PROGRAMME GUIDE

FOR

CIT (Online Mode) STUDENTS

CERTIFICATE IN INFORMATION TECHNOLOGY (CIT)

January - 2023

ignou
THE PEOPLE'S
UNIVERSITY

SCHOOL OF COMPUTER AND INFORMATION SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
C-BLOCK NEW ACADEMIC COMPLEX
MAIDAN GARHI, NEW DELHI –110068

http://www.ignou.ac.in

ProgrammeGuide:

January-2023.This is a Programme Guide of CITOL Programme offered by IGNOU from January, 2023 admission cycle.

Further information on the Indira Gandhi National Open University courses can be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or from its Regional Centres spread across the length and breadth of the country.

CONTENTS

Message from the Programme Coordinator

Welcome to the family of online learners and IGNOU's CITOL (Certificate in Information Technology) Programme.

The CITOL Programme is 18 credits. This online Programme's learning content will be made available through the Learning Management System (LMS) of IGNOU's online programmes through the link: https://iop.ignouonline.ac.in/programme/p9. In addition, you may also visit IGNOU websites iop.ignouonline.ac.in-> Announcements and http://www.ignou.ac.in for current information and updates. You will be provided online counselling for all the theory and practical courses for which you will get communication from your Nodal Regional Centre (RC) RC Noida.

Programme Objectives: In today's world, digital technology is becoming an integral part of our daily life, be it using smartphones, buying airplane tickets online using credit/debit cards, booking cabs through Apps, cash withdrawal from ATM machines, searching online, posting video online etc. Therefore, there is a need for everyone must be familiar with basic skills to use digital technology effectively. i.e., one should be digitally literate. The broad objective of the CIT (Certificate in Information Technology) Programme is to impart digital literacy skills covering four major topics: computer hardware, software, multimedia and the internet.

Programme Duration, Passing Criteria and Attendance Requirements:
(A)Minimum Duration: 6 months, Maximum Duration: 2 years
(B) Passing Criteria: 40%.In order to successfully complete CIT, one has to secure 40% in each academic component separately: (i) Assignment (ii) Term End Theory examination and (iii)Term End Practical examination.
(C) 70% compulsory attendance is required to attend term-end practical examination however, attendance to the theory session is not compulsory.
(D) Submission of assignments is required to appear for term-end theory examinations.

 CIT Programme consists of three theory courses and one practical course:
 (i) CIT-001: Fundamentals of Computer Systems (4 credits) (ii) CIT-002: Introduction to Information Technology (4 credits) (iii) CIT-003: Web based Technologies and Multimedia Application (4 credits) and (iv) CITL-001:Laboratory Course (6 credits)

COE, IGNOU will be facilitating your online learning process. You may contact COE at: iopsupport@ignouonline.ac.in and coe@ignou.ac.in. Also, during the study, if you have any feedback, suggestions and comments to make about the LMS, please write to: iopsupport@ignouonline.ac.in. For academic counselling related query you may contact your Nodal RC at: citol@ignou.ac.in .

Assignments are one of the essential components of learning and evaluation. You have to complete and submit assignments on your Learning Management System (LMS). Assignments of all the courses are of **multiple choice type**. All the assignments you have to attempt/submit online. You must submit the assignment of every course before the due date to be eligible to appear for the related Term-end Examination. Term –end examination of all the courses of CITOL will be in online mode.

 Video Links: For all the theory courses (CIT-001, CIT-002, CIT-003), 40 videos for each course are recorded and the links are shared in this documents. The list of video links are provided in this document. Please watch all the videos in order to understand the course in a better way. All these videos you will find on your LMS also.

You are advised to visit the IGNOU website and your LMS account regularly for the latest updates.

Though you will have access to all the CIT Course Material (Soft Copy) on LMS, you may still download it from the below link: https://egyankosh.ac.in/handle/123456789/612 as per your requirements.

Wishing you all the best,

Dr. M.P.Mishra
CIT Programme Coordinator
Email: cit@ignou.ac.in

1. BASICINFORMATION

1.1 Introduction

The recent rapid availability of computers in a large range of configurations has thrown open the need for trained manpower in the areas. Many investigations and studies have indicated an alarming shortage of manpower in the 90s and beyond. This vacuum was filled up rapidly by the proliferation of alarge number of computer training institutions. However, it was restricted to the four walls of the classroom and failed to quench the educational thirst of all. With a view to democratising education so that it covers large segments of the population, vocations and professions. IGNOU stepped in to play an active role in the development of appropriate manpower to relate to the national development plans.

This Programme aims to introduce the concept of Hardware, Software, Multimedia and Internet technologies. Also included is a laboratory course where the student gets hands-on experience.

1.2 Duration of the Programme

The minimum duration of the Programme is **six months**. However, a learner may be permitted to stretch it over a period of **two years**. To fulfil the requirements for acquiring the CIT, a student may clear all the courses in six months. If a student fails to clear all the courses in six months, the student will be permitted a maximum period of **two years** to clear the Programme.

1.3 Medium of Instruction

The medium of instruction is **English.**

1.4 Credit System

The University follows the 'Credit System' for its programmes. CITOL is a certificate programme of 18 credits. The term credit defines the total workload to be taken by a distance learner. In terms of the number of hours, **one credit is equivalent to 30 hours of study time** which includes all academic activities: reading self-learning materials, listening to live interactive radio counselling and recorded audios, watching the live Gyan Darshan channel and recorded videos, attending counselling sessions at study centres (theory as well as practicals) and doing the assignments. The credit system helps the student to understand the academic effort one has to put in to successfully complete a course. Completion of the CIT programme requires successful clearing of the Assignments Term-end Examination of each course in the Programme.

1.5 Recognition

IGNOU is a Central University established by an Act of Indian Parliament in 1985 (Act No.50 of 1985) IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circulars F-1/8/92(CPP) dated Feb.1992 and F1-52/ 2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B (449)/94/177115 dated January 14, 1994.

In recognition of the pre-eminence of IGNOU and its quality of education and degrees offered, IGNOU has been exempted from seeking approval from UGC for offering programmes in ODL and Online MODE (as per UGC notification F.No.1-19/2020(DEB-I) dated March 25, 2021.

2. Student Support Services

As an Online student, you will be provided login credentials and details to access Learning Management System (LMS) by the University. You are, therefore, advised to regularly visit LMS so

as to get the latest information about assignments, submission schedules (assignments and examination forms), etc. Also, you are advised to visit the IGNOU website regularly so that you are updated on the latest developments in CIT Programme.

The methodology of instruction at this University is different from that of conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. In CITOL, all the instruction is imparted through Online Mode only. The University follows a multi-channel approach to instruction. It comprises a suitable mix of:

☞ online counselling by Nodal Study Centres by academic counsellors,
☞ web-based academic support: e-content available on e-Gyankosh portal,
☞ assignments,
☞ online practicals,
☞ Gyan Darshan Channel, including teleconferencing,
☞ Gyan Vani.

Most of the information about the Programme would be displayed on IGNOU online portal (https://iop.ignouonline.ac.in/). You are, therefore, advised to keep visiting the IGNOU online website on a more regular basis for the latest information.

2.1 Lectures on Gyan Darshan and Interactive Radio Counselling

The live lectures based on BCA courses of SOCIS are telecasted on GD (Gyan Darshan) channel. The live telecast can be seen on http://www.ignouonline.ac.in/ .You can listen to radio counselling programs at http://www.ignouonline.ac.in/. Also, the schedule of GD (Gyan Darshan) lectures and the Interactive Radio Counselling Program (IRC) can be seen on http://www.ignouonline.ac.in/gyandarshan/

Figure 1: IGNOU Online Web Page

Details of Availability on various platforms of Gyan Darshan Channel and Gyan Vani

Gyan Darshan Channel

Sl.No.	DTH Platform	TV Channel No.
1.	Airtel DTH	442
2.	TATA Sky DTH	755
3.	Sun Direct DTH	596
4.	Den DTH	526
5.	In Digital	464(Delhi)
6.	Hathway DTH	473
7.	Dish TV DTH	991
8.	TACTV	576 & 577

Telephone number of EMPC Video Studio-2 for interaction; during the live session: 011-29532844, 011-29532845, Toll-Free: 1800112346, Fax: 011-29536134

Gyan Vani Channel

Sl.No.	DTH Platform	TV Channel No.
1.	DD Free Dish	44

2.2 SWAYAM PRABHA-DTH Channel-19 (Professional and Vocational Education):

This channel is funded by MoE, Govt of India and Coordinated by IGNOU, New Delhi. This is an exclusive channel covering IGNOUs' Professional and Vocational Education Programmes. This channel broadcasts visually high-quality and graphically enriched video content of IGNOUs' Certificate/Diploma/PG Diploma/PG Certificate/Under Graduate/Post Graduate courses pertaining to Computer Science/Application, Management Studies, Vocational Education, Engineering & Technology, Law Extension and Development Studies, Social Work, Journalism and New Media Studies, Performing Arts and Health Sciences. The scope is very wide and covers courses from 10 Schools of IGNOU through this channel. Gradually, IGNOU is recording and pooling the videos on Channel-19 SWAYAM PRABHA homepage: https://www.swayamprabha.gov.in/

Professional and Vocational Education (Channel-19):
https://www.swayamprabha.gov.in/index.php/program/current_he/19

Archive Video: https://www.swayamprabha.gov.in/index.php/program/archive_he/1

2.3 Counseling Sessions

The details of the theory and practical Counseling sessions are given below.

2.3.1 Theory Counseling Sessions

In the Online Mode, you mostly have all learning transactions online. You will have relatively less interaction with tutors/counsellors. There are some counselling sessions in each theory course to answer some of your questions and clarify your doubts that may not be possible through any other means of communication. It also provides you with an opportunity to meet your fellow students.

You will be provided learning support through Online Counselling sessions. In CITOL, there are **19 theory counselling sessions** and **18 practical counselling sessions**. Each theory session is of 2-hour duration. Each practical session is 3 hours duration.

It is possible that apart from such structured questions in terms of the content of the specific blocks or units, a student may have questions of a very general nature, cutting across several concepts, which s/he could raise/clarify in the counselling sessions.

There are academic counsellors at the Nodal Study Centre to provide Online Counseling and guidance to you. These sessions will be held online mode organised by study centres. They will try to help you to overcome the difficulties that you face while studying for the CIT programme. In these sessions, you must try to resolve your subject-based difficulties and any other related issues.

You should note that the Counseling sessions would be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching.

Course Code	Course Title	No. of Credits	No. of Theory/Practical Session
CIT-001	Fundamentals of Computer Systems	4	7
CIT-002	Introduction to Information Technology	4	6
CIT-003	Web based Technologies and Multimedia Applications	4	6
CITL-001	Laboratory Course	6	18

Before attending the Counseling session for each Course, please go through your Course material as per the session schedule and make a plan of the points to be discussed.

2.3.2 Practical Sessions and Compulsory Attendance

The practical counselling sessions will also be held online. These sessions will facilitate you to clear your doubt in solving practical (CITL-001 Lab manual) problems. You need to have all the software/packages relevant to the syllabus installed on your Computer before attending online practical counselling sessions.

The following points regarding practical attendance must be noted:
ii)   70% attendance is compulsory for each lab course. **However, this condition is not applicable to the computer time given for assignment implementation.**

iii)   This is a pre-requisite for taking the term-end practical examination in the respective lab courses.

iv)   A student who fails to **fulfil the 70% attendance requirements** is **required to re-appear in the practical classes in the next session in the next session by remitting 50% of the pro-rate Fee.** For fee details and the application form, please contact your Regional Centre. In case the student appears for the term-end practical examination in a course without fulfilling the minimum attendance requirements, then the result shall be withheld, and University reserves the right to cancel the result.

v)   Student attendance will be recorded course-wise during online counselling sessions.

vi)   Strictly follow the guidelines given in the Lab manuals for the respective lab courses.

Practical Sessions	
Total number of sessions :	18 (Each of 3 hours duration)
MS-Windows :	1 session
Linux :	1 session
Programming in 'C' language :	3 sessions
Microsoft Word :	4 sessions
Microsoft Excel :	3 sessions
Microsoft Power Point :	1 session
Microsoft Access :	2 sessions
Internet Programming :	2 sessions
Web Page Design :	1 session

2.3.3 Support from Nodal Regional Centre

You will get online counselling support from the CITOL Nodal Regional Centre: IGNOU RC Noida, India. You may contact your Nodal Regional Centre at citol@ignou.ac.in
You may contact IGNOU RC Noida at :
        Regional Director
        IGNOU Regional Centre
        C-53, Sector 62, Institutional Area
        Noida, Uttar Pradesh - 201305
        Telephone No. :0120-2405012, 2405014
        Email ID : rcnoida@ignou.ac.in

2.3.4 Support from Centre for Online Education (COE)

Centre for Online Education (CoE) is a flexible instructional delivery system under an ambit of Indira Gandhi National Open University, popularly known as IGNOU-A People University that encompasses any kind of learning which takes place via the Internet and its portal https://iop.ignouonline.ac.in.

COE provides personalized, digitally connected, experiential learning to a diverse group of learners using the latest online technologies and pedagogies.

The COE, IGNOU will be facilitating your online learning process by providing LMS services and support. You may contact COE at iopsupport@ignouonline.ac.in and coe@ignou.ac.in for any issue relating to LMS and your credentials for using LMS. Also, during the study, if you have any feedback, suggestions and comments to make about the LMS, please write to iopsupport@ignouonline.ac.in

You may contact COE at:
Address: Dr. Radha Krishnan Block, Block-17,
 Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110068
Phone:- 011-29572322
Email ID: coe@ignou.ac.in

2.3.5 Contact information of CIT Programme Coordinator

If you have any academic queries, you may contact the CIT Programme Coordinator by sending a communication through an Email to cit@ignou.ac.in or through the post to The CIT Programme Coordinator, SOCIS, Vishveswaraiah Bhavan, C-Block, IGNOU Academic Complex, IGNOU, Maidan Garhi, New Delhi – 110068,

2.3.6 iGRAM

With the objective of putting in place a system for the quick resolution of student's problems, IGNOU has developed iGRAM. For quick response and redressal, you may send your query/grievance on iGRAM at http://igram.ignou.ac.in/.

3.   BROWSING IGNOU'S WEBSITE

IGNOU website is a dynamic source of latest information and will be undergoing continuous updates.

3.1 Navigation from Home Page

The learners can have access to IGNOU's Website at the following address (URL) ***http://www.ignou.ac.in.***As students get connected to this site, the following page displays the HomePage of IGNOU's web site (Figure 2). Students need to click on various options to get the related information.
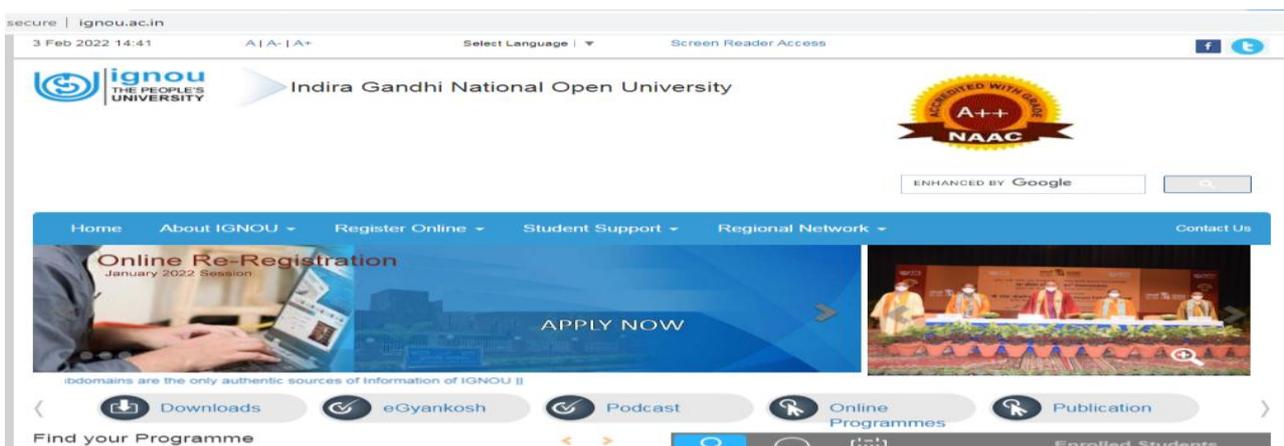

Figure 2: IGNOU Website

Upon clicking on the Schools option, the page related to the links of various schools is displayed; from there, you may go to the SOCIS page as shown in Figure 3. From this page, students can access the required information as described briefly in subsequent pages. School of Computer and Information Sciences (SOCIS) offers the Computer Programmes: PhD., PGDCA_NEW, MCA_NEW, BCA, CIT and CMAD, as shown in Figure 4.
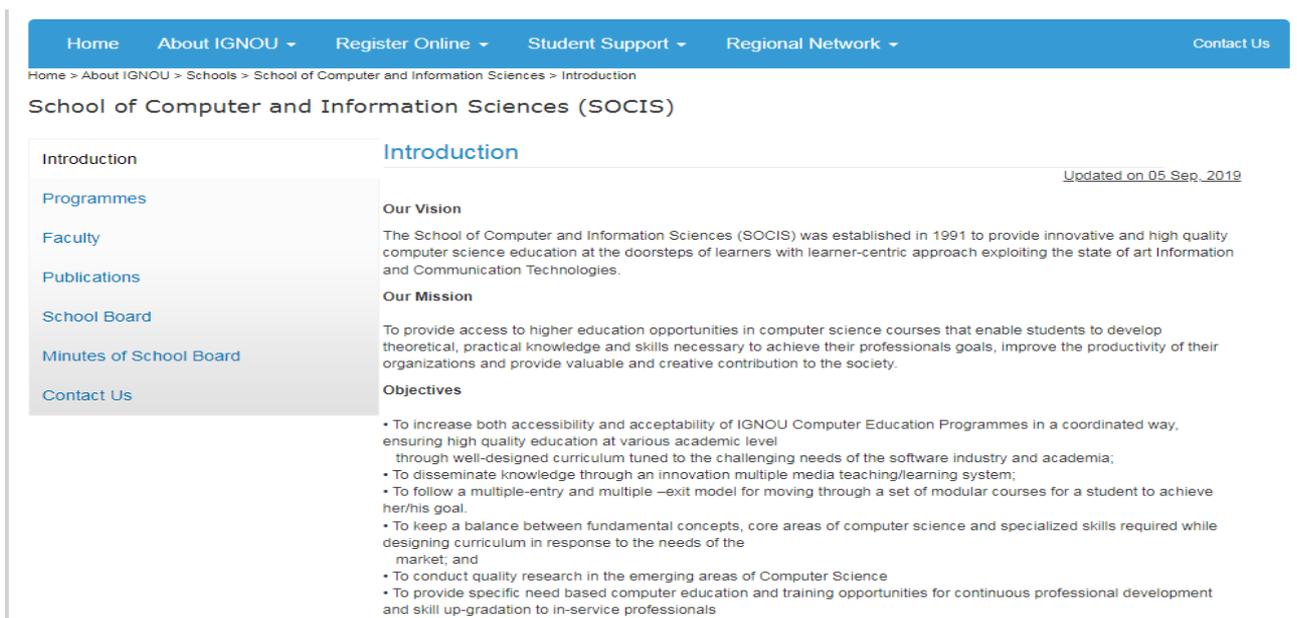
Figure 3: SOCIS Page on IGNOU Website
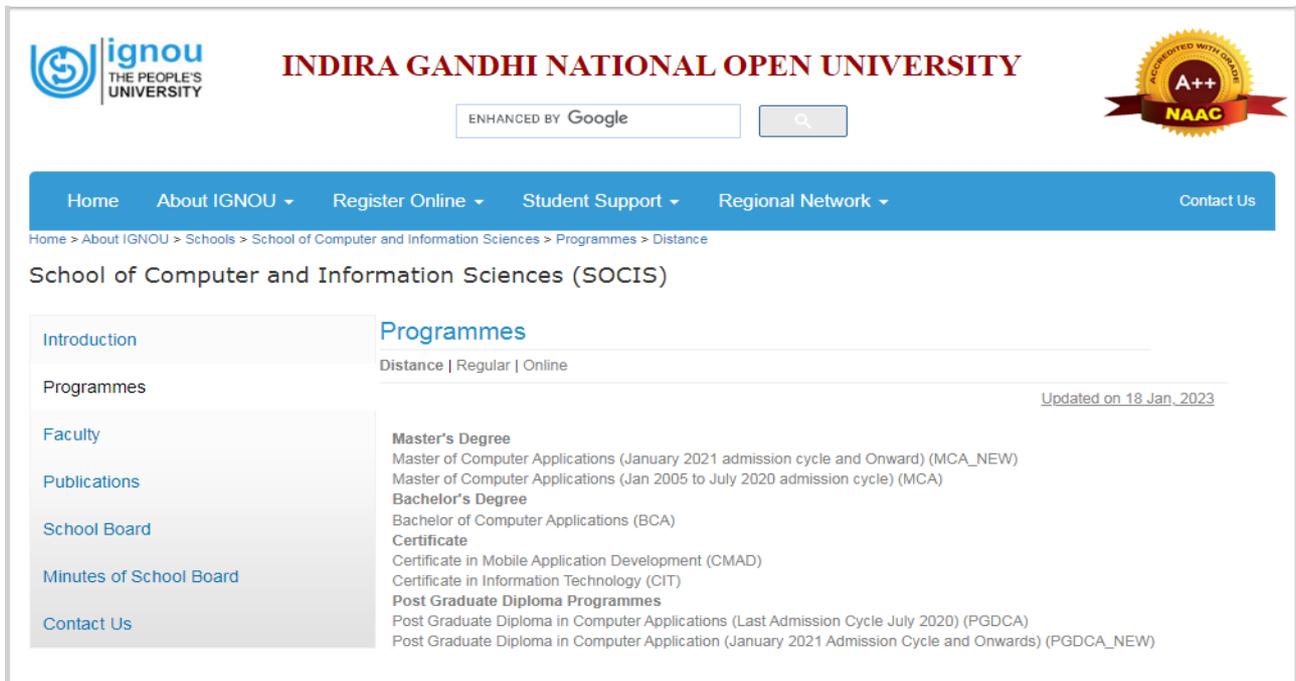
Figure 4: SOCIS Programmes

3.2 Navigation of CITOL Page

To navigate CITOL Programme details, you need to visit:
https://iop.ignouonline.ac.in/programme/p9
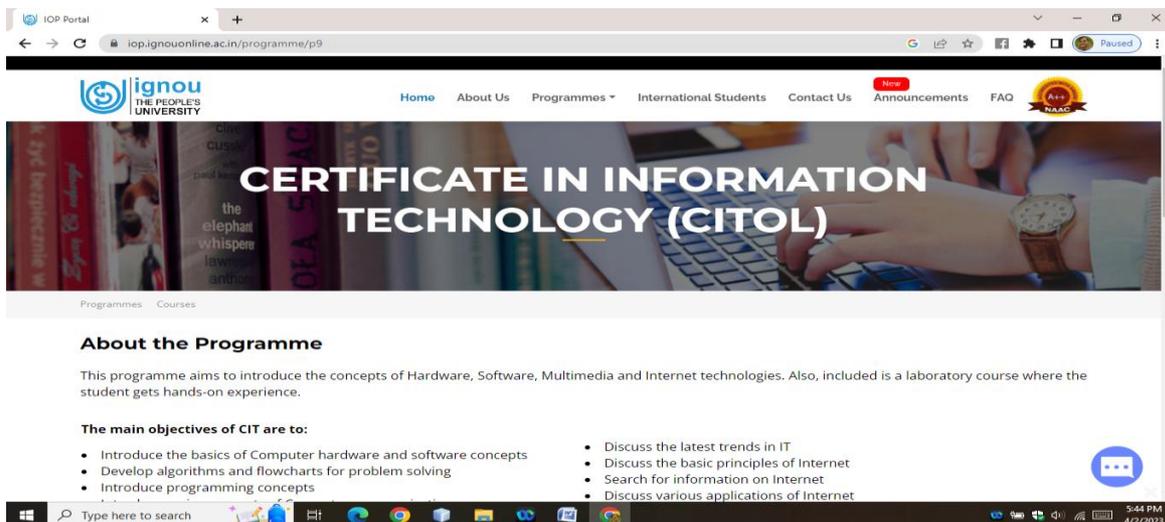
**Figure 5: CITOL Page**

4. PROGRAMMEOBJECTIVES,STRUCTUREANDCONTENTS

4.1 Objectives

This Programme aims to introduce the concepts of Hardware, Software, Multimedia and Internet Technologies. It also includes a laboratory course where the student gets hands-on experience.

The main objectives of CIT (Online) are to:

- Develop algorithms and flowcharts for problem-solving
- Introduce various aspects of Computer communication and Networking

- Discuss the role of IT in various fields such as Business, Governance, Education and Medicine
- Introduce the concept of Information System
- Discuss the latest trends in IT, including legal and ethical issues
- Discuss the basic principles of Internet and Multimedia
- Search for information on the Internet
- Experiment with MS-Windows , Linux and databases
- Develop and execute programs using C language
- Create Web Pages and discuss issues related to their design

4.2 Programme and Course Structure

The Programme for 'Certificate in Information Technology' consists of four courses. The code for this Programme is CIT, and the courses are identified as CIT-001, CIT-002, CIT-003, CITL-001. The following is the programme structure:

Course Code	CourseTitle	No.of Credits
CIT-001	Fundamentals of Computer Systems	4
CIT-002	Introduction to Information Technology	4
CIT-003	Web based Technologies and Multimedia Applications	4
CITL-001	Laboratory Course	6

4.3 Syllabus

The following are the course structure of CIT. It also indicates the number of theory counsellingsessionsforCIT-001,CIT-002,CIT-003 and the number of practical counselling sessions for CITL-001 . Each theory counseling session is of 2 hours duration and each practical counselling session is of 3 hours duration.

CIT-001: Fundamentals of Computer Systems

This course mainly deals with the technology part of Computer. The basic Computer terminologies, namely; Hardware, Software and Communication are discussed in this course.

The course also deals with the development of logic for problem solving and the elementary programming concepts. After studying this course, the students would be able to understand the basics of Computer Hardware and Software, develop flowcharts and algorithms for problem solving, understand the concept of Programming, understand various aspects of Communication, understand the concept of Networking, have an exposure to Software security concerns and Software vulnerabilities.

Block-1HardwareandSoftware: An Introduction (1 theory session)
- Unit-1: Introduction to PC
- Unit-2: Storage Organisation
- Unit-3: Input Output Devices
- Unit-4: Software
- Unit-5: Introduction to Database Management Systems

Block-2 Problem Solving Techniques (2 theory sessions)
- Unit-1: Algorithm and Flow Chart
- Unit-2: Problems Solving Using C Programming Language

Block-3 Networking and Communication (2 theory sessions)
- Unit-1: Fundamentals of Data Communication

- ➢ Unit-2: Introduction to Communication Media and Communication Devices
- ➢ Unit-3: Computer Networks
- Block-4 Information Security (2 theory sessions)
- ➢ Unit-1: Information Security Concerns
- ➢ Unit-2: Software Vulnerabilities
- ➢ Unit-3: Networks Security and Authentication

CIT-002: Introduction to Information Technology

The basic objective of this course is to make the student aware that we are living in an information age. The course begins with the basics of Information Technology and touches on various aspects of Information Systems. In this course, Information is dealt in a qualitative manner and some recent trends in the area are discussed. After studying this course, the students will be able to understand the meaning and attributes of information, understand the social, legal, and ethical aspects of Information Technology, understand the role of IT in various fields like; business, governance, education & medicine, and understand the latest trends in IT.

- Block-1 Elements of Information Technology (2 theory sessions)
- ➢ Unit-1: Attributes of Information Technology
- ➢ Unit-2: ICT and Digital Divide
- ➢ Unit-3: Cyberspace and Cybercrimes
- Block-2 IT in Action (1 theory session)
- ➢ Unit-1: E-Commerce
- ➢ Unit-2: E-Governance
- ➢ Unit-3: Educational System
- ➢ Unit-4: Medical Systems
- Block-3 Information Systems (2 theory sessions)
- ➢ Unit-1: Development of Information Systems
- ➢ Unit-2: Management Information System
- ➢ Unit-3: IT Projects in India
- Block-4 State of the Art Practices in Information Technology (1 theory Session)
- ➢ Unit-1: Fundamentals of Embedded Systems
- ➢ Unit-2: Advanced Methods of Communication with a Computer
- ➢ Unit-3: Computer Vision

CIT-003: Web based Technologies and Multimedia Applications

The basic objective of this course is to make the student aware about the concept of Internet. It deals with the working and technical aspects of Internet. It discusses the functioning of web browsers. After studying this course, the students would be able to understand the basic principles of Internet, search for information on the Internet, learn various applications of Internet, design web pages and know the meaning and applications of Multimedia.

- Block-1 Internet Concepts (2 theory sessions)
- ➢ Unit-1: Internet: An Overview
- ➢ Unit-2: Concepts of Web Browsers
- ➢ Unit-3: Internet Search
- ➢ Unit-4: What we can do using Internet?
- Block-2 Web Page Design (2 theory sessions)
- ➢ Unit-1: Introduction to HTML
- ➢ Unit-2: Tools for Web Page Designing
- ➢ Unit-3: Designing of Frames and Forms

Block-3Introduction to Multimedia (2 theory sessions)
- ➢ Unit-1: An Overview of Multimedia
- ➢ Unit-2: Applications of Multimedia
- ➢ Unit-3: Multimedia Authoring Tools

CITL-001: Laboratory Course

The basic objective of this course is to develop the skills so that the student can use the Computer in day-to-day applications. It covers the aspects of loading the Operating System as well as writing small 'C' programs. After studying this Course, the learners would be able to install Windows &Linux, develop and run basic 'C' programs, do word processing, develop presentations, work with databases, create small programs using HTML and design web pages.

Block-1 LabManual-01
- ➢ Unit-1:Install your Operating System (Windows/Linux) (2practical sessions)
- ➢ Unit-2: W r i t i n g a Programme in'C'(3practical sessions)
- ➢ Unit-3:Word Processing (4 practical sessions)
- ➢ Unit-4:Spreadsheets(3practicalsessions)

Block-2: LabManual-02
- ➢ Unit-1:Presentation Tools(1practical session)
- ➢ Unit-2:Databases(2 practical sessions)
- ➢ Unit-3:Internetand its Applications(2practical sessions)
- ➢ Unit-4:WebPage Design(1 practical session)
- ➢ Unit-5: Java Programming Lab

5. EVALUATIONMETHODOLOGY

The evaluation methodology for the CITOL programme consists of (i) Assignment and (ii) Term End Examination. A student of CIT needs to secure at least 40% marks in assignment and term end examination separately in a course to be declared successful in that particular course. This requirement is applicable to all the courses of CITOL.
Evaluation Pattern for Theory & Practical Examination of CIT-001,CIT-002 and CIT-003 Courses are given below.

5.1 Assignments

The main objective of assignments is to keep students spending time studying the course material and other materials such as reference books, related websites etc.

Assignment: Max. Marks 25

Each Course will have one assignment consisting of 25 questions of multiple choice type and will be available on your LMS.

In order to be able to appear for Term End Examination (Theory and Practical), it is required that the student submit all assignments according to the prescribed schedule.

All students are required to give an undertaking to this effect, and should it be later found that they had not submitted the assignments as prescribed, the results of the Term End Examination (Theory and Practical) may be withheld/cancelled.

> **Note: Please submit your Assignments on or before the due date on your LMS.**

5.2 FORMAT OF Term-End EXAMINATION

Theory Courses

Term –End Examination will be in Computer Based Test(CBT) mode under proctored environment. Question papers for examination of all three theory courses will be of multiple choice type. Each question paper will consist of 50 questions, which will be compulsory. The duration of the examination will be of 90 Minutes.

Practical Course

Term-End Examination of the Practical Course will be in Online Mode.

5.3 General Guidelines Regarding the Term-End Examination

The examination form can be submitted online only. The exam fees and the guidelines can be obtained from the IGNOU website www.ignou.ac.in . Also, your LMS notification will be generated by COE regarding filling up the examination form.

Depending on the percentage of marks secured by a candidate who has passed, the divisions will be awarded as follows:

FirstDivisionwithDistinction	75%andabove	A
First Division	60%ormorebutlessthan75%	B
SecondDivision	50%ormorebutlessthan60%	C
ThirdDivision	40%ormorebutlessthan50%	D

The University has adopted a letter grading system on a five-point scale for reporting the students' performance in a programme. The letter grades and their qualitative levels are as under:

Letter Grade	Qualitative Level	Point Grade	%of Raw Marks
A	Excellent	5	75%andabove
B	Very Good	4	60%butlessthan75%
C	Good	3	50%butlessthan60%
D	Satisfactory	2	40%butlessthan50%
E	Unsatisfactory	1	Below40%

6. OTHER USEFULINFORMATION

Procurement of Official Transcripts

The University provides the facility of obtaining official transcripts on request, made by the learners on plain paper addressed to the Registrar, Student Evaluation Division (SED), Block 12, IGNOU, Maidan Garhi, New Delhi-110068. A prescribed fee is charged for this purpose.

Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case the same has been lost/misplaced/damaged, by making a request in prescribed format along with prescribed Fee in the form of DD drawn in favour of IGNOU payable at New Delhi. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in . The request may be made to

the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068

Disputes on Admission and other University Matters

In case of any dispute, the place of jurisdiction for filing of a suit/plaint/petition will be only at New Delhi / Delhi.

7. SOME USEFUL ADDRESSES

Telephone numbers of the Divisions/Schools are provided on the Website under the" Contact Us" option.

Students are advised to be in touch with their Study Centres for advance / timely / day-to-day information or visit the Website with URL www.ignou.ac.in

For your information, the following officers deal with different educational aspects:

(i) Student Registration Related issues	Registrar, SRD, Indira Gandhi National Open University,Maidan Garhi, New Delhi -110068, 011-29532741 (SRD), 1302/1316 (SRD), Email: registrarsrd@ignou.ac.in
(ii) Exam Centres, Results, Re-checking of answer-scripts, Discrepancies in Result, marks update, etc.	Registrar, SED, Indira Gandhi National Open University,Maidan Garhi, New Delhi -110068, Phone No: 011-29535828/2482 (SED), 011-29572204/2205 (Email: registrarsed@ignou.ac.in)
(iii) Admission, Fees, Scholarship, Change of Address/Learner Support Centre/Regional Centre, Change of Course/Programme, Issue of Bonafide Certificate, Migration Certificate, Duplicate Identity Card	Regional Director of the Regional Centre concerned.
(iv) Academic Matters	MCAOLProgramme Coordinator SOCIS, C-Block, New Academic Complex IGNOU, Maidan Garhi, New Delhi - 110 068 Phone: 011-29572902 Email: mcaolsocis@ignou.ac.in
(v) Issue of Degree/ Diploma/ Certificate, Dispatch of returned Degrees, Verification of Degree	Dy. Registrar (Exam-1) Examination – 1, Indira Gandhi National Open University,Maidan Garhi New Delhi - 110068, PhoneNo.011-29535438 011-29572224 Email: exam1@ignou.ac.in
(vi) Issue of Provisional Certificates and Grade Cards	Dy Registrar (Exam-3) Phone No: 011-29536743; Intercom No. 2210/2212
(vii) Declaration of pending results of TEE, Incorporation of practical marks, Verification of provisional certificate and grade card, Issue of transcripts	Dy. Registrar (Exam-3) Phone No: 011-29536103/6743 011-29572210/2212

(viii) Non-incorporation of assignment marks	Assistant Registrar (Assignment) Intercom No. 1319/1325 E-mail: assignments@ignou.ac.in
(ix) Online student's grievances Portal	http://igram.ignou.ac.in/
(x) Students' General Enquiries	Student Support Centre, Indira Gandhi National Open University,Maidan Garhi New Delhi -110068, Phone: 011-29535714, 29572512,29572514, 29533869 and 29533870, Email:ssc@ignou.ac.in

Telephone numbers of the Divisions/ Schools are also provided on the Website under the "Contact Us" option. Students are advised to be in touch with their Regional Centre/Study Centre for advance/timely/day-to-day information or visit the Website with the URL www.ignou.ac.in.

8.   LINK TO FORMS AND ENCLOSURES

In this section, we are enclosing the IGNOU website links to various forms which are useful for you. Whenever you have to correspond with the University, please download the form from the Website, fill it out carefully, and send it as per the instructions. Detailed instructions for all these forms are provided in the form itself. Some of these links may change, in those cases, please use the search option to find the desired link.

(1)   Link to online Term End Examination form
https://exam.ignou.ac.in/

(2)   Link to Application form for Improvement of Division/Class
http://www.ignou.ac.in/userfiles/Improvement%20form.pdf

(3)   Link to form for Duplicate Grade Card/Mark-sheet
http://www.ignou.ac.in/userfiles/Duplicate%20mark%20sheet%20form.pdf

(4)   Link to form for Issue of Official Transcript
http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf

(5)   Link to form for Issue of Migration Certificate
http://ignou.ac.in/userfiles/Migration%20Certificate.pdf

(13)   Link to CIT Course Material
https://egyankosh.ac.in/handle/123456789/612

9.   List of Videos and their Links for CIT-001, CIT-002 & CIT-003

For all the theory courses(CIT-001, CIT-002, CIT-003), 40 videos for each course are recorded, and the links are shared in this section. Please watch all the videos listed here in order to understand the course in a better way. By clicking on the links given below, you can directly watch the respective video.

9.1   Video Links for CIT-001 Fundamentals of Computer Systems

SNo	VIDEO TITLE	YOUTUBE LINK
1	Introduction to Course CIT-001 and Study Plan	https://youtu.be/QGAsLreyRbM
2	Introduction to Computer System	https://www.youtube.com/watch?v=qGhrli5oa_4
3	Central Processing Unit(CPU)	https://www.youtube.com/watch?v=M44zAE-SReQ
4	Introduction to Memory and IO Devices	https://www.youtube.com/watch?v=2OD2XQh56Yk
5	Memory Organization	https://www.youtube.com/watch?v=lbt7xEk0r3A
6	Main Memory of a PC	https://www.youtube.com/watch?v=M1XLolB51Jo
7	Secondary Memory and its Uses	https://www.youtube.com/watch?v=RLvxpmAGNzI
8	Introduction to Input/Output	https://www.youtube.com/watch?v=wx2SjU5Tf3U
9	Input Devices	https://www.youtube.com/watch?v=1k-Csoq2aZ4
10	Output devices	https://www.youtube.com/watch?v=05oITUGEvkQ
11	Introduction to software	https://www.youtube.com/watch?v=JL9WRLGYoBE
12	Introduction to Operating System	https://www.youtube.com/watch?v=EsN16PXcLUs
13	Application Software	https://www.youtube.com/watch?v=NN9hSDi76VU
14	Entity Relationship Diagram	https://www.youtube.com/watch?v=cllP6_XwkRE
15	Introduction to Database Management System	https://www.youtube.com/watch?v=ax3QXU3QceY
16	Types of DBMS	https://www.youtube.com/watch?v=YJImeklXNt8
17	Algorithms and Flowchart	https://www.youtube.com/watch?v=UD7O8WoxVgU
18	Examples of Algorithm & Flow Chart	https://www.youtube.com/watch?v=UD7O8WoxVgU&t=17s
19	Introduction to Problem Solving	https://www.youtube.com/watch?v=JL9WRLGYoBE&t=6s
20	Examples of C-Program	https://www.youtube.com/watch?v=1yMujGDXVrc
21	Statements and Arrays in C	https://www.youtube.com/watch?v=mXUVXZCpzQ0
22	Writing a C Program	https://www.youtube.com/watch?v=JJ1KY9HtSqQ
23	Software Vulnerability and Viruses	https://www.youtube.com/watch?v=ayvaR3YP24g

24	Fundamentals of Data Communications-1(Introduction,Data and Signal)	https://www.youtube.com/watch?v=vMT524hXcwc
25	Fundamentals of Data Communications-2(Physical Connection, Data Transmission Modes)	https://www.youtube.com/watch?v=mEOUqillwzw
26	Fundamentals of Data Communications-3(Modem, Speed of Data Transmission , Modes of Data Transmission)	https://www.youtube.com/watch?v=aF_zi6iXWSo
27	Network Devices	https://www.youtube.com/watch?v=OwvEMzY07cw
28	Communication Media	https://www.youtube.com/watch?v=OpG6EQ3IGsQ
29	Modes of Wireless Transmission	https://www.youtube.com/watch?v=QVhFtG1F7cc
30	Network Architecture and Topologies	https://www.youtube.com/watch?v=lcUHLE5vyyA
31	Classification of Networks	https://www.youtube.com/watch?v=UxoEcgSlJk4
32	Internet and Reference Models	https://www.youtube.com/watch?v=2mCiZDWzM88
33	Information Security and Threats	https://www.youtube.com/watch?v=SNYmXQD3Zbw
34	Security Threats and Measures	https://www.youtube.com/watch?v=kBNfB-8donY
35	Encryption and Security Policies	https://www.youtube.com/watch?v=3zusv5v6oMg
36	Software Vulnerabilities	https://www.youtube.com/watch?v=FgxUdZTTmmc
37	Antivirus S/W Worm and Trojan Horses	https://www.youtube.com/watch?v=d-6LsPrDiOs
38	Introduction to Network Security	https://www.youtube.com/watch?v=GOCFRsxM0p0
39	Security Issues for Small and Medium Size Businesses_2	https://www.youtube.com/watch?v=aDkPd2ULvJs
40	Security Tools & Overview of Security Topics	https://www.youtube.com/watch?v=6IGAZeuhKbY

9.2 Video Links for CIT-002 Introduction to Information Technology

SNo	VIDEO TITLE	YOUTUBE LINK
1	An Introduction to CIT 002	https://youtu.be/Xudr5KFu52I
2	Data, Information, Knowledge and Wisdom	https://youtu.be/sWamkGQKpLM
3	Types and Attributes of Information	https://youtu.be/jQ_aXM_H1ws
4	Information Storage	https://youtu.be/3mAdL7QbcI0
5	Information Effectiveness Parameters	https://youtu.be/6XKO1Av83ak
6	Information System	https://youtu.be/BtdsfPahx1A
7	ICT and its importance	https://youtu.be/VX4zhzUk1bA
8	The Digital Divide	https://youtu.be/g4w85F12S0Q
9	Cyberspace	https://youtu.be/kdtfwU3Yg5Y
10	Cybercrimes	https://youtu.be/ZiYlLvimgWc
11	Information Technology in Action	https://youtu.be/Jruj3loDenw
12	Curtain raiser to E-commerce	https://youtu.be/ZdkvGdLcdqg
13	Electronic Banking	https://youtu.be/D8wA97CEdb8
14	E-Payment Systems	https://youtu.be/0rMVbJZHUPg
15	E-Governance	https://youtu.be/5KzLYf888V0
16	E-Governance in Digital India Era	https://youtu.be/Cm__AfPd_8E

17	E- Learning and its Benefits	https://youtu.be/T1xR3_sRo1c
18	Online Learning Sessions	https://youtu.be/d-Pd_V8BYmg
19	ICT in Medicines (Part - 1)	https://youtu.be/lAmAgU2bsDM
20	ICT in Medicines (Part – 2)	https://youtu.be/g6Ole9rbXXI
21	Introduction to Information Systems	https://youtu.be/ninOstdOmAs
22	Software Development of Information Systems	https://youtu.be/yXt4jNJJFmQ
23	Tools and Technologies for Development of Information Systems	https://youtu.be/3qQrssorSVM
24	Maintenance and Updating of Information Systems	https://youtu.be/Cg8WLYTXwdI
25	Introduction to Management Information Systems	https://youtu.be/MzjW9Z8hxjE
26	Types of Information Systems	https://youtu.be/mYCZr9eURjc
27	Components of Management Information	https://youtu.be/h8dxOmkSw7o
28	Introduction to IT Projects in India	https://youtu.be/cXCHw0KCTEk
29	NICNET and ERNET	https://youtu.be/u2P6_HryLlE
30	Broadband and SWAN Projects	https://youtu.be/UZI89oT9ZQs
31	Introduction to Embedded Systems	https://youtu.be/uGZ_0WXPdBo
32	Embedded Operating System and Requirement Specifications of Embedded Systems	https://youtu.be/4szPd-XwQ58
33	Programming Languages for Developing Embedded Systems and Applications	https://youtu.be/GGzsttbFyVo
34	Introduction to Human Computer Interface	https://youtu.be/m3ZfnCWfECg
35	HCI Development and its Applications	https://youtu.be/22ySHN-csCg
36	Future Advancements in HCI	https://youtu.be/9Kbnu1rZpII
37	Introduction to Computer Vision	https://youtu.be/9VUi6j-NVJ0
38	Applications of Computer Vision (Part– I)	https://youtu.be/OhJZ5g6mlrg
39	Applications of Computer Vision (Part – II)	https://youtu.be/P7SYCkoniMo
40	Issues and Challenges in Computer Vision	https://youtu.be/1LEMREI6LCc

9.3 Video Links for CIT-003 WebbasedTechnologiesandMultimediaApplications

SNo	VIDEO TITLE	YOUTUBE LINK
1	Introduction to Internet	https://youtu.be/jDN2dAWB3zY
2	Components of Internet	https://youtu.be/PH8gi5GUwt8
3	Internet Addressing	https://youtu.be/JnriMdzKZNc
4	Connecting to Internet	https://youtu.be/WaeHzjVQZjg
5	Introduction to Client / Server Computing	https://youtu.be/UAVsqw_XE7E
6	Web Servers	https://youtu.be/zWxUumSs0js
7	Structure of Internet	https://youtu.be/3rHcJNP4r2M
8	Web Browsers	https://youtu.be/k52Mvq9eDBk
9	Principles of Internet Search Engines	https://youtu.be/OkAG5C3rEB4
10	Search Patterns	https://youtu.be/AI0DA4HXN2Y
11	Search Engines (case study-1)	https://youtu.be/sgerbU79eHA
12	Search Engines (case study-2)	https://youtu.be/6l9QVutWvIo
13	Using E-Mail	https://youtu.be/Y-foXm8vLgg
14	Using Messenger	https://youtu.be/vo1rKytx4Y4
15	New possibilities due to Internet	https://youtu.be/x7NY6ayTOjo
16	Some more applications of Internet	https://youtu.be/jbjAZ-5o_vQ
17	Basics of HTML	https://youtu.be/_g6lc7ZpHhY
18	Working with HTML text	https://youtu.be/ujq2dkEbLUM
19	Elements of HTML	https://youtu.be/o6tyD-uZuFA
20	Advanced features of HTML	https://youtu.be/swdPNVhHt_A

21	Tools for Web Page Design	https://youtu.be/3dXKJIG0Tws
22	Introduction to Microsoft Expression Web	https://youtu.be/pVuFn8718-Q
23	Partitioning a Web Page	https://youtu.be/pFPnnHqWpGc
24	Latest technologies for Website Development	https://youtu.be/RRXCnurR8Y4
25	Creating web pages using Frames	https://youtu.be/NOhKccHVwng
26	Various options in Frames	https://youtu.be/e9JRSckJUcs
27	Forms and Web pages	https://youtu.be/EwblFxFJWm8
28	Personal Web Page Development	https://youtu.be/gV8y28B9K2g
29	Introduction to Multimedia	https://youtu.be/tYBllynfkdo
30	Components of Multimedia	https://youtu.be/E8V9fmubKRs
31	Design of Multimedia	https://youtu.be/9agkz66C2fY
32	Production and Distribution of Multimedia	https://youtu.be/0dWM7tunNW4
33	Applications of Multimedia	https://youtu.be/ynSOOkT0XI4
34	Multimedia in Business	https://youtu.be/3mUHw2nr1FU
35	Multimedia based Interactive systems for Teaching and Learning	https://youtu.be/Zciw6QIJ_xQ
36	Introduction to Distributed Learning Environment	https://youtu.be/MMSkzx5LLoI
37	Features of Multimedia Authoring Software	https://youtu.be/9d-wZakfTuI
38	Multimedia Authoring Tools (Part-1)	https://youtu.be/lIiePpI-uM4
39	Multimedia Authoring Tools (Part-2)	https://youtu.be/eBB6Kfi7FXE
40	Multimedia Authoring Tools (Part-3)	https://youtu.be/sQ3goAmrNOI

प्रो. रजनीश जैन
सचिव
Prof. Rajnish Jain
Secretary

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

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Speed Post

F.No.1-19/2020 (DEB-I)   March 25, 2021

To
The Vice Chancellor
Indira Gandhi National Open University
Maidan Garhi
Delhi-110068

Sub: **Exemption from applicability of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 to Indira Gandhi National Open University, New Delhi**

Ref: 1. F. No. 1-8/2019 (DEB-I) dated 9th August, 2019
2. F. No. 2-5/2019 (OL) dated 17th March, 2020

Respected Sir,

UGC has notified University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 on 04.09.2020 in the Gazette of India.

In continuation to previous Commission orders under reference (1) and (2), it is informed that the Commission in its 550th meeting held on 18th February, 2021 has decided as under:

"....to exempt the Indira Gandhi National Open University (IGNOU), New Delhi, a university established under the IGNOU Act, 1985 (50 of 1985), from the application of UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, with effect from the date of Gazette Notification of the said Regulations i.e. 4th September, 2020, academic session 2020-2021 and onwards till further orders...."

Yours faithfully,

(Rajnish Jain)
Secretary

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