

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

**Phase-2: Programme Design and Detailed Report
(For approval of the School Board / and Academic Council)**

1. Programme Title:_____.
2. Name of the School/Centre/Unit/Division proposing the Programme:_____.
3. Medium of Instruction :_____.
4. Duration of the Programme :
 - a) Minimum ____ years; Maximum _____ years
 - b) Readmission duration: _____
5. Eligibility_____.
6. a) Brief Outcome of Need Assessment study (*attach detailed report as Appendix 2*):

-
-
-
-
-
-
- b) Comments of Programme Expert Committee on the outcome of the Need Assessment Study:

-
-
-
-
-
-
-
7. Programme content and structure (*attach minutes of the Expert Committee as Appendix 3*).

-
-
-
-
-
-
-
-
- (i) Programme objectives:

(ii) Broad structure (attach in the following format as Appendix 4):

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

Special features/requirements, in respect of design, development, delivery and evaluation strategy:

(iii) Any special qualification needed for course writers/editors:

(iv) Qualification of the Counselors:

8. Proposed Schedule for course development:

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

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

ii) Development of other material and date of readiness:

- a) Programme Guide _____ Date _____
 b) Students Handbook & Prospectus _____ Date _____
 c) Programme information brochure _____ Date _____

iii) Delivery:

a) Mode of delivery Online/ODL

In case of ODL please furnish following details:

S. No.	Region	No. of SCs/PSCs/Spl. Sc	No. of Work Centres	No. of centres for practical

b) Specify special infrastructure requirement, if any _____

c) Assessment strategy (please attach sheet in the format given below):

Course	Strategy for		Weightage	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination
T				
a				

d) Proposed date of completion of the following:

Items	Proposed date
Identification of the Counselors	
Identification of study centres	
Identification of work centres	
Advertisement	
Entrance Test	
Programme launch cycle and year*	

**If programme is ready by February/ August, it will be considered for July/ January Cycle, respectively. Launch date should not be more than two years from the approval of this form in the Academic Council.*

9. In case of collaboration with any other agency; strategies to sustain the programme after the duration of the collaboration is over:

10. Comments regarding feasibility of delivery of the programme from the support divisions to meet the schedule given at Item 8.

a) Convenience of EMPC to facilitate production of the A/V on time. **Yes/No**

(See Appendix 'A')

Item	Quantity/No.	Time lines for production after submission of A/V note (in months)	Budget
Audio programmes			
Video programmes			
Tele-conferencing time		N/A	
Radio broadcasting time		N/A	
Telecast Time		N/A	
Estimated total budget, to be included in the school budget for the programme			

b) MPDD/School Printing Staff has given the information below (see Appendix-B):

Material to be printed	Printing time needed after receiving CRC	Budget
Course blocks		
Handbook		
Programme guide		
Brochure		
Estimated total budget, to be included in the school budget for the programme		

Any other comments: _____.

c) RSD: Comments, if any, regarding counselors and study centres required: (see Appendix C)

_____.

d) E-Gyankosh/ other online support centres(see Appendix D):

- i) Comments regarding online component: _____.
- ii) Budget Requirements: _____.

11. a) Expected enrolment (per cycle /annual):_____.

b) Rationale for this expectation:_____.

12. a) Expected annual budget* for the development and delivery of the programme:

- i) Ist Year_____.
- ii) IInd Year_____.

b) Estimated fee* of the programme:

Signature of the Programme Coordinator (s)

Recommendation of the
School Board

Signature of the Director

* *P&DD may be approached to work out the cost of delivery, and accordingly set fee of the programme. Outline for the basis of costing may be appended.*

Note: Please enclose approved Phase-I form along with relevant extract of the minutes (as Appendix 1). After recommendation from the School Board, the Phase-II form would be placed in Academic Council for approval.

EMPC CONSENT LETTER

The EMPC hereby consents to produce the following as per the details given below:

	No.	By date	Budget estimate	Producer assigned
Audio				
Video				
Total				

Any other comments: _____.

Director, EMPC

MPDD CONSENT LETTER

The MPDD / School Printing Staff hereby consents to produce the following as per the details given below:

Material to be printed	No.	No. of days after receiving CRC	Estimated budget
Course block			
Handbook			
Programme guide			
Brochure			

Any other comments _____

Registrar, (MPDD) / School Printing Staff

REGIONAL SERVICE DIVISION (RSD) CONSENT LETTER

The RSD hereby consents to the feasibility and time lines for finalizing the study centres, and counsellors at those study centres as per the requirement of the programme:_____.

Any other comments: _____

Director (Regional Service Division)

CONSENT LETTER (for online components)

The E-Gyankosh / other online support centre hereby consents to the feasibility and time lines for uploading all e-contents on the website/portal for the programme:

_____.

Any other comments: _____.

Director / Head

E-Gyankosh
other support centres