunities to larger segments of the population, particularly the disadvantaged groups; organising programmes of continuing education; and initiating special programmes of higher education for specific target groups like women, people living in backward regions, remote areas, etc. In the delivery of these programmes, the IGNOU makes use of the modern communication technology.

The IGNOU provides for instruction in different branches of knowledge, technology, vocations and professions; strengthening and diversifying the degree, diploma and certificate programmes in relation to the needs of employment and economic development of the country; and an innovative system of university level education which is flexible and open in relation to entry requirements, age, pace of learning, combination of subjects, etc. In short, the system is student-friendly.

The IGNOU, in terms of section 5 (2) of the Act, is also an apex body for open universities and distance education institutions in the country. To fulfill this responsibility, the IGNOU, in consultation with the Central and State Governments, the University Grants Commission, the universities and institutions of higher learning, etc., has to take necessary steps for the promotion and coordination of the distance education system and for the maintenance of high standards of education and training. The Distance Education Council, a statutory authority set up under the IGNOU Act, is the coordinating agency for the purpose.

2. AN OVERVIEW

Indira Gandhi National Open University (IGNOU) has more than 4,00,000 students on its rolls today. From a modest enrolment of 4,000 students in 1987, IGNOU has indeed come a long way. Established in 1985, IGNOU was seen as a 'people's university' which would

- democratise and augment opportunities for higher eduation, and
- widen access to and promote an innovative, flexible and cost-effective system of education.

IGNOU has designed, developed and produced high quality academic programmes in the Humanities, Social Sciences and Sciences as well as in professional areas such as Computer Applications, Education, Management, Engineering, Journalism, Nursing and Tourism. The University is 39 programmes comprising over 500 courses. Most of the programmes are structured on a modular pattern and lead to the award of certificates, diplomas and degrees.

IGNOU recognises that empowered of the people is an objective of education and that distance education is an effective instrument in this endeavour. As such the University has taken several initiatives to provide education and training to the less-privileged socio-economic groups, especially those located in rural and backward areas.

For providing various services to its students, IGNOU has established and developed a nationwide network of Regional Centers and Study Centers. The Study Centers are hosted by different institutions, colleges, industrial houses, medical institutions and even prisons. In addition, IGNOU is involved in the development of an open university network order to share its programmes as well as intellectual and physical resources.

The University has ably demonstrated that modern communication technologies can be effectively harnessed in reaching out to our learners scattered all over India. From its very inception, IGNOU has created an impressive repository of audio and video programmes to strengthen its study materials. These programmes are transmitted on the national television network as well as on selected radio stations. In collaboration with the Indian Space Research Organisation, a teleconferening facility has been set uo to establish interactive communication with the students. A judicious blend of satellites and computers has enabled IGNOU to extend its outreach.

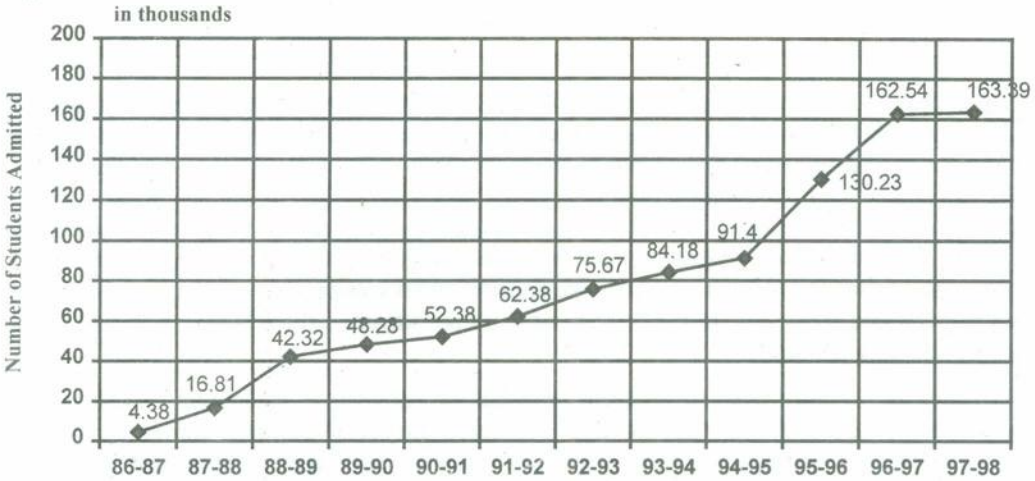


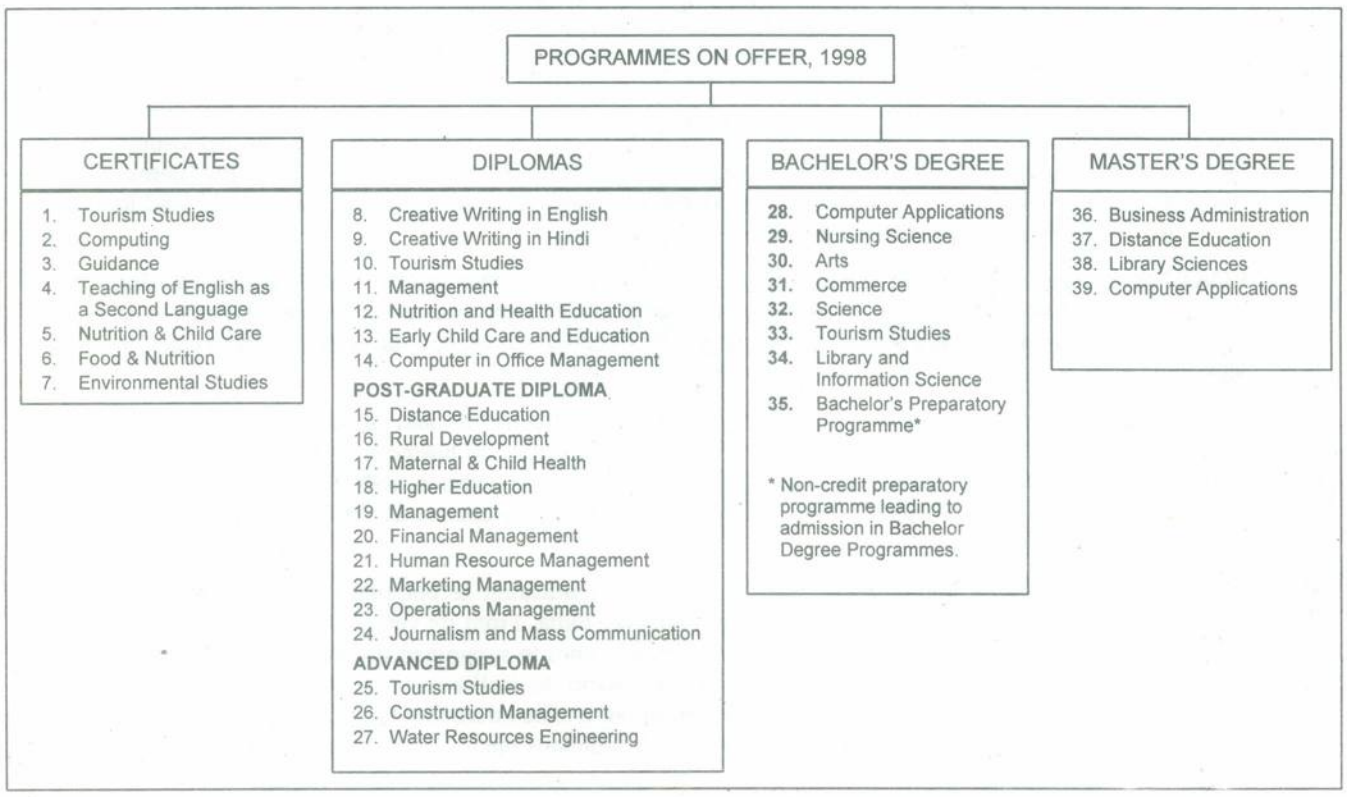
Figure-1 : Year-wise Student Admission

2.1 Academic Programmes

Programmes launched during the year 1997-98

1. Advanced Diploma in Tourism Studies
2. Certificate in Environmental Studies
3. Diploma in Tourism Studies (Hindi)
4. Advanced Diploma in Tourism Studies
5. Diploma in Early Childhood Care and Education (Hindi & Tamil)
6. Post Graduate Diploma in Maternal and Child Health Care
7. The programme "Post Graduate Diploma in Computer Applications" was converted as modules of MCA

The Programmes currently on offer are indicated in Figure-2.



Figure–2 : Programmes on Offer

The details relating to eligibility criteria, age and fee structure are given in Appendix - F.

The following new programmes are under various stages of planning and development :

Certificate Programmes

- Certificate in Women's Development and Empowerment
- Certificate in Disaster Management
- Certificate in Participatory Forest Management
- Certificate in Geriatric Medicine
- Certificate in Rural Surgery
- Certificate in Teaching of Primary School Mathematics
- Certificate in Decentralised Planning
- Certificate in Consumer Studies
- Certificate in Editing and Proofreading
- Post Graduate Certificate in Radio Writing

Diploma Programmes

- Post Graduate Diploma in Hotel Management
- Post Graduate Diploma in Public System Management
- Post Graduate Diploma in International Business Operations
- Post Graduate Diploma in Capital Market Operations
- Post Graduate Diploma in Translation
- Post Graduate Diploma in Radio and TV Writing
- Post Graduate Diploma in Analytical Chemistry
- Diploma in Early Childhood Care and Education (Hindi)
- Diploma in Medical Laboratory Technology
- Diploma in Women's Empowerment and Development in Hindi
- Diploma in Public Policy
- Diploma in International Relations

Bachelor's Degree

- B.Tech. in Electrical and Electronics
- B.Tech. in Civil (Construction Management and Water Resources Engineering)
- B.Sc. in Plant Sciences
- B.Sc. in Animal Sciences
- Bachelor in Business Economics
- Bachelor in Library and Information Sciences (Hindi)
- Bachelor in Business Administration

Ph.D. Programmes

- Education
- Management

2.2 The Instructional System

The IGNOU follows a multi-media approach to instruction. The components of the learning packages include self-instructional print material, video and audio programmes, counselling sessions and assignments, programme guides and supplementary reading material. Some courses have project work as part of the learning requirements. The electronic media components include audio and video cassettes which are available at all the study centers which have viewing and listening facilities to ensure easy access to them. Real time live teleconferencing (one-way video and two-way audio) for voice-image transmission has become an integral part of the delivery system of the IGNOU programmes with effect from 1995-96.

Study Centers located throughout the country provide support to the students in the form of counselling, advice and guidance, peer-group interaction and access to audio/video programmes and reading materials. Participation in personal contact programmes is not a compulsory requirement. However, where laboratory work/practical experience is an essential component of the instructional design, students have to complete them as a compulsory requirement. In some courses, a student will have to

submit a project as part of the course completion requirements. A student pursuing a course has to complete a minimum number of assignments. These assignments are marked by the Counsellor at the Study Centers or by the computer at the Headquarters. Both these types of assignments together constitute the system of continuous evaluation of students' progress. There is, in addition, a terminal examination. These examinations are held twice every year, generally in June and December. A schematic presentation of Instructional System is given in Figure-3.

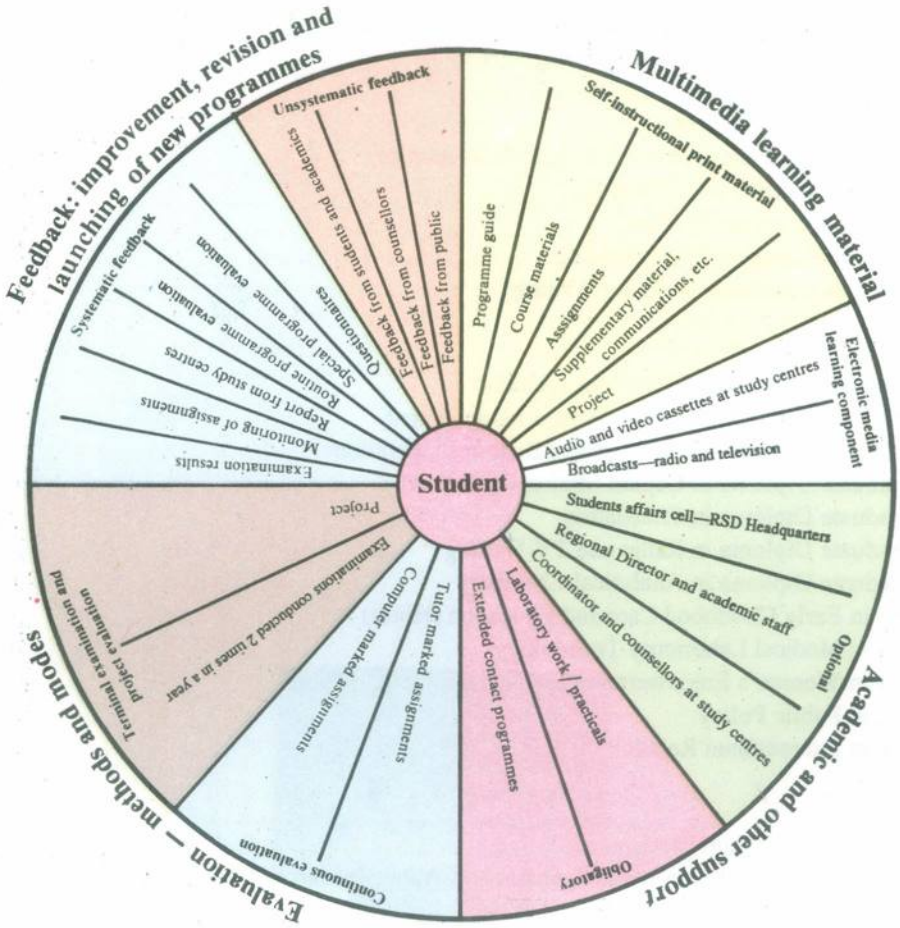


Figure-3 : Instructional System

2.3 Systems Development

The major sub-systems that contribute towards the instructional system of IGNOU are:

- Course Design and Development
- Material Production and Distribution
- Student Support Services

Course design and development is a major responsibility of the faculty of the University. The permanent core faculty of the University is assisted by a large number of external experts in the preparation of course materials. The core faculty of the University is responsible for programme planning, development and production.

2.4 Organisational Structure

The organisational structure was reviewed in 1995-96 and a major restructuring of the organisation was undertaken. A detailed report on this reorganised structure was reported in the last year's report. According to this reorganised structure, the following are some of the important changes that were effected :

- The erstwhile Admission and Evaluation Divisions were merged to form the Student Registration and Evaluation Division.
- The Estate Management and Campus Construction Divisions were merged to form the Construction and Maintenance Division.
- A new Planning and Development Division was set up to deal with such important subjects as preparation of strategic plans, development of management information systems, performance reviews, quality assurance, etc.

- The Printing and Publication Division and the Material Distribution Division were merged to form the Material Production and Distribution Division.

The reorganisation became necessary in view of the fact that quite a few responsibilities have been delegated to the Regional Centers and the University launched a massive computerisation and automation process. A chart giving details of the organisational structure of IGNOU is given at Figure-4.

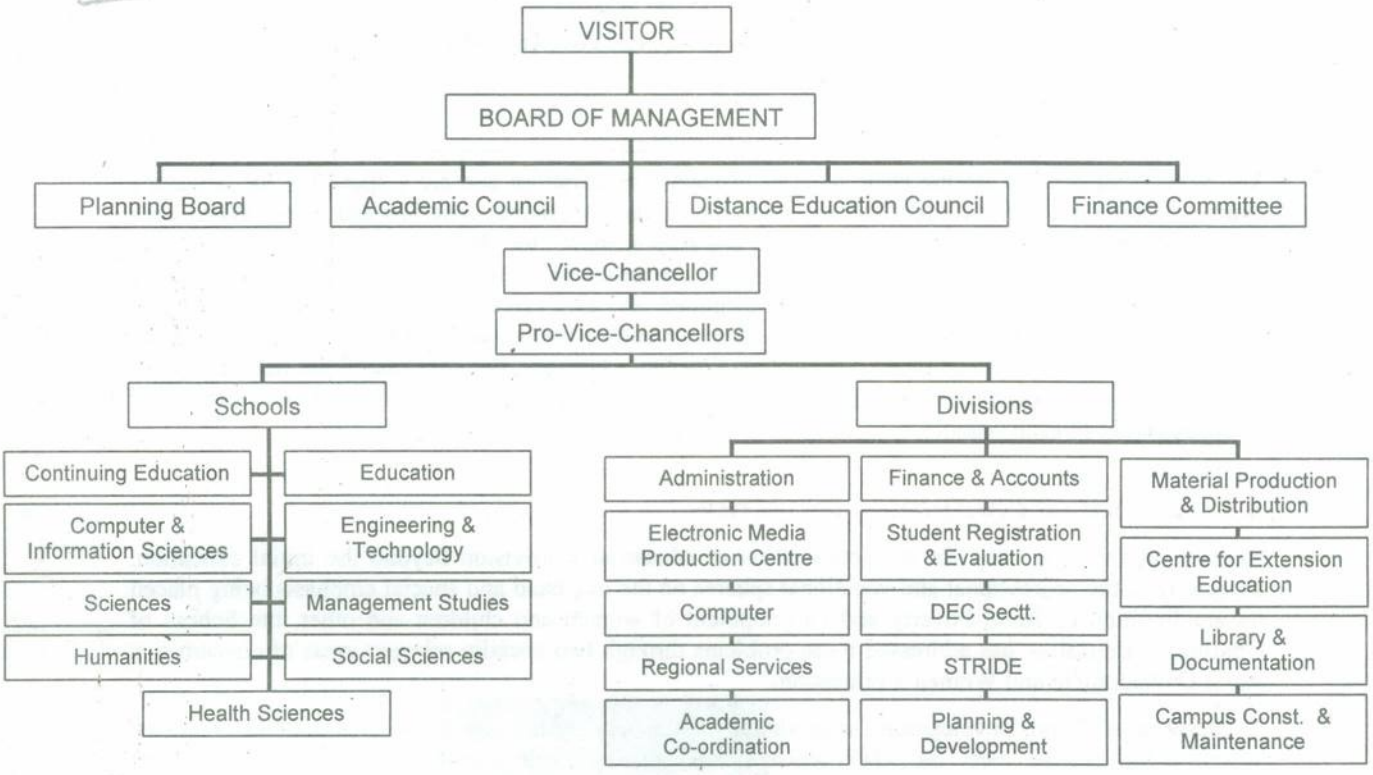


Figure-4 : Organisational Structure of IGNOU

3. AUTHORITIES OF THE UNIVERSITY

The following are the major decision-making statutory bodies provided in the IGNOU Act:

1. Board of Management
2. Academic Council
3. Planning Board
4. Schools of Studies
5. Finance Committee
6. Distance Education Council

The Board of Management is the principal executive body of the University and the Academic Council its principal academic body. The Schools of Studies are the basic units of academic organisation. Each School has a Board of Studies responsible for designing courses, determining their content and structure, developing the course materials and so on. The Academic Council exercises overall academic supervision and control over the functioning of the Schools of Studies and lays down the academic policies of the University. The Planning Board is the principal planning body of the University and is responsible for designing and formulating appropriate programmes and activities; it has the right to advise the Board of Management and the Academic Council on any matter. It is also responsible for monitoring the progress of the University. The functions of the Finance Committee include consideration of the annual accounts and financial estimates of the University, and fixation of the limits for the total recurring and non-recurring expenditure. The Distance Education Council is the authority responsible for the promotion and coordination of the distance education system and the maintenance of its standards. It also has the responsibility of recommending development funding for State Open Universities. It functions within the overall policy guidelines laid down by the Board of Management.

The Board of Management of the University held 7 meetings during 1997-98. The following Standing Committees of the Board of Management also held meetings; the Establishment Committee held one meeting; the Works Committee met once; and the Student Services Committee held one meeting during the year.

The Academic Council met twice and the Planning Board met once and the Distance Education Council held two meetings during the year.

The membership of various authorities is given in the appendices (Appendix – A).

4. SCHOOLS OF STUDIES

The Schools of Studies are the basic units of academic organisation and are responsible for designing courses, determining their content and structure, developing the course materials and so on. When once the programmes are developed and launched, the responsibility for their maintenance vests with the School. The specific tasks involved in maintaining a programme include, minor revision and updating the texts, preparation of student handbooks and guides and also printing/reprinting of study materials. Each school has a School Board which is a statutory body with powers and functions defined in the Statutes. There are, at present, nine schools of studies. Since last year, School Council has been set up for each school as an internal mechanism to look after the date to day functions. Given below is an account of the activities of each school.

4.1 SCHOOL OF CONTINUING EDUCATION

Keeping in view the need for the continuation of educational provision beyond the initial education, especially in the professional and vocational spheres on the one hand and special emphasis being placed on amelioration of Rural Poverty and Development of women and children and other, the School of Continuing Education has addressed these problems through two socially relevant areas of concern viz. Rural Development and Women's Education.

In the area of Rural Development, upgradation of delivery system for Rural Development received special attention, as early as 1987 when special three months certificate programme in Rural Development for BDO's through distance mode of education was launched to cover North-Eastern states and Rajasthan. The experience gained through the implementation of this programme resulted into the development of a diploma programme in Rural Development which was offered from 1992 session and has been declared as Post Graduate Diploma in Rural Development now from 1997 and onwards.

In the area of Women's Education, Certificate Programme in Food and Nutrition was launched as early as 1988 at the awareness level. This was followed by launching of other certificate and diploma programmes.

Programmes on Offer

- Post Graduate Diploma in Rural Development
- Elective Course in Rural Development
- Certificate Programme in Food and Nutrition
- Certificate Programme in Nutrition and Child Care
- Application Orientated Course for the third year BDP stream
- Diploma in Nutrition and Health Education
- Diploma in Early Child Care and Education

Maintenance work on existing programmes/courses

1.	CFN	:	Revision of the programme; Reprint, Preparation of assignments; Translation of assignments into 9 regional languages.
2.	DNHE	:	Reprint, Preparation of assignments (English and Hindi)
3.	DECE	:	Reprint, Preparation of assignments (English)
4.	ACC	:	Reprint, preparation of assignments (English and Hindi)
5.	ANC	:	Reprint, Preparation of assignments (English and Hindi)
6.	CNCC	:	Reprint, Preparation of assignments. (English and Hindi)
7.	PGDRD	:	Reprint, Preparation of assignments (English and Hindi)
8.	ERD-1	:	Reprint, Preparation of assignments (English and Hindi)

Programmes launched during the year

Diploma Programme in Early Childhood Care and Education in Hindi and Tamil.

Proposals of New Academic Programmes

- Certificate Programme in Food and Nutrition *(Bengali and Oriya Language)*
- Electives in Rural Development
- Certificate in Rural Development
- Commonwealth Youth Programme (CYP)

Number of expert committee and course writers meeting held

1. Course Writers Workshop for Training Module on "Organization and Leadership" for Certificate/ Diploma in Women's Development and Empowerment (26-28 May 97).
2. Expert Committee Meeting for Three Training Modules on the related areas "Work, Productivity and Entrepreneurship", "Credit and Finance" and "Marketing Strategies for Certificate/Diploma in Women's Development and Empowerment (21-22 May 97).

Seminars/workshops organised by the school during the year

Workshop on 'Delivery of Diploma in Early Childhood Care and Education through Collaborates' organized by Child Development faculty of SOCE and IGNOU-UNESCO Chair.(18 March 1998).

Details of Distinguished Visitors to the School during the year

1. Ms. Jane Foster, Deputy Director, Commonwealth Youth Programme. Gender and Youth Affairs Division, London.
2. Shri B.K.Pillai, Executive Director, ANGOS, Pandit Pant Marg, New Delhi. 110001.
3. Ms. Shashi Singh Choudhary, Chairperson, Consortium of Women Entrepreneurs of India. New Delhi.
4. Mr. P.R.Sinha, Jt. Secretary, Ministry of Youth and Sports, Govt. of India.
5. Ms. Janet Jenkins, Consultant in Distance Education, United Kingdom
6. Dr. Arvind Mathur, Asst. Programme Officer (Health), AGA Khan Foundation, New Delhi.
7. Ms. Mridula Seth, Member, Technical Support Unit, UNFPA, Lodi Estate, New Delhi.
8. Prof. J.S. Yadava, Director, Indian Institute of Mass Communication, JNU New Campus, New Delhi.
9. Prof. N.H. Anita, Foundation for Research in Community Health, Pune.
10. Prof. Dr. M. Aminul Islam, Vice-Chancellor, Bangladesh Open University.
11. Prof. Abrar Hassan Khan, Professor, Chairman Deptt. Of Distance Education.
12. Shri San Yuenwah, Economic and Social Commission for Asia and the Pacific (ESCAP), Disadvantaged Groups Section Social Development Division United Nations.
13. Shri Shahir Hassan, Secretary General, Hindustani Panchayat Sangthan.
14. Shri Prashant Chakravarty, Project Officer, PHDRDF-EU Project.
15. Shri A.V.S. Reddy, Director General, Centre on Integrated Rural Development for Asia and the Pacific, Dhaka.

Number of School Board meetings and School Council meetings held during the year

School Board Meeting	1
School Council Meetings	3

Other Information

- Rekha S. Sen : Research Project – Have undertaken a research project titled "Preparation of Handbook on Developing and Evaluating Distance Learning Materials" along with two other team members, under the auspices of the IGNOU-UNESCO Chair.
- Deeksha Kapur : Resource Person (In the area of Nutrition/Health /Hygiene) for Inservice Training Programmes on Early Childhood Care and Education for Nursery School Teachers Organized by Dist. Institute of Education and Training/DIET, Keshav Puram, on 19.6.97 and DIET, Shadhara on 18th and 20th June, 1997.

4.2 SCHOOL OF COMPUTER AND INFORMATION SCIENCES

The School of Computer and Information Sciences (SOCIS) was established in 1991 with the following major objectives :

- to prove that an open learning approach to computer education is not only feasible but probably preferable.
- to increase both accessibility and acceptability of IGNOU Computer Education Programmes in a coordinated way ensuring high quality education at a number of levels.
- Disseminate learning and knowledge through an innovative multimedia teaching/learning system running over a computer network.

SOCIS is pursuing the goal that computer education be brought to the doorsteps of those interested. Many prospective learners could not otherwise get an opportunity to acquire the same because of lack of resources available within their vicinity. Enough opportunities must be given to those interested to acquire the same, irrespective of their age, profession or formal qualifications. With this view, SOCIS has now come up with capsule courses in this field. Due to a fast change in the technology and the vast requirement of specialists in the computer field, small capsule courses are also introduced which will supplement some of the academic-oriented courses.

The programme developed by the School have strived to keep a balance between courses catering to the development of the fundamental concepts and understanding of the principles of computer sciences, and the skills required to respond to the needs of the market place. With core faculty and an extensive network of external experts to support the School, it could successfully launch programmes at certificate, diploma, degree and master's degree levels.

The School is in the process of offering these courses through Internet. Work towards this is in progress and would be able to offer these courses through Internet from July 1998.

Programmes on offer

- Certificate in Computing (CIC)
- Certificate in Network Oriented Office Computing (CNOC)
- Diploma in computer in Office Management (DCO)
- Bachelor in Computer Applications (BCA)
- Master in Computer Applications (MCA)

Maintenance work on existing programmes/courses

Assignments and Programmes Guides of CIC, DCO, BCA and MCA are developed and got printed. In response to the significant demand from students for computer education in Hindi, efforts are on to other CIC and DCO programmes in Hindi which work is in progress.

Proposal on new academic programmes

Certificate in Web Page Design and Management (CWDM)

Seminar/workshops organised by the School during the year

Training programmes of one week duration were organised on 'HTML and Web Page Design', 'Pre-Java' and 'Java Programming' during January-February 1998

Number of School Board meetings and School Council meetings held during the year

Three

Other information

All the 10 capsules of the CNOC are put on the web site. HTMLisation of all the other computer programmes is being done, so that these are available for internet delivery from July 1998.

4.3 SCHOOL OF ENGINEERING AND TECHNOLOGY

The School of Engineering and Technology (SOET) has been established with the objective of developing employment related continuing education programmes which aim at increasing job potential and economic advantage for the learner. Academic programmes in the first instance target learner who are diploma holders of Polytechnics and are employed.

The school has taken an important step in initiating its "extension" arm of education and training under Open Learning and Distance Education System (OLDES) in engineering and technology areas. Accordingly, the School has developed "Competency based Vocational Qualification System" for trades and supervisory level training, assessment and qualification for skill development of tannery and construction workers at the first instance.

Programmes on offer

Academic Programmes

SOET has launched the following two programmes :

a. Advanced Diploma in Construction Management (ADCM)
b. Advanced Diploma in Water Resources Engineering (ADWRE)

Both the programmes lead to B.Tech. Civil Degree with appropriate specialisation options in Construction Management and Water Resources Engineering. The composite minimum duration of B.Tech. Civil Degree is 4 years and with a maximum duration of 10 years.

Extension Education Programmes

During this year, the School has undertaken following two projects to launch extension education programmes :

Construction Workers Vocational Qualification (CWVQ) Project

Under this project, the School has launched following certificate programmes for construction workers at Trade and Supervisory Development Levels :

At Trade Skill Development Level

a. Mason
b. Bar Bender
c. Shuttering Carpenter

At Supervisory Development Level

General Works Supervisor

Tannery Workers Vocational Qualification (TWVQ) Project

Under this project, the School has launched following certificate programme for tannery workers at Trade and Supervisory Development Levels :

At Trade Skill Development Level

a. Soakyard Worker
b. Unhairing Worker
c. Limeyard Worker
d. Drumyard Worker
e. Flesher
f. Scudder
g. Splitter

At Supervisor Development Level

a. Soakyard Supervisor
b. Limeyard Supervisor
c. Machineyard Supervisor
d. Drumyard Worker

Maintenance Work on Existing Programmes/Courses

SOET is keeping a watch on the feedback received from the students regarding course material, delivery system and academic counselling. Through Orientation Programmes, counsellors are made aware of the feedback. The School is also maintaining proper records of feedback for revision/modification of study material in the near future.

Programmes under planning

Academics Programmes

a. B.Tech. Civil (Construction Management) (BTCM)
b. B.Tech. Civil (Water Resources Engineering) (BTWRE)

All the students of ADCM and ADWRE, who have cleared 32 credits, have been offered to take admission in B.Tech. Civil in appropriate specialisation options.

Proposals on New Academic Programmes

1. B.Tech. (Electrical and Electronics Drives)

   This programme has following four modules :

   a. Post Diploma Certificate in Electrical and Electronic Equipment Servicing and Maintenance
   b. Advanced Diploma in Electrical and Electronic Equipment Servicing and Maintenance
   c. Post Advanced Diploma Certificate in Engineering of Industrial Electrical and Control System
   d. B.Tech. Electrical and Electronics (Power Electronics and Electrical Drives)

2. SOET is planning to launch 4-moduled B.Tech. Mechanical (Manufacturing Management) Programme. At present, it is at planning stage.

3. Continuing Education Programmes for in-service training of construction workers/personnel.

Details of Expert/Course Writer's Meetings

No Expert Committee Meeting was organised during this year. However, the Course Writer's Meetings were conducted at several places with the course teams throughout the year.

Details of Distinguished Visitors to the School during the year

1. Prof. Geoff Peters, Pro-Vice-Chancellor (Strategy and Planning), The Open University, Walton Hall, Milton Keynes.

2. Prof. Navin Singhi, Professor in Tata Institute of Fundamental Research (TIFR) and Chairman, Consortium for Information and Communications Technology, Mumbai.

Number of School Board Meetings and School Council Meetings held during the year

School Board Meetings	1
School Council Meetings	Nil

(However, different discipline groups hold their meetings regularly as per their requirements)

Other Information

SOET has prepared a proposal for Partnering Institutes (PIs) for its academic, extension and continuing education programmes separately.

4.4 SCHOOL OF EDUCATION

The School of Education is mandated to organise academic programmes in Education as an area of knowledge and as a field of professional practice. The following disciplines have been assigned to the School by the Academic Council: Education, Distance Education, Educational Technology and Adult Education. However, the only disciplines, which are active so far in terms of placement of faculty, are Education and Distance Education. Academic Programmes in Distance Education are organised in STRIDE, although the academic home of such programmes is the School of Education. The programmes that the School of Education has been organising are of inter-disciplinary nature and the courses in these programmes fall within the legitimate jurisdiction of the one or the other disciplines of the School. The programmes on offer in the School are the Post-graduate Diploma in Higher Education (1992) and the Certificate in Guidance (1993). Course development for Bachelor of Education Programme and Diploma in Primary Education Programme is in progress. The programmes to be taken up during the 9th Plan Period are M.Phil./Ph.D. Programme in Education and M.A. (Education)/M.Ed. and a number of courses in Educational Technology and Educational Management to be configured as Certificate/Diploma/ Degree programmes.

Programmes on offer

- Post Graduate Diploma in Higher Education
- Certificate in Guidance
- Post Graduate Diploma in Distance Education.
- Master of Arts in Distance Education.

Maintenance work on existing programmes/courses

Maintenance of two programmes is done during the year i.e. PGDHE and CIG. Prepared assignments, Programme Guides and conducted orientation programme for the counsellors. Extended contact programmes conducted through teleconferencing for the students of PGDHE course.

Evaluation of project proposal and Reports for the PGDHE programme done by the school.

Side by side vetting of study material of the CIG programme also started along with the translation work.

Proposal on New Academic programmes

1. **Bachelor of Education**

   Ist year course work is on the verge of getting ready. NCTE DEC approval to be obtained. 2nd year course work under development. Delivery and Monitoring Network is being set up. To be launched in 1999 in India There is a proposal to offer the programme in West Asia.

2. **Diploma in Primary Education (In collaboration with NCERT) (DPE)**

   Teacher Education Programme meant for Elementary School Teachers

   Module I (Certificate in Primary Teaching - CPT) is on the verge of getting ready. Modules 2 and 3 manuscripts are yet to be received from NCERT. CPT to be launched in 1999 in the North-Eastern States, West Bengal and Sikkim. Negotiations are on with the State Governments. A Seminar is proposed for November 1998.

3. **Ph.D Phase I (For those with M.Phil in Education. Only through Dissertation)**

   Modalities for recognition of supervisors, registration, monitoring and evaluation of students being worked out. Discussions are on. To be launched in a couple of months, say by October 1998.

4. **Courses on Educational Technology.**

   At the planning stage. To be offered on a modular basis as stand alone Certificate or Diploma Programmes or as a part of the Masters Programme

5. **Courses on Educational Management.**

   At the planning stage. To be offered on a modular basis as stand alone Certificate or Diploma Programmes or as a part of the Masters programme.

6. **Masters Programme**

   Already approved by the Planning Board. To be offered with a cafeteria approach using the matrix of courses already available on higher education and distance education and those to be developed on educational technology and educational management.

7. **M.Phil/Ph.D Phase II (With Course Work)**

   Course work is at the planning stage.

8. **Certificate Programme for Adult Education functionaries.**

   Approved by the Extension Council. It is proposed to develop and run this as an extension programme.

Details of Expert/Course Writer's Meeting

1. Experts meeting for the English course for the B.Ed programme held on 8.5.97
2. Two meetings of Editors conducted for the teaching of social studies for B.Ed programme held on 31.5.97 and 2.6.97

3. One expert meeting for the Ph.D programme planning on 30.11.97
4. Editors meeting for the B.Ed programmes.
5. Selection Council meeting for the appointment of consultant. 6.12.97
6. First Advisory Committee meeting of the UNESCO Chair. 27.8.97

Seminars/Workshops organised by the School during the year

1. Scripts writers workshop for Audio/Video programme on Educational Evaluation B.Ed programme 30.6.97 to1.7.97
2. Workshop on Training – Environment studies for DPE programme. 7.7.97 to 10.7.97
3. Workshop on content based methodology-teaching of Social Science-B.Ed programme 29.7.97 to 30.7.97
4. Workshop on content based methodology – teaching Hindi B.Ed programme. 21.7.97 to 22.7.97
5. Meeting of Health Science in DPE programme 31.7.97 to 2.8.97
6. Workshop conducted for B.Ed practical course 24.2.98 to 26.2.98
7. South Asia Forum for Distance Education for Development : Three days International workshop on Training of professionals through Distance Education in South Asia: Issue of Technology and Net working . All members of the SAARC countries participated.

Details of Distinguished Visitors to the School during the year

1. Prof. Jacques Hallak Director, IIEP, Paris and Assistant Gen. Director UNESCO
2. Dr. Warren Mellor, UNESCO
3. Dr. Mogeidi, Director, UNESCO
4. Prof. T.S. Saraswati, M. S. University, Baroda
5. Prof. Anil Sadgopal, Delhi University
6. Prof. Krishna Kumar, Delhi University
7. Prof. R.V.R. Chandrashekhar Rao, Former Vice Chancellor, Andhra Pradesh Open University.
8. Prof. Shamsul Kabir (Bangladesh Open University)
9. Prof. Shireen Huq (BOU)
10. Prof. Muhammad Rashid (Allama Iqbal Open University)
11. Dr. Mussarat Anwar Sheikh (AIOU)

Number of School Board meetings and School Council meetings held during the year.

School Board Meetings	Nil
School Council Meetings	7

Other information

Unesco Chair

The Unesco Chair has been set up in the School of Education to act as a nucleus for research, documentation, development and dissemination in the area of teacher education through distance education mode . The Chair has so far been undertaking empirical studies and conceptual reflections. There may soon be concrete documents emerging from this endeavor.

Extension Programmes

DEP-DPEP: This is an extension activity of the School. The project was sanctioned by the MHRD under the DPEP. This is in collaboration with the NCERT and is funded through credit from IDA. The project functions as a distinct administrative entity within the academic aegis of the School. The Project has a separate team. The project seeks to provide professional resource inputs to state DPEP structures to incorporate Distance Education elements in their training strategies.

Certificate Programme for Adult Education Functionaries: This is a programme approved by the Extension Council. It is proposed to run it initially as an extension programme and subsequently refine it to be offered as a full-fledged academic programme of the School.

Collaborative Endeavors

With NCERT: UNESCO provided partial funding to the SAFDED International Workshop that the School organised in October 1997. UNESCO also sponsored the study visits of the Joint Working Group (JWG) comprising senior teacher educators from IGNOU, BOU and AIOU in December 1997. The JWG is expected to endeavor on a continuing basis to work out collaborative arrangements between the three institutions in the area of teacher education.

With NCTE: NCTE is funding a few projects on teacher education, mainly focusing on documentation (including video-documentation) of good practices and development of courses and programmes. We have already received the first instalment of Rs. 15 lakhs.

With IIEP, Paris: IGNOU and IIEP have agreed in principle to collaborate in offering programmes related to educational planning and management especially focusing on international audiences, using internet among other possible modes. An MOU is to be signed for this purpose. In some of the areas this may evolve as a tripartite arrangement between IGNOU, IIEP and NIEPA.

4.5 SCHOOL OF HEALTH SCIENCES

The School of Health Sciences was set up in the year 1991 with the objective of augmenting educational avenues and inservice training for medical, nursing, paramedical and allied health professionals through distance education mode. The main functions of the school are as follows :

- Planning, developing and launching of academic programmes of various levels for different categories of health personnel.
- Disseminating health related knowledge for general public.
- Research on health related issues.

The academic programmes launched by SOHS aim at upgrading the knowledge and skills of various categories of health functionaries. This is a pioneering effort in training of health manpower specially inservice health professionals who need not be dislodged from their workplace and bags special emphasis on competence building through skill development.

Programmes on offer

• B.Sc. Nursing	80 credit (36 credits of theory and 44 credits of practical)
• PG Diploma in Maternal & Child Health (PGDMCH)	32 credits (18 credits theory and 14 credits practical)

Maintenance work on existing programmes/courses

1. Courses comprising of 24 credits of B.Sc. Nursing I year
2. Courses comprising of 28 credits of B.Sc. Nursing II year
3. Courses comprising of 28 credits of B.Sc. Nursing III year

Programmes launched during the year

Postgraduate Diploma in Maternal and Child Health Care (PGDMCH) was launched in September, 1997. This is a one year programme of 32 credits.

Proposal on New Academic programmes

1. Post Graduate Certificate in Rural Surgery (CRS) for practicing surgeons. It is a one year programme of 29 credits (12 credits for theory and 17 credits for practical).
2. Diploma programme in Geriatric Medicine of one year duration meant for family physicians. It is a 32 credits programme (16 credits theory and 16 credits practical).
3. ANM upgradation programme to upgrade the knowledge and skills of inservice ANMs/Female Health Workers. This is a 30 credits programme (14 credits theory and 16 credits practical).

Details of Expert/Course Writer's Meeting

1. Advisory Committee meeting and expert committee meeting for ANM upgradation programme conducted in the month of January and March 1998 respectively.

2. Orientation for academic counsellors and clinical supervisors were conducted in Delhi and Belgaum in April'98 and Feb.'98 respectively.

3. Advisory committee meetings of Diploma in Geriatric Medicine programme was conducted in March'98.

4. Two core group meetings of Postgraduate Certificate programme in Rural Surgery were organised in October'97 and December'97.

5. Two rounds of Regional Health Sciences Advisory Committee meeting at 15 Regional Centers were organised.

6. Orientation Training workshops for PGDMCH counsellors were organised at Ahmedabad, Shimla, Delhi, Lucknow, Hyderabad, Bangalore and Calcutta.

Seminars/workshops oragnised by the School during the year

A two days workshop on Health and Environment was organised at Disaster Management Institute, Bhopal in the month of December'98 in collaboration with Acts Ministry, a Bangalore based NGO.

No. of School Board meetings and School Council meetings held during the year

School Board Meetings	2
School Council Meetings	5

Other information

- Dr. A.K. Agarwal, Director SOHS, was Examiner of M.D. (Hospital Administration) AFMC Pune in the month July'97 and June'98.
- Dr. A.K. Agarwal, Director SOHS, is working as Chief Vigilance Officer (C.V.O.) w.e.f. March'1998.

4.6 SCHOOL OF HUMANITIES

The School has been offering BA Degree Programmes in English and Hindi comprising 15 elective courses. In addition, it has developed 15 foundation courses in English and Modern Indian Languages and five application-oriented courses in English and Hindi for the University's Bachelor's Degree Programme, and two Diploma programmes in Creative Writing in English and Hindi. Currently the faculty are working on two Masters Level Programmes in Hindi and English. Two Experts Committee Meetings each were held for MA English and Hindi and four Course Writers Meetings were held for MA English and 8 for MA Hindi. One Experts Committee meeting was held for the Certificate in Copy editing and Proofreading.

Programmes on offer

BDP

• Foundation Courses (2 Foundation courses in English and 13 Foundation Courses in Modern Indian Languages)	15
• Electives	15
• Application Oriented Courses	5

- Diploma Programme in Creative Writing in English
- Diploma Programme in Creative Writing in Hindi
- Certificate in the Teaching of English.

Maintenance work on existing programmes/courses

During the year the School was involved in the preparation/revision of the following course material, assignments, printing/re-printing of blocks; organising/participating in teleconferencing sessions, moderation of question papers, evaluation of assignments, and preparation of DCE, DCH Brochures, Programme Guides, and 5 year Assignment Banks:

1. DCE – 1-5,
2. DCH – 1-7
3. Certificate in the Teaching of English
4. AFW (H), AFW (E)
5. AWR (H), AWR (E)

Courses/Programmes Under Preparation

1. PG Diploma in Radio and TV Writing
2. PG Diploma in Translation
3. MA English
4. MA Hindi
5. Certificate in Copy Editing and Proofreading

Audio Video Programmes

The School prepared a number of audio and video programmes to supplement the print materials of the courses on offer and under preparation.

Proposal on New Academic programmes

Certificate in Copy editing and Proofreading (Passed by both Planning Board and Academic Council)

Details of Expert/Course Writer's Meeting

Experts Committees for MA Hindi and English and Certificate in Copy editing and Proof reading.

MA Hindi	8 meetings for various courses
MA (English)	4 meetings

Seminars/workshops organised by the School during the year

A Seminar on Australian Literature was held on January 16, 1998.

Faculty News

The entire Faculty attended month – long training workshops conducted by Computer Division and School of Computer Sciences and Information (IGNOU) on using MS Office.

Details of Distinguished Visitors to the School during the year

16th Jan. 98 Prof. Paul Sharad, University of Woolagong, Australia.

Number of School Board meetings and School Council meetings held during the year

School Board Meetings	2
School Council Meetings	6

Translation Cell Performed the following tasks

1.	Vetting :	Acad.	74 Units 41 items
		Non-Acad.	
2.	Translation:	Acad.	99 items
		Non Acad.	13 items
3.	Proof Reading:	Acad.	43 Units 5 items
		Non Acad.	
4.	Comparison:	Acad.	15 Units 4 items
		Non Acad.	2 items

Editorial Cell Performed the following tasks

- Compilation of Annual Report for SOH
- Preparation of merged document (Handbook and Profile) as IGNOU Profile'98
- Editing of Course material for management, commerce, public administration education (both B.Ed. and DPEP), library science (BLISc.) courses
- Write-ups for the library
- Editing of Convocation publications etc.

IGNOU Publications

The School also brought out the ***In House Magazine*** (April, June, August, October, December and February) and the ***Newsletter*** (May'97, September'97 and January'98).

4.7 SCHOOL OF MANAGEMENT STUDIES

The management programme offered by the School currently consists of 41 courses plus a project report which is equal to two courses. These Programmes offered on a modular pattern, and in different combinations, lead to a diploma, a Post Graduate Diploma and the MBA. The School has planned to develop a few more courses in each specialisation area to strengthen the management programmes.

As for Commerce, the School has on offer 1 Preparatory Course, 11 elective courses and 4 Application Oriented Courses based on Commerce for the bachelor's Degree Programme. During the year, the Commerce faculty undertook the development of two more electives in Commerce and one Application Oriented Course on Entrepreneurship and Small Business. These are likely to be launched in 1998. It is also engaged in substantial revision of some of the Commerce courses.

The School has initiated steps to prepare Bachelor's Degree in Business Administration (BBA) and Post Graduate Programmes in Hotel Management, Banking, Public Systems Management, International Business Operations and Capital market Operations. The Ph.D. Programme will be offered as soon as it is approved by the Academic Council. Development of two courses one on Research methodology and another on Information Technology is in the advanced stage of development. The school proposes to launch this programme later in 1998.

The School has been regularly organising two days update seminars through teleconference in various specialisation areas of management and commerce on monthly basis. This is in addition to the regular teleconference done by the school. In addition, the School has built up a joint programme of tele-conferencing with All India Management Association (AIMA) - for students of both IGNOU and AIMA. During the period under report the school has volunteered to do 40% of the total counselling through teleconference. In addition the school has been conduction Faculty Development Programme for teachers of management in June and December every year through teleconference.

The School has taken a project on continuing education of working managers titled project MEIDS, (Management Education Through Interactive Delivery System) through which the Capsule and finally diploma and degree Programmes will be offered through technology aided alternative delivery system by involving management institutions in the country as Partners in Advanced Learning Systems (PALS). The intranet between the PALS and IGNOU is being developed by CMC. The MOU has already been signed with CMC and with 21 PALS who would be the delivery centers for this programme.

Programmes on offer

Management

- Master of Business Administration (MBA)
- Diploma in Management (DIM)
- Postgraduate Diploma in Management (PGDIM)
- Postgraduate Diploma in Human Resource management (PGDHRM)
- Postgraduate Diploma in Financial Management (PGDFM)
- Postgraduate Diploma in Operations Management (PGDOM)
- Postgraduate Diploma in marketing Management (PGDMM)

Commerce

- Bachelor Preparatory Programme (BPP)
- Bachelor in Commerce (B.Com.)

Maintenance work on existing Programmes/Course in both Semesters

All the programmes/courses (37) are on offer in both the semesters including MS-100, meaning thereby preparation of 108 assignments per semester. The courses under maintenance in both semesters are :

Management

MS-1, MS-2, MS-3, MS-4, MS-5, MS-6, MS-7, MS-8, MS-9, MS-10, MS-11, MS-21, MS-22, MS-23, MS-24, MS-25, MS-41, MS-42, MS-43, MS-44, MS-45, MS-51, MS-52, MS-53, MS-54,

MS-61, MS-62, MS-63, MS-64, MS-65, MS-91, MS-92, MS-93, MS-94, MS-95, MS-97, MS-100 (Project)

Commerce

PCO-01, ECO-01, ECO-02, ECO-03, ECO-04, ECO-05, ECO-06, ECO-07, ECO-08, ECO-09, ECO-10, ECO-11, AED-01, AMK-01, ASP-01, AOM-01

Programmes under development

- Post Graduate Diploma in Hotel Management
- Post Graduate Diploma in Public System Management
- Ph.D. Programme
- Bachelor in Business Administration (BBA)
- Post Graduate Diploma in International Business Operations (PGDIBO)
- Post Graduate Diploma in Capital Market Operations (PGDCMO)

Details of Expert/Course Writers' Meetings

Management

1. Expert Committee Meeting of Ph.D. Programme in Management
2. Expert Committee Meeting of Public Systems Management
3. Expert Committee meeting for Courses MS-41 and MS-42
4. Expert Committee meeting for Course MS-27

Commerce

1.	IBO-02	International Marketing
2.	IBO-03	India' Foreign Trade
3.	IBO-04	Import Export Procedures and Documentation
4.	IBO-05	International Marketing Logistics
5.	IBO-06	International Business Finance
6.	BS-01	Communication Skills
7.	BS-03	Indian Social, Cultural and Political Environment
8.	BS-04	Introduction to Management
9.	BS-05	Business Communication
10.	BS-06	Business Statistics
11.	BS-08	Principles of Management
12.	BS-10	Quantitative Techniques for Business

Number of School Board meetings and School Council meetings held during the year

School Board Meetings	2
School Council Meetings	4

Other information

The School of Management is also actively engaged in launching the first Ph.D. programme of the University which is also the First Distance Education Research Degree Programme in the country.

The School is launching an innovative BBA programme which is designed as a job oriented terminal degree for junior and middle level job aspirants in management. The office of the President of AIMS (Association of Indian Management Schools) this year was based in IGNOU, consequent upon Prof. Rakesh Khurana taking over as AIMS President in August, 1997.

4.8 SCHOOL OF SCIENCES

The School of Sciences is one of the very first Schools of the University. The School has been assigned the Chemistry, Physics, Life Sciences and Mathematics disciplines having 28 faculty members and 22 members of the non-academic staff. The School has, so far developed one preparatory, one foundation, 44 elective and two application-oriented courses worth a total of 184 credits each in English and Hindi medium. Currently the School is engaged in developing 11 elective and 5 application oriented courses for the Bachelor's Degree Programme. During the year, the School has started working on planning and development of the following programmes:

1. P.G. Diploma in Analytical Chemistry
2. Certificate Programme on Teaching of Primary School Mathematics
3. Modular Programme for Training Laboratory Technicians
4. Aquaculture
5. Applicable Mathematics
6. Biotechnology

The School of Sciences has been contributing courses for various programmes of the University such as BPP, B.Sc., B.A., B.Com., BCA, BTS and CES. The B.Sc. programme is the main programme of the School. It was launched by the School in 1991-92 at 29 Study Centers with an enrolment of 1208. There has been a steady increase in the enrolment of the students as well as an increase in the number of Study Centers. In 1997-98 as many as 2727 students have been enrolled in the first year and the number of Study Centers has increased to 58.

Programmes on offer

- B.Sc. General
- B.Sc. Major in Chemistry
- B.Sc. Major in Mathematics
- B.Sc. Major in Physics
- B.Sc. Specialisation in Life Sciences
- Bachelor's Preparatory Programme(BPP) in collaboration with SOSS and SOMS
- Certificate Programme in Environmental Studies(CES) in collaboration with SOSS

Maintenance work on existing programmes/courses

The School was involved in the maintenance work relating to preparatory, foundation, elective and application oriented courses for the B.Sc., B.A., B.Com., B.C.A., B.T.S. and C.E.S. Programmes.

Programmes launched during the year

Certificate in Environmental Studies (in Collaboration with the School of Social Sciences)

Proposal on New Academic Programmes

Certificate Programme for Training of Laboratory Technicians (CPLT)

Details of Expert/Course Writer's Meeting

1. Course Expert Committee Meeting of CHE-13, June 25 and 26, 1997
2. Expert Committee Meeting of CTPM, Nov. 26 and 27, 1997
3. Programme Expert Committee Meeting of PGDAC Jan. 21 and 22, 1998
4. Course Expert Committee Meeting of PGDAC March 27 and 28, 1998
5. Course Writers Meeting of AAC-2 and AAC-3, April 27 and 28, 1997
6. Course Writers Meeting of CHE-13, July 21, 1997
7. Course Writers Meeting of AEC-1, September 4, 1997
8. Course Writers Meeting of AOC Maths, September 18 and 19, 1997
9. Course Writers Meeting of LSE-11(L), December 9 and 10, 1997
10. Course Writers Meeting of CTPM, March 19 and 20, 1998
11. Meeting of Course Team and Editor of LSE-10, Aug. 18-22, 1997
12. Meeting of Course Team and Editor of LSE-13, March 30 and 31, 1998
13. Meeting with the Course Writer of CHE-13

Awards/Fellowships

1. Prof. B.S. Saraswat was awarded a cash prize of Rs.500 by IGNOU for use of Hindi in official work.
2. Dr. S. Chandra has been nominated by INSA, New Delhi to visit Germany for three months under the Scientific Exchange Programme between INSA and Deutsche Forschungsgeminschaft, Bonn, Germany.

Details of Distinguished Visitors to the School during the year

Prof. George Mc Gillvray, Professor of Chemistry and Dean, Faculty of Science, University of South Africa visited the School of Sciences on February 20, 1998.

Number of School Board meetings and School Council meetings held during the year

School Board Meetings	2
School Council Meetings	9

4.9 SCHOOL OF SOCIAL SCIENCES

The School of Social Sciences has been assigned the following six disciplines :

i) Economics
ii) History
iii) Library and Information Science
iv) Political Science
v) Public Administration
vi) Sociology

Various disciplines of the School have launched a number of Programmes and courses leading to various certificates, Diplomas and Degrees. The unique feature of the School is that apart from conventional courses, a number of new areas have been explored. These new areas are Consumer Studies, Disaster Management, Environmental Studies, Human Rights, Tourism studies and Women's Empowerment. The programmes and courses in a few of these areas have already been launched while some are at various stages of development. The school took a major initiative in the form of direct student registration for a new programme. For Certificate Programme in Environment the school undertook all the activities related to admission for two consecutive terms one in July 1997 and the other in January 1998. This involved admission, assigning study centre, issuing identity cards and supplying address and lists to regional centers and Material Distribution Division. The exercise was very fruitful and was completed in a very short time. The school plans to follow the same procedure for all new programmes for initial one or two sessions.

Programmes on offer

i) Bachelor's Preparatory Programme (BPP)

The School contributes a Preparatory course in Social Sciences to this programme. The course is offered both in English and Hindi.

ii) Bachelor's Degree Programme (BDP)

a) Foundation course in Humanities and Social Sciences (FHS): 8 credits. The course is offered both in English and Hindi. The course is a compulsory component for all Bachelor's Degree Programmes viz., B.A., B.Com., B.Sc., Bachelor's in Computer Applications and Bachelor's in Tourism Studies.

b) Elective Courses : The School contributes elective courses in five major disciplines leading to Bachelor's Degree in Economics, History, Political Science, Public Administration and Sociology. The total number of elective courses are 31 in English and Hindi separately. Total credits for these courses are 240 in English and Hindi each.

c) Application oriented Courses : The school has offered one application oriented course in consumer studies worth 8 credits both in English and Hindi. This will also benefit students enrolled for any Bachelor's Degree in IGNOU.

iii) Bachelor's Degree Programme in Library and Information Science (BLIS) (in English)

iv) Master's Degree Programme in Library and Information Science (MLIS) (in English)

v) Programmes in Tourism Studies

a)	Certificate Programme in Tourism Studies (CTS)	:	16 Credits, English & Hindi
b)	Diploma in tourism Studies (DTS)	:	36 Credits, English & Hindi
c)	Bachelor's Degree in Tourism Studies (BTS)	:	96 Credits, English & Hindi
d)	Advanced Diploma in Tourism Studies (ADTS)	:	32 Credits, English & Hindi

vi) Certificate Programme in Environmental Studies (CES) : 16 Credits, English & Hindi

Maintenance work on existing Programmes/Courses

The School was involved in the maintenance work relating to the Courses *(both Foundation and* Electives) for the Bachelor's Preparatory and Degree Programmes; and programmes in Tourism Studies,

Number of School Board meetings and School Council meetings held during the year

School Board Meetings	2
School Council Meetings	9

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ii) Bachelor's Degree Programme (BDP)

a) Foundation course in Humanities and Social Sciences (FHS): 8 credits. The course is offered both in English and Hindi. The course is a compulsory component for all Bachelor's Degree Programmes viz., B.A., B.Com., B.Sc., Bachelor's in Computer Applications and Bachelor's in Tourism Studies.

b) Elective Courses : The School contributes elective courses in five major disciplines leading to Bachelor's Degree in Economics, History, Political Science, Public Administration and Sociology. The total number of elective courses are 31 in English and Hindi separately. Total credits for these courses are 240 in English and Hindi each.

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iii) Bachelor's Degree Programme in Library and Information Science (BLIS) (in English)

iv) Master's Degree Programme in Library and Information Science (MLIS) (in English)

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a)	Certificate Programme in Tourism Studies (CTS)	:	16 Credits, English & Hindi
b)	Diploma in tourism Studies (DTS)	:	36 Credits, English & Hindi
c)	Bachelor's Degree in Tourism Studies (BTS)	:	96 Credits, English & Hindi
d)	Advanced Diploma in Tourism Studies (ADTS)	:	32 Credits, English & Hindi

vi) Certificate Programme in Environmental Studies (CES) : 16 Credits, English & Hindi

Maintenance work on existing Programmes/Courses

The School was involved in the maintenance work relating to the Courses (both Foundation and Electives) for the Bachelor's Preparatory and Degree Programmes; and programmes in Tourism Studies,

- Dr. Shirley Behrans, Senior Lecturer, Dept. of Information Science, University of South Africa visited the Faculty of Library and Information Science on November 11, 1997.
- All the disciplines of the School conducted a large number of Teleconferencing sessions from the EMPC for students enrolled in various programmes of the School.

Faculty News

Prof. S.B. Ghosh

1. Prof. S.B. Ghosh has been elected as the Vice President of Indian Association of Special Libraries and Information Centers (IASLIC).
2. Has been nominated as the Secretary-Council of International Conference and Congress of the International Federation for Information and Documentation (FID), to be held in India during October 1998.
3. Has been elected as the Council Member of the Indian Library Association.

Prof. Shobhita Jain

1. Orientation Lectures, Jawaharlal Nehru University, 24 November 1997, two lectures on 'Marriage and Family in India : Some Analytical Issues' and 'Development and Environment in India : Some Conceptual Issues'.
2. Elected member of the Association of Social Anthropologists of the Commonwealth

Dr. Ravindra Kumar

1. Visiting Lecture on "Historical Method : Trends in the 20th Century" and "Gandhi and Social Discourse", ASC, Jabalpur.
2. Visiting Lecture, "Cultural Tourism – Varying Perspectives", Faculty of Management Studies, Jodhpur University.
3. Visiting Lecture, "Architecture of Medieval India", Deptt. Of History, Jamia Millia Islamia, New Delhi.

Dr. A.S. Narang

1. Participated and spoke in 49th Session of the U.N. Human Rights Sub Commission on Prevention of Discrimination and Protection of Minorities, Geneva, August 1997.
2. Participated and spoke in 52nd Session of U.N. Human Rights commission, Geneva, March 1998.

Prof. Pandav Nayak

1. Awarded Faculty Research Fellowship for the year 1997-98 by Shastri-Indo Canadian Institute. Visited Canada from 18th May to 21st June, 1997.
2. Appointed member of the Project Advisory Committee for establishment of an Open University in Orissa (by Distance Education Council). The Project has since been submitted to the Govt. of Orissa.
3. Member, National Action Plan Committee (MHRDs) for Human Rights Education Decade celebrations.
4. Appointed a member of the Board of Advisors for the Gandhi Smarak and Darshan Samiti.
5. Member, Expert Committee on Political Science, National Open School.
6. Member, Governing Body of the Vocational College, Delhi University.
7. Appointed Project Director of the Human Rights Project.

Prof. Pardeep Sahni

Visited the following places to deliver guest lectures.

1. Lal Bahadur Shastri National Academy of Administration
2. IIPA, New Delhi
3. Lucknow University, Lucknow
4. HCM Institute of Public Administration, Jaipur
5. Punjab University, Chandigarh

5. RESEARCH PROGERAMMES

Three types of Systemic Research have been conceived in open and distance learning, under learning, under a policy approved by the Board of Management. Theoretical, development and evaluation for

faculty development, institutional growth and quality assurance respectively. Based on this approach, IGNOU has adopted suitable research strategies, designed feasible research framework, consisting of discipline-based/subject-based areas, inter-disciplinary developmental studies, and system-based fields. Broadly, research plans in IGNOU have been classified into five categories : Research Degree Programmes, Research Grant Schemes, Research Fellowships, Associateship Scheme, and Research Publication Scheme.

Research Degree Programmes

An ordinance on Research Degree Programmes has been framed. The Ordinance provides for a Research Council, which, subject to overall guidance and supervision of the Academic Council is responsible for planning, management, organisation and monitoring of Research Degree Programmes, namely, M.Phil and Ph.D. The Research Council operates through various Research Committees. The Ordinance lays down enrolment, supervision, guidance and evaluation procedures. Course work has been made a necessary requirement for students pursuing these Programmes. The courses will be broadly of two types : those relating to the thrust areas identified, and those relating to Research Methodology and Information Technology.

Research Grants Scheme

The scheme provides research grants to individuals, groups and institutions for undertaking research under two categories of minor and major projects. Academics, professional and freelance researchers are encouraged to seek financial support from this provision. The main objectives of the scheme are to provide opportunities for the creation and preservation of knowledge; to promote research activities in the University with a focus on important educational issues and to strengthen the research capabilities of the staff.

The selection of Proposals for awarding research grants is made on the basis of the criteria of originality, relevance, validity, objectivity, reality, rigour and methodology Research.

Research Fellowships/Associateships Scheme

The schemes of Research Fellowships and Associateships are integrated with the Research Degree Programmes and Research Grant Schemes respectively. The Research Fellowships Scheme is distinct from the conventional pattern both in respect of selection of candidates and method of financing. A method has been adopted by which the fellowship amount is determined on the basis of their involvement in research and other work of the University. Both Associationships and fellowships are offered to those scholars who wish to work in the thrust areas identified by the University so that outcome of these research efforts can contribute to the development of the open and distance education system in the country. The Research Fellowship Scheme has been integrated with the Research Grant/Project Scheme.

Research Publications

Research Publication is an important component of research system of the IGNOU. Provision has been made for publication of the Research work such as research papers, occasional papers, working papers, monographs, dissertation thesis etc.

Quality Assurance System

Programme Evaluation for Quality Assurance is crucial for the Distance Education system (DES) because of its methodology , philosophy, and approach. To make distance education effectively attuned to the needs of educational development, it is important to evolve some in built quality assurance procedures within system based on

- Quality Evaluation of the process of education, training and research;
- Quality Control of its operations and presentation; and
- Quality Audit of its performances and outcomes.

The Quality Assurance goals in all the three components of an education system namely, education, training and research can be accomplished only when programme evaluation, process evaluation and the systemic evaluation are conducted together in comprehensive manner. Two major activities have already been implemented and reports have been published. These are : (I) Quality-Assessment – I and (II) A feedback Study on Utilization of Library Material, Facilities and Services.

6. CENTRE FOR EXTENSION EDUCATION

IGNOU, as one of the major areas of concern, established the Centre for Extension Education in 1995 with the main aim of extending educational opportunities to the disadvantaged groups of the society. The CEE intends to carry out extension work at IGNOU in tow ways. Each school would do discipline based extension work. In addition, the CEE would carry out development oriented extension work in which the expertise available in IGNOU – within as well as across disciplines – will be harnessed. Broadly 5 types of courses/programmes are proposed. These are :

a. General awareness programmes
b. Non-credit certificate courses
c. Skills oriented vocational courses
d. Professional courses for development functionaries
e. Courses for sustainable rural development

The CEE will also establish network with GOs/NGOs/People's organisations at various levels.

Programmes under development

Certificate programme in

a. Participatory Forest Management
b. Community Participation for Solid Waste Disposal Management

Details of Expert Committee/Course Writer's Meetings

1. A meting of course writers/editors on 'Participatory Forest Management' was conducted on 14/15th April, 1997 at IGNOU, New Delhi.
2. A workshop on 'Community Awareness on Disaster Preparedness' was organised by the Centre on 19.5.97 at IGNOU, New Delhi.
3. A workshop on NGOs was held on 12/13th May, 1997 at Pune.
4. The 2nd Extension Council meeting of the Centre was held on 27.3.98.
5. A collaborative workshop between the Human Rights Projects and CEE on "All Human Right for All" was organised on 25 and 26 March, 1998 at EMPC, IGNOU, New Delhi.

Proposal for new programmes

1. Strengthening literacy skills through the use of Computers.
2. Professional educational programmes for community development practitioners.
3. Community awareness on disaster preparedness.
4. Certificate Course for professional development of adult education functionaries.
5. Awareness and preparedness among rural parents for effective Primary Schooling.

7. ACADEMIC SUPPORT SERVICES

7.1 STAFF TRAINING AND RESEARCH IINSTITUTE OF DISTANCE EDUCATION

IGNOU has been giving high priority to human resource development and system development in distance education since its inception. For this purpose, in 1986, a Division of Distance Education (DDE) was set up with a view of identify training needs of different categories of staff, build up resource base of information, training materials and trainers, and organise staff development programmes and activities, besides undertaking R&D and programme evaluation activities. The initial focus was on staff employed in IGNOU including staff in the DDE itself, who were first engaged in conducting seminars, workshops and programmes in distance education with the support of national and international experts. They also developed and implemented the (Post-Graduate) Diploma Programme in Distance Education. Through these effort, distance education methods, materials and formats suitable for IGNOU were developed and implemented.

In 1990, the Commonwealth of Learning (COL) had proposed to set up a training institute for distance education in the South Asian region. In 1993, the COL undertook a study of the institutions engaged in training in distance education in member countries and, after an evaluation of the training work done by

the DDE, declared IGNOU as a COL Centre of Excellence in Training and Research Institute of Distance Education in South Asian Region for five years. The COL also undertook the responsibility of strengthening the training activities of IGNOU by setting up a Regional Centre. Following this, the DDE was upgraded to Staff Training and Research Institute of Distance Education (STRIDE) in 1993. STRIDE was entrusted with task of training not only the staff of IGNOU but the staff of all the Open Universities and Distance Education Institutes in India as well as the region, particularly South Asia.

The objectives of STRIDE are following :

- to identify training need of different categories of personnel already involved, and expected to get involved, in open and distance education;
- to build up a resource base of up-to-date information, training materials, courses and expertise and make such resources available wherever needs;
- to develop suitable training strategies and relevant training materials to meet the varied needs of different types of individuals and distance teaching and training institutes;
- to organise and conduct training and staff development activities for the identified target groups and institutions through various strategies leading to completion certificates and\or award of certificates, diplomas and degrees;
- to promote and involve in research in distance and open education at the fundamental, the experimental and application levels in order to constantly enrich the training programmes, management process, distance education systems, and meet the challenges of the changing times and needs, new communication technologies and expanding educational environment.

Currently, the Institute uses the following strategies to achieve its objectives :

- Providing various human resource development programmes (leading to awards like PGDDE and MADE) using distance education methodologies as long term measure to develop human resources in distance education in Commonwealth developing countries including India, and also in South Asia.
- Organising workshops, orientation programmes, attachment programmes, seminars and the like to meet immediate training needs of both academic, non-academic and other staff in distance education institutions in the region.
- Organising need-based national and international training/professional development programmes in sucn areas as development of self-learning materials, media, student support services, research and development, planning and management of distance education.
- Conducting and supporting research studies in the form of tracer studies, general surveys, experimental studies, programme evaluation etc. to broaden research base in distance education in India and the region for improving the quality of distance education and for system development.
- Developing indigenous literature on distance education including training handbooks and manual etc., and databases to make informed decisions.
- Publishing an internationally referred, contributed, subscribed and abstracted journal in the area : Indian Journal of Open Learning (IJOL).

STRIDE has undertaken several activities in staff development, research and development, and system development in distance education in the year 1997-98 as explained below :

Training Workshops/International Workshops/Meets

1. Two international meets were co-ordinated by STRIDE in 1997 in collaboration with the COL, Canada. The first concerned with COL taking stock of and planning for future programmes and activities funded by COL at IGNOU, the consolidated report of which was prepared by Director, STRIDE. The second one dealt with the COL Regional Training Workshop for South Asia; the write-up for India was prepared by Director, STRIDE covering training needs, existing programmes, future activities; and the document also included a case for WWW site for South Asian distance education, and expansion of activities of the Indian Distance Education Association.

2. A training workshop on 'development of self-instructional material' was held from 12-20 January, 1998 at IGNOU, for the benefit of faculty of National Institute of Education, Bhutan. Seven academic staff of NIE participated; and the workshop was directed by Prof. Panda and Dr. Murthy.

National Workshops

1. A national Training of Trainers Workshop on 'development of self-instructional materials' was held at IGNOU campus during July 21-25, 1997 for the benefit of faculty of CCIs and OUs. The workshop was directed by Prof. A.P. Mullick, and 15 senior faculty of CCIs and OUs participated in the programme.

2. A national Training of Trainers Workshop on 'development of SIMs' was held in collaboration with Calicut University at Khozikode during January 5-9, 1998 for CCIs and Ous. The workshop was directed by Prof. Santosh Panda, and 11 senior faculty of CCIs and Ous participated in the programme.

National Consultancy Workshops

1. Substantial input was provided by Prof. Santosh Panda for the Indian Army at the National Seminar-cum-Workshop on "Systems Approach to Training" organised by Army Trainig Command for top ranking army officers at Mhow from September 22-26, 1997, so as to formulate a national training strategy for the Indian Army.

2. A training workshop on 'effective communication' was held at IGNOU, during September 29 to October 4, 1997 for the Indian Army. The workshop was directed by Prof. P.R. Ramanujam, and 25 senior army officers particiated in the programme.

Regional Workshops

1. A regional workshop on 'development of self-instructional materials' was held at Utkal University, Bhubaneshwar during February 2-6, 1998 for the benefit of the faculty of OUs and CCIs of the eastern region. The workshop was directed by Prof. Santosh Panda, and 19 senior faculty of CCIs participated in the programme.
2. A regional workshop on 'development of self-instructional materials' for the faculty of OUs and CCIs was held for northern region at Kurukshetra University from March 30 to April 3, 1998. The workshop was directed by Prof. Santosh Panda, and 19 senior faculty of CCIs and HAU participated in the programme.

PGDDE and MADE Programmes

The Post Graduate Diploma in Distance Education and Master of Arts in Distanec Education programmes are offered by STRIDE. During the academic year 1997, 346 and 22 students pursued PGDDE and MADE programmes respectively. STRIDE faculty have evaluated 264 assignments of MADE students during the year 1997. The admissions to these programmes in 1998 stand at 308 and 51 respectively.

Rajiv Gandhi Fellowship Scheme

One hundred students from 18 Commonwealth countries had been enrolled for PGDDE and MADE programmes in 1995 out of which 57 students had been qualified PGDDE programme in the first year and pursued MADE programme in the second year. The first examination for the MADE students was held in November, 1997 in which 32 students appeared. The second examination was held in February, 1998 in which 19 students appeared.

The STRIDE faculty have evaluated 442 assignments of these students during this year.

Training/Resource Materials

1. A competency-based training manual on 'developing self instructional materials' (Vol. 1) has been developed for specialized training of academic staff of university correspondence course institutes, and open universities.

2. Two versions of Glossary of Terms in Distance Education have been published by STRIDE.

Video Programmes

Two video programmes for training and course work on 'Networking, Technology and Distance Learning' have been developed with expert inputs received from India, Canada and Hong Kong.

Research

A research study on "Models of course design and development in distance education : study of their cost-effectiveness, and development of performance indicators" by Prof. Panda, Mr. Mishra and

Dr. Naidu, covering sample open universities in South Asian Region, and supported by the COL, is under progress.

SIGs

Special Interest Groups (SIGs) in various professional areas have been established, which are being co-ordinated by STRIDE.

IJOI

During the year, the Editorial Board and the Editorial Team of Indian Journal of Open Learning (IJOL) were reconstituted. The combined issue for 1997 was published in November, 1997 and the special issue on "Networked and Collaborative Learning" was published in time and released at International Conference organised by IGNOU in February, 1998. Aggressive marketing strategy adopted by the team has shown results in increasing its subscription both within and outside the country. The journal is now internationally contributed, subscribed, referred, and indexed/abstracted.

7.2 ELECTRONIC MEDIA PRODUCTION CENTRE (EMPC)

The distance education system offered by IGNOU adopts various modern communication technologies including satellite-based teleconferencing systems.

The Communication Division of IGNOU renamed 'Electronic Media Production Centre' (EMPC) began functioning from Sanchar Kendra complex at Maidan Garhi from May 1996. Set up with Japanese collaboration, this Centre has the potential to make a significant contribution in the area of educational communication.

The facilities include two video studios (216 sq.m.), two audio studios with al the associated technical facilities, infrastructure such as editing, post production suites, audio and sound studios, an a/v library and a preview theatre. The video studios are equipped with Betacam with DAT (digital audio tape) facilities. This ensures a superb sound quality and prevents generation loss.

The technical facilities installed in Sanchar Kendra complex have increased the production capacity at EMPC. In addition to the internal media production needs of various schools of IGNOU, the facilities are being shared with other educational/training institutions at subsidised rates. A comprehensive policy framework to enable the EMPC to cater to and function as a national resource centre is being formulated.

The EMPC Mandate

The EMPC undertakes the following activities :

- Production of audio/video courseware for IGNOU programmes;
- Adaptation of new communication technologies for distance learning;
- Integration of communication technologies into existing training programmes;
- Development of quality courseware in media studies;
- Research and Development to strengthen the delivery aspects of distance learning;
- Development and maintenance of audio/video library;
- Marketing and sale of EMPC-IGNOU products and facilities.

Structure and Performance : The EMPC is composed of specialised Units :

Production Unit, Engineering Unit, Academic, Research and Training Unit, Administration and Finance Unit, Marketing and Customer services Unit. Listed below is the overall performance for the year.

Production

A total of 102 videos and 101 audios were produced during the year taking the cumulative total to 729 videos and 768 audios.

Production highlights

The video programme 'Basti Sevika – An NGO Experience' won the SONY AREA PRIZE in the 1997 Sony/ICD Video Contest held at Tokyo.

The COL-IGNOU project to produce a series of the following three videos on Environment were completed.

- We the People : Man and Environment
- We the People : The Price We Pay
- We the People : Towards Sustainable Development

A video programme entitled 'Twilight Years' to create awareness regarding the needs of the aged was produced by EMPC with Helpage India for the School of Health Sciences. This was a final year project for a student of NID, Ahmedabad.

Four students from S.V. Govt. Polytechnic, Bhopal were trained by EMPC for 18 weeks. The trainees produced five short video programmes on the following media copies: (I) DAT; (ii) Telecine; (iii) Basic Lighting: (iv) Chroma Key and (v) Child Labour.

As part of the IGNOU-CLRI project 63 audios (30 min each) were produced. These programmes are to serve *as Self Instructional Material for 11 Competency Courses launched to upgrade tannery workers.* These programmes can be used both in the broadcast and non-broadcast modes and will be useful for the literate and illiterate students.

In an agreement with the music group *Indian Ocean*, the DAT Audio Studio 1 at EMPC was utilised to record a fusion of sound effects and music. In the process they trained the EMPC staff on 8 – track recording and help build music library.

Video/Radio Broadcast

The broadcast of IGNOU audio programmes from AIR Hyderabad and Mumbai were resumed from October' 97. The broadcasts were discontinued in November' 96. The broadcast from AIR Shillong was discontinued from February' 98. The total number of capsules prepared for broadcast : 310.

The telecast of IGNOU video programmes through the National Channel DD1 is to be increased from 3 to 5 days a week [Mon-Fri. : 6.30-7.00 a.m.]. The total number of capsules prepared for telecast : 176.

Despatch : 7192 video and 17770 audio cassettes were despatched to various RCs/SCs of IGNOU.

Teleconference (TDCC)

In all about 645 hours of live teleconferencing was conducted by various schools of IGNOU as well as other users through the TDCC in the current financial year.

Regular TDCC Users' meetings were organised involving all the schools to discuss problem areas and measures to make the teleconference mode more effective.

Besides IGNOU, other institutions which utilised the facility were : NCERT, SCERT (MP), AIMA, NOS, SAKSHI (NGO), TATA INFOTECH and the Indian Army.

Other highlights

The Second Prof. Ram Reddy Memorial Lecture (IGNOU-COL collaboration) was held in July' 97 and telecast via. Sataellite on the extended C-band and DD-International. Dr. Wichit Srisa-an, Rector, Suranaree University of Tech., Thailand spoke on 'Making Distance Education Borderless'.

A 'space bridge' programme was organised by Directorate of Adult Education, EMPC-IGNOU and International Institute of Literacy, Hamburg, Germany in July' 97 on the *International Literacy Day.*

COL-ADB jointly conducted a *Workshop on Capacity Building in Distance Education for Primary School Teacher Training : Use and Integration of Media in Distance Learning.*

A special Interest Group (SIG) on 'Media, Technology and Networking' was set up for networking institutions within India and in the SAARC countries. A project entitled 'facilitating interactivity through Open and Distance Learning Systems' has been undertaken.

A multimedia presentation on IGNOU for the International seminar on Collaborative Learning and Networking.

The Ninth Convocation of IGNOU was conducted in dual mode – direct and through the teleconferencing on 7th March' 98.

Interactive Radio Counselling Service is to start on a fortnightly basis from AIR, Bhopal for the Students of IGNOU's Management and BPP from beginning of May' 98.

Academic

The enrollment in 1998 for Postgraduate Diploma in Journalism and Mass Communication (PGJMC, 32 Credits) : 1040; Pass outs (1997) : 078.

Academic programmes under development are

- PG Diploma in Videography - 32 credits
- PG Diploma in Video Editing - 32 credits
- PG Diploma in Audio Programme Production - 30 credits
- Advanced Diploma in Audio-Video Technology - 32 credits

Status : The draft Units have been submitted for content editing. Some Units are ready for language and format editing. Quite a few programme briefs have been finalised for production of audio and video programmes. Scripts are being worked upon.

Training

Following short-term/week-end courses in the area of electronic media were conducted :

- Orientation Programme on Audio and Video components in Distance Education
- Script development Workshop
- Script writers/video programme production workshops
- Workshop on Advanced Techniques for Studio Lighting
- Workshop on the Art of Video Presentation
- Workshop on Interview Techniques
- Workshop on Audio-Video components for Advanced Diploma in Audio/Video technology
- Intensive workshop on Script Development for Television
- Workshop on evaluation of ETV Programmes
- Advanced workshop on Studio Lighting
- Training workshop on Video Production

Research

- Regular feedback reports on the utilisation of the TDCC.
- Interim report on the feedback of audio programme 'Vowels and Consonants' submitted.
- Interim report submitted on A Study on the Availability of Audio and Video Programmes at the Study Centers.
- A feedback study on PGJMC students of Delhi to assess the quality of learning materials (January,1998).
- Utilisation of the Audio-Video Programmes: A study on Regional Director/Asstt. Regional Directors (February, 1998).
- Effectiveness of IGNOU teleconferencing system: A study on Regional Directors/Asstt. Regional Directors (March, 1998).

Staff Development

EMPC staff attended computer training titled Information Technology Training and Application (IT-TRAP) organised by Computer Division of IGNOU.

Production and Academic staff were also deputed to attend professional courses in

- End Usage of Multimedia organised by IGNCA.
- Educational Applications of Multimedia organised by CEMCA
- Video Production at Chennai organised by AMIC-INDIA
- Digital Video Graphics at the Rajiv Gandhi Centre for computer Sciences.

Engineering and Maintenance Unit

Installation of dish antenna in 127 study centers has begun. About 110 dish antennae have been installed and the process is expected to be completed by May 98.

Specifications were finalised for the open tender for the Kota Open University project were prepared for the purchase of outdoor equipments, editing equipments and duplication equipments.

Marketing and Customer Services Unit

The A/V Catalogue has been printed in a new format.

A quotation for duplication of 18,000 video tapes of NOS accepted and executed.

7.3 LIBRARY AND DOCUMENTATION DIVISION

The University maintains a well equipped Central Library and Documentation facility at the headquarters. The Central Library has 62,720 books. The libraries at the Regional Centers and Study Centers have a total of 1,77,354 books for providing reading and reference services to distance learners and counsellors. The University is currently, subscribing to 511 journals.

Library Resources

In 1997-98, the Library has procured 5,159 books for the Central Library and 72 books for the Regional and Study Centers.

a. Books

At Central Library

The Central Library has 62,720 books. The language-wise break-up of the collection is represented in the table.

Language-wise break-up of books

Sl.No.	Language-wise break-up	Number of books As on 31.3.1997	Number of books Added During 97-98	Total as on 31.3.98
1.	English Books	39,524	3,903	43,427
2.	Hindi Books	7,275	243	7,518
3.	Other Books	10,762	1,013	11,775
	Total	**57,561**	**5,159**	**62,720**

Libraries at Regional and Study Centers

During 1997-98, 72 books were supplied to the Libraries 19 Regional Centers and 268 study centers. The total number of books supplied to the Regional and Study Centers are:

Number of Books as on 31.3.1997	1,77,282
Number of Books added in 1997-98	72
Total number of books supplied till 31.3.98	1,77,354

b. Periodicals

The Library has added only 33 journals in the year 1997-98

i) Number of journals subscribed in 1997-98

English 470 Hindi 41

ii) Number of magazines subscribed in 1997-98

English 18 Hindi 17

c. Electronic Publications

The IGNOU has procured a multi-user computer system (PC-486) with eight terminals inter linked with the different sections of the Library. One multi-lingual terminal for handling Hindi and other Indian languages is also connected to this system. It has also acquired an upgraded version of Libsys and retrospective conversion of the data is in progress. The IGNOU Library has 47 CD-ROM database on different fields of knowledge. It has comprehensive reference sources which give bibliographic information.

Library Services

IGNOU Library provides the following services to library members and readers from other institutions:

- Reading Service
- Lending Service
- Inter Library Loan Service
- Reference and Information Service
- Documentation Service
- Bibliographic Service
- Newspaper Clipping for Distance Education
- Reprographic Service
- Lamination Service
- Spiral Binding Service
- CD-ROM Service
- E-Mail Service

- Document Delivery Service from DELNET • INTERNET
- On line service

Publications

During the year 1997-98, the following library operational policies have been published.

- Library Rules
- Circulation Policy for Central Library
- Policy for lending books to Schools
- Inter Library Loan Policy
- Gift Policy
- Weeding Policy

Other information

For implementing computerised circulation system, all books in the library have been bar-coded. A CCD barcode scanner has also been procured. The conversion of membership cards into bar-coded cards is in process.

7.4 PLANNING AND DEVELOPMENT DIVISION

The Planning and Development Division continued to address the issues and formulate the strategic plans so as to make the Open Learning System (OLS) contextual and relevant to the changing needs. A gradual shift in the policies and modalities of the OLS and in particularly of the IGNOU has been given in the context of changing needs during the growth of the system and implications placed on it due to globalization and technological advancements. During the year under report, the activities undertaken are :

1. New Programmes Approval Procedure : The new programme approval procedure came into operation from 1996-97. As a regular activity, the Division is involved in processing the new academic programmes, from concept paper Phase Zero to Phase IV, received from different schools for the consideration of various bodies like Planning Board, Co-ordination Committee and Academic Council.

2. Economics of Distance Education : The IGNOU Experience : A book entitled "Economics of Distance Education : The IGNOU Experience" has been published. The book is an outcome of the Study undertaken by the Division. It delves into methodologies for analysing cost and their behviour for an open learning system : analysis of the cost structure and unit cost of IGNOU programmes and services over a longer period (1989-90 to 1993-94) : address some of the issues and concerns which have an impact on the economics of distance education as a system and also explores some of the options available for improving efficiency and effectiveness of the system.

3. Productivity norms for programme and manpower analysis : On the basis of faculty productivity norms of the University, the division has undertaken a study on the discipline-wise productivity analysis which became the basis for creation of additional faculty positions in the University for the remaining period of VIII Plan i.e. 1995-98.

4. "Management Information" Brochure : A brochure giving the detailed statistical information on students, programmes, economics and important features of the university was developed and published.

5. Development of Guidelines for sharing of IGNOU study material with State Open Universities : A set of guidelines for sharing of IGNOU study materials with State Open Universities and Distance Education Institutes were formulated. The The Co-ordination Committee and the Board of Management of the University have cleared these guidelines. In order to operationalise these guidelines, a committee headed by Director, Planning and Development Division has also been constituted to study the individual cases and frame the modalities for sharing the IGNOU learning packages with State Open Universities.

6. Ninth Plan Proposals : The specific programmes and activities envisaged for the Ninth Plan was translated into the stipulated format of Memorandum for Expenditure Finance Committee (EFC-Memo). The draft memorandum was prepared to act as model for tailoring the Ninth Plan requirements in accordance with the Ninth Plan outlay decided by the Ministry of Human Resource Development (MHRD).

7. Open Education Network (OPENET) : The division prepared a booklet and the project proposal for Open education Network (OPENET) for networking of Open and Distance Education Institutions in the country. The OPENET project is the network of the Open Universities and Distance Education Institutions with a view of sharing the physical, intellectual and human resources with the support of the state-of-art communication technology.

8. Orissa State Open University Project : The staff of the Planning and Development Division was involved in the preparation of a report on the Orissa State Open University Project which is likely to be materialized in the near future.

9. Continuous updating of Database : The division is maintaining the statistical database on students' enrolment, programmes offered by the University, the activities of Regional Centers and other related information. This database is being continuously updated and made available to the MHRD, UGC, DEC and other organizations periodically.

10. Co-ordination between different academic schools/Divisions : The Division is playing an active role in co-ordinating the academic activities of different schools with special attention to MIS.

11. Operation Bharat (Bulk Despatch of Study Material) : Operation Bharat was undertaken for bulk and direct despatch of study materials to students in a time bound manner. During the Operation a total of 62,204 packets were despatched in ten days, whereas prior to the operation a total of 59,621 packets were despatched in two months. The division strategically planned and implemented the despatched operation to achieve a fixed target.

Besides the above, the Division prepares annual plans regularly and presents analysis of data for any other purpose.

7.5 ACADEMIC COORDINATION DIVISION

The responsibilities of establishment and personnel matters of all teachers/other academic staff have been vested with the Academic Co-ordination Division. The major functions of this Division are as under:

Faculty Administration.

i) Creation of Posts
ii) Recruitment
iii) Personnel Administration
iv) Terminal Benefits

Faculty Development

i) Career Advancement
ii) Performance Appraisal
iii) Summer Institutes, Refresher Courses
iv) Travel Grants to Teachers
v) Study Leave, Sabbatical Leave
vi) Faculty Research and Research Grants

Faculty Administration

Staff Position

The details of staff position as on March, 1998 were as under:

Category of Post	Staff in Position 31.3.97	Staff in Position 31.3.98	Sanctioned Strength as on 31.3.97
Teachers			
Professors	22	21	33
Professors (engaged after superannuation)	04	07	-
Librarian	01	01	01
Readers	38	45	67
Lecturers			
i. in the Schools of Studies	86	75	99
ii. at the Regional Centres	12	08	