

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI- 110068  
ACADEMIC COORDINATION DIVISION

F. No. IG/ACD/ODL Std./135<sup>th</sup> BOM/2019/5074  
September 6<sup>th</sup>, 2019

**NOTIFICATION**

Consequent upon the approval of the Board of Management at its 135<sup>th</sup> Meeting held on 19<sup>th</sup> July 2019 vide resolution No. BM135.17.3, and in exercise of the powers conferred by Sections 17 of IGNOU Act, 1985 and Clause (3) of Statute 7 of Statutes of the University, the Board of Management of the Indira Gandhi National Open University adopts the following Standards for Achieving Excellence in Design, Development and Delivery of Open and Distance Learning, notified as under:

**“NOTIFICATION ON ‘STANDARDS FOR ACHIEVING EXCELLENCE IN DESIGN, DEVELOPMENT AND DELIVERY OF OPEN AND DISTANCE LEARNING.’**

This notification shall apply to all academic programmes, consistent with the Objects of the University enshrined in the First Schedule of the IGNOU Act 1985, offered at the Certificate, Diploma, and Degrees at undergraduate and post-graduate levels. The research degree programmes will be guided by the relevant Ordinance of the University in this regard.

A copy of the Notification approved by the Board of Management is appended herewith. The Notification shall come into force with immediate effect.

This is issued with the approval of the Competent Authority.

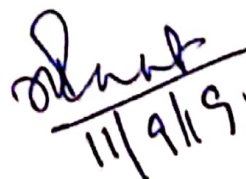
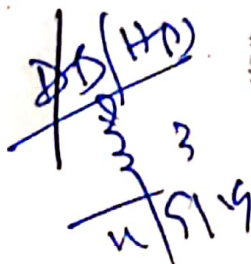
Encl.: As above



Dev Kant Rao  
Director, AC

**Copy to:**

1. All the Directors of Schools/Heads of Divisions/Units/Centres/etc.
2. Registrar Admin./SRD/SED/MPDD
3. Director, Planning & Development Division
4. Joint Secretary (DL), Dept. of Higher Education, Ministry of HRD, Shastri Bhawan, New Delhi – 110001.
5. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi – 110002.
6. Dy Dir, VCO for information of the Vice Chancellor
7. Ps to PVCs for information of the Pro-Vice Chancellors
8. Concerned file
9. Notification file



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI - 110068**

**NOTIFICATION**

*(Approved by Board of Management at its 135<sup>th</sup> meeting held on 19th July 2019  
vide Resolution No. BM 135.17.3)*

**STANDARDS FOR ACHIEVING EXCELLENCE IN DESIGN, DEVELOPMENT AND  
DELIVERY OF OPEN AND DISTANCE LEARNING**

**(Under Clause (3) of Statute 7 of Statutes of the IGNOU Act, 1985)**

In exercise of the powers conferred by Sections 17 of IGNOU Act, 1985 and Clause (3) of Statute 7 of Statutes of the University, the Board of Management of the Indira Gandhi National Open University adopts the following Standards for Achieving Excellence in Design, Development and Delivery of Open and Distance Learning, namely:

**PART-I**

**PRELIMINARY**

**1. SHORT TITLE, APPLICATION and Commencement**

- 1.1 This notification may be called the NOTIFICATION ON 'STANDARDS FOR ACHIEVING EXCELLENCE IN DESIGN, DEVELOPMENT AND DELIVERY OF OPEN AND DISTANCE LEARNING.'
- 1.2 This notification shall apply to all academic programmes, consistent with the Objects of the University enshrined in the First Schedule of the IGNOU Act 1985, offered at the Certificate, Diploma, and Degrees at undergraduate and post-graduate levels;
- 1.3 The research degree programmes will be guided by the relevant ordinance of the University in this regard.
- 1.4 Definitions:
  - (i) "Academic session" means duration of twelve months beginning either in the month of January or July of every year;
  - (ii) "Act" means the Indira Gandhi National Open University Act, 1985 (50 of 1985);
  - (iii) "Authorities" are as defined in section 16 of the IGNOU Act 1985.
  - (iv) "Blended learning", for the purpose of this notification, means a teaching methodology that combines the ODL/online educational methods with laboratory, practical, skill etc. learning through face to face methods for transacting such components of the programme.
  - (v) "Choice Based Credit System (CBCS)" is a flexible system of learning that permits students to learn at their own pace, choose electives from a wide range of elective courses offered by the Schools of Studies of the Indira Gandhi National Open University for students to select from the prescribed courses and adopts an inter-disciplinary approach in learning;
  - (vi) "Centre for Internal Quality Assurance" (CIQA) means a Centre established by the Indira Gandhi National Open University for ensuring the quality assurance standards as spelt out in this notification;





- (vii) "Credit" means the unit award gained by a learner for specific content by study efforts of a minimum of thirty hours required to acquire the prescribed level of learning in respect of that unit;
- (viii) "Degree" means a degree specified under sub-section (3) of section 22 of the University Grants Commission Act, 1956 (3 of 1956);
- (ix) "eLearning Management System": eLearning Management System means a system to keep track of delivery of e-Learning Programs, learner's engagement, assessment, results and reporting in one centralized location;
- (x) "Examination Centre" means a place where examinations are conducted for the IGNOU learners and is having the requisite infrastructure and adequate manpower for smooth conduct of examinations;
- (xi) "Franchising", for the purpose of this notification, means and includes the practice of allowing, formally or informally, any person or institution or organization, other than a Higher Educational Institution, constituent units of a Higher Educational Institution, affiliated Colleges of a Higher Educational Institution and IGNOU recognized Learner Support Centres for offering Open and Distance Learning programmes, to offer such programmes of study on behalf of or in the name of the University, and the terms 'franchise' and 'franchisee' shall be construed accordingly;
- (xii) "UGC" means University Grants Commission under UGC Act 1956.
- (xiii) "Higher Education" means such education, imparted by means of conducting regular classes or through distance/online education system(s), beyond twelve years of schooling leading to the award of a Degree or Certificate or Diploma or Postgraduate Diploma;
- (xiv) "Higher Educational Institution" means a university covered under clause (f) of section 2 and an institution deemed to be a university covered under section 3 of the University Grants Commission Act, 1956, which is imparting by means of conducting regular classes or through Open and Distance Learning systems, higher education or research therein;
- (xv) "Learner Support Centre" means a centre established, maintained or recognized by IGNOU for advising, counselling, admission, curriculum transaction, providing interface between the teachers and the learners, and rendering any academic and any other related service and assistance required by the learners; It is the same as study centre as defined in IGNOU Act 1985 and the term 'Lerner Support Centre' and the 'Study Centre' shall be construed accordingly;
- (xvi) "Learner Support Services" means and includes such services as are provided by IGNOU in order to facilitate the acquisition of teaching-learning experiences by the learner to the level prescribed by this notification and IGNOU Act 1985 in respect of a programme of study;
- (xvii) "MOOCs" means Massive Open Online Courses as defined under clause 3.6 of UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation 2016.
- (xviii) "Open and Distance Learning" means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the presence of an Higher Educational Institution or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.
- (xix) "Programme" means a course or programme of study leading to the award of a Degree at graduate and post-graduate levels including Certificate or Diploma or Post Graduate Diploma;





- (xx) "Professional Programme" means programme(s) in a stream of study for which there is a Statutory/Regulatory Authority. (Example: For the management stream of study, the Statutory Regulatory Authority is AICTE.)
- (xxi) "Self Learning Material" means and includes contents in the form of course material, whether print or non-print, which is inter-alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books;
- (xxii) "Stream of Study" means a broad area of education for which undergraduate and postgraduate degrees are recognised by UGC.
- (xxiii) SWAYAM is an IT platform developed and made functional by the Ministry of Human Resource Development of Government of India for the purpose of offering online learning courses on the MOOCs pattern;
- (xxiv) University means Indira Gandhi National Open University (IGNOU).

## PART-II

### STANDARDS FOR HUMAN RESOURCES AND INFRASTRUCTURE

2. The University will have human resources, IT and other infrastructure, processes, systems and structures in place to offer academic programmes.
3. All the academic programmes of the University will be housed in the Schools of Studies, each of which shall be headed by a Director appointed as per the provisions contained in Statute 4(1) (ii) (a). The University will offer academic programmes at the certificate, diploma, post graduate diploma and degree level (undergraduate and post graduate) for which faculty exists in the relevant Discipline/Area of Study in Schools of Studies.
4. The standards for human resources in the Schools of Studies and Divisions/Centres/Cells/Units and the physical infrastructure to be maintained by the University at its Headquarters will be as per Annexure 1.

## PART-III

### STANDARDS FOR PLANNING, DESIGN AND DEVELOPMENT OF ACADEMIC PROGRAMMES

#### 5. CURRICULUM PLANNING

- 5.1 The University will develop appropriate need-based curriculum relevant to the local, regional, national and global trends, in consultation with subject experts, industry, policy planners, stakeholders etc., with adequate provisions for flexibility, skill enhancement, soft skills, to suit the professional, employment and academic needs of the learner; and to carry out the activities related to curriculum planning. The University will have adequate processes in place. The planning of an academic programme of the University will be done in accordance with the guidelines prescribed by the Planning Board and Academic Council.
- 5.2 The academic programmes at different levels will be based on the credit system as given in Annexure 2 or in accordance with the guidelines decided by the Academic Council from time to time. The credit requirements for the programmes may be modified by the relevant Authority(ies) of the University from time to time.
- 5.3 To ensure excellence in the Degrees awarded, IGNOU will ascertain that its course curriculum is at least at par to course curriculum prescribed by corresponding Statutory or Regulatory bodies, if any.

#### 6. DEVELOPMENT OF ACADEMIC PROGRAMMES: COURSE DESIGN AND DEVELOPMENT OF SELF LEARNING MATERIALS





- 6.1 The design and development of an academic programme/course and its revision/addition/deletion will be done in accordance with the procedure prescribed in **Annexure 3** and involve the approval of the programme development proposal by the respective School Board and Academic Council. The Programme fee and the Programme and Course codes for the Programme will be decided as per the guidelines prescribed by the relevant Authority(ies) of the University.

Provided that, for a stream of study (e.g. nursing, information technology, architecture, management etc.), for which a Statutory Authority or Regulatory Authority exists, the programmes falling within that stream of study will be offered only after the prior approval of the respective Statutory Authority or Regulatory Authority.

- 6.2 A multiple media approach will be adopted for imparting instructions to the learners following the systems approach to instructional design, comprising need analysis, identifying and defining the target groups, learner profile, selection of appropriate media, curriculum design and development, course design and development, pilot testing, launch of the programme, and programme delivery. The development of the Self-Learning Material (SLM) will be as per the guidelines approved by the Academic Council.
- 6.3 The revision of an academic programme or course or deletion/addition of course (s) in an existing Programme in the University will be done in accordance with the procedure prescribed in **Annexure 3** and involve the approval of programme revision proposal by the respective School Board and/or Academic Council.
- 6.4 In subject areas where content obsolescence is fast, content will be updated as and when necessary (once every year, if required) to keep the courses up to date.
- 6.5 The Centre for Online Programmes will facilitate the offering of online programmes/courses by the Schools of Studies of the University.
- 6.6 While designing and developing online programmes, the Schools of Studies will explore the possibilities of incorporating MOOCs and OERs developed by external Institutions subject to the condition that such incorporation is duly approved by the School Board and Academic Council for the programme/course concerned. The extent of externally developed MOOCs and OERs in a programme course will be decided by the Academic Council on the recommendations of the School Board concerned.
- 6.7 The University shall endeavour to organize its programmes on the basis of modular structure, flexibility in the combination of courses as well as methods and pace of learning, flexible admission criteria, course wise registration for various programmes, credit transfer, recognition of prior learning, etc.
- 6.8 The minimum duration for any degree level programme will be consistent with the norms prescribed by the UGC. The Academic Council may also prescribe such other conditions as the students have to fulfil to become eligible for the award of degrees, diplomas and certificate.
- 6.9 The maximum duration for each academic programme offered by the University leading to the award of a degree, diploma / certificate shall be prescribed by the Academic Council on the recommendations of the respective School Board.

#### **PART-IV**

### **STANDARDS FOR DELIVERY OF ACADEMIC PROGRAMMES**

#### **USE OF MULTI MODE FOR PROGRAMME DELIVERY**

- 7.1 Consistent with the Objects of the University, the University will take such measures as are necessary to adopt multi-modes using Information and Communication Technologies (ICT) for enhancing effectiveness of teaching-learning processes,





administrative functioning, maintenance of updated information at all times in respect of admission, registration, learner feedback, certification, and all aspects of student support. In addition to printed SLM electronic media, ICT and digital resources will be used for curriculum transaction depending on the nature of the programme, learner profile and instructional design.

- 7.2 The Schools of Studies in collaboration with concerned Divisions/Centres/Units of the University will be responsible for preparing a complete instructional package for delivery to heterogeneous learners. Regional Services Division, through the Regional Centres, will be responsible for organising and supervising programme delivery to learners.

## 8. **TEACHING-LEARNING PACKAGE**

The Programme delivery will entail providing opportunities to learners for teaching-learning through one or a combination of the components of the instructional package, as detailed in Annexure 4.

### **PART-V**

#### **STANDARDS FOR LEARNER SUPPORT SYSTEM**

## 9. **LEARNER SUPPORT SYSTEM**

- 9.1 The University shall maintain a learner support system having three tiers – the Headquarters (HQs), Regional Centres (RCs), Study Centres (SCs) / Learner Support Centres (LSCs) - established or recognized by the University.
- 9.2 The Regional Centres will be set up as per norms that *inter alia* will include procedures for establishment, functions, infrastructure and staffing norms as decided by the Authority(ies) of the University from time to time. The Regional Centres will be assessed for adherence to quality norms as prescribed by Authorities of IGNOU.
- 9.3 The Study Centre/Learner Support Centre will be recognised by the University for the purpose of advising, counselling or for rendering any other assistance required by the students during their course of study with the University. It will be set up as per norms that *inter alia* will include procedures for establishment, functions, infrastructure and staffing norms as decided by the Authority(ies) of the University from time to time.
- 9.4 The Study Centre/Learner Support Centre will be recognised by the University as per specified norms laid down by Authority(ies) of the University. All learners, except those admitted in the online programmes, will be attached to a Study Centre/Learner Support Centre.
- 9.5 If the facilities for the conduct of practicals/practicum components of a specialised programme are not available at the Study Centre/Learner Support Centre, the same will be provided at institutions having the human and physical infrastructure resources as prescribed by the School Board and /or Authority(ies) of the University. To that end, use of blended learning will be adopted to the extent possible for enhancing the learning experience. The norms for development of blended learning will be at par with or superior to the norms (if any) prepared by corresponding regulatory authorities.
- 9.6 The learner support services to the learner shall include pre-admission counselling, support for admission related matters, opportunities for teaching-learning using ICT, facilities for guidance and counselling for the theory and practical courses, library services, formative assessment and feedback on performance through assignments and other assessment tools, summative assessment through term end examination for both theory and practical courses, providing grievance redress, etc. University will endeavour to provide these through digital means as far as possible.





- 9.7 Student-teacher interaction: In order to promote interactive learning and discussion, an Online interaction system will be in place by IGNOU.

## 10. STUDY CENTRE/LEARNER SUPPORT CENTRE

- 10.1 Study Centres (SCs)/Learner Support Centres (LSCs) will be recognised by the University, in a College or Institute affiliated to a recognized Higher Educational Institution or a Government recognized Higher Educational Institution offering conventional mode programmes of equivalent level in the same or allied broad areas under the relevant faculty and having the necessary digital infrastructure and availability of qualified faculty having eligibility (decided by the School Board and Academic Council for a given programme) to be appointed as Academic Counsellors for engaging theory contact sessions and supervising practical sessions in laboratory or field.

Provided that, in case of exigency or non-availability or non-willingness of an Institution/ College as specified above for a specialised programme or a special component of a programme, the University (IGNOU) may activate Study Centre/Learner Support Centre at the Government aided/affiliated/recognized Research and Extension Institutions such as Krishi Vigyan Kendras, State Training Institutes/ Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Cooperatives; Government Licensed Industry; and approved Skill Development Centres/Vocational Institutes having infrastructure, facilities and human resource as specified by the School Board of the School of Studies for a programme or a few courses of a programme.

- 10.2 Availability of Academic Counsellors for a particular programme will be a major criterion for allotting learners to the SC/LSC. The minimum qualification for an Academic Counsellor will be as prescribed for the Assistant Professor by UGC from time to time. Additional eligibility criteria/conditions, if any, for appointment of Academic Counsellors for a programme will be as approved by the Academic Council on the recommendations of the School Board.
- 10.3 For courses in the professional programmes, skill development and such other specialised areas, the School Board and the Academic Council may prescribe separate eligibility criteria for the appointment of Academic Counsellors.
- 10.4 The University may close or suspend or shift a Study Centre/Learner Support Centre or Special Study Centre, if it feels that support services are not being provided as per the requirement of the University or any other reason.
- 10.5 The University will not offer education or any part thereof through any Franchisee.

### PART-VI

#### ADMISSION

11. Admission to academic programmes/courses offered by the University will be done and the fee thereof will be charged in the manner laid down in the relevant Ordinances of the University. The University shall not engage in commercialization of education in any manner whatsoever, and shall strive to ensure equity and access to all deserving learners.

### PART-VII

#### STANDARDS FOR LEARNER ASSESSMENT AND EVALUATION

## 12. LEARNER ASSESSMENT AND EVALUATION

- 12.1 The University will use formative/continuous and summative/ term end evaluation for assessing the progress of its learners and evaluation of their performance.
- 12.2 The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of



learners enrolled in the relevant course/programme in the manner laid down in the relevant ordinance of the University.

### **13. EXAMINATION CENTRE**

13.1 The 'Examination Centre' shall be established by the University, subject to the following:

- i) The University will locate the Examination Centre in a College or Institute affiliated to a recognized HEI or a Government recognized Higher Educational Institution including approved affiliated colleges to an HEI having the necessary infrastructure.
- ii) In case the types of Institutions mentioned at (i) above are not sufficient to meet the requirement in a city/town, the University will locate the Examination Centre(s) in the available Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik School, and other Schools recognised by the respective State School Education Board etc.
- iii) In case the types of Institutions mentioned at (i) and (ii) above are not sufficient to meet the requirement in a city/town, the University may locate the Examination Centre(s) at Krishi Vigyan Kendras, State Training Institutes/ Industrial Training Institutes; Government Organizations/ Departments; Accredited Laboratory; Cooperatives with the prior approval of the competent authority.
- iv) The University may appoint an observer – a person not associated with the Institution where the Examination Centre is located – for the Examination Centres wherever it deems fit and it shall be mandatory for the observer to submit a report to the University in the prescribed format.
- v) For the conduct of examinations for the online programmes, the University will follow the relevant provisions for proctored examination as available on SWAYAM-platform and to this end will have appropriate systems in place.

### **14. FACILITIES FOR PERSONS WITH DISABILITIES (PWDs)**

Guidelines for the purpose of conducting written examination for persons with disabilities will be as per the uniform and comprehensive guidelines for conducting examination for the persons with disabilities issued by the Commissioner of Persons with Disabilities (CCPD), Ministry of Social Justice & Empowerment, Govt. of India from time to time.

## **PART-VIII**

### **AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES**

15. The University may award the Degrees, Diplomas and Certificates to students who have successfully completed the prescribed programme of study in each case in the manner laid down in the relevant ordinance of the University.

## **PART-IX**

### **STUDENT GRIEVANCE REDRESS MECHANISM**

16. The University will have a centralised mechanism to work effectively on the grievances received from various portals of the Government of India, namely CPGRAMS Portal, UGC on line Portal, iGRAM, Delhi Govt. Public Grievance Monitoring System and RTI MIS Portal, linking all RCs and Divisions, Centres and Schools of Studies with the Student Service Centre at the headquarters, thereby establishing/strengthening linkages in the Grievance Redress Network of the University.

## **PART-X**



## QUALITY ASSURANCE MECHANISM

17. The University, through its various Units, will strive to achieve total quality in all its operations – Planning, Programme Development, Delivery and Learner Assessment. Towards this end, the following Units of the University will engage with different aspects of quality assurance in various facets of its activities:
- 17.1 **P&DD** (Planning and Development Division) shall be the principal planning body of the University and shall also be responsible for the monitoring of the developments of the University on the lines indicated in the objects of the University.
  - 17.2 **STRIDE** (Staff Training and Research Institute in Distance Education) will provide training to academic and administrative staff of the University to adopt best practices for programme design, development, delivery and assessment.
  - 17.3 **NCIDE** (National Centre for Innovation in Distance Education) will work towards sensitising the faculty to adopt innovative programme design, development, delivery and assessment models with a view to enhance the quality of teaching-learning experiences of the learners.
  - 17.4 **COE** (Centre for Online Education) will organise capacity building training programmes/workshop for ICT mediated teaching-learning.
  - 17.5 **CIQA** (Centre for Internal Quality Assurance), for the quality assurance purposes, will act as a coordinating unit for seeking assessment and accreditation from a designated body for accreditation like NAAC etc, undertake self-evaluative and reflective exercises for continual improvement in all the systems and processes of the University, devise mechanisms for interaction and obtaining feedback from various Schools/ Divisions/Units/Centres of the University and students, employers and stakeholders as inputs for quality improvement, organize workshops or seminars on quality related themes, develop and collate best practices in all areas leading to quality enhancement in services to the learners and share the same with the Schools.
  - 17.6 **QACC** (Quality Assurance Coordination Committee): University will have a Quality Assurance Coordination Committee under the chairmanship of Vice Chancellor and will consist of members from P&DD, STRIDE, NCIDE, COE, CIQA (as decided by Vice Chancellor). Vice Chancellor is authorised to co-opt other members as considered appropriate.

### PART-XI

#### INTERPRETATION AND REMOVAL OF DIFFICULTY

##### 18. Interpretation Clause-

In the event of conflict of opinion with regard to interpretation of provisions of this notification, the opinion of the University shall be final.

##### 19. Removal of Difficulty-

University reserves the right to remove difficulty/difficulties in the course of implementation of this notification in consultation with the Government of India, Ministry of Human Resource Development.

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## STANDARDS FOR HUMAN RESOURCES AND INFRASTRUCTURE

Annexure 1

### **A. Schools of Studies**

1. Each School of Study will be headed by a Director as per the provisions contained in Statute 4(1) (ii) (a).
2. The Schools of Studies will comprise 'disciplines' and/or 'areas of studies' as decided by the authority(ies) of the University.
3. The number of teachers in a discipline in the School of Studies will be as follows:
  - a) Professor: 1
  - b) Associate Professors: 2
  - c) Assistant Professors: 4
4. The number of teachers in an 'area of study' in a School will be as decided by the Authority(ies) of the University from time to time.
5. The number of teachers will be increased/decreased in Schools of Studies based on the volume of work and as decided by the - Authority(ies) of the University.
6. The number of administrative staff will be as decided by the Authority(ies) of the University from time to time.

### **B. Divisions/Centres/Cells/Units**

Each Division/Centre/Cell/Unit will be headed by a Director/Registrar/Head as prescribed in respective Statutes and Resolutions of the Board of Management (BOM) from time to time. The staffing pattern and the number of staff at Divisions/Centres/Cells/Units will be based on the volume of work and as decided by the Authority(ies) of the University from time to time.

### **C. Electronic Media Production Centre**

The Electronic Media Production Centre (EMPC) meant for Audio-Video production, broadcast and streaming services will be headed by a Director as prescribed in respective Statutes and Resolutions of the Board of Management (BOM) from time to time. The norms for technical infrastructure and staff at EMPC will be as decided by the Authority(ies) of the University.

### **D. Centre for Online Education**

The technical and other infrastructure required for e-content creation and its delivery to learners for online programmes through LMS will be created as per the requirement and decided by the Authority(ies) of the University. These facilities will also be used for enhancing online academic and other support to learners of other programmes of the University.

### **E. Regional Centres**

Every Regional Centre will be headed by a Regional Director as prescribed in respective Statutes and Resolutions of the BOM from time to time. The staffing pattern and the number of staff at the Regional Centres will be based on the volume of work and as decided by the Authority(ies) of the University from time to time.





**F. Minimum Physical Infrastructure at Headquarters**

Total built-up area for Open and Distance Learning activity: Minimum 100000 sq. ft.  
(carpet area):

Sl.No.	Built-up Area Type	Percentage (%)	Built-up Area (Carpet Area, in sq ft)
1.	Academic	50%	50000
2.	Administrative	10%	10000
3.	Academic support such as: Library, Reading room, Computer Centre, Informational and Communication technology Labs, Video and Audio Labs etc	30%	30000
4.	Amenities or other support facilities	10%	10000
	Total		100000

**Note:** Built up area for toilets shall be separate.



**Annexure 2**

**CREDIT NORMS FOR DIFFERENT LEVELS OF PROGRAMMES**

The credit norms for the academic programmes at different levels i.e. Certificate, Diploma, PG Diploma, Degrees at the UG and PG levels will be as given below and/or as per the norms approved by the Academic Council from time to time:

Level of the programme	No. of Credits	Minimum Duration	Maximum Duration
Certificate	16-20	6 months	2 years
Diploma/PG Diploma	32-36/36-40	1 year	4 years
Bachelor's Degree under UGC-CBCS	132*	3 years	6 years
Bachelor's Degree (Honours) under UGC-CBCS	148*	3 years	6 years
Master's Degree	64-72	2 years	5 years





**A. PROCEDURE FOR DESIGN, DEVELOPMENT AND REVISION OF ACADEMIC PROGRAMMES/COURSES**

1. The design and development of an academic programme will be initiated by the School once the approval for its Programme Proposal Form has been accorded by the Planning Board on the recommendations of the School Board.
2. A Programme Expert Committee will be constituted as per the Statute 10 A (4) (ii) of the IGNOU Act, 1985 which will deliberate and decide all academic aspects of the Programme, viz., the Programme objectives, broad Programme structure, instructional strategy including various media components, curriculum of the Programme, eligibility criteria for admission, duration, learners' profile, credit weightage, programme delivery and student support service mechanism, evaluation methodology, weightage for continuous and term end evaluation in accordance with the University Statutes and Ordinances. The Programme Expert Committee should comprise faculty from reputed academic and research institutions along with the internal faculty members.
3. Subsequent to the Programme Expert Committee meeting, the Programme Coordinator (s)/Course Coordinator (s), who will be IGNOU Faculty member(s) of the concerned School, will initiate Course Design Committee meetings for the individual courses of the Programme. The Course Design Committees will be constituted as per the laid down provisions of the University. The Course Design Committee should comprise faculty from reputed academic, research institutions and professional organisations along with the internal faculty members.
4. The Course Design Committee will finalise the detailed course syllabus and instructional design for the course.
5. The concerned internal faculty of the School will participate in Programme Expert Committee and Course Design Committee meetings. For design of courses and development of SLM of the Courses, the internal faculty concerned will assign, among themselves, the responsibility of Course Coordination which will involve taking all academic responsibilities related to all aspects of a course including its development, production and maintenance as decided by the University from time to time. To develop SLM, the internal faculty may involve subject experts drawn from reputed academic and research institutions. The intent here is to develop SLM which will be known both for its quality and ease of comprehension. The Programme Coordinator(s) along with the Course Coordinators will generate, on their own as well as with the help of the Programme Expert Committee and Course Design Committee, the names of Course Writers and Editors for different Courses of the Programme and obtain the approval of these names as per the laid down provisions and University norms specified from time to time.
6. The fee of the programme will be worked out in consultation with the Planning and Development Division as per due procedure approved by the Planning Board.
7. On the basis of the inputs from the Programme Expert Committee, Course Design Committees, the Programme Coordinator(s) will prepare the Programme Development Proposal, in a prescribed proforma approved by the Planning Board, for consideration and approval of the School Board and the Academic Council. The development of courses will commence, once the approval of Academic Council is accorded.
8. For developing the Self Learning Material (SLM) for the Courses, the internal faculty concerned in the School will adopt the Course Team approach.



9. When at least 50 per cent of the SLM are available in the print form and arrangements for delivery of the programme have been made by the Regional Services Division of the University, the concerned School will inform the Division(s) concerned about the readiness for launch of the Programme so that the admission to the Programme may be announced in the next Admission Cycle.

**B. REVISION /ADDITION/ DELETION OF COURSE(S) IN EXISTING PROGRAMMES**

1. The process of revision and redesign of curricula shall be based on recent developments and research in the concerned Disciplines/Areas of study, changes in pedagogy and feedback from the stakeholders including learners, and take into account the market dynamics, industrial developments, and societal needs.
2. Periodic revision of curriculum and corresponding changes in the instructional resources, regular updating of the contents, particularly in the subject areas with rapid content obsolescence, will be done for the benefit of the learners to maintain the dynamism of the programme and make the learning outcomes relevant in the context of the changing ecosystem of the country / region/ state.
3. For revision of a programme/ course or addition of a new course in the existing programme, the Programme Coordinator(s) will follow the procedure approved by the relevant Authority(ies) of the University.





**TEACHING-LEARNING PACKAGE**

The Programme delivery will consist of providing opportunities to learners for teaching-learning through one or a combination of the following components of the instructional package:

1. **Self-Learning Material (SLM) in Print:** Printed SLM will be one of the components used for transaction of the curriculum of the programmes of the University. SLM will be prepared by the teachers of the University with the involvement of nationally and internationally reputed subject experts drawn from different HEIs and specialized Institutions in the area.
2. **Audio-Video programmes:** Audio and video programmes will be produced as per the curricular requirement of academic programme for better clarification and enhancement of understanding of the course material given to the learner. The audio and video programmes will be developed under the overall academic supervision of the teachers of the University by the producers, graphic designers, editors, etc.
3. **Broadcasts:** The video programmes will be telecast on National Network of Doordarshan and GyanDarshan. GyanDarshan is the educational channel of India co-ordinated by Electronic Media Production Centre (EMPC) of the university. The broadcast schedules for the programmes will be uploaded on the IGNOU website.
4. **Teleconferencing:** Live sessions will be conducted via satellite through interactive GyanDarshan Channel (GD-2) from the University studios at EMPC as per the curricular requirement of programme. The schedule for Teleconference will be drawn in advance and made available on the IGNOU website.
5. **Practical/Project/Field work/Skill training/Internship/Workshops/Seminars, etc.:** Sessions for these will be held at Study Centres (as specified at Clause 10.1) having necessary facilities for the same.
6. **GyanVani:** The University is the nodal agency for operationalising the GyanVani network dedicated to education and development. Depending on the curricular requirements of a programme, Interactive Radio Counselling (IRC) sessions will be conducted through GyanVani.
7. **GyanDhara:** GyanDhara is an internet audio counselling service of the University. Learners can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone, e- mail and through chat mode.
8. **Web-support:** IGNOU Headquarters and Regional Centres will provide web support to the learners.
9. **Webinars/ Web conferencing:** This facility will also be used for delivery of programmes, as per the curricular requirement of programme, as well as for periodic review and monitoring of the Regional Centres and Study Centres.
10. **e-Gyankosh:** The University has a dedicated portal, eGyanKosh, which acts as a repository of all the printed SLM and audio and video programmes of the University. The link to eGyanKosh will be made available to the students as well as all stakeholders through IGNOU website.
11. **e-Learning material:** University shall effectively use the e-learning material to supplement the academic content of its programmes.
12. **e-Content through Mobile App:** Delivery of digitized SLM to the learners through mobile App will be made available to facilitate their learning.
13. **SWAYAM:** Courses available on SWAYAM will be allowed to be considered for credit requirement of ODL course work of IGNOU in line with the credit limits as prescribed in SWAYAM

