

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

**Phase 1: Programme Proposal  
For Academic Programmes offered through ODL / Online mode  
(For approval of the School Board followed by the Planning Board or APC)**

1. Programme Title: .....
2. Level of Programme: Appreciation Programme/Awareness/Certificate/Diploma/Degree Undergraduate/Post-Graduate.
3. a) Name of the School/Centre/ Unit proposing the Programme: .....  
b) Associated School / Centre/ Unit:.....
4. Programme Proposer(s) :           i) .....  
(with designation)                   ii) .....
5. A brief concept note of the programme stating the rationale and relevance vis-à-vis IGNOU objectives\*

---

*\*The brief concept note must clearly specify **learning objectives**; **target group profile** i.e. Qualification; gender; age group; employment status (unemployed/ employed, self employed, entrepreneur); area of residence(rural/ urban/ tribal/remote area); social status ( General, Minority, SC/ST/OBC); Differently abled; **nature of programme** (Appreciation Programme/ Awareness/ Certificate/ Diploma/ Undergraduate/ Post-Graduate); **type of the programme** (General, Professional/ Technical/ Vocational); Medium of instruction; admission criteria; duration of programme (minimum or maximum); further higher education avenues and placement opportunities.*

---

6. A brief note on the outcome of the Exploratory Expert Committee Meeting (if any held) on the viability and relevance of the programme.

7. a) Whether collaborative arrangements envisaged outside IGNOU: Yes/No  
 If yes, provide following in detail: (Nature of collaboration in terms of design/development/delivery/financial support etc. along with duration)

b) A brief about role and responsibility of IGNOU and external agency in terms of workload & sharing of fee: (A copy of the MOU must be attached)

IGNOU's role			Collaborating Institute's role		
Fee Sharing:					
IGNOU's	%		Collaborating Institute's	%	

8. a) Are any similar programmes under development (*contact PDD*) or on offer at IGNOU: (contact *SRD* or visit *IGNOU web site / portal*)? Yes/ No  
 If yes , then justify the need for this programme

b) Are similar programmes offered being by any other university in India? Yes/No  
 If yes, give justification for offering this programme particularly in terms of getting adequate enrolment.

9. Budgetary Provision for Expert committee meeting \* ₹ :  
 Head of the budget and amount available (As Approved by Finance Committee)

10. Proposed launch cycle and year : July\_\_\_\_\_ / Jan\_\_\_\_\_

\* Attach tentative list of Experts( internal & external)

11. Approval of the School Board  
Details of meeting (Date & Item No.)

Signature(s) of the Programme Proposer(s)

Recommendations of the School Board/  
(Please enclose a copy the minutes)

Signature of the Director of the School