

* This includes BA programme offered in Hindi and English

Table 3.1: Activities of Translation Cell

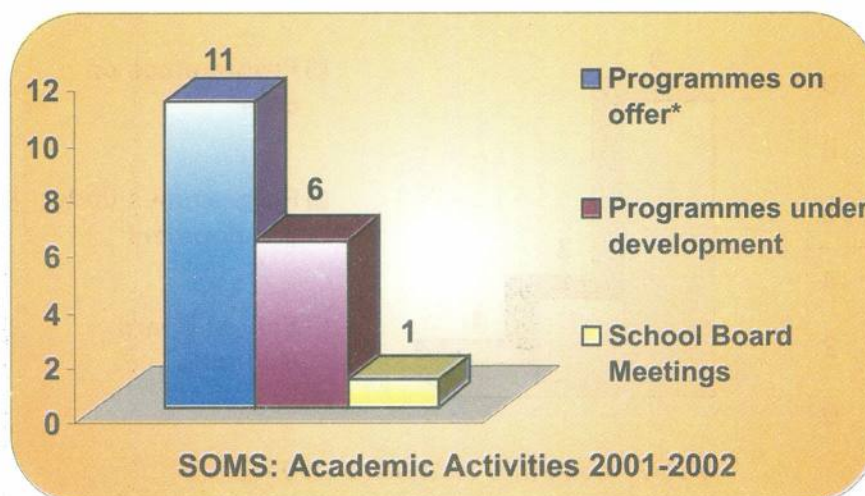
S.No.	Task	Units	Assignments	Other Documents*
1.	Vetting	—	13	36
2.	Translation	—	15	82
3.	Proof reading	61	—	3
4.	Comparison	9	3	49

* Other documents include Press Releases, Programme Guides, FOrms, Letters, Annual Report, etc.

3.7 School of Management Studies

The School of Management Studies (SOMS) offers programmes in Management and Commerce disciplines. The programmes on offer are: (i) Bachelor's Preparatory Programme for Commerce Students (BPP), (ii) Bachelor's Degree in Commerce (B.Com), (iii) Post Graduate Diploma in International Business Operations (PGDIBO), (iv) Diploma in Management (DIM), (v) Post Graduate Diploma in Management (PGDIM), (vi) Post Graduate Diploma in Human Resource Management (PGDHRM), (vii) Post Graduate Diploma in Financial Management (PGDFM), (viii) Post Graduate Diploma in Operations Management (PGDOM), (ix) Post Graduate Diploma in Marketing Management (PGDMM), (x) Master of Business Administration (MBA), and (xi) Master of Business Administration (Banking & Finance).

- 3.7.1 Under the Management Education through Interactive Delivery Systems (MEIDS) project, twenty capsule programmes and all management programmes were offered. The management and delivery of programmes is done with other management institutes in the country called Partners in Advanced Learning Systems (PALS).
- 3.7.2 During the reporting period, the School was engaged in developing the course material for the following six new programmes: (i) Post Graduate Diploma in Capital Market Operations (PGDCMO), (ii) Post Graduate Diploma in Public Systems Management, (iii) Bachelor of Business Administration (BBA), (iv) Master of Commerce (M.Com), (v) Ph.D. Programme in Management and (vi) Ph.D Programme in Commerce. The School organised an Expert-cum-Course writers meeting and one School Board meeting during the reporting period. Five orientation programmes for the counsellors and a one-day training programme through tele-conferencing on 'Depository System' were organized in collaboration with the National Securities Depository Ltd. for the participants and Academic Counsellors.



* This includes BPP programme for commerce students

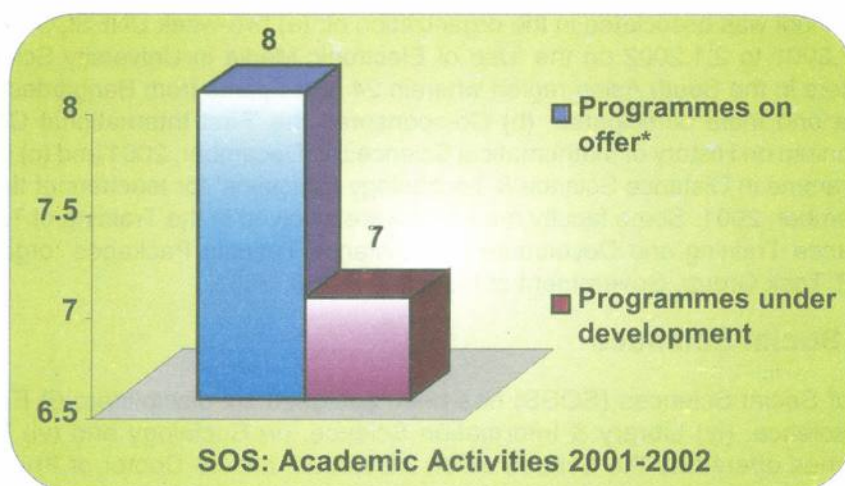
3.7.3 Reprinting of 413 blocks, printing of 5 programme guides, 28 new blocks, 132 assignment booklets for different courses was done during this year. *The Indian Journal of Commerce*, a quarterly publication of the Indian Commerce Association, is housed in the School along with the permanent secretariat of the Association.

3.8 School of Sciences

The School of Sciences (SOS) has four disciplines: Chemistry, Life Sciences, Mathematics and Physics. The School has put on offer eight programmes: (i) B.Sc. (General), (ii) B.Sc. (Major) Botany, (iii) B.Sc. (Major) Chemistry, (iv) B.Sc. (Major) Mathematics, (v) B.Sc. (Major) Physics, (vi) B.Sc. (Major) Zoology, (vii) Certificate Programme in Teaching of Primary School Mathematics (CTPM) and (viii) Certificate Programme in Laboratory Techniques (CPLT). The School has also been contributing courses for various programmes of the University, namely, (i) Bachelor's Preparatory Programme (BPP), (ii) Certificate Programme in Environmental Studies (CES), (iii) Preparatory Programme in Computing (PPC) and (iv) Bachelor in Computer Application (BCA) Programme. Till March 2002, the School had developed one preparatory, one foundation, 54 elective and two application-oriented courses, worth a total of 104 credits each in the English and Hindi medium for the B.Sc. programme. For the CTPM programme, 2 courses worth 16 credits each in English and Hindi have been developed and for the CPLT programme, 4 courses worth a total of 18 credits each in English and Hindi medium were developed.

3.8.1 The B.Sc. programme was launched in 1991-92 at 29 study centres with an enrolment of 1208. There has been a steady increase in the enrolment of the students as well as an increase in the number of study centres. In January, 2002, 4396 students were enrolled in the B.Sc. programme at 116 study centres. The students enrolled under the CTPM programme in the academic session January 2002, are 1356. The School launched the Certificate Programme in Laboratory Techniques (CPLT) in July, 2001 at 50 study centres with an initial enrolment of 265. This programme is designed to train the learners to extend effective and efficient services to the science teachers and students in these laboratories. It is offered in both cycles. So far, 580 students have enrolled in the programme.

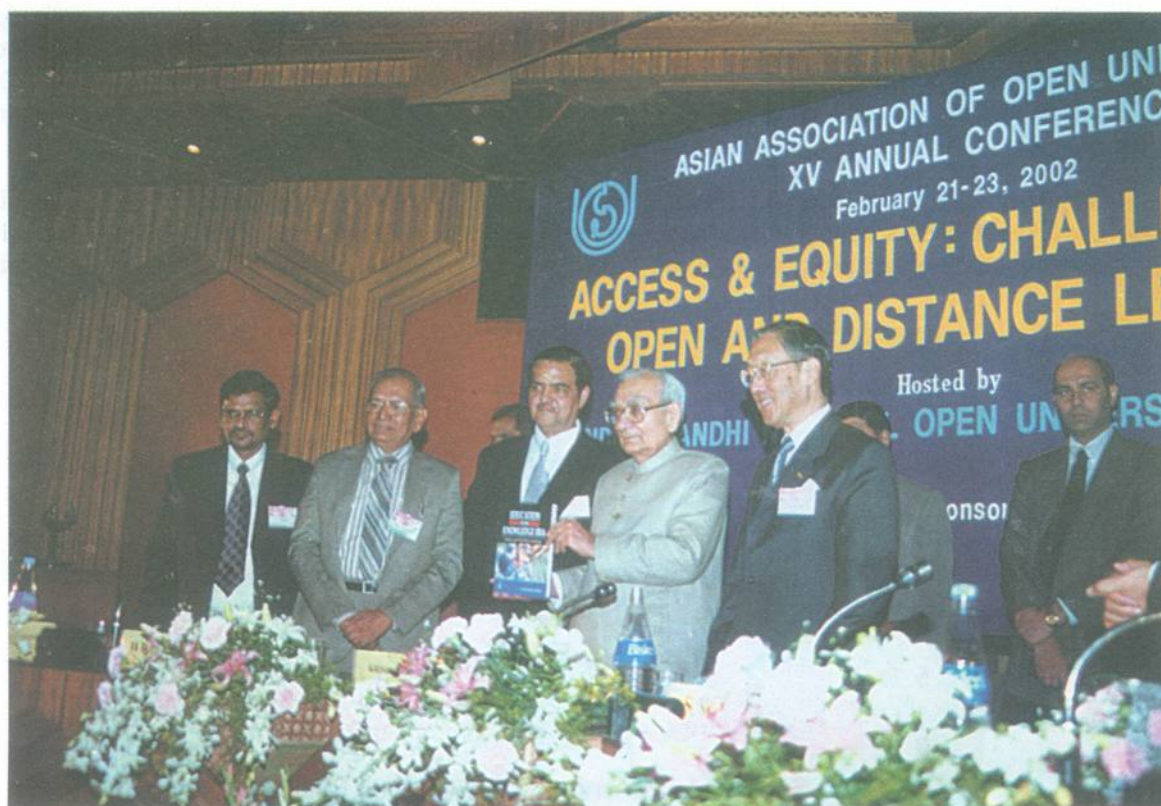
3.8.2 During the year under consideration, the School was working on the development of new programmes, namely, (i) Post Graduate Diploma in Analytical Chemistry, (ii) Modular Programme in Science and Technology for Sustainable Development, (iii) Diploma in Aquaculture, (iv) Certificate programme in Micro-energy Generation and Distribution System: Installation, Operation and Maintenance under the North-East project, (v) Environmental Appreciation Programme under the project mode sanctioned by the Ministry of Forest and Environment, (vi) Project on Skill Development of School Teachers, Navodaya Vidyalaya, MHRD and (vii) Commonwealth Secretariat project on



* This includes B.Sc. programme offered in major disciplines – Botany, Chemistry, Mathematics, Physics and Zoology.

the role of Science and Technology in Conflict Resolution and Prevention. The programmes under the planning stage are: (i) Ph.D. in Mathematics, (ii) Ph.D. in Physics, (iii) Post Graduate Diploma in Science and Technology in Society, (iv) Masters Programme in Mathematics with Application and (v) Diploma in Telecommunications. The School was also engaged in developing two application-oriented courses for the Bachelor's Degree programmes and two elective courses of Physics, namely "Astronomy and Astrophysics" (PHE-15) and "Communication Physics" (PHE-16).

- 3.8.3 Reprinting of 218 blocks and the printing of 46 new blocks and 94 assignments booklets for different courses were also undertaken. Three programme guides were also developed.



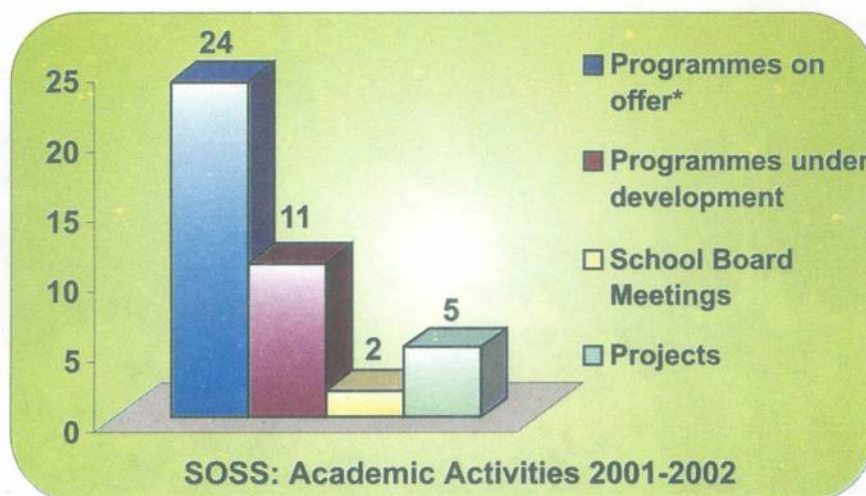
XV Annual Conference : Asian Association of Open University

- 3.8.4 The school was associated in the organization of: (a) two-week UNESCO Training Workshop from 20.12.2001 to 2.1.2002 on the 'Use of Electronic Media in University Science Teaching' for the teachers in the South Asian region wherein 24 participants from Bangladesh, Nepal, Pakistan, Sri Lanka and India participated, (b) Co-sponsored the 'First International Conference of the New Millennium on History of Mathematical Sciences' in December, 2001 and (c) three weeks 'Refresher Programme in Distance Science & Technology Education' for teachers of the Open Universities in September, 2001. Some faculty members were involved in the Training of Trainers Programme for "Distance Training and Development of Distance Training Packages" organised by the IGNOU-DOPT Task Group, Government of India in October, 2001.

3.9 School of Social Sciences

The School of Social Sciences (SOSS) has been assigned six disciplines: (i) Economics, (ii) History, (iii) Political science, (iv) Library & Information Science, (v) Sociology and (vi) Public Administration. The programmes offered by the School, as on 31.3.2002, are: (i) Doctor of Philosophy in Economics, (ii) Doctor of Philosophy in History including Tourism Studies, (iii) Doctor of Philosophy in Library & Information Science, (iv) Doctor of Philosophy in Public Administration, (v) Doctor of Philosophy in Sociology, (vi) Doctor of Philosophy in Political Science, (vii) Master's Degree in Library & Information Science, (viii) Master's Degree in Tourism Management, (ix) Bachelor of Arts in Economics, History, Political Science, Public Administration and Sociology, (x) Bachelor's Degree in Tourism Studies, (xi) Bachelor Degree in Library and Information Science, (xii) Bachelor's Degree in Hotel Management (in collaboration with National Council of Hotel management and Catering Technology), (xiii) Diploma in Tourism Studies, (xiv) Post Graduate Certificate Programme in Participatory Management of Displacement Resettlement & Rehabilitation, (xv) Certificate in Disaster Management, (xvi) Certificate in Environmental Studies, (xvii) Certificate in Human Rights, (xviii) Certificate in Labour Development, (xix) Certificate Programme in Participatory Forest Management, (xx) Certificate in Consumer Protection (CCP), (xxi) Certificate in Tourism Studies, (xxii) Certificate in Women's Empowerment and Development, (xxiii) Certificate Programme in Participatory Project Planning, (xxiv) Bachelor's Preparatory Programme. The School was engaged in developing the course material for the following eleven new programmes: (i) MA in History, (ii) MA in Political Science, (iii) MA in Public Administration, (iv) MA in Economics, (v) MA in Sociology, (vi) Post Graduate Diploma in Disaster Management, (vii) Post Graduate Diploma in Library Automation and Networking, (viii) Diploma in Women Development, (ix) Diploma in Environmental Studies, (x) Certificate in Aging Orientation and (xi) Certificate in ICT & Libraries.

- 3.9.1 The School organised a number of lectures under the aegis of Social Sciences Discussion Forum To establish a connection between the socio-economic dynamics of globalization and relevance of the study of social sciences a two days Seminar on Social Sciences and the Age of Globalization,



* This includes BA programme and BPP programme

sponsored by Distance Education Council, was organized on 31st March and 1st April, 2002. The School organised 16 expert Committee/course writers meetings and two School Board meetings. The School published 91 new Blocks, 160 Assignments, reprinted 681 old Blocks.

- 3.9.2 The School completed its project on "Community Awareness in Disaster Preparedness in 100 villages in each of the five States, namely, Uttar Pradesh, Gujarat, Rajasthan and Orissa, with the State training institutes of the respective states. The Post Graduate Certificate in Participatory Management of Displacement, Resettlement and Rehabilitation (PGCMRR) was launched through the Internet from July 2001. The History Faculty is doing a Project on Education of the Aged (EDAGE). The Department of Secondary and Higher Education, MHRD has recognised it as a national initiative and awarded IGNOU the status of a national-level centre with the mandate of developing educational material for the aged and also of acting as a resource-documentation-centre on ageing and related issues. The work is being done in collaboration with the Centre for Extension Education. The progress made under various projects given is under Projects, (6.2, 6.6, 6.7, 6.10 & 6.11).
- 3.9.3 A Memorandum of Understanding with the National Council of Hotel Management and Catering Technology (NCHMCT) was signed on 11 March, 2002 to work together for developing programmes in the area of Hospitality Services and Hotel Management. As a first step in this collaborative effort the University will launch a Bachelor's in Hotel Management in collaboration with NCHMCT. This Programme will consist of courses through distance learning from the side of IGNOU and the practical and professional courses that are offered by the NCHMCT through its various institutes in the country.



Seminar on Social Sciences and the Age of Globalisation

4. DIVISIONS

4.1 Academic Co-ordination Division

The responsibility of establishment and academic matters of all teachers and other academic staff is vested with the Academic Co-ordination Division. The major functions of the Division are: (i) Faculty Administration, (ii) Faculty Development and (iii) Funding of Research Programmes.

4.1.1 The details of staff position and the numbers of Scheduled Caste and Scheduled Tribe as on March, 2002 is given in Table 4.1. During the year under report 25 full-time consultants were associated with the work relating to course development and preparation. The School-wise and Division-wise details of the academic faculty are given in Appendix V.

Table 4.1: Details of staff position

(a) Teachers and other academic staff

(as on March, 2002)

Category of Post	Staff in Position	
	31.3.2001	31.3.2002
i. Teachers		
Professors	25	23
Professors (engaged after superannuation)	03	01
Readers	54	54
Lecturers	72	71
ii. Other Academic Staff		
Directors/Equivalent	06	06
Regional Director (Sr. Scale)	06	06
Joint Director	01	01
Dy. Director/Equivalent	26	26
Asstt. Directors/Equivalent	69	82

(b) Number of Schedule Caste & Schedule Tribe Academic Employees (as on 31.3.2002)

	SC	ST
Readers	03	NIL
Regional Director	01	01
Dy. Director	01	NIL
Lecturers	07	03
ARDs	11	06
Total	23	10

4.1.2 During the year under review, the activities supported under faculty development included: (a) travel grant to 22 academic staff for national conferences and 14 for international conferences; (b) study leave to four faculty members and (c) financial assistance to four academic staff for publications of Ph.D. Thesis.

4.2 Administration Division

The Administration Division provides administrative support to the University. The Division is divided into ten Sections/ Units/ Cells and these are: Governance Section, Establishment Section, General Administration Section, Central Purchase Unit, Security Unit, Public Information Unit, Hindi Cell, Legal Cell, Scheduled Castes and Scheduled Tribes Employees Cell and Co-ordination Section.

4.2.1 The staff position and the numbers of Scheduled Castes and Scheduled Tribes employees as on 31.3.2002, are given in Table 4.2.

Table 4.2 : Details of Non-Academic Staff Strength of University

(a) Details of Non-Academic Staff Strength of University

(as on 31.3.2002)

Category	Technical Staff*		Administration		Total Sanctioned
	Sanctioned	In Position	Sanctioned	In Position	
Group-A	31	20	90	61	121
Group-B	26	16	108	106	134
Group-C	204	132	689	516	893
Group-D	0	0	208	191	208
Total	261	168	1095	874	1356

*This does not include the Technical/Professional Staff of EMPC

(b) Number of Scheduled Caste/Scheduled Tribe Employees in Different Cadres

Category	Technical	Admin.	Total
Group-A	0	10	10
Group-B	04	20	24
Group-C	32	131	163
Group-D	0	54	54
Total	36	215	251

4.2.2 The activities of Hindi Cell, Public Information Unit, SC/ST Cell, Security Unit and Vigilance Cell are given in 5.2, 5.4, 5.5, 5.7 & 5.8, respectively.

4.3 Campus Construction and Maintenance Division

The Construction and Maintenance Division (CMD) of IGNOU looks after the construction of the New Campus as well as the maintenance of temporary campus and residential complex/flats. The construction Project has been planned in three phases.

- 4.3.1 The first phase of the project consists of buildings for Distance Education Council, Computer Centre, Academic building for Nine Schools, Bank building and Staff Housing Complex at Maidan Garhi consisting of residential quarters (Type-I to Type-V categories). The project cost of this phase is approximately Rs. 52 crores. The construction management of Phase-I is being looked after by the CPWD. The construction work of 216 quarters, Distance Education Council building and Bank building has already been completed. Work on 63 staff quarters, Air Condition Plant Room, Guest Houses and Academic Buildings are at final stage of completion. The permanent campus buildings will be completely air-conditioned and will also be environment friendly. Rain harvesting infrastructure and development of water bodies is being planned.
- 4.3.2 Phase-II of the project at an estimated cost of Rs. 33.00 crores is being taken up through M/s Engineers India Limited. It comprises a convention centre of seating capacity of 500, administrative block, guest houses and construction of 163 housing units (Type-I, Type- II and Type-III), etc. Work is scheduled to be completed by the end of 2003. After completion of Phase-II, the position of the Campus shall be reviewed and if required the warehouses and residential accommodation, for VC and PVCs, etc. shall be planned under Phase III.
- 4.3.3 Development works including covered parking for EMPC building, construction of ancillary buildings like workshop, cafeteria for EMPC building, development of roadside footpaths and services have also been taken up along with the horticulture activities.
- 4.3.4 Regional Centres at Bhubaneswar, Bhopal, Ahmedabad and Jaipur are functioning from the newly constructed/acquired buildings of the University.

4.4 Computer Division

The Computer Division is a major Information Technology Service Provider (ITS) to the Schools, Divisions and Regional Centres of the University. It also provides IT support during the conferences being organised by the University.

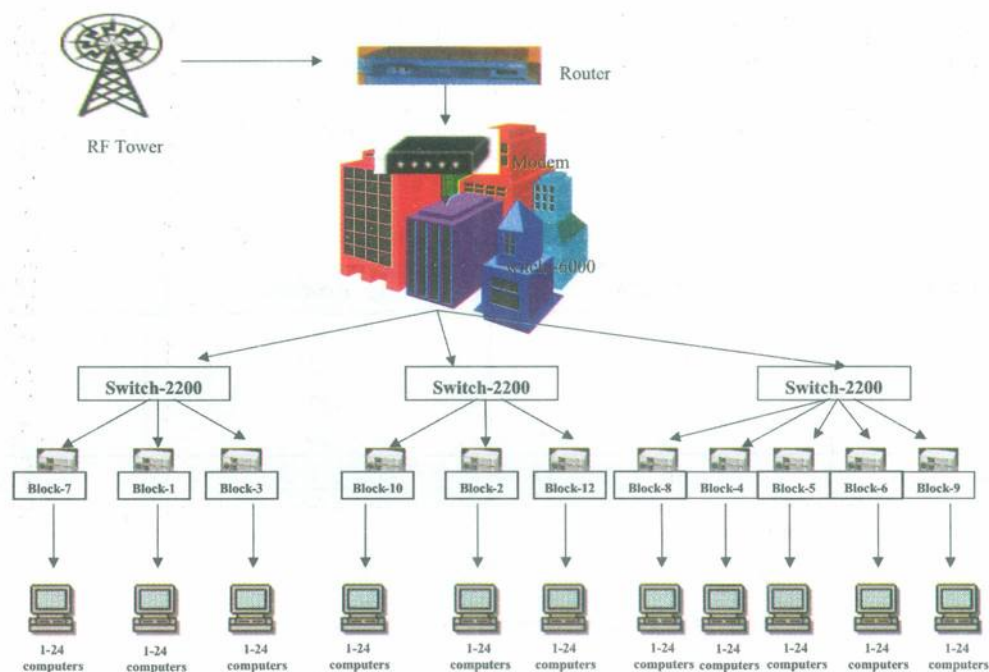


Fig. 4.1: LAN at the Headquarters

- 4.4.1 During the reporting period, 800 computers were procured and installed at the Schools/Divisions of the headquarters, Regional Centres and Study Centres. 16 Tele-Learning Centres (TLCs) at the 16 Regional Centres were established. The main software programmes/packages developed are: (i) Processing of BIT and ADIT Examination results, (ii) Leave Management System, (iii) Validation and Updation of Data Entry Package and (iv) Oracle based Maintenance Monitoring System.
- 4.4.2 The Headquarters has a Campus Network having approximately 700 computer systems connected to it. The Network is made functional by connecting through various communication equipments like switches and hubs, routers to control traffic, modems, etc. The present Network is heterogeneous in nature by connecting to different platforms like Windows NT, Windows 95/98/2K, Mac, UNIX, etc. The optical fibre cable connection was extended to EMPC, SOET, CMD and SSC.
- 4.4.3 IGNOU's own server was configured as web server with domain name as www.ignou.ac.in. The web page at this web server contains exhaustive information required by students and academicians. An E-journal on distance learning was uploaded on the web.
- 4.4.4 The Division organized two training programmes: (i) development and maintenance of web-site and (ii) E-mailing, DTP (Desk Top Publishing) and conversion of the text into HTML mode. A workshop on 'E-learning' in collaboration with STRIDE was also organized.

4.5 Distance Education Council (DEC)

The Distance Education Council (DEC) is an apex body responsible for the promotion, maintenance of standards and co-ordination of open and distance learning (ODL) activities in the country.

- 4.5.1 The Council continued to extend financial support to Distance Education Institutions for development of infrastructure, institutional reforms, academic improvement, staff development, training, student support services, computerization and networking of institutions, improvement of the quality of education, etc. The Council provided financial support of Rs. 7.492 crores to six State Open Universities (SOUs) namely Kota Open University, Kota; Karnataka State Open University, Mysore; Netaji Subhash Open University, Calcutta; MP Bhoj Open University, Bhopal; UP Rajarshi Tandon Open University, Allahabad and Nalanda Open University, Patna. These institutions were also given a support of 35 lakhs under the unassigned grants scheme. Twelve ODL institutions of conventional universities were provided with an assistance of Rs. 3.292 crores for development purposes. The Council approved six research projects to the tune of Rs. 7.49 lakhs.
- 4.5.2 The Council continued to collect and disseminate information on Open and Distance Learning and the publications brought out during the year are: (a) Open Universities in India, 2002, (b) Distance Education Institutions of Conventional universities and (c) Distance Education in Central universities. An International Journal titled 'The Global E-Journal of Open, Flexible and Distance Education' was launched with assistance of the Computer Division.
- 4.5.3 A two-day conference on *Janotthan Doorstha Shiksha* was organized at Kota Open University. Financial support was extended to the IDEA (Indian Distance Education Association) for organization of Annual Conference, 2002, at the University of Jammu, Jammu.
- 4.5.4 A document on 'Approval Process for Recognition of Distance Education Institutions and Programmes' was prepared. The Guidelines for (a) IT Education and (b) Management Education were revised.

4.6 Electronic Media Production Centre

The Electronic Media Production Centre (EMPC), established in collaboration with Japan International Cooperation Agency (JICA), Government of Japan, is entrusted with the task of production of audio-video materials. This sophisticated complex is equipped with state-of-the art production facilities: two digital audio studios, two large video studios, Betacam SP edit suites, audio editing suites, a large duplication plant, graphic facilities, etc. These facilities are being shared with other educational institutions including state open universities. In addition training, academic and research activities in media related areas are also undertaken.

- 4.6.1 In Jan. 2000, Gyan Darshan the exclusive Educational TV Channel of India was launched with EMPC, IGNOU as a nodal agency. The channel continues to provide educational programmes on a variety of subjects for 24 hours a day. The programming fare constitutes 23 hours of indigenous programmes sourced from partner institutions and one hour of foreign programmes. A transmission of 12 hour each for curriculum-based and enrichment programmes is being made. The programmes of IGNOU and CIET-NCERT including NOS are telecast for four hours each, IIT programmes for three hours, CEC-UGC programmes for 2.5 hours and one hour each for TTTI and Adult Education. The Earth Station set up for Gyan Darshan was augmented as one+one system for redundancy. Microwave links were established between EMPC-Doordarshan and EMPC-NCERT to facilitate 'live' relay. Simulcast (analog + digital) transmission of Gyan Darshan Programmes has commenced through INSAT 3C. 539 programmes were acquired to meet the software requirements of the channel. A royalty sum of Rs. 2,25,930.00 was paid for multiple telecast rights for two years period.
- 4.6.2 A total of 73 audio programmes and 199 video programmes were produced during the year taking the cumulative total to 1175 audio and 1445 video programmes. A sum of Rs. 75,09,847/- was earned by sales of audio/video cassettes, CDs and facilities hire services during the year under review. About 300 private producers have been empanelled to produce curriculum-based programmes for IGNOU with or without using EMPC facilities. Video Edit suites have been upgraded for digital production by installing non-linear editing systems in place of the erstwhile AB rolls. The project to set up production facilities for the National Open School with an outlay of Rs. 1.3 crores has been completed during the period.

- 4.6.3 To infuse interactivity in distance learning, one-way-video and two-way-audio tele-conferencing system has been under operation since February, 1995 through the Training and Development Communication Channel (TDCC) and later through Gyan Darshan. A new C Band transponder on INSAT 3C for Gyan Darshan simulcast has been allotted to the IGNOU. The TDCC activity has been shifted to this new transponder 3C and thus both the transmissions-teleconferencing and Gyan Darshan programmes are received through single dish antenna. Nearly 230 hours of teleconferencing activity was conducted at the EMPC during the reporting period. Interactive Radio Counselling (IRC) is also being provided for one hour from 184 radio stations of AIR every Sunday. This includes two Sundays on the National hook-up. Toll- free telephone facility is available from 38 cities from February, 2001 enabling the learners to interact freely with experts and to seek clarification on the telephone.
- 4.6.4 The University will be the nodal agency for the implementation of one FM channel in 40 cities as part of the Gyan Vani Network dedicated to education and development. MHRD will financially support the project at the initial stages but these stations will be expected to become self-supporting over a period of five years. Six FM radio Stations – Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai and Lucknow became operational. In the 2nd phase, 70 more stations have been allotted to the IGNOU. The monthly schedules of IGNOU Broadcasts, Telecasts, Teleconference, Interactive Radio Counselling and Gyan Darshan are being printed regularly and distributed.
- 4.6.5 Besides the maintenance of an ongoing programme- PG Diploma in Journalism & Mass Communication in English (PGJMC), the Education and Training Unit is involved in development of new programmes: (i) PG Diploma in Audio Programme Production and (ii) Advanced Diploma in Audio Video Technology. A Hindi version of the PGJMC is under translation. Ten training workshops and seven orientation programmes were conducted. The staff strength of Electronic Media Production Centre is given in Table 4.3.

Table 4.3: Staff Strength of EMPC

(as on March, 2002)

Group	Academic	Production	Technical	Administration	Total
A	032	-	07	04	43
B	-	06	09	04	19
C	-	10	08	16	34
D	-	-	-	07	07
Total	032*	16	24	31	103

Also includes Sr. Producers and Producers who have been declared academic.

4.7 Finance and Accounts Division

The Finance and Accounts Division is responsible for: (a) collection of revenue receipt on behalf of the University; (b) payment to staff members and to outside parties for supply of material and services rendered; (c) preparation of Budget Estimates, review of realisation of receipts and expenditure to achieve the objective of management control and stimulation of the activities involved; (d) preparation of Annual Accounts; (e) maintenance of Provident Fund Accounts; (f) prudent investment of the funds to generate additional resources for meeting the development needs of the organisation; (g) internal Audit of the accounts of the Regional/Study Centres, Divisions and Schools at the Headquarters; (h) co-ordination with the external auditors; (i) management of the funds for the schemes sponsored by other organisations/government bodies; and (j) maintenance of Employee's Welfare Fund accounts.

- 4.7.1 During the financial year 2001-2002, the total funds at the disposal of the University amounted to Rs. 270.96 Crores. The details of the income and expenditure during the year are given in the Table 4.4 and Table 4.5, respectively.