

**GUIDELINES**  
**APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMMES**  
**&**  
**REVISION/ ADDITION/ DELETION OF COURSE(S) IN EXISTING**  
**PROGRAMMES**

**PREAMBLE**

The Planning Board in its 46<sup>th</sup> meeting held on 12<sup>th</sup> September 2018, approved the Report of the Committee for Revising the Existing Phase Forms and Programme Approval and Launching Process in line with the University Grants Commission (Open and distance Learning) Regulations notified on 23<sup>rd</sup> June 2017. The same was ratified in the 70<sup>th</sup> Meeting of the Academic Council held on 25<sup>th</sup> September, 2018.

**APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMMES**

The planning, design and development of an academic programme at the University will be done in two stages, namely: Stage I: Programme Proposal Stage; Stage II: Programme Development Stage. There are separate forms that have to be filled up, namely: Programme Proposal Form (PPF) for Stage I; and Programme Development Form (PDF) and Programme Project Report (PPR) for Stage II. As per the provisions under Statutes 9A, 10, & 10A of the IGNOU Act (1985) these forms are to be approved by the Statutory Bodies of the University: **PPF by the School Board and the Planning Board; PDF by School Board and Academic Council** (and by the Research Council for research programmes).

As per UGC (ODL) Regulations, 2017, the PPR has to be approved by the highest academic authority of the University. Hence the approval of **PPR has to be sought from the School Board and the Academic Council.**

Detailed guidelines for each stage have been enumerated in the form of steps to be taken for the development and launch of a new academic programme.

**Stage I: Programme Proposal Stage**

Step1- A new academic programme will be initiated by a teacher(s) of a School. Before formulating a proposal for development of a new programme, the teacher(s) should check with the Planning and Development Division for duplication of the proposed programme with existing academic programmes/courses of the University. Duplication may be in terms of learning objects, curriculum or level of programme.

Step 2- The teacher(s) who initiates a new programme (hereafter referred to as Programme Coordinator) will prepare a Concept Note for the proposed academic programme to express the rationale and relevance of the proposed programme vis-à-vis IGNOU's mandate and

objectives. The Concept Note may primarily be based on need assessment through primary or secondary sources. The need of the programme may also emerge from any of the following: Statutory Authorities of IGNOU; Programme Expert Committees; Ministries of Central or State governments; NITI Ayog; Apex Bodies; Region Specific Proposals from Regional Centres; or External Funding Agencies engaged in education and social service sectors of India. The educational requirements of external agencies must be met within the mandate and objectives of the University. The need assessment study may also be conducted through direct interaction with stake-holders, in the form of survey of prospective learners, employees, employers, teachers/ trainers in relevant areas. Need assessment study based on survey and field work based research methodologies may be undertaken in collaboration with Planning Division and inputs may be obtained from Regional Service Division (RSD), if need be, as per the provision made in the research methodology of the study.

The School may earmark an exclusive budget in its Annual Budget for conducting need assessment study and for convening exploratory meetings of Experts so that these activities can be conducted smoothly within a stipulated time. The outcome of the need assessment study should be documented.

Step 3- The Concept Note may provide adequate coverage to the need of the programme, socio-economic relevance of the programme, objectives of the programme vis-à-vis objectives and mandate of the University, level of study, credit weightage, duration of the programme and target group. The Programme Coordinator will submit the Concept Note and propose names of subject experts for constitution of the Programme Expert Committee for the proposed academic programme for approval of the School Board.

Step 4- Based on the level of the programme, the budgetary requirement for the development of the programme and its delivery will have to be worked out by the Programme Coordinator in consultation with the Director of the School. The development of instructional resources is a complex and lengthy process. The Programme Coordinator should carefully work out the schedule for the development of programme and accordingly earmark budget and workforce to ensure successful completion of activities in stipulated time. Costs involved are: prescribed sitting fee and TA/DA to external members of the Programme Expert Committee; payment for unit writing, course editing, translation and vetting of units in Hindi/ any other language, word processing of manuscript, preparation of graphs, pictures, Camera Ready Copy (CRC) and printing of course materials at prescribed rates. If the development activities of a programme are spread over beyond the current financial year then budget estimates will be accordingly spread over financial years covering entire time span of development so that appropriate budget is always available at right time for smooth development of programme.

Step- 5 The Programme Coordinator will thereafter fill up the Programme Proposal Form (PPF) and submit it to the Director of the School for its consideration by the School Board.

Step 6- After the approval of the PPF by the School Board, the PPF along with the report of need assessment study will be submitted by the Programme Coordinator through the Director of the School concerned to the Member Secretary, Planning and Development Division for approval of the Planning Board/ Academic Programme Committee (APC).

Step 7- The Planning Board/ APC will examine the PPF from the point of planning aspects of design and delivery of programme and availability of funds and workforce for design and delivery of the proposed academic programme. The Programme Coordinator should specify the availability of teachers in relevant discipline in the School – those willing and available for writing and editing of course materials or for supporting/coordinating other academic activities of the programme, to the Planning Board/ APC so that the Planning Board/ APC could assess the internal strength of the School and accordingly recommend external resources for the development of the programme.

## **Stage II: Programme Development Stage**

Step 1- On approval of PPF by the Planning Board/ APC, the Programme Coordinator will initiate the process of developing the programme which should not exceed the stipulated time period which is as follows:(depending on the credits of the programme) 16 credits: 1 year; 32 credits 2 years; 64 credits 3 years and 96 credits: 4 years). In case it goes beyond the given stipulated time period, for the reason on record, the entire process will have to be repeated. The Director of the School will ensure allocation of resources for design and development of the proposed programme in its Annual Budget.

Step 2- The Programme Expert Committee recommended by the School Board should be appointed with the approval of the Vice-Chancellor. Internal faculty members involved in designing of the proposed programme would also be the members of the Programme Expert Committee, which will be chaired by the Director of the School/ senior faculty member of the respective discipline concerned. The Programme Coordinator would convene the meetings of the Programme Expert Committee after approval of the Vice-Chancellor through the Director of the School concerned. The expenditure on convening of meetings of the Programme Expert Committee will be met from the budget earmarked for this purpose in the Annual Budget of the School.

Step 3- The Programme Expert Committee will frame learning objectives of the programme in terms of knowledge and skills to be imparted, eligibility criteria for admission, duration, target group of students, broad programme structure including various media components, credit weightage, delivery and student support mechanism, evaluation methodology, and such other issues pertaining to the programme keeping in view the overall policy, Acts and Statutes of the University. The Programme Expert Committee will suggest names of experts for designing courses, writing units and editors for different courses for consideration of the School Board.

Step 4- The approval of the Vice-Chancellor would be sought by the Director of the School concerned for course-wise list of Course Writers. After approval of the Vice-Chancellor, the Programme/Course Coordinator would assign unit writing to course writers of different courses. Consent of the experts would be obtained before assigning the task to them. The Course Coordinators will pursue the course writers for delivering the course units as per the schedule agreed upon.

Step 5- The Programme Coordinator, through Director of the School, will approach the Planning and Development Division for obtaining Programme Code, Course Codes and Colour Scheme for the academic programme and its courses. Refer **Annexure 1** for details.

Step 6- The Programme Coordinator, through Director of the School, will approach the Planning and Development Division for working out the programme fee. The delivery cost is prime factor in deciding programme fee to be charged from individual students. The Programme fee will be decided as per the procedure given in **Annexure II**.

Step 7- The Programme Coordinator should also fill up the Programme Project Report (PPR) which should be completed in all respects as per the UGC (ODL) Regulations before developing the academic programme, which will be submitted to the Director of the School for approval.

Step 8- The Programme Coordinator will fill up the Programme Development Form (PDF) and submit it along with the PPR to the Director of the School to be placed before the School Board.

Step 9- After approval of PDF and PPR by the School Board concerned, the same will be submitted through the Director of the School concerned (after incorporating changes recommended by the School Board if any) to the Member Secretary, Academic Council, for approval of the Academic Council.

Step 10- Once the PDF and PPR are approved by the Academic Council, the Programme Coordinator will get the PPR uploaded on the IGNOU website under the portal “New Programmes”.

Step 11- When all the SLMs and other components of the learning package have been developed and arrangements for delivery of the programme have been made, the Programme Coordinator will through the Director of the School, inform Student Registration Division to apply to UGC for Recognition of the Programme.

Step 12- The Programme Coordinator through the Director of the School would inform the Regional Services Division (RSD), Electronic Media Production Centre (EMPC), Material Production and Distribution Division (MPDD), Student Registration Division (SRD), Student Evaluation Division (SED) and Inter University Consortium (IUC) about their role in development and delivery of the programme. The School and the respective Divisions would

work out detailed plan to achieve targets in stipulated time. The Programme Coordinator through the Director of the School will be interacting with the above Divisions. These Divisions would indicate their readiness in prescribed proforma for each Division which will be annexed with PDF. These proformas are to be signed by the Heads of the respective Divisions.

### **REVISION/ ADDITION/ DELETION OF COURSE(S) IN EXISTING PROGRAMMES**

Periodic revision of curriculum and corresponding changes in the instructional resources is necessary to maintain the dynamism of the programme and also make the learning outcomes relevant in the context of the changing ecosystem of the country / region/ State. Regular updation of the contents is required to be done for the benefit of the learners. The Board of Management (BOM) of the University in its 83<sup>rd</sup> meeting (BM83.10.1) decided that every course should be reviewed and revised at least once in a span of five years of its launching. Further, for online courses the shelf life is 2 years.

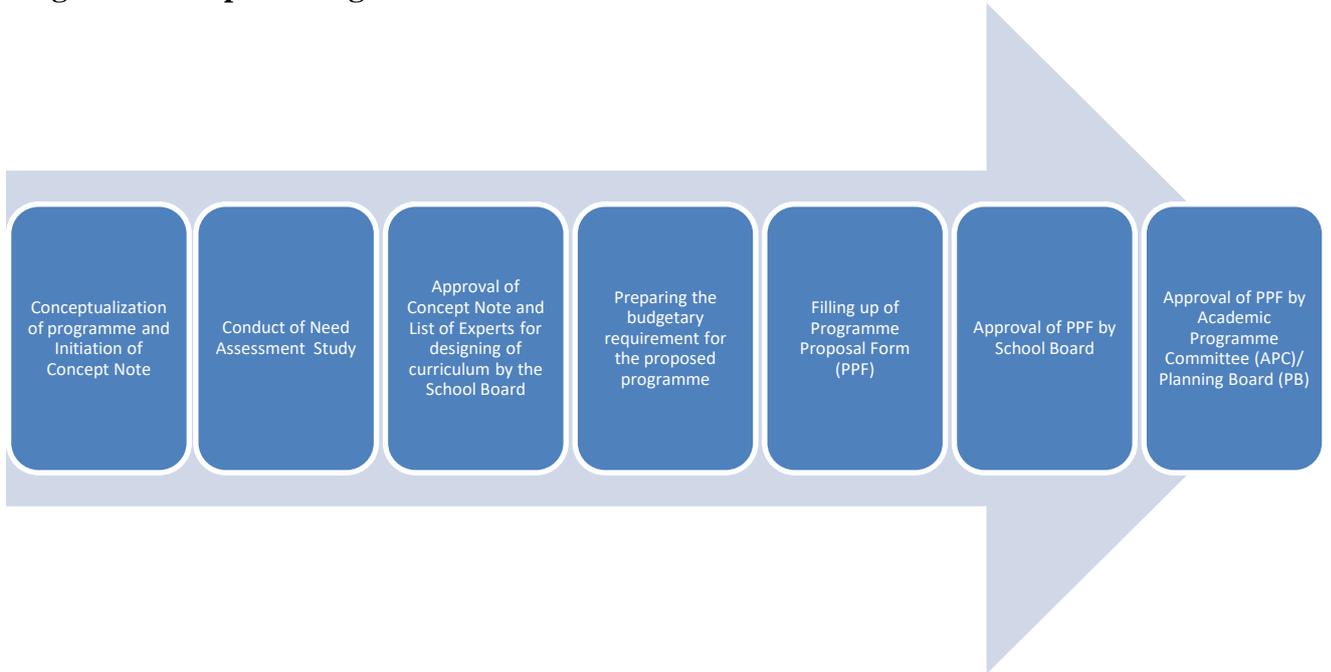
The Programme Coordinator needs to apply in the **Programme Revision Form (PRF)** for revision/addition/of courses in new areas/disciplines/specializations/deletion of courses in the existing programme. The Programme Coordinator will fill up the PRF giving a brief about the programme under revision – level, medium of instruction, past enrolment, curriculum details, relevance and rationale for revision, details of revision proposed, its implication on evaluation of student performance and delivery of learning at LSCs, financial requirements for revision and proposed date of launching of the revised programme.

- ✓ Revision of less than 1/3 of contents of a Course will be treated as Minor Revision. In case of Minor Revision, PRF needs approval of School Board only.
- ✓ If more than 1/3 of the content of a Course will be revised, then the revision will be treated as a Major Revision. In case of Major Revision, **PRF needs the approval of the School Board followed by the approval of the Academic Council.**
- ✓ In case of addition of a new course to an existing Programme, PRF needs the approval of the School Board followed by the approval of the Academic Council.
- ✓ A Programme Expert Committee may be constituted only after the approval of the School Board for drawing detailed course structure to be submitted to Academic Council.
- ✓ The same proforma (PRF) may be used for submission to the Academic Council after incorporating changes, if any, as advised by course Expert Committee along with the approval of the School Board and a detailed syllabus.

The revision of academic programmes/courses is a scheduled activity of the Schools as it needs to be carried out at least once in a span of five years of launch of each course; Schools may earmark adequate resources for timely completion of revision of the courses.

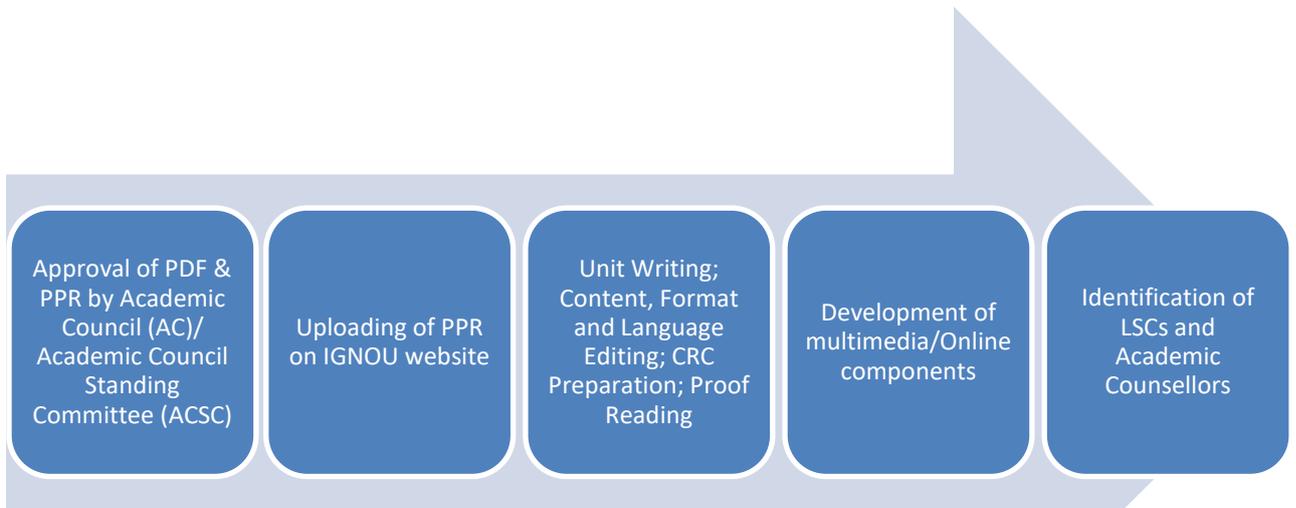
## FLOW CHART: APPROVAL AND LAUNCH OF NEW ACADEMIC PROGRAMMES

### Programme Proposal Stage

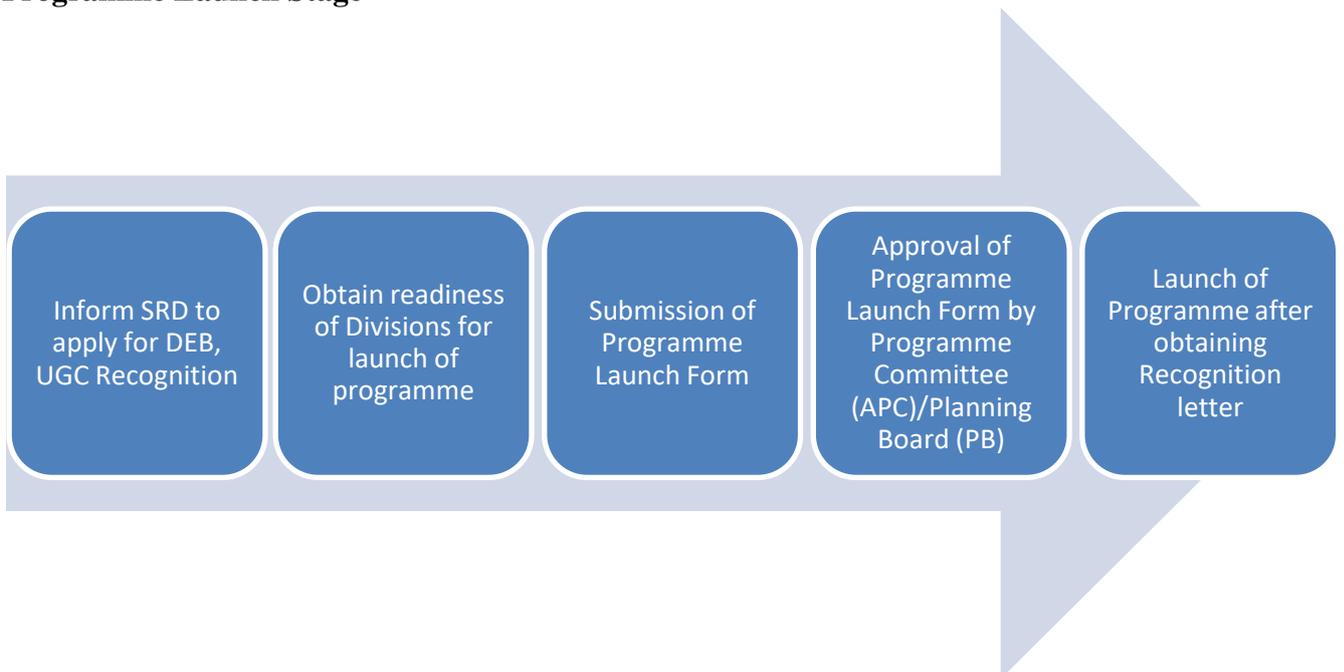


### Programme Development Stage





### **Programme Launch Stage**



  
Prof. Manjulika Srivastava  
Director