ignou
THE PEOPLE'S
UNIVERSITY

CIQA ANNUAL REPORT

2018

IGNOU

Centre for Internal Quality Assurance

ignou
THE PEOPLE'S
UNIVERSITY

ignou
THE PEOPLE'S UNIVERSITY

REPORT

CENTRE FOR INTERNAL QUALITY ASSURANCE

1st January 2018– 31st December 2018

A. Redrafting, Editing & Finalization of the Manuals for Regional Centres and Learner Support Centres

The Regional Services Division undertook the task of revising the existing manuals for incorporating the UGC (ODL) Regulations 2017 and updating the activities of Regional Centres and Learner Support Centres. CIQA was entrusted the major responsibility of redrafting, editing and finalization of these Manuals. The Director CIQA was appointed as the Chairperson of the Manual Preparation Committee for the Manual for Regional Centres and Member of the Committee for the Manual of Learner Support Centres. The documents were finalized and printed in March 2018 [1&2].

B. Development of Programme Project Reports (PPRs) for IGNOU Programmes & IGNOU's Application for Recognition of Programmes by DEB, UGC

As per the requirement of the UGC (ODL) Regulations 2017, PPRs had to be prepared for all programmes on offer at IGNOU. The task was entrusted to CIQA vide notification dated 25th January 2018[1]. CIQA conducted a workshop with all Schools on 30th January 2018 on preparation of PPRs [2]. Then CIQA also was involved in finalizing IGNOU's application to DEB for the recognition of IGNOU programmes for the year 2018-19[3].

C. Review of UGC (ODL) Regulations 2017 and discrepancies in implementation

The Vice Chancellor has constituted a Committee [1] to review the discrepancy of ODL Regulations and IGNOU programmes, to be taken up with UGC and MHRD with reference to the UGC Second amendment to the UGC (Open and Distance Learning) Regulations, dated 6th Feb 2018, wherein vide clause 4, the UGC had given a chance to HEIs to send their representations/ comments on the Regulations. The CIQA convened three meetings with the Committee on 16th April 2018; 27th April 2018 and 25th May 2018. CIQA, meticulously prepared point wise comments on the Regulations, identifying the areas of difficulty with regard to its implementation at the University, which were placed before the Committee members. The final draft was circulated to all Directors/Heads to obtain feedback/ comments from their Schools/Divisions/Centres. The *Report of the Committee*[1] was submitted to the Vice Chancellor on 31st May 2018, to take up 6the matter with the MHRD and UGC.

D. Revision of Guidelines for Programme Design and Development and Revision of Programmes

The Vice Chancellor constituted a Committee[1] to revise the existing guidelines on Programme Design and Development and Revision of Programmes for incorporating the necessary changes consistent with the UGC (ODL) Regulations 2017. CIQA was entrusted the task of completing the task in a time bound manner by convening the meetings of the Committee and preparing the revised Guidelines. The Report of the Committee[2] was placed before the Planning Board in its 46th meeting held on 12th September 2018 for necessary approval[3]. CIQA developed the detailed *Guidelines for Approval And Launch Of New Academic Programmes & Revision/ Addition/ Deletion Of Course(S) In Existing Programmes* including revision of the existing forms available on the link: http://www.ignou.ac.in/userfiles/New%20Guidelines.pdf

E. Development of the Scheme for Assessment & Accreditation of ODL Institutions of NAAC

The National Assessment and Accreditation Council (NAAC) constituted a National Consultative Group (NCG) for development of the Scheme for Assessment and Accreditation of ODL institutions in May 2018 and Director CIQA was nominated as a member of the NCG[1]. Director CIQA participated in two Regional Workshops organized by OSOU, Bhubaneswar (Criterion VII) and BAOU, Ahmadabad (Criterion IV) in June 2018 to develop new indicators for the Assessment Criteria of NAAC reflecting the ODL system[2]. CIQA organized a National Consultation meet in collaboration with NAAC at IGNOU on 3rd October 2018 [3].Report available on the link: http://ignou.ac.in/userfiles/Proceedings%20of%20NAAC-IGNOU%20MeetDocument.pdf. CIQA also participated in the National Consultation held at NAAC on 31st October 2018[4] for finalizing the Draft Manuals: i.e. Self Study Report (SSR) for OUs and DMUs. A Team was constituted at CIQA by the Chairperson of the National Task Force (also the Vice Chancellor of IGNOU) to create new metrics both qualitative and quantitative reflecting the ODL system for the SSR of OUs and DMUs. The Director CIQA was appointed as a member of the National Task Force Working Group (NTFWG) notified by Director NAAC on 31st October 2018 [5]. CIQA organized and conducted the first meeting of the NTFWG on 27th November 2018 at IGNOU[6]. Thereafter the Team at CIQA revised the two Manuals based on the suggestions of the NTFWG and submitted the draft manuals to NAAC in December 2018 for uploading on their website and conduct pilot testing of the same.
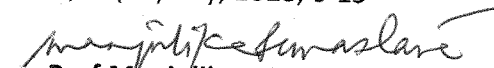
F. Invited as Resource Person to Workshops at HEIs

Prof Manjulika Srivastava was invited as a resource person to Workshops conducted by HEI, the details are given below:

1.	New Developments in ODL & CBCS, KKHSOU	28.12.18 29.12.18	Guwahati
2.	Regional Directors' Meeting at IGNOU	17.11.18	New Delhi
3.	Round Table Meeting at VC of OUs, BRAOU	11.11.18	Hyderabad
4.	National Meet on Assessment & Accreditation: Finalization of Draft Manuals, NAAC	30.10.18	Bengaluru
5.	Orientation to ODL Pedagogy & Methodology, Symbiosis International University	27.09.18 29.09.18	Pune
6.	National Meet on Assessment & Accreditation of ODL Institutions, IGNOU	3.10.18	New Delhi
7.	Workshop on Governance Leadership & Management, BAOU	26.06.18	Ahmedabad
8.	Workshop on Institutional Values & Best Practices, OSOU	12.6.18	Bhubaneswar

G. Publications by CIQA Academic Staff

1. Manjulika Srivastava, Shekhar Suman : **Disruption in Open and Distance Learning: Survival Quest of Open Universities in the Digital Age**, *Indian Journal of Open Learning*, 2018, 27(1), 19-34.

2. Manjulika Srivastava, Shekhar Suman & Navita Abrol: **Regulating Open and Distance Learning in India: A Historical Perspective**, *University News*, 56(30) July, 2018, 6-15

Prof Manjulika Srivastava

Director CIQA

IGNOU

****

Manual for Regional Centres

Orientation & Operations

ignou
THE PEOPLE'S
UNIVERSITY

Manual Coordinator
Dr V Venugopal Reddy, Director
Regional Services Division

Manual Co-Coordinator
Dr. Anil Kumar Dimri
Dr. Ranjan Kumar
Dr. Hema Pant
Dr. Bini Toms

Expert Committee

Prof. Manjulika Srivastava	Director, IQAC	Chairperson
Prof. K Ravi Sankar	Finance Officer	Member
Prof. S Srilatha	Registrar, SRD	Member
Dr. V Venugopal Reddy	Director, RSD	Member
Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh	Member
Dr. Ranjan Kumar	Deputy Director, RC Dehradun	Member
Dr. Hema Pant	Deputy Director, RSD	Member
Dr. Bini Toms	Director, SSC	Convener

Manuscript Preparation Team Major Contributors (in order of seniority)

Dr. Masood Parveez	Sr. Regional Director, RC Pune
Dr. Kameshwari Moorty	Regional Director, RC Panaji
Dr. S K Tripathy	Regional Director, REC Bhubaneswar
Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh
Dr. Ranjan Kumar	Deputy Director, RC Dehradun

Other Contributors

Dr. Umesh Chandra Pandey	Regional Director, REC Bhopal
Dr. Sanjeev Pandey	Regional Director, RC Delhi-3
Dr. V P Rupam	Deputy Director, RSD
Dr. Amit Chaturvedi	Regional Director, RC Bhopal
Dr. Hema Pant	Deputy Director, RSD
Dr. AM Saklani	Deputy Director, RSD
Dr. Bini Toms	Director, SSC

Members from IQAC & Defence Unit–who assisted in preparation of the Manual

Prof Manjulika Srivastava	Director, IQAC
Dr. Navita Abrol	Assistant Director, Defence Unit
Dr. Shekhar Suman	Assistant Director, IQAC

GRAPHICS

Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh
Dr. Ranjan Kumar	Deputy Director, RC Dehradun

PRINT PRODUCTION

Mr. S. Burman	Mr. Tilak Raj	Mr. Yashpal
DR (P), MPDD	AR(P), MPDD	SO(P), MPDD

Disclaimer: The Manual is a compilation of the existing rules and guidelines for facilitating the working of different Divisions/Schools/Centres/Cells of the University, in general and RSD, RCs and LSCs in particular. In case of any ambiguity or conflict, the relevant rules/regulations of IGNOU/Government will prevail.

Manual

for

Learner Support Centres

ignou
THE PEOPLE'S
UNIVERSITY

REGIONAL SERVICES DIVISION

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

2018

A/2

MANUAL COORDINATOR

Dr. V Venugopal Reddy, Director
Regional Services Division

MANUAL CO-COORDINATORS

Dr. Anil Kumar Dimri
Dr. Ranjan Kumar
Dr. Hema Pant
Dr. Bini Toms

EXPERT COMMITTEE

Prof. K. Ravi Sankar	Finance Officer	Chairperson
Prof. S. Srilatha	Registrar, SRD	Member
Prof. Manjulika Srivastava	Director, IQAC	Member
Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh	Member
Dr. Ranjan Kumar	Deputy Director, RC Dehradun	Member
Dr. Bini Toms	Director, SSC	Member
Dr. Hema Pant	Deputy Director, RSD	Convener

MANUSCRIPT PREPARATION TEAM

Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh
Dr. Ranjan Kumar	Deputy Director, RC Dehradun
Dr. Kameshwari Moorty	Regional Director, RC Panaji
Dr. S K Tripathy	Regional Director, REC Bhubaneswar
Dr. Umesh Chandra Pandey	Regional Director, REC Bhopal
Dr. Hema Pant	Deputy Director, RSD
Dr. A.M. Saklani	Deputy Director, RSD
Dr. Bini Toms	Director, SSC
Dr. Sindhu P Nair	Regional Director, RC Cochin
Ms. Moni Sahay	Assistant Director, RSD
Dr. Jagdamba Prasad	Assistant Regional Director, RC, Dehradun
Dr. A Rahman	Assistant Director, RSD
Mr. K. S. Bhatia	Assistant Registrar, F&A

GRAPHICS

Dr. Anil Kumar Dimri	Regional Director, RC Chandigarh
Dr. Ranjan Kumar	Deputy Director, RC Dehradun

PRINT PRODUCTION

Mr. S. Burman	Mr. Tilak Raj	Mr. Yashpal
DR (P), MPDD	AR(P), MPDD	SO(P), MPDD

Disclaimer: The Manual is a compilation of the existing rules and guidelines for facilitating the working of different Divisions/Schools/Centres/Cells of the University, in general and RSD, RCs and LSCs in particular. In case of any ambiguity or conflict, the relevant rules/regulations of IGNOU/Government will prevail.
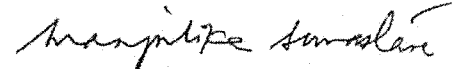
IGNOU

Date: 25th Jan, 2018

NOTIFICATION

A Committee is hereby constituted to prepare the documents to be submitted to UGC for recognition of IGNOU programmes for 2018. The Committee will comprise the following members:

Prof Manjulika Srivastava Director, IQAC- Chairperson

Dr VP Rupam, Deputy Director, Incharge eSU- Member

Dr Hema Pant, Deputy Director, RSD- Member

Dr Ashok Sharma, Deputy Director, SRD- Member

Dr Dev Kant Rao, Deputy Director, ACD- Member

Dr SK Pulist, Deputy Director, SED- Member

Dr Sunil Kumar, Analyst, P&DD- Member

Dr Navita Abrol, Defence Unit, Member

Dr Shekhar Suman, Assistant Director, IQAC- Convenor

All Programme Coordinators are required to prepare the draft PPRs for all the programmes to be offered in July 2018 within the stipulated time frame and submitted to CIQA for finalization.

The documents should be ready by 30th Jan, 2018 so that the same can be produced as per requirement of UGC. All concerned Schools, Divisions, Centres and U   ill provide the requisite information as sought by the Committee.

Manjulika Srivastava

Director CIQA

All Committee members

Registrar, Administration

Directors/ Heads of Schools, Divisions, Centres and Units

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University
मैदान गढ़ी, नई दिल्ली – 110068, भारत | www.hindi.ignou.ac.in
Maidan Garhi, New Delhi - 110068, INDIA | www.ignou.ac.in

आंतरिक गुणवत्ता आश्वासन केन्द्र (सी.आई.क्यू.ए.)
Centre for Internal Quality Assurance (CIQA)

ignou
THE PEOPLE'S
UNIVERSITY

Indira Gandhi National Open University
Internal Quality Assurance Cell (IQAC)

NOTIFICATION

The Vice Chancellor has constituted a Committee to prepare the documents to be submitted to UGC for recognition of IGNOU programmes for 2018. The Committee will comprise the following members:
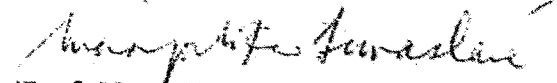
1. Prof. Manjulika Srivastava Director, IQAC- Chairperson
2. Dr VP Rupam, Deputy Director, Incharge eSU- Member
3. Dr Hema Pant, Deputy Director, RSD- Member
4. Dr Ashok Sharma, Deputy Director, SRD- Member
5. Dr Dev Kant Rao, Deputy Director, ACD- Member
6. Dr SK Pulist, Deputy Director, SED- Member
7. Sh. Sunil Kumar, Sr. Analyst, P&DD- Member
8. Dr. Navita Abrol, Assistant Director, Defence Unit - Member
9. Dr. Vandana Varma, Assistant Director, ACD - Member
10. Dr Shekhar Suman, Assistant Director, IQAC- Convenor

All Programme Coordinators are required to prepare the Programme Project Report (PPR) and Form Part B for all the programmes to be offered in July 2018 by 29th January, 2018. The formats for the PPR and Form Part B are enclosed which may be provided to all the Programme Coordinators. All Programme Coordinators may be deputed to the Conference Room, Radha Krishna Block on 30th January, 2018 for interaction and finalization of PPR and Form Part B as per the schedule given below:

S.No.	Name of the Schools	Time
1.	SOH, SOSS, SOS, SOHS	11.00 to 1.00 p.m.
2.	SOE, SOCE, SOET, SOMS, SOCIS, STRIDE	2.30 to 3.30 p.m.
3.	SOA, SOL, SOVET, SOITS, SOGDS, SOTST, SOPVA, SOTHSM, SOJNMS, SOFL, SOEDS, SOSW	3.30 to 4.30 p.m.

The documents should be ready by 31st Jan, 2018 so that the same can be produced as per the requirement of UGC. All concerned Schools, Divisions, Centres and Units will provide the requisite information to the Chairperson of the Committee.

This issues with the approval of the Vice Chancellor.

(Prof. Manjulika Srivastava)
Director, IQAC

To

All Committee Members
Registrar, Administration
Directors/ Heads of Schools, Divisions, Centres and Units

ignou
THE PEOPLE'S
UNIVERSITY

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Vice Chancellor's Office (VCO)

F.No.IG/VCO/UGC Recognition/2018/2615
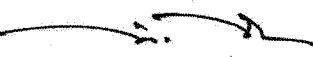Dated: 19th April 2018

NOTIFICATION

The Vice Chancellor has constituted a Committee with the following members for uploading of the required documents on the UGC website for recognition of HEI/ Programmes under Open and Distance Learning Mode UGC (ODL) Regulations 2018 for academic session beginning July, 2018:

1	Prof. Satyakam, Director, SOH	: Chairman
2	Prof. Manjulika Srivastava, Director, IQAC	
3	Dr. V.V. Reddy, Director , RSD	
4	Dr. V.P. Rupam, Dy Director, RSD and Head ESU	
5	Dr. Hema Pant, Dy Director, RSD	
6	Dr. S.K. Pulist , Dy. Director, SED	
7	Dr. Purnendu Tripathi, Dy. Director, RSD & VCO	
8	Dr. Vandana Verma, Assistant Director, ACD	
9	Mr. Nikhil Kant, Assistant Registrar, Administration	
10	Registrar, SRD	: Convener

1. The respective Programme Coordinators (PCs) are requested to provide authentic information in their respective PPRs to the Committee for uploading on the UGC website;
2. All the concerned and respective operational Divisions/ Units/ Centres to provide the required information to the Committee for uploading the relevant documents on the UGC website;
3. All the Concerned Schools/ Divisions/ Centres/ Units to facilitate and cooperate with the Committee for timely submission of documents as and when required by the Committee;
4. The entire activity of uploading the documents to be completed by 26th April 2018.
5. Director (IUC) to provide all the necessary infrastructure support for scanning and uploading the documents on the UGC website.

This notification is issued with the approval of the Vice Chancellor.

Assistant Registrar
Vice Chancellor's Office
राजेश शर्मा
सहायक कुलसचिव, कुलपति कार्यालय (इग्नू)
Rajesh Sharma
Assistant Registrar to VCO (IGNOU)

To
1. All the Members of the Committee
2. Directors of the School/ Divisions/ Units/ Centres
3. Director IUC

Cc:
1. PS to VC: for information to the Vice Chancellor
2. Registrar Administration: for information
3. Finance Office: for information

ignou
THE PEOPLE'S UNIVERSITY

REPORT OF THE COMMITTEE TO REVIEW THE UGC (OPEN AND DISTANCE LEARNING) REGULATIONS (2017) AND IDENTIFY THE DISCREPANCIES IN ITS IMPLEMENTATION AT IGNOU

The Vice Chancellor constituted the committee to bring out the discrepancies between the UGC (Open and Distance Learning) Regulations, 2017 and IGNOU's requirements, towards taking up the matter with MHRD and the UGC (refer to the Notification in Annexure 1). This is in conformity to the Second amendment to the said Regulations, dt 6th Feb 2018, wherein vide Clause 4, reproduced below, the UGC has given an opportunity to all Higher Education Institutions (HEIs) to represent to it regarding the difficulties in implementing the Regulations:

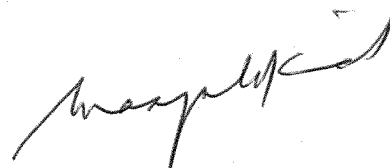> *"21. Removal of difficulty*
>
> *UGC reserves the right to remove difficulty/difficulties in the course of implementation of these Regulations in consultation with the Government of India, Ministry of Human Resource Development."*

The committee met thrice, i.e. on 16th April, 27th April and 25th May 2018 (Refer Annexure 2). Considerable discussion took place about the main issue—must IGNOU follow UGC regulations, given that it is a unique autonomous institution created with certain educational and developmental aims? Accordingly, it was decided that the report would highlight this aspect, to be taken up by the competent authority with the MHRD and the UGC. Given the brief of this committee, it was decided that the committee should spell out the difficulties in implementation of certain clauses in the said Regulations.

Thus, the Report of the Committee is presented in two sections: Section 1 is on the issue pertaining to the autonomy of the University, which needs to be taken up with the MHRD and the UGC; and Section 2 on the discrepancies and difficulties in the implementation of these Regulations at IGNOU, which need to be represented to MHRD and UGC.

Section 1
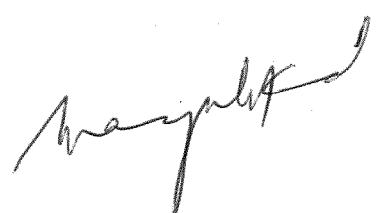
The University Grants Commission, through the Gazette Notification dated 23rd June, 2017, has notified the above mentioned Regulations for maintaining minimum standards of instruction for the grant of degrees at the undergraduate and post- graduate levels through Open and Distance Learning mode. However, with the notification of the said Regulations, the Indira Gandhi National Open University(IGNOU) has been clubbed with all other Open Universities and dual mode Universities offering Programmes through ODL mode.

Here, it is relevant to note that IGNOU was established by an Act of Parliament in 1985, and the very first sentence of the IGNOU Act (1985, p.1) states, *An Act to establish and incorporate an Open University at the national level for the introduction and promotion of open and distance education systems in the educational pattern of the country and for the coordination and determination of standards in such systems*". This statement amply lays out the vision and role envisaged by the Parliament to be accomplished by IGNOU. Clearly, the major responsibility for the promotion and coordination of Open Distance Education systems was vested in IGNOU instead of the UGC. It was envisioned that IGNOU and the State OUs would be different from conventional universities. Further, the establishment of IGNOU was not notified by the UGC but by a Gazette notification of the MHRD, unlike the other Central Universities, which are all notified by UGC . Also, the other central universities receive Central assistance from UGC, whereas IGNOU receives grants directly from the MHRD to perform both its roles, i.e., to function as a national OU and to promote and coordinate the Open Distance Education systems, till date, even after the dissolution of DEC.

The Objects of the University as given in the First Schedule (IGNOU Act, 1985,p. 14) make it clear that there were great expectations from the OU, that it would in substantial measure augment educational opportunities and democratise education to large segments of the population. To substantiate this point the following extracts from the IGNOU Act (1985, p.14) are reproduced below:

> *"(a) strengthen and diversify the degree, certificate and diploma courses related to the needs of employment and necessary for building the economy of the country on the basis of its natural and human resources;*
>
> *(b) provide access to higher education for large segments of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields;*
>
> *(c) promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities for upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours;*
>
> *(d) provide an innovative system of university level education, flexible and open, in regard to methods and pace of learning, combination of courses, eligibility for enrolment, age of entry, conduct of examination and operation of the programmes with a view to promote learning and encourage excellence in new fields of knowledge;*
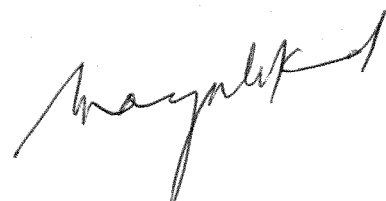
(e) contribute to the improvement of the educational system in India by providing a non-formal channel complementary to the formal system and encouraging transfer of credits and exchange of teaching staff by making wide use of texts and other software developed by the University;

(f) provide education and training in the various arts, crafts and skills of the country, raising their quality and improving their availability to the people;

(g) provide or arrange training of teachers required for such activities or institutions;

(h) provide suitable post-graduate courses of study and promote research;

(i) provide the counselling and guidance to its students; and

(j) promote national integration and the integrated development of the human personality through its policies and programmes."

IGNOU has succeeded in establishing its academic credentials both nationally and internationally. As on date, IGNOU has provided educational opportunities to more than 30 lakh learners, many of whom belong to the deprived and denied sections of the society. The University has 67 Regional Centres and more than 3000 Learner Support Centres all over the country and offers programmes at various levels starting from Certificate to Research Degree Programmes, as per the norms prescribed by the UGC

Given the stature that IGNOU enjoys because of its academic excellence, both at the national and international levels, the University deserves to be treated differently, as also envisaged in its Act.

It would be pertinent to note that to bring in quality and promote innovation in higher education in India, UGC, on the directions of the MHRD, has already granted full autonomy to 60 higher educational institutions (HEIs) (52 Universities and 8 colleges) offering conventional education. These HEIs have been given freedom to decide on their curriculum, academic programmes, research, admission procedure, fee, evaluation, offer ODL programmes, among other academic matters.

In the light of this innovative thinking on the part of MHRD and the UGC, the IGNOU authorities must urge upon UGC the need to give IGNOU full autonomy by recognising its contribution to the ODL system at national and international levels, in order to serve the nation more effectively as a national Open University, and fulfil its role as envisaged in its Act.

Section 2

Several major and minor discrepancies between what is given in the UGC Regulations and what is practised by IGNOU were noted, which are given in Annexure 3 alongside the clauses concerned from the UGC (ODL) Regulations (2017). It was decided to highlight a few major ones from among them in the main report. Accordingly, eight issues are given below, first giving the clause/sub-clause concerned from the said regulations, followed by IGNOU's requirement, and finally the action recommended in the matter.

1. **Regarding the definition of 'Higher Education':**

   1.1 UGC Regulations Part 1, Preliminary-Clause 2(a)-- Definitions (i) 'Higher Education" means such education, imparted by means of conducting regular classes or through distance education systems, **beyond twelve years of schooling** leading to the award of a Degree or Certificate or Diploma or Postgraduate Diploma.
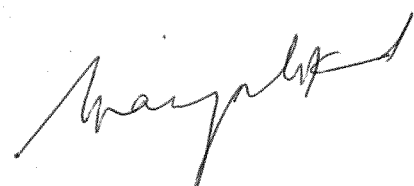
   1.2 IGNOU's discrepancy: The eligibility for most IGNOU programmes is at least twelve years of schooling. However, IGNOU also gives an opportunity to people with no formal +2 level of schooling to apply for BA, B.Com, and several other UG Programmes, via the Bachelor's Preparatory Programme (BPP).

   1.3 **Action Point**: The ODL system has been created for giving educational opportunities to those who have been deprived of them in the formal system. A large percent of such people are those who are adults with considerable learning through their lived experiences, though they may not have the formal high school certificates. IGNOU offers these people a second opportunity for undertaking UG studies through the BPP, without diluting the conditions for completing the programme of study. This stream should be allowed to continue. Matter needs to be represented to UGC.

2. **Regarding the definition of 'open university':**

   2.1 UGC Regulations **Part 1 Preliminary-Clause 2(a) Definitions (n)**: "Open University" means a University which imparts education through distance education or Open and Distance Learning mode using variety of Information and Communication Technology educational aids i.e. online education in the form of Open Educational Resources (OERs) or Massive Open Online Courses (MOOCs) etc.

   2.2 IGNOU's Requirements: IGNOU believes an open university should be a University which imparts education through distance education or Open and Distance Learning

mode 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.

2.3 **Action Point:** The UGC may be asked to alter its definition.

3. **Regarding the definition of 'credit', and the credit range for the degree programmes :**

   3.1 UGC Regulations **Part 1 Preliminary-Clause 2(a) Definitions (e):** "Credit" means the Unit award gained by a learner by study efforts of a **minimum** of thirty hours required to acquire the prescribed level of learning in respect of that Unit.

   Further, **Annexure 7 of the said Regulations** contains

   Table1: Norms for offering programmes through distance mode based on the credit system

Level of the Programme	Credits	Duration of Programme
Bachelor's Degree (General)	96-100 credits	3 years
Master's Degree (General)	64-72 credits	2 years
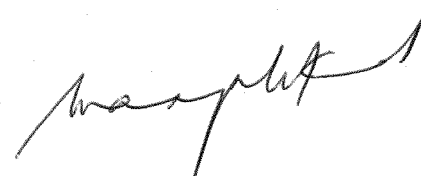
   Here there is also no mention of the **credit range for an Honours programme.**

   3.2 IGNOU's Requirement: 1credit represents 30 hours of a student's study time.

   IGNOU had devised this norm keeping the average learner in mind. A Bachelor's Degree Programme of 3 years can be worth 96 to 124 credits. Similarly, a Master's Degree Programme can be worth 64 to 80 credits. However, after the UGC notification regarding CBCS, the BA/B.Com/B.Sc is expected to be worth 132 credits, for example.

   Further, IGNOU has always been offering a 'major' in several disciplines of the Sciences and the Social Sciences as a part of the BDP Degree.

   3.3 **Action Point:** Parity between the conventional system and the ODL system is required so that the learners of the ODL system are not discriminated against. Accordingly, the definition of 'credit' and the credit range of the different degree programmes in ODL

need to be relooked by MHRD. Also, IGNOU should be permitted to offer different Honours programmes at the UG level, just as the conventional system does.

4. **Regarding "Centre for Internal Quality Assurance":**

4.1 UGC Regulations **Part 1 Preliminary-Clause 2(a) Definitions (c):** "Centre for Internal Quality Assurance" (CIQA) means a Centre as specified in Annexure I established by a Higher Educational Institution offering programmes in Open and Distance Learning mode for ensuring the quality of programmes offered by it through internal quality monitoring mechanism in accordance with the guidelines as specified in Annexure II.

4.2 IGNOU's Requirement: The various Schools, Divisions and statutory bodies have mechanisms in place for overseeing quality assurance in all the teaching-learning processes. IGNOU has also established the Internal Quality Assurance Cell (IQAC) in 2016.

4.3 **Action Point:** MHRD and UGC may be informed of the different quality assurance mechanisms already in place in IGNOU, and the role of the IQAC.
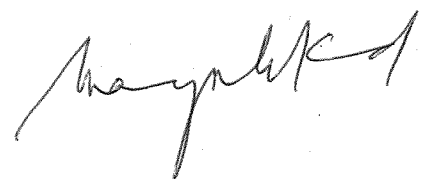
5. **Regarding the Examination Centres:**

5.1 UGC Regulations **PART-IV- Admissions, Examinations and Learner Support Clause 13(7)(i):** The Examination Centre shall be located in Government schools such as Navodaya Vidyalaya, Kendriya Vidyalaya, Sainik school etc. including approved affiliated college under the University system in the country and no Examination Centres shall be allotted to any private organisations or unapproved Higher Educational Institutions.

Clause13 (7)(ii): The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography be conducted and video recordings are submitted by particular incharge of examination centre to the concerned Higher Educational Institution.

Clause13(7)(iii): The Higher Educational Institution shall retain all such Closed-Circuit Television recordings in archives for a minimum period of ten years.

Clause13(7) (iv): The attendance of examinees shall be authenticated through biometric system as per Unique Identification Authority of India (UIDAI) records or Unique Identification Number (UIN), issued by the University.

5.2 IGNOU's Requirement: The Examination Centres are opened in private schools, private colleges, jails and NGOs, in addition to what has been provided in the Regulations. This is in view of a large number of examinees (5 to 7 lakhs) in each examination cycle, of which many students are from rural, remote and hilly areas also. It may be noted that the University has over 30 lakh active students on its rolls.

As many as 1000+ Examination Centres are being engaged for the June exams and 800+ for the December exams across the country in order to accommodate large numbers of examinees. Many of these Examination Centres are located in rural and remote areas where basic infrastructure may not be available, but the University is committed/ required to provide educational support the disadvantaged people living in these areas. Currently the Examination Centres do not have CCTV and video recording facilities, being located in rural and remote areas in many cases. However, the examinations are being monitored through WebCam from the Headquarters randomly. The observers are appointed at all the examination centres for all days. Flying squads are constituted for monitoring purposes in addition to visits by local officers in the region. The recordings of the conduct of examinations, is not done by the University currently. The biometric system for attendance of the examinees at the examination centres has not yet been introduced. The attendance is marked by the examinees on the printed attendance sheet and the same is countersigned by the invigilators. The identity of the examinees is established with the help of valid hall tickets and identity cards issued by the University.

5.3 **Action Point:** The reasons for IGNOU's practice in this matter need to be taken up with MHRD and UGC so that IGNOU is allowed to continue working with such centres as they are doing at present.
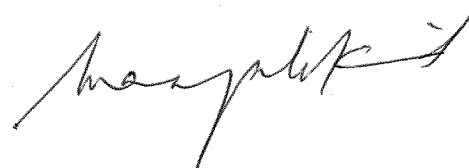
6. **Regarding the Learner Support Centres:**

6.1 UGC Regulations **PART-IV- Admissions, Examinations and Learner Support Clause 14(1):** A Higher Educational Institution offering programme in Open and Distance mode shall, within one year from the date of commencement of these regulations, ensure that a Learner Support Centre is established only in a college or institution affiliated to a University or in a government recognised Higher Educational Institution offering

programmes in the same broad areas having the necessary infrastructure and human resources for offering the programme:

Provided that a Higher Educational Institution may establish a special Learner Support Centre for imparting instruction to persons referred to in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disability Act, 1999 and other persons in difficult circumstances, including jail inmates:

Provided further that a Learner Support Centre shall not be set up under a franchisee agreement in any case.

6.2 IGNOU's Requirement: The LSCs in IGNOU are established as per norms in fulfilment of the Objects stated in the **first Schedule Section 4, 1 b, of the Act of IGNOU as:**

(b)   provide access to higher education for large segments of the population, and in particular, the disadvantaged groups such as those living in remote and rural areas including working people, housewives and other adults who wish to upgrade or acquire knowledge through studies in various fields.

IGNOU establishes LSCs under three categories: Regular LSC, Special LSC and Programme LSC.

Regular LSC: These are established in Higher Education Institutions/other educational institutions/professional institutes/industry etc. for several programmes.

Programme Study Centres are established to launch specialized certificate/diploma/degree programmes with a major practical component, such as in science, technology, engineering, health sciences, computer, library and information science, education, professional, vocational and other related fields.

Special LSCs may be categorised from the operational point of view into two types –

a) Special Study Centres for Learners of Special Groups/Areas with an arrangement of academic support from within or with academic support from outside institutions of higher learning/others; and

b) Special Study Centre in Jails, where administrative, financial and academic arrangement is somewhat different. Their basic functions remain the same, differing only in the modus operandi.

6.3 **Action Point**: IGNOU must be allowed to continue having LSCs in a variety of institutions to meet its aims and objectives. The matter may be taken up with MHRD and UGC. They may also be informed that **the quality of academic counselors approved by the faculty concerned for each LSC is not compromised.**

7. Regarding Student intake

7.1 UGC Regulations **PART-IV- Admissions, Examinations and Learner Support: Clause 12(1)(f)(iii)**: The number of seats approved in respect of each course or programme of Open and Distance Learning mode, which shall be in consonance with the resources;

7.2 IGNOU's Requirement: Student intake is as per the eligibility criteria programme wise and, in most programmes there is no upper limit, in line with the mandate of the University. Intake is fixed for each LSC in the case of M.Sc(Mathematics with Applications in Computer Science), MA(Education), BEd, BSc (N) (PB) and other programmes of Health Sciences—as per the infrastructure available and the norms laid down by NCTE, Nursing Council of India etc.
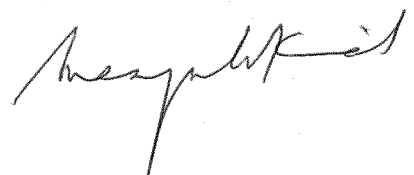
7.3 **Action Point**: IGNOU must be allowed to continue with its policy of student intake in order to fulfill its mandate as per the IGNOU Act (1985). The matter may be taken up with MHRD and UGC.

8. Regarding Delivery of Study materials

8.1 UGC Regulations **PART-IV- Admissions, Examinations and Learner Support- Clause 12 (2) (i) (iv)**: Arrangement to ensure the delivery of study material to learners within a fortnight from the date of admission.

8.2 IGNOU's Requirement: The distribution of study materials is centralised at the IGNOU HQs. The dispatch is done through postal delivery by business parcel (India Post), to learners across the country in urban, rural, tribal and other geographically disadvantaged locations as well. Hence, the time line for dispatch is more than a fortnight from the time of registration in a programme by the learner.

8.3 **Action Point**: IGNOU tries to deliver study materials to the learners enrolled in each admission cycle at the earliest. However, given the scale of operations, this cannot be completed within a fortnight of registration. To offset this handicap to some extent, IGNOU maintains soft copies of all courses on the largest online repository of study materials, eGyankosh, for the reference of students. This may be informed to the UGC.

Apart from these major difficulties, there are several that have been noted in Annexure 3 alongside the clauses concerned of the UGC-ODL Regulations.

Recommendations

The above mentioned matter in Section 1, and each of the "Action Points" in Section 2, may be taken up by the competent authority of IGNOU with the MHRD and the UGC, on priority.

All members are signatories to this.

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

F No. IG/IQAC/Prog.Devt./2018|2420
Dated: 04th Sept. 2018

Notification

Consequent upon issuing of the University Grants Commission (Open and Distance Learning) Regulations, 2017 detailing therein the procedure of programme launching process and approval, and the resolution of the 68th and 69th meetings of Academic Council on revising the Phase forms and simplifying the Programme approval process, the Vice Chancellor is pleased to constitute a Committee for Revising the existing Phase Forms and Programme Approval and Launching Process in light of the UGC (ODL) Regulations, 2017. The constitution of Committee is as under:

1. Prof Swaraj Basu, Director, SOSS   Chairperson
2. Prof Nawal Kishore, SOMS   Member
3. Prof Sudeep Ranjan Jha, SOS   Member
4. Shri Sunil Kumar, P&DD   Member
5. Dr Dev Kant Rao, Director (I/c), ACD   Member
6. Prof Manjulika Srivastava, Director, IQAC   Convener

The Committee shall submit its report in a time bound manner.

Dr Dev Kant Rao
Director (I/c), ACD

Copy to:
1. All the members of the committee
2. Dy Director, VCO for information of the Vice Chancellor
3. Director, P&DD
4. Office Oder/Notification file
5. Concerned file

![ignou THE PEOPLE'S UNIVERSITY logo]

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REPORT OF THE COMMITTEE FOR REVISING THE EXISTING PHASE FORMS AND PROGRAMME APPROVAL AND LAUNCHING PROCESS

The University Grants Commission had issued University Grants Commission (Open and Distance Learning) Regulations, 2017 detailing therein the procedure of Programme Launching process and approval. The 68th and 69th meetings of Academic Council had taken a decision on revising the existing Phase forms and simplifying the Programme approval process. Accordingly, the Vice Chancellor had constituted a Committee vide Notification F No. IG/IQAC/Prog.Devt./2018/2420, dated: 04th Sept. 2018, for revising the existing Phase Forms and Programme Approval and Launching Process in light of the UGC (ODL) Regulations, 2017. The Committee comprised of the following:

1. Prof Swaraj Basu, Director, SOSS   :   Chairperson

2. Prof Nawal Kishore, SOMS   :   Member

3. Prof Sudip Ranjan Jha, SOS   :   Member

4. Shri Sunil Kumar, P&DD   :   Member

5. Dr Dev Kant Rao, Director (I/c), ACD   :   Member

6. Prof Manjulika Srivastava, Director, IQAC: Convener

The Committee held two meetings, first meeting on 5th September, 2018 and, the second meeting on 10th September 2018, respectively. The Committee examined the existing Phase forms, UGC (ODL) Regulations, 2017; Statutes of the University; and the resolutions of the Academic Council and its Standing Committee, as outlined below.

1. The University Grants Commission (Open and Distance Learning) Regulations, 2017 notified vide Gazette Notification dated 23rd June 2017, had specifically provided under Part III:

> **"PART III ... 11. Programme Launching Process and Approval—**
>
> *(1) Every Higher Educational Institution offering programme in Open and Distance Learning Mode shall publish on its website complete details of each programme on offer including fee structure, minimum eligibility condition for admission as prescribed by Commission from time to time, schedules of activities and academic calendar viz. dates for registration, re-registration, counseling sessions, assignment*

submissions, receipt of feedbacks on assignments, examination, list of Learner Support Centres for different programmes.

(2) Before offering any programme, the Higher Educational Institution shall prepare a Programme Project Report for each programme which shall include the following, namely :— (i) information on relevance of programme to the Institution's mission and goals, objectives of the programme, nature of prospective target group of learners, and appropriateness of Open and Distance Learning mode for acquiring specific competencies or skills; (ii) instructional design which shall include duration of programme(s), faculty and support staff requirements, instructional delivery mechanisms, identification of media – print, audio or video, online, computer aided, and student support service systems; (iii) procedure for admissions, curriculum transaction and evaluation; (iv) details of laboratory support required for the programme(s), if any; (v) library Resources; (vi) cost estimate of the programme and the provisions therefore, indicating the amount assigned for programme development, delivery and maintenance; (vii) quality assurance mechanism and expected programme outcomes; (viii) curriculum and detailed syllabi of the programme(s); and (ix) guidelines on launching programme(s) design, development and any such matters as specified by the Commission in Annexure IX and other regulatory bodies which shall be followed by the Higher Educational Institutions.

(3) The Programme Project Report shall be approved by the appropriate authority of the Higher Educational Institutions, which shall put in place a monitoring mechanism to ensure its proper implementation."

2. In the existing procedure of planning, designing and development of academic programmes, there are three stages being followed, namely:

(i) Stage I: *Programme Proposal Stage*;

(ii) Stage II: *Programme Development Stage*; and

(iii) Stage III: *Programme Launch Stage.*

For each of these stages, separate forms have to be filled up, namely:

(i) Phase I: Programme Proposal Form,

(ii) Phase II: Programme Design and Detailed Report, and

(iii) Phase III: Programme Launch Approval Form.

(iv) In addition, there is also a Phase Zero Form for minor and major revision of the existing Programme/ Course or addition to the existing Programme/ Course on offer.

These phase forms are approved by the Statutory Bodies of the University: Phase I by the School Board and the Planning Board; Phase II by School Board and Academic Council (by the Research Council for Research programmes), and Phase III by School Board and Planning Board. The Statutory Bodies are empowered to give direction and decide academic policies and earmark resources for the development and delivery of academic programmes.

3. The Act and Statutes of the University have due provisions with reference to the design and development of academic programmes, which are reproduced below:

3.1 Statute 9A. Powers of the Academic Council

(a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation or research or improvement in academic standards;

(b) to consider matters of general academic interest either on its own initiative or on a reference from the Planning Board or a School of Studies or the Board of Management and to take appropriate action thereon.

3.2 Statute 10. *The Planning Board*

(3) *It shall be the responsibility of the Planning Board to design and formulate appropriate programmes and activities of the University, and it shall, in addition, have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University.*

3.3 Statute 10(A). *The Schools of Studies*

(ii) *To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Council, in pursuance of Statute 9 A, on the recommendation of the Expert Committee(s) constituted by it;*

(iii) *To approve the syllabus in accordance with the course structure on the advice of Expert Committee(s) nominated by the Director of the School;*

3.4 Lastly, the Committee also referred the decisions of the 68th Academic Council (Item no. 68.2.2) and 44th ACSC (Item no. 4.2.3) that took a decision to adopt a single Phase Form for Programme Development and Approval in order to simplify the process and save the undue hassles and delays in programme approval. While confirming the minutes of the 68th Academic Council the 69th Academic Council decided that a Committee be constituted to look into the revised Phase forms and thereafter the revised Phase form be placed before the Planning Board and Academic Council.

4. After going through the UGC (ODL) Regulations 2017, the existing Phase forms, Statutory provisions of the University, and the resolutions of the Academic Council and its Standing Committee, the Committee recommended the following:

There was a need to adopt the procedure spelt out in the UGC Regulations regarding Programme Launching Process and Approval and accordingly get the Programme Project Report (PPR) approved by the highest Academic Authority of IGNOU. Also, as per the provisions under Statutes 9A, 10, & 10A of the Academic Council, the Planning Board and the School Board, respectively; the approval of PPR has to be sought from the School Board and the Academic Council.

In addition to PPR, there would be two forms in place of existing three forms for development and launching of Academic Programmes. A separate form for revision/addition of courses to existing programme/ course on offer would also be developed. Accordingly, these Forms have been developed as under:

S. No.	Form	Purpose
1.	Programme Proposal Form (PPF)	The first Form for initiating the proposal for development of a New programme. This Form would require approval of the School Board followed by Planning Board or Academic Programme Committee.
2	Programme Development Form (PDF)	The second Form for development of the New programme. This Form would include all stages and details of programme development process including curriculum, courses, admission & evaluation criteria, time lines, etc. This Form would require approval of the School Board followed by Academic Council.
3.	Programme Project Report (PPR)	As a mandatory requirement for approval of UGC, this Form includes details emanating from Programme Proposal Form and Programme Development Form. This Form would accompany Programme Development Form and would require approval of the School

4

		Board followed by Academic Council.
4.	Programme Revision Form (PRF)	This Form is for revision or addition to existing Programme / Course. This Form would require approval of the School Board followed by Academic Council (only if the revision is more than 30%).

The above mentioned forms are annexed with the Report, as: Annexure I – PPF; Annexure II- PDF, Annexure III- PPR, and Annexure IV- PRF.

Prof Swaraj Basu
Chairperson

Prof Nawal Kishore
Member

Prof Sudeep Ranjan Jha
Member

Shri Sunil Kumar
Member

Dr Dev Kant Rao
Member

Prof Manjulika
Srivastava
Convener

IGNOU
Planning & Development Division

46ᵗʰ MEETING OF THE PLANNING BOARD (PB) SCHEDULED TO BE HELD ON 12ᵗʰ SEPTEMBER 2018 (WEDNESDAY) AT 11.00 A.M IN THE CONFERENCE ROOM/ BOARD ROOM, VICE CHANCELLOR BLOCK, IGNOU, MAIDAN GARHI, NEW DELHI- 110068.

TABLED ITEM

Subject: **To consider and approve the Report of the Committee for Revising the Existing Phase Forms and Programme Approval and Launching Process**

NOTE

The University Grants Commission had issued University Grants Commission (Open and Distance Learning) Regulations, 2017 detailing therein the procedure of Programme Launching process and approval. The 68ᵗʰ and 69ᵗʰ meetings of Academic Council had taken a decision on revising the existing Phase forms and simplifying the Programme approval process. Accordingly, the Vice Chancellor had constituted a Committee vide Notification F No. IG/IQAC/Prog.Devt./2018/2420, dated: 04ᵗʰ Sept. 2018, for revising the existing Phase Forms and Programme Approval and Launching Process in light of the UGC (ODL) Regulations, 2017. The Committee comprised of the following:

1. Prof Swaraj Basu, Director, SOSS   :   Chairperson
2. Prof Nawal Kishore, SOMS   :   Member
3. Prof Sudip Ranjan Jha, SOS   :   Member
4. Shri Sunil Kumar, P&DD   :   Member
5. Dr Dev Kant Rao, Director (I/c), ACD   :   Member
6. Prof Manjulika Srivastava, Director, IQAC: Convener

The Committee held two meetings, first meeting on 5ᵗʰ September, 2018 and, the second meeting on 10ᵗʰ September 2018, respectively. After going through the existing Phase forms; UGC (ODL) Regulations, 2017; Statutes of the University; and the resolutions of the Academic Council and its Standing Committee, the Committee recommends the following:

There is a need to adopt the procedure spelt out in the UGC Regulations regarding Programme Launching Process and Approval and accordingly get the Programme Project Report (PPR) approved by the highest Academic Authority of IGNOU.

As per the provisions under Statutes 9A, 10, & 10A of the Academic Council, the Planning Board and the School Board, respectively; the approval of PPR has to be sought from the School Board and the Academic Council.

In addition to PPR, there would be two forms in place of existing three forms for development and launching of Academic Programmes. There will be a separate form for revision/addition of courses to existing programme/ course on offer. Accordingly, these Forms have been developed as under:

S. No.	Form	Purpose
1.	Programme Proposal Form (PPF)	The first Form for initiating the proposal for development of a New programme. This Form would require approval of the School Board followed by Planning Board or Academic Programme Committee.
2	Programme Development Form (PDF)	The second Form for development of the New programme. This Form would include all stages and details of programme development process including curriculum, courses, admission & evaluation criteria, time lines, etc. This Form would require approval of the School Board followed by Academic Council.
3.	Programme Project Report (PPR)	As a mandatory requirement for approval of UGC, this Form includes details emanating from Programme Proposal Form and Programme Development Form. This Form would accompany Programme Development Form and would require approval of the School Board followed by Academic Council.
4.	Programme Revision Form (PRF)	This Form is for revision or addition to

		existing Programme / Course. This Form would require approval of the School Board followed by Academic Council (only if the revision is more than 30%).

The above mentioned forms are annexed with the Report, as: Annexure I – PPF; Annexure II- PDF, Annexure III- PPR, and Annexure IV- PRF.

The Report of the Committee along with annexure and guidelines are placed for the consideration and approval of the Planning Board.

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

NAAC/LP/ODL/2018   17th April, 2018

Sub: One-day National level Consultative Committee Meeting – reg.

Dear Sir / Madam,

As you are aware, the National Assessment and Accreditation Council (NAAC) was established with the prime agenda to assess and accredit Higher Educational Institutions (HEIs). NAAC has so far, organized around 11,000 accreditation visits for Higher Educational Institutions (Universities and Colleges). Hitherto the accreditation by NAAC was exclusive of the Open and Distance Learning programmes.

Recently, the University Grants Commission (UGC) has directed the NAAC to formulate the accreditation criteria and processes for Open Universities and Distance Learning Institutes. In this connection, the University Grants Commission (Open and Distance Learning) Regulations, 2017, has been gazetted and is available in the public domain. To work out the detailed modalities, the NAAC in consultation with the UGC is identifying a National Task Force (NTF) comprising of experts from Open and Distance Learning. Prof. Nageshwar Rao, Vice Chancellor, Uttarakhand Open University, Nainital, Uttarakhand, has consented to be the Chairperson of the NTF.

NAAC is organising a One-day National level Consultative Committee Meeting on 4th **May 2018** from 10:30 a.m. to 05:00 p.m. **at India International Centre (IIC), New Delhi.** Prof. D. P. Singh, Chairman, UGC, will preside over the inaugural function and Prof. V. S. Chauhan, Chairman-EC, NAAC, will deliver the special address. During the meeting, deliberations will be held with experts on the development of a framework for Assessment and Accreditation (A&A) of Open and Distance Learning institutions. The meeting will also help in identifying the modalities for executing the entire task with NAAC.

In view of your contributions to open and distance learning and familiarity with various assessment and accreditation systems, I request you to participate in the discussions and give us the benefit of your expertise. On acceptance of this invitation, my colleague B. S. Ponmudiraj, Deputy Adviser, (Tel: 080-23005133 (O), Mob: 09449002745, Email: bspsamson@gmail.com) will mail you the background for our discussions.

......2

Needless to mention, the NAAC will meet your expenditure in respect of air travel (Economy class by Air India) and the local transport cost. In case Air India flights are not convenient / available you may travel by private airlines provided the airfare is lesser than Air India.

Kindly note that for purposes of reimbursement, a copy of the ticket and original boarding pass should be provided. The reimbursement will be only **through NEFT/RTGS. Hence you are requested to provide the bank details in the following format (either earlier through email or on submission of the TA form).**

       Beneficiary Name:
       Bank Branch Name & Address:
       Account Type: **Saving / Current account**
       Account No. :
       IFSC/ RTGS Code:
       MICR Code:

Look forward to your acceptance.

With regards,

Yours sincerely,

(Latha Pillai)
Director (Actg.)

To,

Prof. Manjulika Srivatsava
Director, IQAC
Indira Gandhi National Open University (IGNOU)
New Delhi – 110 068

Odisha State Open University (OSOU)
Sambalpur

ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

ଡ଼କ୍ଟର ଶ୍ରୀକାନ୍ତ ମହାପାତ୍ର
ଉପକୁଳପତି

Dr. Srikant Mohapatra
Vice-Chancellor

Dt. 21-05-2018

Dear Madam,

Greetings from Odisha State Open University, Sambalpur.

This is to inform you that as a follow-up of the National Consultative Committee Meeting held at New Delhi on 4th May 2018 for A&A of ODL institutions, NAAC has constituted seven groups for identifying sub-indicators for the same set of seven criteria adopted by NAAC for A&A of other institutions working in regular face-to-face mode. Our group shall deal with criterion VII related to Institutional Values and Best Practices. We shall identify sub-indicators suitable for assessment and accreditation of ODL institutions. The list of participants and the general guidelines issued by NAAC are attached.

The workshop will be held at Bhubaneswar on Tuesday, 12th June 2018. You are a honourable member of this group. I look forward to your participation and inputs. Excluding the Chairperson, there are 14 participants from outside the State and six local participants (experts and other stakeholders). If you can provide your input by 7th June we shall be able to circulate a working paper in the workshop.

Dr. Jayanta Kar Sharma, Registrar, Odisha State Open University, Sambalpur is the Nodal Person for our workshop. His contact details are given below. Kindly submit your travel plan to him immediately so that air tickets and hotel accommodation shall be booked in a planned manner.

Dr. Jayanta Kar Sharma
Mobile: 9861168455;
E-mail: registrar@osou.ac.in; jk.sharma@osou.ac.in

Looking forward to welcome you to the Temple City, Bhubaneswar.

With best regards,

Srikant Mohapatra
Vice- Chancellor
OSOU, Sambalpur

Prof. Manjulika Srivatsava
Director, IQAC
Indira Gandhi National Open University (IGNOU),
Maidan Garhi, New Delhi – 110068

Address: G.M. University Campus, Budharaja, Sambalpur. Odisha-768004
Ph.: 0663-2521900   E-mail: vc@osou.ac.in   Website: www.osou.ac.in

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
BAOU
Education for all
(Established by Government of Gujarat)

'Jyotirmay' Parisar,
Sarkhej-Gandhinagar Highway, Chharodi, Ahmedabad - 382 481

Prof.(Dr.) Ami Upadhyay
Director, School of Humanities & Social Sciences

M : 9909973698, 9879555449
E:Mail : aml.upadhyay@baou.edu.in

NO. BAOU/REG./ADMN/48 / 2018

Dt. 23rd June 2018

To,
Prof. Manjulika Srivatsava
Director IQAC,
Indira Gandhi National Open University (IGNOU),
Maidan Garhi,
Delhi.-110068

Subject: Invitation for organising one day workshop of Group for Criterion-IV Infrastructure and Learning Resources.

Ref : Letter No.-1 NAAC/DO/LP/ODL/2018 from NAAC Bengaluru
Letter No. 2 NAAC/LP/BSP/ODL/2018 Dt. 06th June, 2018

Dear Madam,

Greetings from Dr. Babasaheb Ambedkar Open University, Ahmedabad!

With reference to the above mentioned letters and subject here by I inform you that the University has finalised the date to conduct regional workshop on Criterion-IV-Infrastructure and Learning Resources on 26th June, 2018 at 11.00 am. at the University Board room.

I request you to participate in the one day workshop and contribute your valuable suggestions for the same. The university will make all arrangement for your hospitality. The Transportation will be reimbursed on your visit to the university. The following documents are enclosed:

- General guidelines for criterion wise group meetings.
- Members the Group for Criterion IV with their contact details.

The manual for Universities may be accessed from the NAAC website (http://www.naac.gov.in/manuals_nss_ncrd.asp)

Kindly accept the invitation and oblige.

Thanking You,

With Warm Regars

Sincerely Yours,

Prof. Ami Upadhyay
Nodal Officer, NAAC Group for Criterion 4 (ODL)
Registrar (I/C)
Director,
School of Humanities and Social Sciences
Dr. Babasaheb Ambedkar Open University, Ahmedabad

Copy forwarded to:
1. Dr. B. S. Ponmudiraj
   Deputy Adviser,
   National Assessment and Accreditation Council,
   P. O. Box No. 1075, Nagarbhavi,
   Bangalore -560072, Karnataka, India
2. Prof. Nageshwar Rao
   Hon'ble Vice-chancellor
   Uttarakhand Open University
   Behind Transport Nagar, Vishwavidyalaya Marg,
   Haldwani (Nainital), Uttarakhand-263139
3. All Members.

Proceedings
of
National Consultative Meet on the Draft Manuals for Assessment and Accreditation of ODL Institutions

03rd October 2018
IGNOU, New Delhi

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
National Assessment and Accreditation Council

ignou
THE PEOPLE'S
UNIVERSITY

इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
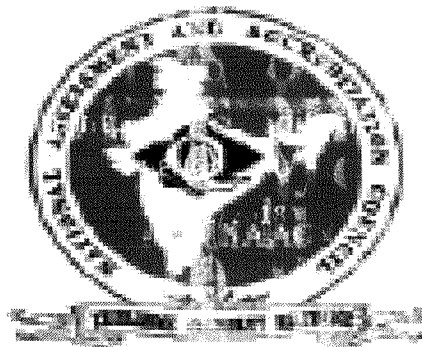**Indira Gandhi National Open University**

Proceedings of National Consultative Meeting for Assessment and Accreditation of ODL Institutions

National Assessment and Accreditation Council (NAAC)

BENGALURU

10/31/2018

E/5

राष्ट्रीय मूल्यांकन एवंप्रत्यायन परिषद, बैंगलूर
National Assessment and Accreditation Council (NAAC), Bengaluru
Nagarbhavi, Bengaluru-560072, Karnataka
Tel.:080-23210261; email:director.naac@gmail.com

Notification
ODL Manuals

Bangalore, the 31st October 2018

In pursuance of approval of the competent authority of NAAC dated 31.10.2018 for the creation of National Task Force (NTF) Working Group to prepare the draft Manual for Assessment and Accreditation (A&A) for Open and Distance Learning (ODL) Institutions, the following are nominated:

National Task Force Working Group

1. **Prof. Nageshwar Rao**, Vice Chancellor, Indira Gandhi National Open University(IGNOU), (Former Vice Chancellor, Uttarakhand Open University & Allahabad Open University), Maidan Garhi, Delhi–110068
2. **Prof. E. Vayunandan**, Vice-Chancellor, Yashwantrao Chavan Maharashtra Open University(YCMOU), Dnyangangotri, Govardhan, Near Gangapur Dam, Nashik- 422222, Maharashtra
3. **Prof. Subha Sankar Sarkar**, Vice Chancellor, Netaji Subhas Open University(NSOU), DD- 26, Sector- I, Salt Lake, Kolkata- 700064, West Bengal
4. **Prof. Shivalingaiah**, Vice Chancellor, Karnataka State Open University(KSOU), Mukhtagangotri, Mysuru-570006, Karnataka
5. **Prof. Hitesh Deka**, Vice Chancellor, Krishna Kanta Handique State Open University(KKHSOU), Guwahati, Patgaon, Rani, Guwahatu- 781017, Assam
6. **Prof. Srikant Mohapatra**, Vice-Chancellor, Odisha State Open University (OSOU), G. M. University Campus, Budharaja, Sambalpur -768004, Odisha
7. **Dr. Latha Pillai**, Adviser, National Assessment and Accreditation Council(NAAC), Bengaluru, Karnataka
8. **Prof. P. R. Ramanujam**, Professor of Distance Education, Indira Gandhi National Open University (IGNOU), Maidan Garhi, Delhi-110068
9. **Prof. A. K. Singh**, Vice-Chancellor, AURO University (Former Vice-Chancellor, Dr.Babasaheb Ambedkar Open University, Ahmedabad), Gujarat
10. **Prof. Madhulika Kaushik**, PVC, Usha Martin University, 12th Mile, Ranchi Khunti Road, Near Hardag, NH 75, Ranchi-835221, Jharkhand
11. **Prof. Manjulika Srivatsava**, Director, IQAC, Indira Gandhi National Open University(IGNOU), Maidan Garhi, Delhi–110068
12. **Prof. H. C. Pokhriyal**, Executive Director(SOL), Delhi University, 5, Cavalry Lane, Delhi-110007
13. **Prof. Neelofar Khan**, Former Director, Directorate of Distance Education, University of Kashmir, Srinagar, Jammu and Kashmir
14. **Prof. Dhaneswar Harichandan**, Director, Institute of Distance and Open Learning, University of Mumbai, Vidyanagari, Mumbai -400098, Maharashtra
15. **Mr. B. S. Ponmudiraj, Deputy Advisor**, National Assessment and Accreditation Council, Bengaluru, Karnataka

[F.No.1/ODL/6Oct2017-NAAC]

Director
NAAC

To

All Participants

Sub: NAAC- IGNOU National Task Force Meeting at IGNOU on 27th November, 2018- reg.

Dear Sir/ Madam,
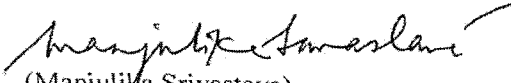
The NAAC Meeting of the National Task Force for Assessment and Accreditation of ODL is being held at IGNOU, on 27th November, 2018 (Tuesday), from 10 AM onwards in the Conference Room of VC Block, IGNOU, Maidan Garhi, New Delhi.

The finalized draft Manuals for Assessment and Accreditation of ODL institutions, namely OUs and DDE, are attached herewith for your kind perusal. You are expected to go through the documents and share your inputs in the forthcoming meeting.

We seek your kind cooperation and expertise in making this document more comprehensive and aligned to the existing norms and practices. Please make it convenient to attend the same.

With Warm regards,

Yours sincerely,

(Manjulika Srivastava)
Director, IQAC

आंतरिक गुणवत्ता आश्वासन केन्द्र (सी.आई.क्यू.ए.)
Centre for Internal Quality Assurance (CIQA)

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University
मैदान गढ़ी, नई दिल्ली - 110068, भारत | www.hindi.ignou.ac.in
Maidan Garhi, New Delhi - 110068, INDIA | www.ignou.ac.in

ignou
THE PEOPLE'S UNIVERSITY

List of Participants

Members of NTF

Prof. Nageshwar Rao Vice Chancellor Indira Gandhi National Open University Maidan Garhi, New Delhi- 110068	Attending (local)
Prof. E. Vayunandan Vice-Chancellor, Yashwantrao Chavan Maharashtra Open University, Nashik, Dnyangangotri, Govardhan, Near Gangapur Dam, Nashik- 422222, Maharashtra	Attending (No accommodation required)
Prof. Subha Sankar Sarkar Vice Chancellor Netaji Subhas Open University DD- 26, Sector- I, Salt Lake, Kolkata- 700064, West Bengal	Attending (Arrival- 26th Nov; Departure- 27th Nov)
Prof. Shivalingaiah VC, Karnataka State Open University Mukhtagangotri, Mysuru- 570006, Karnataka	Attending(Arrival- 26th Nov; Departure- 27th Nov)
Prof. Hitesh Deka Vice Chancellor Krishna Kanta Handique State Open University Guwahati, Patgaon, Rani. Guwahati, Guwahatu- 781017, Assam	Attending (No accommodation required)
Dr. Srikant Mohapatra Vice-Chancellor Odisha State Open University (OSOU) G. M. University campus, Budharaja, Sambalpur - 768004, Odisha	Not Attending
Dr. Latha Pillai Advisor , NAAC , Bengaluru, Karnataka	Attending (No accommodation required)
Prof. P. R. Ramanujam Professor of Distance Education, Indira Gandhi National Open University (IGNOU), New Delhi - 110068	Attending (local)
Prof. A. K. Singh Vice-Chancellor, AURO University, Former Vice-Chancellor, Ambedkar Open University, Ahmedabad, Gujarat	Attending
Prof. Madhulika Kaushik PVC, Usha Martin University, Ranchi- 835221	Attending (local)
Prof. Manjulika Srivastava	Attending

प्रो. मंजुलिका श्रीवास्तव
Prof. Manjulika Srivastava
निदेशक (सी.आई.क्य.ए.)

Director. IQAC Indira Gandhi National Open University (IGNOU), Maidan Garhi, New Delhi - 110068	(local)
Prof. H. C. Pokhriyal Executive Director (SOL) Delhi University 5, Cavalry Lane, Metro Station Delhi- 110007	Not Attending
Prof. Neelofar Khan (Former Director, Directorate of Distance Education, University of Kashmir) House no. 260,Rawalpora housing colony, Sanat Nagar by-pass near Afandi Bagh, Nikaah Marriage hall, Srinagar- 190005, Jammu and Kashmir	Attending
Prof. Dhaneswar Harichandan Director, Institute of Distance and Open Learning University of Mumbai Vidyanagari, Mumbai - 400 098, Maharashtra	Attending(Arrival-26th Nov; Departure-27th Nov)
Mr. B. S. Ponmudiraj Dy. Advisor, NAAC , Bengaluru, Karnataka	Attending(Arrival-27th Nov; Departure-28th Nov)

Members of Working Group at IGNOU

Prof Manjulika Srivastava, Director, IQAC	Attending
Prof Nilima Srivastava, Director, SOGDS	Attending
Prof PK Biswas, Professor, STRIDE	Not Attending
Prof Sanjiv Kumar, Professor SOS	Attending
Dr Dev Kant Rao, Director ACD	Attending
Dr Anita Priyadarshini, Asso. Prof., STRIDE	Attending
Dr Hema Pant, Deputy Director, RSD	Attending
Dr SK Mishra, Deputy Director NCDS	Attending
Dr Navita Abrol, Asst. Director, Defence Unit	Attending
Dr Shekhar Suman, Asst. Director, IQAC	Attending

श्री. मन्जुलिका श्रीवास्तव
Prof. Manjulika Srivastava
निदेशक (सी.आई.क्यू.ए.)
Director (C.I.Q.A.)

ignou
THE PEOPLE'S UNIVERSITY

TWO-DAYS REGIONAL DIRECTORS' MEET-16-17th NOVEMBER 2018

➤ **THEME: Vision of Student Support Services in the Digital Era**

Session	Timing	Panelist	Rapporteur (s)
		DAY 1	
First Session: Inauguration	10.00 AM – 11.00 AM		Dr Rita Chauhan ARD Dr K Nilofer, AD
Second Session: Open Session: Envisioning a Technology-enabled Framework for Learner Support Services	11.30 AM- 1.30 PM	**Initiated by:** Director (RSD) Directors of Schools Heads of Division/Centres **Chairperson:** Hon'ble Vice Chancellor	Dr S Srinivas, DD Dr A M Saklani, DD
Third Session: Emerging Role of Regional Centres in the Technology Enabled Scenario in the Digital Era	2.30 PM- 3.30 PM	Dr V P Rupum Dr Ganesan Dr Raja Rao Dr K S Chakraborthy Dr Anil Kumar Dimri Dr Joginder Kumar Yadav Dr Joseph Somi Dr M Rajesh	Dr Manoj Tirkey, AD Dr M A Laskar, ARD

		Dr Rajeev Kumar Dr G Shrinivas Dr Amit Kumar Srivastava **Chairpersons:** Dr V V Reddy Prof Uma Kanjilal	
Fourth Session: Vision of Student Support Services in Handling Student Grievances : Evolving Quality bench marks and achieving Zero Grievance and High Student Satisfaction	3.30 PM-4.30 PM	Dr Jaishree Kurup Dr Bini Toms Dr Amit Chaturvedi Dr Manorama Singh Dr Shiva Kumar Dr D R Sharma Dr Rajagopal Dr Avani Trivedi Bhat Dr Asha Sharma Dr T Iralu Dr Hema Pant **Chairperson:** Dr Sanjeev Pandey	Dr Siran Mukerji DD Dr D P Singh, ARD
Fifth Session: Brainstorming Session on the Operational aspects of Regional Centres	5.00 PM -6.00 PM	Director (RSD) Registrar (Admn) Registrar(SRD) Finance Officer Head (CPO)/CMD Head (CD) **Chairperson:** Hon'ble Vice Chancellor	Dr Hema Pant, DD Ms Moni Sahay, AD
Sixth Session: Vision of the Regional Centres for the next Five Years	6.00 PM- 7.30 PM	Dr Abhilash Nayak Dr Sangeeta Majhi Dr B Sukumar Dr. M. S. Parthasarathy Dr. Kameshwari Moorty Dr A N Tripathi Dr Sarah Nasreen Dr Neeti Rajan Dr Mirza Nihal Ahmed Beg Dr Ajay Vardhan Acharya Dr Moni Sahay **Chairperson:** Dr A S Guha	Dr Bhanu Pratap Singh ARD Dr Bir Abhumanyu Kumar, AD

DAY 2			
Seventh Session: Open and Distance Learning Regulations - 2017: Revisiting Student Support Services	10.00 PM- 11.30 PM	Dr Gulab Jha Dr Kanan Sharma Dr S Kishor Dr K D Prasad Dr M K Dash Dr Ashok Sharma Dr J S Dorothy Dr Arvind Manoj Kumar Singh Dr Yonah Bhatia Dr S S Singh Dr Anil C Borah Dr K. K Bhat Dr. Nurul Hasan **Chairperson(s):** Prof Manjulika Srivastava Dr Dev Kant Rao	Dr Shyni Duggal ARD Dr Vinita Katiyar ARD
Eighth Session: Government Programmes and its Implementation	12.00NOON – 1.30 PM	Dr S Mohanan Dr Fiyaz Ahmed DR Subhakant Mohanty Dr Sajib Kataky Dr Varadarajan Dr K C Dalai Dr Mamta Bhatia Dr S R Zonunthara Dr Salam Dilan Singh Dr Santosh Kumari Dr Purnendu Tripathi Dr Vikram Singh Dr Athur Rehman **Chairperson:** Dr P Sivaswroop	Dr. Anjana ARD Dr Ekta Sharma, ARD
Ninth Session: Role of Schools in Academic Delivery of Programmes through Regional Centres for the new age learners	2.30 PM – 3.30 PM	Director (RSD) and Directors of Schools	Dr Ranjita Panda, DD Dr Vikas Singhal,ARD
Tenth Session: Interface with	3.30 PM – 4.30 PM	Director (RSD), Registrar (SRD, SED,	Dr S K Mohanty

Divisions (SRD, SED, MPDD, EMPC,CMD and Computer Division) towards strengthening of the Learner Support Services		MPDD), Director (EMPC), Head (CD), CPO(CMD)	ARD Dr Arshia Hussain, ARD
Eleventh Session Report Presentation and Valedictory	5.00 PM – 6.30 PM	Presentation by each Chairperson : 10 Minutes each followed by Valedictory	

Disruption in Open and Distance Learning: Survival Quest of Open Universities in the Digital Age

MANJULIKA SRIVASTAVA, SHEKHAR SUMAN

Indira Gandhi National Open University, New Delhi, India

Abstract: *Education and skill development are foundations of the Digital India dream. Matching future needs to future technologies demand need for the education system to be redesigned or re-imagined. The time has come for all Higher Education Institutions (HEIs) to explore and embrace new technological interventions in all their operations and adopt new pedagogical approaches suited for the evolving ecosystem. For the education of tomorrow the present pedagogies are inadequate and irrelevant in the future globalized and technologically advanced environment. HEIs need to prepare their learners for this exponential change in knowledge, skills and abilities — the requirements of the Digital Age. A disruptive educational pedagogical model which is aligned to future needs is to be developed in order to support the learners in a way that will be responsive both to their needs and those of the economy. The digital technologies are disrupting both the traditional Conventional Education System and the Open and Distance Learning (ODL) system. There is an urgent need to redefine the ODL system from 'Open and Distance Learning' to 'Open and Digital Learning'.*

This paper examines the issue of redefining Open and Distance Learning, as Open and Digital Learning. The role of the Government of India and its policies in bringing about the transformation in the Digital Age has been outlined. The adoption of digital technologies by some Open Universities (OUs) across the world have been showcased. An attempt has also been made to enumerate the radical changes that the OUs need to usher into their system in order to redefine themselves as 'Open and Digital Learning' institutions in order to meet the needs of a Digital India[1].

Keywords: *Open Distance Learning, Digital learning, Digital India dream*

---

[1] The views expressed by the authors are based on their own experiences and observations as practitioners in the Open and Distance Learning system at apex bodies and statutory bodies.

Regulating Open and Distance Learning in India:
A Historical Perspective

Manjulika Srivastava,* Shekhar Suman** and Navita Abrol***

More than five decades ago policy-makers, realized the imperative need to introduce education through distance mode as an answer to the increasing pressure of numbers as well as the growing financial pressures on the universities. With the expanding base at the elementary and secondary education levels, the demand for higher education had increased. The UGC suggested in its Annual Report for 1956-1960 that proposals for evening colleges, correspondence courses and award of external degrees should be considered (UGC, 1956-60). The Planning Commission took serious note of such a need and in its Third Five Year Plan mentioned the need for the introduction of Correspondence Education (CE) in the country. The Education Commission (1964-65) that was subsequently set up under the Chairpersonship of Dr D S Kothari had recommended the institution of CE in view of the greater flexibility, economic viability, and innovative method of imparting education through printed self instructional materials. In order to maintain the educational standards, it recommended that it was necessary to associate top ranking scholars and teachers in the preparation of the courses. It was also felt that some training and continuing guidance should be provided to prepare self instructional materials (SIMs) to those involved in course writing and student counselling, which should be in the form of personal contact programmes (PCPs) (basically tutorials not lecture sessions) of three weeks duration in a year. The Kothari Commission had stressed on other means to enrich CE besides PCP, such as self study groups, attachment to colleges so that distance learners could avail library facilities and the benefits of the use of electronic media through preparation of radio and television programmes. The Kothari Commission was farsighted enough to realize that CE should not be confined to university degrees in all streams including

science and technology, but to include suitable programmes (courses) which could be useful to workers in industries, agriculture and other folds (Government of India, 1968). Thus, Correspondence Education (CE) was first introduced on an experimental basis at University of Delhi and subsequently in other universities (Government of India, 1966).

Against this backdrop the history of regulating Open and Distance Learning (ODL) - from CE to Distance Education (DE) to Open University (OU) system in India-has been traced through three phases namely: Correspondence Course Institutes (CCIs) under UGC (1962-1985), Open Universities (OUs) and CCIs/ Directorates of Distance Education (DDE) / Distance Education Institutions (DEIs) under IGNOU-DEC (1985- 2012) and OUs and DEIs/ DDE under UGC- DEB (2013 onwards).

Phase 1: Under UGC (1962-1985)

The 1970s saw a spurt in the growth and spread of the CE system in India, with more conventional universities opening CCIs (subsequently renamed as Directorates of Distance Education/ Centres of Distance Education) and were offering programmes by adopting the same syllabi of the regular programmes being offered in face- to- face mode in Humanities, Social Sciences, Commerce and Science. But in practice none of the CCIs developed courses which could be useful to workers in industries, agriculture, etc. The programmes offered through CE tended to duplicate what already existed in the conventional system. The system of CE continued to suffer from the same rigidities of conventional system as the programmes and course combinations offered and the entry requirements were not different from the conventional universities. The study materials prepared by the CCIs were also not in SIM format as suggested, but were on the lines of lecture notes. Thus, the suggestions of the Kothari Commission were overlooked and only a diluted form of this innovation was adopted. Innovations in the field of communications had not been integrated into the instructional design (Manjulika & Reddy, 1996).

At this stage all CCIs were functioning as

*Director, Internal Quality Assurance Cell, Indira Gandhi National Open University, Staff Training and Research institute of Distance Education , Maidan Garhi ,New Delhi-110068.
**Assistant Director, Internal Quality Assurance Cell, Indira Gandhi National Open University, Staff Training and Research Institute of Distance Education, Maidan Garhi, New Delhi- 110068.
***Assistant Director, Defence, Indira Gandhi National Open University, Staff Training and Research Institute of Distance Education, Maidan Garhi, New Delhi- 110068.

6