



**Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068**

Programme Revision Form (PRF)

**Form for Initiating Design and Development of Additional Course (s) In Existing Programmes
or Major / Minor Revision in Existing Course (s)/ Programmes
(For approval of the School Board and Academic Council)**

1. Proposed New Course (s) Title: _____
Or
Major/Minor Revision of Existing course (s) Title: _____

2. Programme / Course Title & Code: _____

3. Nature of Academic Programme (General/ Professional, etc.) : _____

4. Name of the School offering the Programme : _____

5. Course Proposer (s) _____

6. Programme Coordinator (s): _____

7. Programme Details (Please give details of the programme of which it forms a Part of)

a) Certificate UG Degree PG Degree
UG Diploma PG Diploma Any Other

b) Total Credits : _____

c) Medium of instruction English Hindi Any other

d) Annual Enrolment in the Programme and in the course(s) to be revised over last three years (year wise)

8 (a) Details of exploratory meetings for new course (if any held) (*Annex the minutes of the meeting*)

(b) If need assessment has been done for the new course. (*Annex the report*)

9 (a) Details of the Programme Evaluation done (if any) Summary of the feedback obtained from all stakeholders, on the course to be revised (*Annex the Report*)

10 Details of Broad Course Structure (*give attachment in the following format*)

S. No.	Title of the course	Type of course Compulsory Elective Theory Practical Project etc	Course credits	Courses to be developed /adopted/adapted and from where	Proposed no. of blocks/ manual/ workbooketc.	Proposed A/V component	Web based component		Proposed no of Interactive Radio Counselling Sessions / Teleconferencing Sessions	Proposed no. of Counselling sessions (total hours)	Any other component
							Synchronous (total hours)	Asynchronous			

(a) Details of collaborative arrangements different from the norm, if any provide details:

b) Special features/requirements, in respect of design, development, delivery and evaluation strategy, if any:

c) Qualifications of the Academic Counsellors (*Course wise, attach sheet if required*).

i) Special qualifications/ experience /exposure expected of Academic Counsellors, if any:

ii) If yes, in which types of institutions & regions are such Academic Counsellors available? (*in arts/science colleges/professional colleges/ advance research centres etc.*)

11 Proposed schedule for course development:

i) Development Phase (*please add sheet according to the format below*)

Title of course	Date by which CRC of all printed material will be ready for printing	Date by which all e-content will be uploaded on the website/portal	Date by which all A/V will be ready	Date by which assignments will be ready

- ii) Assessment strategy:
 a) Assessment strategy and weightage (please attach sheet according to format given below):

Course title and code	Weightage		Strategy for	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination

- iii) Delivery:
 a) Special infrastructure requirements, if any _____.
 b) Identification of the Academic Counsellors will be completed by _____.
 c) Finalization of the list of LSCs _____.
 d) Finalization of the list of Centres for Practicals, if applicable _____.

12 Budgetary Requirements:

- a) Design : _____
 b) Development : _____
 c) Estimated Fee : _____

13 Proposed Launch Cycle/Year : _____

Name & Signature (s) of Course Proposer (s)

Recommendation of the School Board (in case of Major Revision or addition of a New Course in an on going Programme): (please attach relevant extract of the Minutes)

Name & Signature of Director of the School with seal

Explanatory Notes:

- i) Revision of less than 1/3 of contents of a Programme/ Course will be treated as Minor Revision. In case of Minor Revision, PRF needs approval of School Board only.
 ii) If more than 1/3 of the content of a Programme/ 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.
 iii) In case of addition of a new course in an on going Programme, PRF needs the approval of the School Board followed by the approval of the Academic Council.
 iv) A course Expert Committee may be constituted only after the approval of the School Board for drawing detailed course structure to be submitted to Academic Council.
 v) The same proforma (PRF) may be used for submission to the Academic Council after incorporating changes, if any, pertaining to item No. 10 as advised by course Expert Committee along with the approval of the School Board and a detailed syllabus.