PROGRAMME GUIDE

B. Sc. (Food Safety and Quality Management) (BSCFFSQM) (FYUP)

School of Agriculture
Indira Gandhi National Open University
Maidan Garhi, New Delhi –110068

> **YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.**

This booklet contains relevant information in brief about the Programme on "B.Sc. (Food Safety and Quality Management) (BSCFFSQM) under UGC-FYUP" and the entire admission and examination procedures.

RECOGNITION

- Indira Gandhi National Open University (IGNOU) is a NATIONAL OPEN UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985).
- It is the First Open University in the country to have been accredited with the highest A++ Grade by NAAC and also secured Rank 1st in NIRF-2024 in the ODL category.
- IGNOU has been exempted from the applicability of UGC (Open and Distance Learning Programme and Online Programme) Regulations, 2020 *vide* Letter No. F. No. 1-8/2019 (DEB-I) dated 9th August 2019 & F.No.2-/2019 (OL) dated 17th March 2020.(http://ignou.ac.in/userfiles/Exemption%20from%20UGC%20regulations.pdf)
- The Degrees/ Diplomas/ Certificates issued by IGNOU are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with the corresponding Degrees/ Diplomas/ Certificates issued by all Indian Universities/ Deemed Universities/ Institutions etc.
- The UGC Notification No. F. 1-1/2020(DEB-I) dated 4th Sept. 2020 regarding recognition of Degrees and Certificate acquired through ODL mode states:
- **"22. Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.─ Degrees at undergraduate and postgraduate levels in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."**
- All the Programmes are recognized by AICTE *vide* Letter No. F. No. North-West/2022-23/1-112783440263 dated 31-May 2022.

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Note: *The above QR Codes can be scanned and open through and QR Code Scanner Application/App of your smart mobile phone*.

1.0 INDIRA GANDHI NATIONAL OPEN UNIVERSITY

1.1   Introduction

The Indira Gandhi National Open University (IGNOU) was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratising higher education by taking it to the doorsteps of the learners,
- providing access to high-quality education to all those who seek it irrespective of age, region, religion and gender,
- offering need-based academic programmes by giving professional and vocational orientation to the courses, and
- promoting and developing distance education in India.

1.2   Prominent Features

IGNOU has certain unique features such as:

- National jurisdiction with an international presence.
- Flexible admission rules.
- The programmes are offered in compliance with NEP 2020 Guidelines.
- Individualised study: flexibility in terms of place, pace and duration of study.
- Use of the latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- The programmes follow the multidisciplinary and inter-disciplinary approach.
- Resource sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations.
- Socially and academically relevant programmes based on students' need analysis, and
- Convergence of open and conventional education systems.

1.3   Important Achievements

- First Open University in the Country to have been accredited with the highest A++ Grade by NAAC.
- Secured Rank 1st in NIRF-2024 in the Open and Distance Learning category.
- Emergence of IGNOU as the largest Open University in the world.

- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Award of Excellence for Distance Education Material by Commonwealth of Learning (1999).

- Regular educational broadcast with facility for live interaction.

- Launch 24-hour Educational Channel - Gyan Darshan. IGNOU is running Gyan Darshan channel and regular transmissions are done from the studios at the Electronic Media Production Centre (EMPC), IGNOU.

- IGNOU has been entrusted with the responsibility of National Coordinator for SWAYAM and SWAYAM PRABHA for four TV channels (Channel Nos. 11 to 16). These channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.

- UNESCO declared IGNOU as largest institution of higher learning in the world (2010).

- Largest network of learning support systems.

- Declaration of Term-end result within 30 days.

1.4   The Schools of Studies

With a view to develop interdisciplinary programmes, the University operates through its Schools of Studies. Each School is headed by the Director who arranges to organise its academic programmes and courses in coordination with the school faculty and staff, and different academic, administrative and service divisions of the University. The emphasis is on providing a wide choice of courses at different levels.

The following Schools of Studies are in operation currently:
- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)

- School of Computer and Information Sciences (SOCIS)
- **School of Agriculture (SOA)**
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA)

1.5   Academic Programmes

The University offers Certificates, Diplomas, Advance Diplomas, Post Graduate Diplomas and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after need-based survey for such programmes. They are launched with a view to fulfilling the learners' needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at the workplace,
- self-enrichment,
- diversification and updating of knowledge, and
- empowerment.

1.6   Modular Approach to Programmes

The Programmes offered by the University are in compliance to the National Education Policy 2020. The teaching-learning arrangements in IGNOU are highly flexible. With this objective in mind, the University has followed a modular approach to Programme development for many of its degree-level programmes. As per the University policy, programmes with a modular approach are designed keeping in mind the needs of the learners

and offer flexibility in the combination of courses as well as methods. The learners have the choice to decide the pace of their learning and they have the option of course-wise registration for various programmes.

Under the modular approach, each course is allocated a certain credit weightage. A learner enrolled in a modular programme can exit the programme at designated points and obtain a certificate or diploma, depending on the number of credits completed. Alternately, depending on the number of credits earned, a learner with a Certificate level can complete a Diploma or a Degree.

1.7   Credit System

Defining Credit in ODL: The University follows the Credit System for most of its programmes. Each credit in our system is equivalent to 30 hours of learner study comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study and a 6-credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Certificate or Diploma or Degree) requires successful completion of the assignments, practical, projects (if applicable) and the Term-End Examination as per the requirements of each course in a programme.

1.8   Student Support Services

In order to provide individualized support to its learners, the University has a large number of Learner Support Centres, spread across the country. These Learner Support Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Learner Support Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this Prospectus. Support services are also provided through Work Centres, Programme Learner Support Centres, Skill Development Centres and Special Learner Support Centres. Online Programmes are delivered on the Learner Management System (LMS) Platform of the University. In case the number of students enrolled in a programme is small, the University shall provide Technology Enabled Learner Support (TELS) through GyanDarshan / GyanVani / Swayam Prabha/Web-based support.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

a) **Self-Instructional Printed Material**: The printed study material (written in self-instructional style) for both theory and practical components of the programmes is provided to the learners in the form of a single print book and/or e-book, comprising blocks and units or in the form of separate printed blocks for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) **Audio-Visual Material Aids:** The learning package contains audio and video programmes that have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The Video content is available on eGyankosh (www.egyankosh.ac.in) – the digital learning repository of the University. **The video programmes are also telecast on the GyanDarshan and SWAYAM PRABHA channels. All GyanVani** stations broadcast curriculum-based audio programmes as per the schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast audio programmes. Learners can confirm the dates for the programmes from their Learner Support Centres. The information is also provided through the university website.

c) **Academic Counselling Sessions:** Normally Academic counselling sessions are held as per schedule drawn by the Learner Support Centres. These are mostly held outside the regular working hours of the host institutions where the Learner Support Centres are located. **However, in case the number of students in a programme is small, face-to-face counselling shall not be organized. In such cases, the University shall provide Web Enabled Academic Support to the learners**.

d) **Teleconferencing**: Live sessions are conducted via satellite through interactive GyanDarshan Channel and simultaneously webcast at http://ignouonline.ac.in/ and Facebook Live sessions.

e) **Interactive Radio-Counselling (IRC):** IRC is being broadcast by Gyan Vani stations to enable the students to interact with the faculty, academic counsellors and students support staff. The detailed schedule can be accessed at the IGNOU-EMPC website. The IRC is also available through the University's website http://gd.ignouonline.ac.in/gyandhara/. You can ask questions right from your home by telephone by availing the facility of the toll-free telephone number provided for this purpose or using the GyanDhara link.

f) **Practicals /Project Work:** Some Programmes have practical/project component also depending upon the learning requirements. Practical sessions are held at designated institutions for which schedule is provided by the Learner Support Centres. Attendance at practical sessions is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the learner along with the study material.

1.10 GyanDarshan

GyanDarshan (GD) channel is a major milestone in the field of Educational Television in India. It is a joint venture of the Ministry of Human Resource Development (MHRD), Ministry of Information & Broadcasting (I&B Ministry), Prasar Bharati and IGNOU serving as the nodal agency. Launched in the year 2000, GD is a 24-hour educational channel, which offers the best of educational programmes covering a variety of subjects and catering to a wide range of viewers. These include pre-school, primary, secondary and higher secondary students, college/university students, youth seeking career opportunities, homemakers and working professionals. The software is pooled from various educational Institutions and Development Organisations. GD conducts two hours of live interactive sessions every day to build interactivity in the Open and Distance Learning (ODL) system. Teachers/Resource persons and IGNOU Regional Centre functionaries interact for academic and administrative matters with students. Induction Programmes for new students and convocations for graduating students are conducted live through Teleconferencing every year.

GyanDarshan is also available on the webcast, thus extending the reach of IGNOU programmes to audiences world over. The GyanDarshan telecast is also beneficial for students of the formal education system and the viewers can access Gyan Darshan on IGNOU's website http://gd.ignouonline.ac.in/gyandarshan/. As GyanDarshan Channel is must carry channel as per the Government of India Gazette notification, a number of private DTH/Cable Operators carry GyanDarshan in their Bouquets. GyanDarshan is now part of SWAYAM PRABHA and can be watched on SWAYAM PRABHA Channel No.14 (Open Universities and GyanDarshan).

1.11   GyanVani

GyanVani (GV) FM Radio was conceived in 2001 as a network of educational FM Radio Channels operating from various cities in the country. With an aim to enhance and supplement the teaching-learning process, each GV Station has a range of about 60 kms and covers an entire city/town including the adjoining rural areas. GyanVani serves as an ideal medium for niche audience addressing the local educational, developmental and socio-cultural requirements of the people. The flavour of the channel is by and large local and the medium is English, Hindi or language of the region. The overall content pertains to Primary and Secondary Education, Adult Education, Technical and Vocational Education, Higher Education, Distance Education and Extension Education etc. Interactive Radio Counselling (IRC) facility is being provided by GV Stations to enable students to interact with the faculty, academic counsellors and student support staff. The live phone-in programmes are popular components of the network. The programmes broadcast through each stations include both pre-recorded and live content. click the link- (http://gd.ignouonline.ac.in/gyandhara/)

1.12   GyanDhara

GyanDhara is an internet audio counselling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone, email and also chat mode. When live sessions are not on, GyanVani Delhi is made available on this platform. The GyanDhara streaming is available for internet users anywhere in the world. Important events broadcast by GV Delhi are also relayed by all GV stations using the GyanDhara feed. The Learners can access GyanDhara using the link https://www.ignouonline.ac.in/gyandhara/.

1.13   SWAYAM PRABHA

SWAYAM PRABHA is an initiative of the Ministry of Education (MoE), Government of India to provide 40 High Quality Educational TV Channels through DTH (Direct to Home) across the length and breadth of the country on 24x7 basis using GSAT 15 Satellite. Curriculum-based course content covering diverse disciplines are telecast through SWAYAM PRABHA and are provided by NPTEL, IITs, UGC, CEC and IGNOU with the objective of meeting the needs of lifelong learners in India and abroad. SWAYAM PRABHA channels are broadcasting the recorded videos as well as live telecasting of IGNOU programmes on 24x7 basis.

1.14   eGyanKosh

The IGNOU eGyanKosh (http://egyankosh.ac.in/) is a national digital repository of educational resources in higher education. It is available for the learners and teachers and public at large for free.

1.15   IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is an official mobile app of Indira Gandhi National Open University (IGNOU), New Delhi. This app is an ICT initiative of IGNOU to provide Digital Learning Environment to IGNOU learners and extending Technology Enhanced Learner Support Services to them. The aim of this initiative is to disseminate the digitised course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their handheld devices such as Mobile Phones and Tablets.

1.16   International Students Residing in India

The foreign nationals are advised to visit the page of International Division of the University (http://ignou.ac.in/ignou/aboutignou/division/id/introduction) for the programmes on offer for them; programme fee and other fees applicable for them. They may also contact International Division of the University at the Headquarters for more details

1.17   Library Services

The IGNOU library is the most resourceful information centre in the country in the field of distance education. The collection of printed and electronic resources is quite strong, with 1.5 lakh printed books at IGNOU Headquarters and 2.5 lakh printed books at libraries of RCs and LSCs.

- The University Library provides remote access to 8–10 online databases through the UGC e-Shodh Sindhu Consortium. Users can access over 7900+ e-journals and more than1700 e-books (http://www.ignou.ac.in/ignou/aboutignou/division/ldd/EResources) as well as millions of open-access resources in digital form.
- The holdings of the library collection and access to e-resources can be browsed and downloaded from their desktops through Web OPAC (https://libraryopac.ignou.ac.in/) and Integrated Search Engines.
- Library is a member of the Developing Library Network (DELNET) (https://www.delnet.in/) that provides various resource sharing services like browsing of

Union Catalogues, Inter-Library Loan and Document Delivery from more than 7000 member libraries.

- IGNOU is also a member of 'The Daisy Forum of India' (DFI), which provides Sugamya Pustakalaya (https://sugamyapustakalaya.org.in/welcomeLink.action) facilitating access to more than 67,000 books to the blind, people with low vision, or people with any other print disability.

- IGNOU library uploads Ph.D/M.Phil theses on UGC INFLIBNET's ―Shodhganga Repository for digital preservation and ensuring continuous access to scholarly content.

- IGNOU library uses Drillbit software provided by UGC INFLIBNET to check the texts of Research papers/Theses/Dissertations for originality and protect it against potential plagiarism.

- Research Scholars can take library membership by paying refundable security deposit of 5000 for availing lending services.

- Students interested in remote access of e-resources should download the form from Link: http://www.ignou.ac.in/ignou/aboutignou/division/ldd/raf, fill up the same and email to librarian@ignou.ac.in to facilitate access.

2.0   SCHOOL OF AGRICULTURE

The School of Agriculture (SOA), established in January 2005 at IGNOU, strives for a flagship role in turning the rural unemployed youth to first rate agricultural entrepreneurs and agri-business managers of tomorrow. The SOA strives to address the need for education and knowledge management in agriculture for safe and sustainable resource utilization and nutritional food production. The School seeks to build the capacity of stakeholders in emerging issues in agriculture such as climate change and declining productivity through competency-based education and training. Academic, research and extension activities are undertaken with a mission to improve and sustain the productivity and quality of human life in rural areas.

The School follows a multimedia approach in programme delivery. It comprises self-learning printed course material, supporting audio-video programmes, face-to-face interaction with academic counsellors at learner support centres, assignments for assessment and feedback, telecast of video programmes on GyanDarshan, broadcast of Audio / Video programmes through GyanVani (Interactive Radio Counselling) and teleconferencing through Gyan Darshan, SWAYAM PRABHA, and DTH.

The programmes offered by the School are designed in modular format offering maximum flexibility to the learners including multiple exit points. In recent years the school has collaborated with various apex institutions to develop programmes catering to the needs of specific target groups.

The Programmes offered by the School of Agriculture are:

❖ **Master's degree**
- Master of Business Administration (Agribusiness Management) (MBAABM)
- Master of Science (Food Safety and Quality Management) (MSCFSQM)

❖ **PG Certificate/Diploma**
- Post-Graduate Diploma in Food Safety and Quality Management (PGDFSQM)
- Post Graduate Diploma in Agribusiness (PGDAB)
- Post Graduate Certificate in Agriculture Policy (PGCAP) – ODL and Online

❖ **UG Degree**
- Bachelor of Science (Food Safety & Quality Management) (BSCFFSQM) (FYUP)

❖ **Diploma**
- Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
- Diploma in Dairy Technology (DDT)
- Diploma in Meat Technology (DMT)
- Diploma in Watershed Management (DWM)
- Diploma in Horticulture (DHORT)
- Diploma in Agricultural Cost Management (DACM)

❖ **Certificate Programmes**
- Certificate in Sericulture (CIS)
- Certificate in Water Harvesting and Management (CWHM)
- Certificate in Poultry Farming (CPF)
- Certificate in Bee Keeping (CIB)
- Certificate in Organic Farming (COF)

❖ **Awareness Programmes**
- Awareness Programme on Dairy Farming (APDF)

3.0 B.Sc. (Food Safety and Quality Management) (BSCFFSQM) Under UGC-FYUP

Food processing is an emerging sector. Due to changing lifestyle, food habits, urbanization etc., the demand for processed and ready-to-eat food products are on rise and the food processing industry is growing at a rapid pace. The continuous progress in the food sector has made the food safety equally important area of concern. The changing global patterns of food production, international trade, technological innovations, awareness for health have created a huge demand for food safety and quality professionals. The food safety has become an area of priority and necessity for manufacturers, retailers, and regulators and consumers. Food safety and hygiene is of utmost importance for the food industry as it helps to protect the health of consumers from foodborne illnesses and food poisoning. In recent times, several reports on the prevalence of food-borne illnesses and food safety related incidences have led to enactment and enforcement of science-based Food Safety and Standards Act, 2006 which has resulted in requirement for a large number of qualified and trained workforce at different levels.

Keeping this in view, the School of Agriculture (SoA), Indira Gandhi National Open University (IGNOU) has conceptualized a degree programme in the area of food safety and quality management since, there is no such programme offered at bachelor's level in the conventional, ODL and Online modes. The programme will be offered through Open and Distance learning mode. The bachelor's degree programme in food safety and quality management is designed to cater to the educational needs of various stakeholders of food processing and food safety sectors.

3.1 Programme Objectives

The B.Sc. (Food Safety and Quality Management) (BSCFFSQM) programme intends to:

- generate human resource in the area of food safety and quality management;
- enhance knowledge and skills in multi-disciplinary areas like food science, food processing and food safety; and
- promote self-employment in food processing, food safety and food auditing.

3.2 Target Group

Senior Secondary Passouts; Personnel interested to pursue career in food processing and food safety sectors; Professionals working in food processing and food safety sectors; entrepreneurs.

3.3 Salient Features of the Programme

The salient features of this programme are as follows:

- Focus on operational areas of food science, food technology and food safety.
- Courses designed and prepared by professional expert in the field of food technology.
- Student centric multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading experts through the teleconferencing and IRC.

3.4 Eligibility

10+2 with Science/Agriculture subject or its equivalent.

3.5 Duration

The minimum duration of the programme is 3 years and maximum duration is 6 years.

3.6 Medium of Instruction

The medium of Instruction for this programme is English.

3.7 Programme Structure

The B.Sc. (Food Safety and Quality Management) (BSCFFSQM) is of total 120 credits. It consists of courses as outlined in the following table:

SEMESTER-WISE PROGRAMME STRUCTURE

Year	Semester	Discipline Specific Core Courses	Minor (Discipline Specific/ Vocational)	Ability Enhancement Courses (AEC)	Skill Enhancement courses (SEC)/ Internship/ Dissertation	Inter-disciplinary courses (IDC)/ Common Value-Added Courses	Total Credits
I year	1st Semester	BPVC-101: Food Science and Food Safety (6 credits)	Minor-1 VOC (4 credits)	-	SEC-1 (4 credits)	IDC (6 credits)	20
	2nd Semester	BPVC-102: Food Chemistry and Nutrition (6 credits)	Minor-2 VOC (4 credits)	AEC-1 (4 credits)	-	VAC-01 (6 credits)	20
Exit 1:	**UG Certificate: Certificate in Food Safety and Quality Management**		VOC (4 credits)			-	40 (+4)
II year	3rd Semester	BPVC-103: Food Microbiology and Toxicology (6 credits) BPVC-104: Post-Harvest Management of Food Produce (6 credits)	Minor-3 DSC (4 credits)	AEC-2 (4 credits)	-	-	20
	4th Semester	BPVC-105: Food Safety and Quality Assurance (6 credits) BPVC-106: Processing of Agricultural Produce (6 credits)	Minor-4 DSC (4 credits)	-	SEC-2 (4 credits)	-	20
Exit 2:	**UG Diploma: Diploma in Food Safety and Quality Management**		VOC (4 credits)				80 (+4)
III year	5th Semester	BPVC-107: Processing of Animal Produce (6 credits)	Minor-5 DSC	-	SEC-3 (4 credits)	-	20

		BPVC-108: Food Safety and Quality Management System (6 credits)	(4 credits)				
	6th Semester	BPVC-109: Food Safety Laws and Regulations – I (6 credits) BPVC-110: Food Safety Laws and Regulations – II (6 credits)	Minor-6 VOC (4 credits)	-	Internship/ Course (4 credits)	-	20
Exit 3:	**UG Degree with Major: B.Sc. (Food Safety and Quality Management)**	**60 Cr**	**24 Cr**	**08 Cr**	**16 Cr**	**12 Cr**	**120 Cr**

Discipline Specific Minor, Minor Vocational, Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC)/Interdisciplinary Courses (IDC)/ Internship/ Dissertation, Value Added, and Vocational courses will be taken from the University's bouquet of respective courses.

DETAILED CURRICULUM

BPVC-101: Food Science and Food Safety (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Food Fundamentals	Unit 1: Food and Human Health
	Unit 2: Food Constituents and Properties
	Unit 3: Common Food Groups
	Unit 4: Other Foods
Block 2: Food Assimilation and Disorders	Unit 5: Food Digestion and Assimilation
	Unit 6: Anti-nutritional Factors, Toxins and Chemical Contaminants
	Unit 7: Protein and Energy Disorders
	Unit 8: Mineral, Vitamin and Metabolic Disorders
Block 3: Food Nutrition and Quality	Unit 9: Food Attributes
	Unit 10: Changes in Food during Handling and Processing
Block 4: Fundamentals of Food Safety and Quality	Unit 11: Introduction to Food Safety and Quality
	Unit 12: Food Hazards
	Unit 13: Food Spoilage
	Unit 14: Role of Organizations

Block 5: Activities Manual	1. Prepare a chart of the Food Pyramid. 2. Visit to a local market to identify any Ten functional foods and their nutritional value. 3. Tabulating nutritional information on packed food products. 4. Assessment of your own dietary pattern and comparison with a reference balanced diet. 5. Prepare a pictorial chart of the disorders caused by the excess or deficiency of one macronutrient and one micronutrient. 6. Prepare a chart showing the process of digestion of food, absorption and transportation of nutrients. 7. Visit a food retail store or market to gather information on organic and traditional food products. 8. Calculate the Body Mass Index (BMI) and compare with the WHO standards.

BPVC-102: Food Chemistry and Nutrition (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Food Chemistry - I	Unit 1: Basics of Food Chemistry
	Unit 2: Water
	Unit 3: Carbohydrates
	Unit 4: Proteins
Block 2: Food Chemistry - II	Unit 5: Lipids
	Unit 6: Vitamins
	Unit 7: Minerals
	Unit 8: Enzymes
Block 3: Basic Nutrition	Unit 9: Nutritional Aspects

	Unit 10: Nutritive Value of Agricultural Produce
	Unit 11: Nutritive Value of Animal Produce
	Unit 12: Metabolism of Nutrients
Block 4: Food Additives	Unit 13: Food Additives - I
	Unit 14: Food Additives - II

Block 5: Activities Manual	1. To observe the changes during dry heating of sugar.
	2. To identify and categorise the preservatives used in beverages, pickles, baked and canned products.
	3. To boil eggs and observe the changes in the physical state.
	4. To observe the changes in colour, texture and odour of roasted and unroasted semolina and gram flour.
	5. To study the rancidity of oils.
	6. To prepare a collage of Vitamin A rich foods.
	7. To prepare a chart depicting the inter-relationship between the metabolism of carbohydrates, lipids, and proteins.
	8. To prepare curd and learn the science behind it.

Block 6: Practical Manual	1. To prepare a standard solution of Sodium Hydroxide.
	2. To collect and prepare a food sample for chemical analysis.
	3. To determine the moisture content in a food sample.
	4. To determine the sugar and starch contents in a food sample.
	5. To determine the protein content in a food sample.
	6. To determine the fat content in a food sample.
	7. To determine the ash content in a food sample.
	8. To determine the acidity and pH in a food sample.
	9. To determine the gluten content in whole wheat flour.
	10. To determine the specific gravity of oils and fats.

BPVC-103: Food Microbiology and Toxicology (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Basics of Food Microbiology	Unit 1: Introduction to Food Microbiology
	Unit 2: Characteristics of Microorganisms
	Unit 3: Food Spoilage by Microorganisms
Block 2: Culture, Growth and detection of Microorganisms	Unit 4: Culture of Microorganisms
	Unit 5: Growth and Isolation of Microorganisms
	Unit 6: Detection and Enumeration of Microorganisms
Block 3: Uses and Control of Microorganisms in Food	Unit 7: Food Fermentation
	Unit 8: Control of Microorganisms - I
	Unit 9: Control of Microorganisms - II
	Unit 10: Role of Biotechnology in Food Industry
	Unit 11: Antimicrobial Resistance
Block 4: Food related Diseases	Unit 12: Food-borne Diseases
	Unit 13: Bacterial Food Infections
	Unit 14: Food Intoxication
Block 5: Food Toxicology	Unit 15: Introduction to Food Toxicology
	Unit 16: Agricultural & Industrial Contaminants in Foods

Block 6: Activities Manual	1. Observation of changes in bread kept at room temperature.
	2. Observation of milk spoilage kept at room temperature.
	3. Assessment and comparison of the shelf-life of whole and cut vegetables under room conditions.
	4. A Study on the pesticide residues in a food commodity.
	5. Survey to gather information on the incidence of foodborne disease.
	6. Visit a local market to gather information on various probiotic food Products available.
	7. Comparison of a beverage packed in Tetra Pack with a bottled beverage with respect to food additive.
	8. Observation of changes in sun drying of vegetables.

Block 7: Practical Manual	1. Familiarization with the Compound Light Microscope.
	2. Sterilization of Laboratory Glassware and Equipment.
	3. Staining Methods for Microscopic Observation of Microorganisms.
	4. Preparation of Nutrient Media: Broth and Agar.
	5. Inoculation and Incubation of Culture (Subculturing techniques).
	6. Collection and Transport of Food Samples for Microbiological Analysis.
	7. Enumeration of bacteria using the Standard Plate Count Method.
	8. Enumeration of Fungi (Yeasts and Molds).
	9. Preparation of Dahi.
	10. Estimation of Coliforms in Water sample by the Most Probable Number (MPN) Method.

BPVC-104: Post-Harvest Management of Food Produce (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Food Physiology	Unit 1: Introduction to Food Physiology
	Unit 2: Growth, Maturation, Ripening and Senescence
	Unit 3: Physiological Disorder
Block 2: Post Harvest Management	Unit 4: Principles of Post-harvest Management
	Unit 5: Causes of Pre-and-Post-harvest Losses
	Unit 6: Post Harvest Treatments
Block 3: Storage, Transportation and Marketing	Unit 7: Storage of Fresh Produce
	Unit 8: Transportation of Agricultural Produce
	Unit 9: Marketing and Market Mechanization
Block 4: Post-Harvest Management of Fruits and Vegetables	Unit 10: Harvesting and Minimal Processing
	Unit 11: Primary Processing of Fruits and Vegetables
	Unit 12: Drying and Dehydration of Fruits and Vegetables
Block 5: Milk Collection, Transportation and Storage	Unit 13: Milk Collection, Chilling and Storage
	Unit 14: Milk Reception, Chilling and storage
Block 6: Post-Harvest Management of Cereals, Pulses	Unit 15: Harvesting, Transportation and Reception of Raw Materials

and Oilseeds	Unit 16: Primary Processing and Storage

Block 7: Activities Manual	1. Survey on the arrival trends of Fruits and Vegetables in a Local Mandi or Market. 2. Collection of Disease Specimens of any Four Fruits and Vegetables in Your Locality. 3. Estimation of Physical Losses in Selected Vegetables at Wholesale, Retail and Consumer Levels. 4. Visit to a Cooperative Milk Collection Centre or a Local Dairy Plant and study the Milk Reception and Platform Testing. 5. Separation and Quantification of the Parts of Fruits. 6. Preparation of a Report on Monthly arrival of Major Fruits and Vegetables. 7. Preparation of a Report on Cold Chain Infrastructure Existing in your District or State.

BPVC-105: Food Safety and Quality Assurance (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Fundamental of Food Safety	Unit 1: Concept of Food Safety and Quality
	Unit 2: Hazards in Food and their management
Block 2: National Food Safety Laws and Standards	Unit 3: National Organizations involved in Food Safety
	Unit 4: Indian Food Safety Law Ecosystem
	Unit 5: Export and Import Laws and Regulations
Block 3: International Food Safety Laws and Standards	Unit 6: International Food Standard Developing Bodies
	Unit 7: Retail and Voluntary Standards
	Unit 8: Other Policies and Agreements
Block 4: International Food Regulatory Bodies	Unit 9: America and Oceania
	Unit 10: South-East Asia
	Unit 11: European Union
Block 5: Management System for Safe Food	Unit 12: Quality Management
	Unit 13: Food Safety Management System
	Unit 14: Total Quality Management
	Unit 15: Food Safety Surveillance and Food Defence

Block 6: Activities Manual	1. Identification of food safety hazards and their sources. 2. Prepare a list of national and international organizations involved in food safety. 3. Compile the information/reports on the food safety incidents and food-borne disease outbreaks in India and abroad. 4. Identification of food products with declared food allergens on labels. 5. Study of quality changes in edible oil during repeated deep frying and storage. 6. Compilation of information /reports on food fraud incidents in India or abroad. 7. Compilation of information on adulterants and their testing methods as prescribed by FSSAI.

	8. Detection of adulteration in selected food products using simple home-based tests.

Block 7: Practical Manual	1. Visit to a nearby food establishment.
	2. Assessment of factors affecting food safety in a food handling environment.
	3. Identification of key focus areas for GHP and GMP in a food establishment or food processing unit.
	4. Hygienic requirements for dairy product manufacturing premises as prescribed by FSSA.
	5. Identification of legal requirements for dairy products.
	6. Preparation of the process flow for a meat processing unit.
	7. Hazard analysis and risk categorization of a selected food product.
	8. Study of food labelling and claims as per Indian and international regulations.
	9. Collect information on the standards of any four countries for any one food product.
	10. Study on food fraud: A case study.

BPVC-106: Processing of Agricultural Produce (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Introduction to Processing	Unit 1: Overview on Processing
	Unit 2: Quality Characteristics and Parameters of Raw Materials
	Unit 3: Food Supply Chain Management
Block 2: Processing of Fruits and Vegetables	Unit 4: Fermentation of Fruits and Vegetables
	Unit 5: Fruit Based Alcoholic Beverages
	Unit 6: Canning of Fruits and vegetables
Block 3: Processing of Cereals and Coarse Grains	Unit 7: Processing of Maize
	Unit 8: Refining of Coarse Grains
	Unit 9: Processing of Wheat and Paddy
Block 4: Processing of Pulses and Oilseeds	Unit 10: Processing of Pulses
	Unit 11: Processing of Oilseeds
Block 5: Processing of Plantation Crops and Honey	Unit 12: Processing of Coffee and Tea
	Unit 13: Processing of Spices and Condiments
	Unit 14: Processing of Nuts
	Unit 15: Processing of Honey

Block 6: Activities Manual	1. Study the consumption pattern of fermented fruits and vegetable products.
	2. Study the millet /coarse grain consumption pattern.
	3. Visit to a nearby KVIC/Kendriya Bhandar/TRIFED store and prepare a list of available products from cereals/millets/pulses.
	4. Visit to a nearby flour mill and write a report on the milling process of wheat/paddy followed there in details.
	5. Identify locally prepared fermented fruits and vegetable products and study the science of preparation.

	6. Prepare one fruit/vegetable based fermented product at home.
	7. Prepare a 10-minute video on different coconut products available in the nearby market/locality.
	8. Prepare a physical map of India and mark the places which are known for spice production.

BPVC-107: Processing of Animal Produce (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Processing of Milk	Unit 1: Clarification, Separation, c and Standardization
	Unit 2: Homogenization
	Unit 3: Pasteurization
	Unit 4: Sterilization and Ultra-High-Temperature Processing
Block 2: Processing of Meat	Unit 5: Slaughtering and dressing of Meat animals and birds
	Unit 6: Meat Cutting, Grading and Quality Evaluation
	Unit 7: Handling and Transportation of Meat
	Unit 8: Chilling and Freezing Storage
Block 3: Processing of Egg	Unit 9: Egg and its composition
	Unit 10: Egg Handling, Grading, Preservation, Packaging and Storage
	Unit 11: Egg Products
Block 4: Processing of Fish	Unit 12: Fish Handling and Chill Storage
	Unit 13: Fish Mince
	Unit 14: Surimi

Block 5: Activities Manual	1. Prepare a flow chart of milk trading pattern prevailing your area (primary collection centre, secondary collection centre, chilling centre). Support your exercise with suitable photo of all the centres and give their collection capacities. OR write about the agencies involved in milk distribution in your area and product profile of the agencies.
	2. Write report on different milk products marketed by different agencies in your area. Prepare a comparative price table per litre of milk for different types of milk (full cream, single toned, double toned and skim milk)
	3. Assess the knowledge of consumers towards safety issues in meat production, storage and consumption. Prepare a questionnaire based on different quality attributes of meat.
	4. Survey on types of egg available in local market (hen egg, duck egg, brown egg, organic egg, antibiotic free egg)
	5. Do a quality testing of egg at home by specific gravity method and judging internal quality parameters.
	6. Do a quality testing of fish available in local market. Check its freshness.

BPVC-108: Food Safety and Quality Management System (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Managing Risk	Unit 1: Risk Analysis
	Unit 2: Food Traceability and Recall
Block 2: Prerequisite Program for food safety	Unit 3: Good Agricultural Practices
	Unit 4: Good Animal Husbandry Practices
	Unit 5: Good Hygienic Practices
	Unit 6: Good Manufacturing Practices
	Unit 7: Good Retail and Logistic Practices
Block 3: HACCP - Principles and Implementation	Unit 8: HACCP
	Unit 9: Implementation of HACCP
	Unit 10: Case study - HACCP
Block 4: FSMS	Unit 11: ISO 22000
	Unit 12: Case study – FSMS
Block 5: Sanitation and Waste Management	Unit 13: Sanitation in Food Business Establishment
	Unit 14: Waste Management and Environment Protection

Block 6: Activities Manual	1. Identify the biological, physical and chemical hazards during processing of any food product. 2. Prepare a chart for risk assessment for any one hazard. 3. Prepare a HACCP flowchart for apple juice or liquid milk. 4. Prepare a chart depicting food hygienic practices. 5. Prepare a chart depicting GMP. 6. Prepare a sanitation/cleaning schedule for any food processing plant. 7. Compile information of any two instances of recall of any processed food product. 8. Case study on GRAPENET. 9. Visit a food establishment and collect information about the food safety policy.

Block 7: Practical Manual	1. Visit to a nearby Food Establishment and identify Good Hygienic Practices followed. 2. Preparation of Decisions Trees as per ISO 22000 for a Food Establishment. 3. Developing FSMS: Data Collection and Hazard Identification (Physical, Chemical and Biological). 4. Developing FSMS: Hazard Analysis (Using FMEA Technique for Risk Assessment). 5. Developing FSMS: Development of OPRP and HACCP Plan. 6. Developing FSMS: Verification and Validation of Control Measures (OPRP and HACCP Plan) as per Codex Guidelines on Validation.

BPVC-109: Food Safety Laws and Regulations – I (6 credits)

Block Number and Title	Unit Number and Title
Block 1: International Food	Unit 1: Codex

Safety Standards and Certification System	Unit 2: ISO
	Unit 3: IFS
Block 2: Indian Food Safety Laws and Certification System	Unit 4: FSSA, 2006
	Unit 5: AGMARK and BIS
Block 3: Licensing and Registration of Food Businesses	Unit 6: Licensing and Registration of Food Business Establishments
	Unit 7: General Sanitary and Hygienic Requirements for Licensing and Registration
Block 4: Specific Hygienic and Sanitary Practices	Unit 8: Milk and Milk Products
	Unit 9: Meat and Meat Products
	Unit 10: Catering and food service establishments
Block 5: General Regulations	Unit 11: Food Safety Auditing
	Unit 12: Food Recall Procedure
	Unit 13: Other Regulations - I
	Unit 14: Other Regulations – II

Block 6: Activities Manual	1. Visit a food retail store and collect information on any three products with BIS/AGMARK certification. 2. Prepare a chart depicting the different ISO family related to food safety and quality. 3. Prepare a chart depicting different Codex committees related to food safety and quality. 4. Compile the information regarding the Licensing/Registration requirements of any food establishment. 5. Prepare a chart depicting the requirement of licensing and registration under FSSAI regulations. 6. Prepare a chart depicting the organization structure of FSSAI. 7. Identify and collect information about any two food products certified as Organic products. 8. Prepare a chart depicting all applicable FSSAI regulations for a food business. 9. Prepare a chart depicting the requirements under Schedule 4 of licensing regulations.

BPVC-110: Food Safety Laws and Regulations – II (6 credits)

Block Number and Title	Unit Number and Title
Block 1: Regulations covering Horizontal Standards	Unit 1: Food Additives
	Unit 2: Fortification of Food
	Unit 3: Contaminants, Toxins and Residues
	Unit 4: Food Analysis
	Unit 5: Packaging
	Unit 6: Labelling and Display
	Unit 7: Advertising and Claims
	Unit 8: Prohibition and Restrictions on Sales
	Unit 9: Import
Block 2: Regulations covering Vertical Standards	Unit 10: Food Products Standards– I
	Unit 11: Food Products Standards– II
	Unit 12: Food Products Standards– III

	Unit 13: Nutraceutical and related food categories
	Unit 14: Alcoholic Beverages

Block 3: Activities Manual	1. Identify and collect information about any two products certified as fortified products.
	2. Prepare a chart depicting horizontal and vertical standards.
	3. Observe and comment on the label of any five products with nutritional/health claims.
	4. Compile information on any three food products for FSSAI labelling compliance.
	5. Compile information on any three products for food additives.
	6. Prepare a chart depicting classification of food additives with five examples each and their E or INS numbers.
	7. Prepare a chart depicting at least five prohibitions under FSSAI regulations.
	8. Prepare a chart depicting details related to Health Supplements, Nutraceuticals, Food for Special Dietary Use, Food for Special Medical Purpose, Functional Food and Novel Food.
	9. Analyze the knowledge of any two street food vendors in your locality regarding food quality and safety.
	10. Visit a food vendor, observe and identify the gaps on various hygienic practices followed.
	11. Identify the probable contaminants and toxins in potable water.
	12. Compile information on the product standards of any three food products (Bakery, dairy, fruits and vegetables) as per FSSA, 2006.

3.8   Admission Process

The Admission Forms can be submitted online through the online admission portal at https://ignouadmission.samarth.edu.in/ by the Indian Student. Foreign student residing in other countries can also join the online programmes and can submit their admission form at https://ignouforeigniop.samarth.edu.in/.

The prospective learners are required to create their user ID and password for logging in to the system and upload the required documents along with the submission of the Admission Form. There is no need to send the printed copy of the Admission Form to the Regional Centre. The programme fee can be paid online using Payment Gateway through net banking, debit/credit card or UPI. Once the admission form is submitted online, the students can track the progress of their admission. A message is sent on the mobile number and email ID registered with the System once admission is confirmed. In case of any discrepancy in the Admission Form, the prospective students are advised to remove the discrepancy within a stipulated time. Failing to do so will lead to the rejection of the admission form.

After going through the above-given eligibility conditions, a student can register for this programme. For any admission-related queries, kindly email to: **csrc@ignou.ac.in.**

3.9 Programme Fee

- Rs. 6,000/- per year plus Registration fee of Rs.300/-

Note: The Programme fees and the registration fee shall be applicable as mentioned in the University admission portal.

3.10 Evaluation

The system of evaluation in IGNOU is different from that of conventional universities. In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity.

You are aware that this B.Sc. (Food Safety and Quality Management) programme has different types of courses such as Discipline-Specific Core Course, Discipline Specific Course - Minor, Minor Vocational, Interdisciplinary Courses (IDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Internship, and Value-Added Course. The evaluation of each type of course will be different. Within the course also, there will be different components theory which include continuous assessment (Assignments) and summative assessment (Term-end Examination (TEE) as well as practical (Term-end Practical examination). Different courses will have different components depending on the course structure. For example, in Discipline-specific Core Courses, BPVC-101 has only two evaluation components i.e. Assignments and TEE. Whereas, BPVC-102 will have three evaluation components viz. Assignments, TEE and Term-end Practical Examination.

Having understood about the evaluation of courses and the evaluation component, let us know about the evaluation methodology. Kindly note that the evaluation methodology discussed below is mainly focused on Discipline-Specific Core (DSC) Courses. The evaluation methodology of generic courses like Discipline Specific Course - Minor, Minor Vocational, Interdisciplinary courses (IDC), Ability Enhancement Courses (AEC), Skill Enhancement courses (SEC), Internship, and Value-Added Course will be as per the methodology of that particular course.

Evaluation Structure and modalities

The evaluation is of two types: (1) continuous evaluation through assignments, and (2) summative evaluation through term-end examination and term-end practical examination.

A) Assignments:

Assignments constitute the continuous evaluation component of a course. For each course, you have to complete one assignment. Assignments of all 10 Discipline-Specific Core Courses i.e. BPVC-101 to BPVC-110 will have two parts i.e. Part-A: Tutor-marked Assignments and Part-B; Activities. You have to complete both the parts and submit them together as single document of two separate documents for evaluation. The assignments of generic courses Discipline-specific Minor, Minor-vocational, IDC, SEC, AEC, and Value added) will have only one part i.e. Tutor-marked Assignments. The maximum marks of all the assignments will be 100.

Weightage of assignments for Discipline-Specific Core Courses varies depending on the evaluation component of that particular course. The weightage of assignments for different Discipline-Specific Core Courses is given below:

- Weightage of assignments including Activities for BPVC-101, BPVC-104, BPVC-106, BPVC-107, BPVC-109 and BPVC-110 (Theory courses) is 30%

- Weightage of assignments including Activities for BPVC-102, BPVC-103, BPVC-105, BPVC-108 (Integrated courses) is 20%

The weightage for assignments of generic courses Discipline-specific Minor, Minor-vocational, IDC, SEC, AEC, and Value added) will 30%.

The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

- You have to complete the assignments on time.
- You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments on time for that course.
- If you appear in Term End Examination without submitting the assignments, then the result of term-end examination is liable to be cancelled.

For each course of this programme, you have to do a set of Tutor Marked Assignments (TMAs).

- TMAs consists of one to two parts depending upon the nature of the course.
- The TMA for each semester can be downloaded from the Student Zone of the University website-www.ignou.ac.in.
- The assignment responses should be complete in all respects. Before submission, you should ensure that you have answered all the questions in the assignment. Incomplete answers would bring you poor scores.

- The University/Coordinator of the Learner Support Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

- For your own record, retain a copy of all the assignment responses which you submit to the coordinator of your Learner Support Centre. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments on your assignments by the evaluator within a month after submission, please try to get it from your Learner Support Centre personally. This may help you to improve upon future assignments.

B) Term-end Examination (TEE)

TEE constitute the summative evaluation component of a course. Each course will have one TEE. The maximum marks of all the TEE will be 100. Even though the programme structure is based on semester, the term-end examinations will be conducted annually.

Weightage of TEE for Discipline-Specific Core Courses varies depending on the evaluation component of that particular course. The weightage of TEE for different Discipline-Specific Core Courses is given below:

- Weightage of TEE for BPVC-101, BPVC-104, BPVC-106, BPVC-107, BPVC-109 and BPVC-110 (Theory courses) is 70%

- Weightage of TEE for BPVC-102, BPVC-103, BPVC-105, BPVC-108 (Integrated courses) is 50%

The weightage for TEE of generic courses Discipline-specific Minor, Minor-vocational, IDC, SEC, AEC, and Value added) will 70%.

C) Term-end Practical Examination

Learner will attend the practical counselling at the allotted Learner Support Centre. At the end of the practical counselling sessions, the learner will submit the practical workbook or record to the programme-in-charge or Coordinator of the LSC. On the final day of the counselling session, term-end practical examination will be conducted where the learner will perform the experiment given to him/her without the guidance of academic counsellor and the learner will be evaluated based on the performance in the experiment and the written part about the experiment (covering the materials required, procedure, observations and/calculations, results and precautions). The maximum marks for the term-end practical evaluation will be 100.

Weightage of Term-end Practical examination for Discipline-Specific Core Courses varies

depending on the evaluation component of that particular course. The weightage of Term-end Practical examination for different Discipline-Specific Core Courses is given below:

- Weightage of Term-end Practical examination for BPVC-101, BPVC-104, BPVC-106, BPVC-107, BPVC-109 and BPVC-110 (Theory courses) is 0% (since they do not have practical component)

- Weightage of Term-end Practical examination for BPVC-102, BPVC-103, BPVC-105, BPVC-108 (Integrated courses) is 30%

Since the generic courses like Discipline-specific Minor, Minor-vocational, IDC, SEC, AEC, and Value added) does not have practical component, there will be no term-end practical examination for these courses.

To sum up, the weightages of different evaluation components of Discipline-Specific Core Courses and generic courses are as follows:

Type of course	Weightage of Assignment including Activities	Weightage of TEE	Weightage of Term-end Practical Examination
DSC Theory Courses: BPVC-101, BPVC-104, BPVC-106, BPVC-107, BPVC-109, BPVC-110	30%	70%	0%
DSC Integrated Courses: BPVC-102, BPVC-103, BPVC-105, BPVC-108	20%	50%	30%
Generic Courses like Discipline-specific Minor, Minor-vocational, IDC, SEC, AEC, and Value added	30%	70%	0%

Distribution of Marks

Every course is considered as an independent entity. The maximum marks for each course shall be 100. The course-wise distribution of marks is presented in table below:

Course Code	Course Title	Assignments	TEE	Term-end practical exam	Total marks
BPVC-101	Food Science and Food Safety	100 (30)	100 (70)	-	100
BPVC-102	Food Chemistry and Nutrition	100 (20)	100 (50)	100 (30)	100
BPVC-103	Food Microbiology and Toxicology	100 (20)	100 (50)	100 (30)	100

BPVC-104	Post-Harvest Management of Food Produce	100 (30)	100 (70)	-	100
BPVC-105	Food Safety and Quality Assurance	100 (20)	100 (50)	100 (30)	100
BPVC-106	Processing of Agricultural Produce	100 (30)	100 (70)	-	100
BPVC-107	Processing of Animal Produce	100 (30)	100 (70)	-	100
BPVC-108	Food Safety and Quality Management System	100 (20)	100 (50)	100 (30)	100
BPVC-109	Food Safety Laws and Regulations - I	100 (30)	100 (70)	-	100
BPVC-110	Food Safety Laws and Regulations - II	100 (30)	100 (70)	-	100
	Generic Courses like SEC, IDC etc.	100 (30)	100 (70)	-	100

Note: Number outside the brackets indicates the maximum mark and within the brackets indicate the weightage.

Pass Percentage for the Programme

The learner has to secure a minimum of 40% marks in all components of the course *viz.* Assignments, term-end examination, term-end practical examination, internship etc. on individual basis as well as on aggregate basis.

Results and Certification

The final certification of the **B.Sc. (Food Safety and Quality Management)** programme shall be made on a five-point scale and grade point averages approved by the University.

Letter Grade	Point Grade	Range	% of Marks	Division
A	5	4.50 and above	80 and above	1st Division with Dist.
B	4	3.50 to 4.49	60 to 79.9	1st Division
C	3	2.50 to 3.49	50 to 59.9	2nd Division
D	2	1.50 to 2.49	40 to 49.9	Pass
E	1	0 to 1.49	Below 40	Fail

Term-end Examination (TEE)

The University conducts term-end examination twice a year, in June and December. The first examination can be taken in after the minimum period prescribed (completion of one year), depending upon the cycle of admission i.e. June/December. In other words, student admitted in January session will be eligible to take first term-end examination in December and those

admitted in July session can take exam in next June. The first examination can be taken in June/December, after completion of one year, depending upon the cycle of admission i.e. July/ January. In other words, student admitted in January session will be eligible to take first term-end examination in December and those admitted in July session can take exam in next June. Thereafter, the examination can be given in June or December, within the total span of the programme. To be eligible to appear at the term- end examination in any course, students are required to fulfill the following conditions:

1) Should pursue the prescribed course and should have valid registration at the time of submission of examination form. Further, maximum time to pursue the programme has not elapsed.

2) Should complete 75% of attendance in practical courses/ practical counselling sessions.

3) Should submit the examination form before stipulated date.

4) Should have submitted all the assignments of various courses.

Students should submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. **For the latest information** regarding Programme fee, Exam fee, Late fee etc., you are requested to visit the IGNOU website.

About last date of form fill up and the examination fee, please visit the University website.

i) **The date of submission of Examination form without late fee:**

For June TEE : 1st March to 31st March

For December TEE : 1st September to 30th September

ii) **Examination forms with late fee are accepted as per following schedule:**

Submission of Exam Form

Dates	Prescribed Fee for Learner admitted till December 2022 admission cycle	Exam/Practical/Project Fees from the January 2023 Admission Cycle onwards	ALLOTMENT OF THE EXAM CENTRE

I. 14th March, 2025 to 28th April, 2025 (Online) Extended	Rs. 200/- per course. (Theory courses and practical/lab courses)	(i) Examination Fee Rs.200/- per theory course (ii) Practical Fees - Upto 4 Credit Rs. 300/- Per course - Above 4 Credit Rs. 500/- per course (iii) Project Fees - Upto 4 Credit Rs.300/- per course - Above 4 Credit Rs.500/- per course The late fee will be remain same	The University will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/alternate exam centre under the jurisdiction of the same Regional Centre). However, the University reserves the right to shift the students from one exam centre to another exam centre.
II. 29th April, 2025 to 04th May, 2025 (Online)	Rs. 200/- per course. (Theory courses and practical/lab courses) Rs. 200/- per course with Late fee of Rs.1100/-		

NOTE: 1. The University reserves the right to reschedule/cancel examinations/papers at any time in all the Examination Centre across the Country or in any particular Examination Centre/ State due to any exigency or any other reasons.

2. Students registered for appearing in Practical/Lab courses including BLIS Programme are advised to contact their Regional Centre for Venue and schedule of exams.

General Guidelines Regarding the Term-End Examination

1. To be eligible to appear the Term-end Examination in any course, the learners are required to fulfill the following conditions:
   a) registration for the courses, in which they wish to appear is valid,
   b) should have opted and pursued the prescribed courses
   c) should have submitted the required number of assignment(s), if any.

d) Should have submitted the online examination form of IGNOU and have paid the requisite examination fees.

2. Examination schedule indicating the date and time of examination for each course is sent to all the Regional Centres/ Learner Support Centres well in advance. The same is also notified and displayed on the IGNOU website (www.ignou.ac.in). You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and appear for the other course in the next examination (i.e. June or December as the case may be).

3. The online examination form is to be filled up from IGNOU website, in general, as per the schedule given on the IGNOU website (You MUST visit IGNOU website for actual cutoff dates). The details of fee and late fee are displayed on the website.

e) Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination (TEE) twice a year in the months of June & December.

A learner is permitted to appear in TEE subject to the following conditions:

1. Registration for the courses is valid and not time barred.
2. Required number of assignments in the courses have been submitted by the due date wherever applicable.
3. Minimum time to pursue these courses as per the provision of the programme has been completed.
4. Examination fee for all the courses the learner is appearing in the examination has been paid.
5. You should pursue the prescribed course.
6. You should complete 75% of attendance is practical contact hours
7. You should submit the examination form before stipulated date.

In the case of non-compliance of any of the above conditions, the result of all such courses is liable to be withheld by the University.

Applying for Term-end Examination

The learners are required to fill in the Examination form to appear in the TEE each time i.e., for every exam (June/ December) a learner has to apply a fresh. The Examination Forms are

accepted online only as per the schedule available on the IGNOU website (https://exam.ignou.ac.in/) from time to time.

NOTE:

- The University reserves the right to reschedule/cancel examinations/papers at any time in all the Examination Centres across the Country or in any particular Examination Centre/ State due to any exigency or any other reasons.
- Students registered for appearing in Practical/Lab courses including BLIS Programme are advised to contact their Regional Centre for Venue and schedule of exams.
- Examination fee will be as per the University policy. Please check the actual examination fees on the University website at the time of examination form filling.
- Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

Hall Ticket for Term End Examination

No hall ticket shall be dispatched to the examinees. Hall Tickets of all examinees are uploaded on the University Website (www.ignou.ac.in) 7-10 days before the commencement of the Term End Examinations. Therefore, learners are advised to visit the IGNOU website for updates.

Students are advised to take the printout of the Hall Ticket from the University website after entering the enrolment number and name of the programme of study and report at the examination centre along with the Identity Card issued by the University. Without a valid IGNOU Student ID Card issued by the University, examinees will not be permitted to appear in the examination.

Always remember your Enrolment Number is your Roll Number for the term-end-examination (theory paper). Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will lead to the non-declaration of the result.

If you do not get the Hall Ticket, check the list of students registered for the examination at the Examination Centre or on the IGNOU website www.ignou.ac.in. If your name is on the list, you shall be permitted to appear at the examination by showing your Identity Card (Student Card)/downloaded Hall Ticket to the Examination Centre Superintendent.

Declaration of Results

- Although all efforts are made to declare the result in time.

- Due to unforeseen/unavoidable reasons, if the results of the last examination are not declared before the commencement of the next examination. You are, therefore, advised to fill up the term-end examination form for the next term-end examination without waiting for the result of the previous term-end examination.

- Always quote your name, Enrollment Number, name of the programme and complete address for any correspondence with the University (including the Regional Centre and Learner Support Centre or Programme Study Centre). In the absence of such details, we may not be able to attend to your problems.

- No student is allowed to re-appear in an examination or re-submit assignment responses to improve the marks/grade after completing it.

Early Declaration of Results

The University has the provision of early declaration of term-end examination results of theory courses. The application for early declaration of results shall be entertained only if you have been selected for any post or applied for further studies, wherein a mark sheet/certificate for qualifying examination is required to be submitted to the institution by a particular date, which may be before the date of declaration of the University results. You must compulsorily submit documentary evidence (proof) in support of the reason for the early declaration of your result.

It may be noted that early declaration of results is allowed only in respect of theory courses. This facility is not applicable for practical/lab courses, projects, workshops, assignments, seminars, etc. The application for early declaration of results shall be entertained for final year courses or a maximum of four backlog courses only. The prescribed fee shall be paid for early result declaration. Application form along with the required amount of fee must be submitted to the Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068 before the date of the commencement of term-end examination i.e., before 1st June and 1st December, respectively. The link for Early Declaration of Results is placed in this book.

Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grades secured them in the Term-end Examination can apply for re-evaluation within 40 days from the date of result declaration i.e., the date on which the results are made available on the University website on payment of

the prescribed fee as per the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/ grades shall be incorporated into the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars, etc.

Issue of Official Transcript

The students may also obtain an 'Official Transcript' for submission to the Overseas or Indian Institutes/ Universities on request. They may apply in the prescribed form by paying the requisite fee.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at on the University's website www.ignou.ac.in.

Photocopy of the Evaluated Answer Script

The students may obtain a photocopy of the evaluated answer scripts for the term-end examination on request. They may apply through online portal https://onlineservices.ignou.ac.in/reevaluation/ within 30 days from the date of declaration of results.

4.0 UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicableto all the students irrespective of the year of the registration.

4.1   Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they will have to apply afresh and go through the admission process again.

4.2   Re-Registration

Re-registration means registration in the next semester/year of a programme, wherever applicable. Learners are advised to submit the Re-Registration (RR) forms online on the web portal www.ignou.ac.in as per schedule being notified by the University from time to time, irrespective of the fact that whether the learners appeared in the examination or not or whether they are passed or not in the course(s) registered in the current academic session.

4.3   Additional time for Learners with Disability

(a) Learners with disability of 40% or more are given an additional 2 (two) years beyond the maximum duration prescribed for all academic programmes.

(b) Learners with disability seeking benefits of the aforesaid facility should submit the Disability Certificate issued by the competent authority at the Regional Centre concerned, which, in turn will verify it, make entry in the database and transmit the data to SRD for updating in the Master records.

4.4 Reservation for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, EW) for admission in Central Educational Institutions

The University provides reservation of seats for Scheduled Castes and Scheduled Tribes, non-creamy layer of OBC, Economically Weaker Sections, (as notified by MHRD vide OM 12-4/019-U1 dated January 2019), War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its programmes in which there are limited number of seats and admission is through a merit list. However, submission of forged certificate under any category shall make the student liable not only for cancellation of admission but also legal action as per Government of India rules.

Ministry of Human Resource Development, Department of Higher Education, Govt. of India, vide their Office Memorandum F. No. 12-4/2019-Ul, dated 17th January 2019, on the subject cited above, has conveyed that in accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and in reference of Ministry of Social Justice and Empowerment vide OM No. 20013/01/2018-BC-II dated 17th January 2019, enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally backward Classes, it has been decided to provide reservation in admission to educational Institutions subject to a maximum of ten per cent of the total seats in each category. The provision of reservations to the Economically Weaker Sections shall be in accordance with the directions contained in the OM No. 20013/01/2018-8C-11 dated 17th January 2019 of the Ministry of Social Justice & Empowerment subject to the condition mentioned in the Office Memorandum of MHRD.

Accordingly, the reservations shall be provided to EWSs for admission in the University from the academic year 2019-20 onwards beginning the academic session in July 2019. The reservation shall be applicable only in Programmes having seat restrictions.

4.5 Scholarships

The learners enrolled in IGNOU are eligible for Government of India Scholarships. They are advised visit the National Scholarship Portal of the Government of India https://scholarships.gov.in/ and submit their application online. For further details students may contact at the headquarters, Student Service Centre can be contacted for details.

Students belonging to the Scheduled Caste category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at https://scholarships.gov.in/public/schemeGuidelines/Postmatric_SC.pdf

Students belonging to the Scheduled Tribe category may apply for financial assistance under the Centrally Sponsored Scheme of Post Matric Scholarship. Details of the Scheme are available at
(1) https://scholarships.gov.in/public/schemeGuidelines/Goa/Goa_3004_G.pdf
(2) https://scholarships.gov.in/public/schemeGuidelines/tribalfellowshipguideline.pdf

4.6 Digital Study Materials and Assignments

The University has a provision to provide soft copy of the self-learning material in place of printed material. A learner opting for the soft copy will be given a discount of 15% in the Programme Fee. The Option to this effect has to be indicated by the learners while filling in the Online Admission Form. Such learners will not be given printed self-learning material. The University has digitized the study material for different programmes. The digitized material is available on eGyanKosh, the digital repository of the University.

The University encourages the use of digital study material. It has been decided that as an incentive 15% concession shall be given to the students who opt for digital study material in place of printed study material.

The University sends study material to all the students and if a student does not receive the same for any reason; whatsoever, the University shall not be held responsible for that. Assignments for the current session are made available on the website. Students are advised to download the same.

For non-receipt of study material, learners are required to write to the Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

4.7 Guidelines for Admission in respect of International Students residing in India

a) Download the Admission form for the respective Programme from IGNOU's website www.ignou.ac.in

b) Fill up all the columns of the admission forms and attach the relevant documents (as mentioned in the Prospectus) along with the fee and cost of the registration fee.

c) Submit the hard copy of the form along with documents and fees at the following address Director, International Division, IGNOU, Block No. 15, Maidan Garhi. New Delhi.

d) The learner must fill all the Columns of the Admission Form, failing which the admission form will not be processed for admission. The complete applications should reach at the above address not later than the last date of submission of forms.

e) The learner may apply only for those courses for which international fees have been prescribed.

f) The learner will have to produce a valid STUDY VISA for the minimum duration of the programme. Presently, students from Nepal and Bhutan are not required to submit the Study Visa.

g) The learner will have to remit the International Fees of the Programme.

h) The fee has to be remitted through Bank Draft favouring "IGNOU" payable at New Delhi.

i) The learner should possess the minimum qualification specified for the Programme. However, for equivalence of the qualification of the candidate reference may be made to Booklet Equivalence of Foreign Degrees‖ published by the Association of Indian Universities. In case the Degree/Certificate possessed by the candidate is in a language other than English or Hindi, a translated copy duly verified by the concerned Embassy should be submitted.

j) The fees once paid will neither be refunded nor transferred. However, in cases where the University denies admission, the programme fee will be refunded through A/c Payee Cheque only.

k) The student needs to submit NO OBJECTION CERTIFICATE from the concerned embassy.

l) In the letter it should be clearly written that the Embassy has no objection regarding study of the concerned student in IGNOU as well as extension of visa from time to time. PIO / OCI Card holders are not required to submit the NOC from the concerned Embassy.

m) PIO/OCI card holders and also Refugees (UNCHR) Card Holders will pay the fee applicable to International Students.

For further details you may visit:

http:www.ignou.ac.oin/ignou/aboutignou/division/id/introduction

4.8   Migration Certificate

For the Migration Certificate, requisition may be sent to the Regional Director along with the following documents:

1) Application Form
2) Self-attested copy of the Grade card and Provisional certificate.
3) Fee of Rs.500/- in the form of a demand draft drawn in favour of IGNOU payable at the city where the RegionalCentre is located.

4.9   Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/ surname while submitting the admission form.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for on-ward transmission to Registrar, SRD:

a) Original copy of Notification in a daily newspaper notifying the change of name;

b) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;

c) Marriage Card/Marriage Certificate in case of women candidates for change in surname;

d) Gazette Notification, in original, reflecting the change of name/surname;

e) Demand Draft of Rs.500/- drawn in favour of IGNOU payable at New Delhi

Request for correction and/or change of Name / Surname will be entertained only before award of the Degree/Diploma/Certificate. For change/correction of name after completion of programme, but before award of degree please see the guidelines available at: http://www.ignou.ac.in/userfiles/Notification%20(4)(3).pdf

4.10 Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost. However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

However, in case of any specific complaint regarding fraudulent institutions, fleeing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 29534336)

2. Director, SSC (Tele: 29535714)

3. Director, RSD (Tele: 2953 2118, 29572412)

4. Registrar, SED (Tele: 2953 5828, 29572204)

5. Registrar, SRD (Tele: 2953 2741,9571302)

6. Registrar, MPDD (Tele: 29534521,29572002)

7. Deputy Registrar, F&A (Tele: 29534934)

8. Registrar (SRD) (Tele: 29571302)

Alternatively, complaints may be faxed on 011-29532312.

 Email: registraroffice@ignou.ac.in

 Website: http://www.ignou.ac.in

Note: Except the above-mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given the liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

4.11 Placement Services

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Master's Programme, the university has established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campusplacement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

4.12 Equal Opportunity Cell

In order to implement the provisions of the UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012, IGNOU has set up an Equal Opportunity Cell with the objectives of safeguarding the interests of all the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability so that equality is promoted among all the sections of students.

5.0 SCHOOL OF AGRICULTURE FACULTY

Name of faculty	Designation	Qualification	Area of Specialization
Prof. S. K. Yadav	Professor	M.Sc., Ph.D.	Agronomy
Prof. Praveen Kumar Jain	Professor	M.Sc., Ph.D.	Agricultural Economics
Prof. Vijayakumar, P.	Professor	M.V.Sc., Ph.D.	Livestock Production Management
Prof. Mukesh Kumar	Professor	M.Tech., Ph.D.	Agricultural Engineering (Soil and Water Conservation Engineering)
Dr. Mita Sinhamahapatra	Associate Professor	M.V.Sc., Ph.D.	Livestock Products Technology
Dr. Dinkar B. Kamble	Assistant Professor	M.Tech., Ph.D.	Food Science and Technology
Dr. Chaithra N.R.	Assistant Professor	M.Sc., Ph.D.	Agricultural Extension

Programme Name and Code: Bachelor of Science (Food Safety and Quality Management) (BSCFFSQM) - FYUP

Programme Coordinators: Prof. Vijayakumar, P. and Prof. Mukesh Kumar
Contact Details: 011-29573092 and 011-29572971
Email: pvkumar@ignou.ac.in and mkumar@ignou.ac.in

6.0 GUIDELINES FOR SUBMISSION OF ASSIGNMENTS

Assignments are part of the continuous evaluation of the student. The submission of assignments is compulsory. The grade that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. You cannot appear for the term-end examination for any course if you do not submit your assignment. Assignments are uploaded on the university website in the month of January. The validity of the assignments is one year which implies that these assignments are to be attempted by the students who have taken admission in the January and July cycles.

The main purpose of assignments is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The information given in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them.

The assignment responses should be complete in all respects. For the tutor marked assignments, you have to submit your response sheets to the Coordinator of the Learner Support Centre (LSC) assigned to you. After evaluation, these tutor-marked assignments will be sent back to you with comments and grade.

The University/Co-ordinator of the LSC has the right not to entertain or even reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back from your LSC your duly evaluated assignments along with a copy of the assessment sheet containing comments from the evaluator on your performance. This may help you to improve future assignments and in preparing for term-end examination.

For your own record retain a copy of all assignment responses which you submit. If you do not get back your duly evaluated tutor-marked assignments along with a copy of the assessment sheet containing comments of the evaluator on your assignment within a month after submission, please try to get it personally from your Learner Support Centre. This may help you to improve upon future assignments. Also, maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to

represent your case to the University in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. For this, you have to ask for/obtain a fresh set of assignments for that course, applicable to that particular semester. However, once you get the pass grade in an assignment, you cannot re-submit if for improvement of grade. Assignments are not subject to re- evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the coordinator of the LSC, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters.

In case you find that the score indicated in the assessment sheet of your assignments has not been correctly reflected or is not entered in your grade cards; you are advised to contact the coordinator of your Learner Support Centre with a request to forward correct award list to the Student Evaluation Division (SED) at the Headquarters.

INSTRUCTIONS FOR ASSIGNMENTS

- Write your Enrolment Number, Name, full address, signature and date on the top right-hand corner of the first page of your response sheet.
- Write the programme title, course code, course title, assignment code and name of your learner support centre on the left-hand corner of the first page of your response sheet.

Course code and Assignment code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

ENROLMENT NO
....

NAME ....

ADDRESS
....

SIGNATURE ....

PROGRAMME TITLE............................

COURSE CODE ....

COURSE TITLE............................

ASSIGNMENT CODE.........................

(As printed on assignments)

LEARNER SUPPORT CENTRE ....

- Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.

- Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. Make sure that the answer is logical and coherent and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numerical, use proper format and give working notes wherever necessary.

- Use only A4 size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between the answers. This may facilitate the evaluator to write useful comments in the margin at appropriate places.

- Write the responses in your own hand. Do not print or type the answers. Do not copy youranswers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.

- Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

- Write each assignment separately. All the assignments should not be written in continuity. Write the question number with each answer.

- The completed assignment should be sent to the Coordinator of the Learner Support Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the SED at Headquarters for evaluation.

- After submitting the assignments at the Learner Support Centre get the acknowledgment from the coordinator on the prescribed assignment remittance-cum-acknowledgement card.

- In case you have requested for a change of Learner Support centre, you should submit your assignments only to the original Learner Support Centre until the change of Learner Support Centre is notified by the University.

- The assignments can be obtained from the Learner Support Centre/Regional Centre or may be downloaded from IGNOU Website www.ignou.ac.in.

- There is no provision for re-evaluation of assignments as per rules.

- The validity of assignments is for two semesters.

7.0 CONTACT US

7.1   Some Useful Addresses

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to the Regional Director of your region.**

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned IGNOU Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Director or MPDD, IGNOU
3.	SED Registrar's Secretariat	Contact No. Phone No: 011-29535828/ 2482 Intercom No. 2204/2205 FAX No. 011-29534429 sed@ignou.ac.in
4.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: convocation@ignou.ac.in Ph. 011-29535438, 29572224, 29572213
5.	Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (**Exam-II**), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29572202, 29572209
6.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Deputy Registrar (**Exam-III**), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29536103, 29572201, 29572211, 29571525
7.	Non-reflection of Assignment Grades/ Marks	Assistant Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068

		e-mail: assignments@ignou.ac.in or Ph. 011-29532294, 29571312, 29571319, 29571325
8.	Change of elective/medium/opting of leftover electives/deletion of excess credits	Concerned Regional Centre
9.	Student Grievances (online)	Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sregrievance@ignou.ac.in Ph. 011-29532294, 29571313
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29573210
11.	Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block-G, IGNOU, Maidan Garhi, NewDelhi-68 Ph. 011-29537067, 29572972, e-mail: soa@ignou.ac.in
12.	Information Regarding Counselling Sessions & Assignment Submission	Concerned Learner Support centres and ProgrammeStudyCentre
13.	Status of Project Report	Phone No: Intercom No. 1324/1320/1321 E-mail: projects@ignou.ac.in
14.	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 e-mail: ssc@ignou.ac.in directorssc@ignou.ac.in Ph. :011-29535414, 29533869 Fax: 011-2953 3129
15.	Front Office (May I help you) (Students' General Enquiries) IGNOU Telephone Exchange Number	Phone No:011-29572218, 2210/ 2211/ 2208/ 2216/ 2209 29571000
16.	Public Information Center (PIC)	PH: 011-29533715, 29572508

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted

if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

You are also advised to get in touch with the Programme In-charge of your Learner Support Centre or Programme Study Centre.

7.2   Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

a) **Schools:** Where you will get the information about the programmes offered by different Schools. In the School of Agriculture, programmes being offered in the agriculture sector are available.

b) **For students:** The University's website (www.ignou.ac.in) has a special section marked as "Student Zone" to facilitate various student support services, from admission to results to the students and covers- registration details, queries about admission, re-registration, results; catalogue for print media and audio video; download facilities for assignment; library; question papers; material dispatch details, address checking; registration for SMS alerts; convocation; term-end date sheet; examination form; campus placement and prospectus and application form. The students are requested to access the Student Zone of the IGNOU website-www.ignou.ac,in. The link is http://www.ignou.ac.in/ignou/ student zone

For SMS alert you can be registered at:

https://admission.ignou.ac.in/changeadmdata/UpdateMobile.asp

c) **Division:** Under this section, there are links to the Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.

   i. **Student Registration Division (SRD):** This link will give you information about admission and re-admission.

   http://admission.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP

   ii. **Student Evaluation Division (SED):** This link gives information about term-end examination, grade card status, results, hall ticket etc.

   http://www.ignou.ac.in/ignou/studentzone/results/2

   iii. **MPDD:** The link http://www.ignou.ac.in/upload/price%20catale.pdf and registarmpdd@ignou.ac.in / mpdd@ignou.ac.in gives the price catalogue of the study material.

iv. **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form. Please check with empc@ignou.ac.in / directorempc@ignou.ac.in or edusat-empc@ignou.ac.in

7.3 Some Forms for Your Use

Please see the latest version of the forms at the following links.

1) Sample Form for Early Declaration of Result.

http://www.ignou.ac.in/userfiles/APPLICATION%20FORM%20FOR%20EARLY%20DECLARATION%20OF%20RESULT%20OF%20TERM-END%20EXAMINATION.pdf

2) Sample Form for Re-evaluation of Answer Scripts

http://www.ignou.ac.in/userfiles/Application%20form%20for%20Reevaluation%20of%20Answer%20Scripts(1).pdf

3) Sample Form for Improvement in Division/Class

http://www.ignou.ac.in/userfiles/Improvement%20form.pdf

4) Sample Form for Obtaining Photocopy of the Answer Script

http://www.ignou.ac.in/userfiles/Application%20Form%20for%20botaining%20photocopy%20of%20the%20answer%20script.pdf

5) Sample Form for Issue of Official Transcript

http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf

6) Sample Form for Issue of Migration Certificate

http://ignou.ac.in/userfiles/Migration%20Certificate.pdf

7) Sample Form for Obtaining Duplicate Grade Card/Mark sheet

http://www.ignou.ac.in/userfiles/Duplicate%20mark%20sheet%20form.pdf

8) Application Form for Obtaining Duplicate Copy of Degree/Diploma/Certificate

http://www.ignou.ac.in/userfiles/Duplicate%20Degree,Diploma%20and%20%20Certificate%20Form.pdf

Grievance Redressal:

IGNOU has a robust mechanism in place for redressal of student grievances. A Special Online Portal – IGNOU Grievance Redress and Management (iGRAM) has been developed for this purpose. Students can submit their grievances on iGRAM online and track the response. iGRAM can be accessed at http://igram.ignou.ac.in/. A dedicated Student Service Centre has been set up at the HQ to respond to the queries and grievances of the students.

IMPORTANT INFORMATION

Please keep this Programme Guide safe till you complete the Programme. You will need to repeatedly consult it while pursuing the Certificate Programme, as this guide carries information pertaining to structure, course and units; guidelines for operationalization of the programme and formats required for different purposes to make correspondence with the University.

Printed Self Learning/Instructional Study Material (SLM) is the backbone of the Open and Distance Learning System (ODL). The study material is prepared by a team of experts keeping in view the requirements, understandings and interest of the learners. The material is developed through an expert committee who are distinguished academics and professionals in respective disciplines. The study material is written in such a manner that the learners can study themselves with little assistance from the Academic Counsellors at the Learner Support Centres. Further, you may also refer to textbooks and reference books, as per your requirement. These are available with select libraries attached to the Learner Support Centre or Programme Study Centres and Regional Centres.

The IGNOU will send you the study material by the registered post or may be handed over in person. If you do not receive the same for any reason, it may be immediately reported to your Regional Centre, for verification and necessary action. The assignment questions can be downloaded from the IGNOU website (www.ignou.ac.in).

Remember, you are eligible for Term-end-examination in June/December, depending upon the cycle of your admission i.e., January/July, till you have valid registration up to a maximum period of three years.