

Requirements for the Study Centers for IGNOU's Post Graduate Diploma Programme in Applied Statistics (with specializations in Industrial / Bio-Statistics)

School of Sciences, IGNOU would like to have select study centres for its proposed one year Post Graduate Diploma Programme in Statistics.

Following are the indicative details of the requirements and guidelines for the study centers:

A. Student intake capacity:

It is expected that ~20 students may be enrolled in a study centre.

B. Facilities/Personnel requirements at the study centre:

For the study centre, following minimum facilities are expected:

I. Dedicated Space for administrative activities

II. Qualified Faculties for conducting practical

III. Qualified Counselors for theory related counseling

IV. Software:

I) M S Excel 2007

V. Hardware:

i) 20 PCs with at least 1 GB RAM and 15-17" monitors¹

C. Required Qualification for being theory counselor and conducting tutor guided practical sessions:

The person entrusted with the task of theory counseling should be a qualified Statistics professional having Master degree in Statistics/ Applied Statistics/ Agricultural statistics with minimum of 2 years R&D and/or teaching experience in the relevant field.

Similarly, the person entrusted with the task of conducting tutor guided practical should be a qualified Statistics professional having Master degree in Statistics/ Applied Statistics/Agricultural statistics with minimum of 2 years practical and/or similar teaching experience in the relevant field.

¹ For conducting practical, one computer system may be shared by two students. If the numbers of PCs are not sufficient then the practical may be conducted in batches.

D. Duration of the practical:

For the PG Diploma programme, practical should be conducted for a total of 6 days period for each lab course during the One year cycle. Each day would consist of ~8 hours of tutor guided practical by learner. The practical may be conducted either on weekends or in two session of one week duration each or at a stretch for two weeks depending upon the study centre's and learner's convenience. After completion of the scheduled practical, the study centre would be required to conduct a practical exam in coordination with IGNOU on another day.

E. Duration of theory counseling:

For the PG Diploma programme, theory counseling may be conducted for a total of ~10 hours for each theory course during the One year cycle. The counseling may be conducted either on weekdays or in weekends in about 3 to 4 sessions depending upon the study centre's and learner's convenience. Each session may be of 2-3 hours per day fulfilling the requirement of number of hours for counseling.

F. Software to be used:

The practical are to be conducted in M S Excel (M S Office) 2007 only.

G. Administrative activities at the study centre:

For each study centre, there would be a *Centre Coordinator* and *Assistant Coordinator* approved by the head of host institution and IGNOU or as per the relevant IGNOU norms. The designated coordinators would be given monthly honorariums as per the defined relevant payment norms of IGNOU.

H. Payment norms:

There are defined payment norms of IGNOU for study centers which include honorariums to coordinators, theory counselors, practical tutors, lab attendant's charges, lab usage charges, electricity, *etc.* For support services, the study centre would be provided with the payment/honorarium as per the existing relevant norms of IGNOU.