



Skill-based Bachelor Degree Programmes for Agniveers

Indira Gandhi National
Open University

RECOGNITION

IGNOU is a **CENTRAL OPEN UNIVERSITY** established by an Act of Parliament in 1985 (Act No. 50 of 1985).

The University has been accredited with the highest **A++ Grade by NAAC**.

The Degrees/ Diplomas/ Certificates awarded by IGNOU are recognized 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 as under:

Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online modes.— Degrees at undergraduate and postgraduate level 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, recognized 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.

The **National Council for Vocational Education and Training (NCVET)** has granted **Dual Recognition** to IGNOU as an Awarding Body as well as an Assessing Body for skill education.

CUT OFF DATES

Please check the admission advertisement on IGNOU Website (www.ignou.ac.in) for the last date of submission of admission form for the January & July admission cycles.

Important Links

IGNOU website: <https://ignou.ac.in>

Admission Portal for Agniveers: <https://ignou-defence.samarth.edu.in/>

Student Portal (after admission): <https://ignou.samarth.edu.in/>

All students are advised to register on the Student Portal after confirmation of their admission and create their own Student Account.

e-Gyankosh (to access digital study material): <https://egyankosh.ac.in>

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ABOUT THE UNIVERSITY

1.1 Introduction

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

- democratizing 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

Some of the prominent features of IGNOU are:

- National jurisdiction with international presence
- Flexible admission rules
- Individualized study: flexibility in terms of place, pace and duration of study
- Use of 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/organizations
- Socially and academically relevant programmes based on students' need analysis, and

1.3 The Schools of Studies

The University has the following Schools of Studies:

- λ School of Humanities (SOH)
- λ School of Social Sciences (SOSS)
- λ School of Sciences (SOS)
- λ School of Education (SOE)
- λ School of Continuing Education (SOCE)
- λ School of Engineering and Technology (SOET)
- λ School of Management Studies (SOMS)
- λ School of Health Sciences (SOHS)
- λ School of Computer and Information Sciences (SOCIS)
- λ School of Agriculture (SOA)
- λ School of Law (SOL)

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

1.4 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. The details of the programmes are available in the Common Prospectus available at <https://www.ignou.ac.in/pages/54>

1.5 Credit System

The University follows the 'Credit System' for 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 (Degree/Diploma/Certificate) requires successful completion of the assignments, practical, projects and the Term-End Examination as per requirement of each course in a programme.

STUDENT SUPPORT SERVICES

In order to provide individualized support to its learners, the University has a national network of Learner Support Centres, spread across the country. These Learner Support Centres are coordinated by 69 Regional Centres and Recognized Regional Centres. At the Learner Support Centres, the learners interact with the Academic Counselors, other learners and the Coordinator on administrative and academic matters. The list of Regional Centres is given in this Prospectus.

2.1 Online Admission System

A dedicated Online Admission Portal - <https://ignou-defence.samarth.edu.in/> has been deployed for the admission of Agniveers. The Admission Forms can be submitted online through Online Admission System. The prospective learners are required to create their user ID and password for logging into 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. 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 rejection of admission form.

The prospective learners submitting the Admission Form through this System can download the Prospectus free from IGNOU website <http://www.ignou.ac.in>.

2.2 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/online education methodology as per the requirement.

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

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 printed 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.

Audio-Visual Material Aids: The learning package contains audio and video programmes which 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 e-Gyankosh (www.egyankosh.ac.in) – the digital learning repository of the University. The video programmes are also telecast on National Network of Gyan Darshan and Swayamprabha channels. All Gyan Vani stations broadcast curriculum-based audio programmes as per their schedule that is notified in advance. In addition, some selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Learner Support Centres. The information is also provided through the university website.

Counselling Sessions: Counselling sessions are organized in both face-to-face mode at the Learner Support Centres and online mode through Teleconference/Swayamprabha/virtual meetings. While participation in theory counselling is not mandatory, participation in the practical counseling sessions is mandatory.

For a theory course of 4/6 credits, there will be 4/6 academic counselling sessions respectively. Some of the sessions shall be organized in online mode.

For BSc courses in core subjects viz Physics, Chemistry etc., the distribution of credits is:

- (i) Theory - 4 credits
- (ii) Practical - 2 credits
- (iii) Total - 6 credits

For a practical course with 2 credits, IGNOU would provide seven days of practical classes with two sessions daily. Each session would be of four hours. For each subject with practicals, *Agniveers* have to complete 14 sessions (56 hours) of practicals, at the nearest IGNOU Study Centre.

The schedule of theory/practical counselling sessions shall be prepared by the Learner Support Centre/Regional Centre and shall be available on the website.

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.

Submission of Assignments: Each course has one assignment. The assignments can be downloaded from the University website (<https://www.ignou.ac.in/studentService/download/assignments>). Learners are required to submit the assignments as per the schedule announced from time to time. The assignments are to be submitted online. In exceptional cases, they can be submitted offline at the Learner Support Centre. Guidelines for submission of assignments are available on the website. *Submission of assignments is a pre-requisite for appearing in the term-end examination.*

Term-end Examination: 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:

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- Registration for the courses is valid and not time barred.
- Required number of assignments in the courses have been submitted by due date wherever applicable.
- Minimum time to pursue these courses as per the provision of the programme has been completed.
- Examination fee for all the courses the learner is appearing in the examination has been paid.

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. 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 afresh. The Examination Forms are accepted online only as per the schedule available on the IGNOU website (<https://ignou.ac.in>) from time to time.

The examination fee to be paid is as under:

Examination Fee	Mode of Payment
@ Rs.200 per theory course/as notified from time to time	Credit Card/Debit Card/Net Banking

The fee applicable to Projects and Practical Exams is as under:

Project Evaluation Fees

Up to 4 credits project work: 300

Above 4 credits project work: 500

The fee is to be submitted by the students along with the Term End Examination form.

Practical Examination

Up to 4 credits: 300

Above 4 credits: 500

The fee is to be submitted along with the Term End Examination form.

Examination fee once paid is neither refundable nor adjustable even if the learner fails to appear in the examination.

Examination hall tickets of all eligible examinees are uploaded on the University Website (www.ignou.ac.in), 7-10 days before the commencement of the Term-end Examinations. They are not dispatched by post. Therefore, learners are advised to visit IGNOU website for updates.

Students are advised to take the print out of the Hall Ticket from University website 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.

In case a learner has misplaced the Identity Card issued by the University, s/he can download the same from her/his student account.

2.3 e-Gyankosh

The IGNOU Gyankosh (<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. The e-Gyankosh houses the study material of all the programmes in digital form, which can be read online/downloaded. Video resources/recordings of live lectures are also available on e-Gyankosh.

2.4 IGNOU e-Content Mobile App

IGNOU-e-Content Mobile App is the 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 digitized course material to IGNOU Learners. IGNOU learners can use this app to access their course material through their hand-held devices such as Mobile Phones and Tablets. The app can be downloaded from the Google Play store.

PROGRAMMES ON OFFER FOR AGNIVEERS

Indira Gandhi National Open University (IGNOU) has signed MoUs with the Indian Army, the Indian Navy and the Indian Air Force to facilitate recognition of in-service skill education/training of *Agniveers* and award of skill-based Bachelor's Degree. Following academic programmes are offered under the Scheme:

- BAAPS: Bachelor of Arts (Applied Skills)
- BCOMAPS (Bachelor of Commerce (Applied Skills)
- BSCAPS: Bachelor of Science (Applied Skills)
- BTMAPS: Bachelor of Arts (Applied Skills-Tourism Management)
- BAMSAPS: Bachelor of Arts (Applied Skills-MSME)

Eligibility: The eligibility for admission in BA/B.Com is 10+2 or its equivalent. For B.Sc. the eligibility is 10+2 in science stream.

Duration: Duration for completion of the degree under this scheme shall be of minimum three (03) years and maximum six (06) years.

In order to get the bachelor's degree from IGNOU under this scheme, Agniveers have to successfully complete the skill component imparted by the IA/IN/IAF (60 credits) as well as the courses under IGNOU component (60 credits)

Programme Structure

Semester	Theory / Core courses, Ability Enhancement Course (AECC) and Skill enhancement courses offered by IGNOU	Skill Courses of Defence Services approved by AICTE / NCVET Credits	Total credits
1	0	25 (level 4.5)	25
2	0	20 (level 4.5)	20
3	DSC1A (6) DSC2A (6) DSC1B (6) Environment Studies (4) Total – 22	0	22
4	DSC2B (6) DSC1C (6) DSC2C (6) Total – 18	0	18
5	DSC1D (6) Communication Skills (4) Life Skills (4) Total - 14	0	14
6	DSC2D (6) Total - 6	Experiential Learning – Project (15) (level 5.5)	21
Total	60	60	120

3.1 Programme Details

3.11 Bachelor of Arts (Applied Skills)

The programme aims to provide opportunities for higher education leading to the award of B.A (Applied Skills) degree to the Agniveers that would help them in post-service employment and further professional development. The Degree programme is a broad based programme with a mix of disciplinary, interdisciplinary and skill-based courses. It has the following objectives:

1. Introduce the learners to the main themes and topics of disciplines in Humanities and Social Sciences;
2. Provide the learners with the information and skills necessary to understand and analyse their world; and
3. Enable the learners to work towards ability and skill enhancement through exposure to different job roles.

The three-year degree programme consists of 120 credits. Out of this, courses worth 60 credits shall be offered by IGNOU. The remaining 60 credits shall be offered by the defence services through in-service skill training. Students have to earn all the credits offered by IGNOU and the defence services to successfully complete the programme.

Courses offered

Core courses

Economics

BECC 131	Principles of Microeconomics-I	6
BECC 132	Principles of Microeconomics-II	6
BECC 133	Principles of Macroeconomics-I	6
BECC 134	Principles of Macroeconomics-II	6

History

BHIC 131	History of India from the Earliest Times up to c.300 CE	6
BHIC 132	History of India from c.300 to 1206	6
BHIC 133	History of India from c.1206 to 1707	6
BHIC 134	History of India from c. 1707 to 1950	6

Political Science

BPSC 131	Introduction to Political Theory	6
BPSC 132	Indian Government and Politics	6
BPSC 133	Comparative Government and Politics	6
BPSC 134	Introduction to International Relations	6

Public Administration

BPAC 131	Perspectives on Public Administration	6
BPAC 132	Administrative Thinkers	6
BPAC 133	Administrative system at Union Level	6
BPAC 134	Administrative system at State and District Levels	6

Sociology

BSOC 131	Introduction to Sociology	6
BSOC 132	Sociology of India	6
BSOC 133	Sociological Theories	6
BSOC 134	Methods of Sociological Enquiry	6

Hindi

BHDC 131	हिंदी साहित्य का इतिहास	6
BHDC 132	मध्यकालीन हिंदी कविता	6
BHDC 133	आधुनिक हिंदी कविता	6
BHDC 134	हिंदी गद्य साहित्य	6

Urdu

BUDC 131	Study of Prose & Poetic Form in Urdu	6
BUDC 132	Study of Urdu Classical Ghazal	6
BUDC 133	Origin & Development of Urdu Language	6
BUDC 134	Study of Urdu Nazm	6

English

BEGC 131	Individual & Society	6
BEGC 132	Selections From Indian Writing: Cultural Diversity	6
BEGC 133	British Literature	6
BEGC 134	Reading The Novel	6

Sanskrit

BSKC 131	संस्कृत पद्य साहित्य	6
BSKC 132	संस्कृत गद्य साहित्य	6
BSKC 133	संस्कृत नाटक	6
BSKC 134	संस्कृत व्याकरण	6

Mathematics

BMTC 131	Calculus	6
BMTC 132	Differential Equations	6
BMTC 133	Real Analysis	6
BMTC 134	Algebra	6

Education

BESC 131	Education: Concept, Nature and Perspectives	6
BESC 132	Structure and Management of Education	6
BESC 133	Curriculum, Teaching-Learning and Assessment	6
BESC 134	Education as a Practice	6

Philosophy

BPYC 131	Indian Philosophy	6
BPYC 132	Ethics	6
BPYC 133	Logic	6
BPYC 134	Western Philosophy: Modern	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSE

BSSS 183	Life Skills	4
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3.12 Bachelor of Commerce (Applied Skills)

The programme aims to provide opportunities for higher education leading to the award of B.Com (Applied Skills) degree to the Agniveers that would help them in post-service employment and further professional development. The Degree programme is a broad-based programme with a mix of disciplinary, interdisciplinary and skill-based courses. It has the following objectives:

1. Introduce the learners to the main themes and topics in the area of Commerce;
2. Provide the learners with the information and skills necessary to understand and analyse their world; and
3. Enable the learners to work towards ability and skill enhancement through exposure to different job roles.

The three-year degree programme consists of 120 credits. Out of this, courses worth 60 credits shall be offered by IGNOU. The remaining 60 credits shall be offered by the defence services through in-service skill training. Students have to earn all the credits offered by IGNOU and the defence services to successfully complete the programme.

Courses offered

CORE COURSES

Course Code	Title of the Course	No of Credits
BCOC 131	Financial Accounting	6
BCOC 132	Business Organization and Management	6
BCOC 133	Business Law	6
BCOC 134	Business Mathematics and Statistics	6
BCOC 135	Company Law	6
BCOC 136	Income Tax Law and Practice	6
BCOC 137	Corporate Accounting	6
BCOC 138	Cost Accounting	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSE

Course Code	Title of the Course	No. of Credits
BCOS183	Computer Application in Business	4

3.13 Bachelor of Science (Applied Skills)

The programme aims to provide opportunities for higher education leading to the award of B.Sc (Applied Skills) degree to the Agniveers that would help them in post-service employment and further professional development. The Degree programme is a broad-based programme with a mix of disciplinary, interdisciplinary and skill-based courses, and has the following objectives:

1. Introduce the learners to the main themes and topics of the disciplines in Physics, Chemistry, Mathematics and Geography, and provide them theoretical as well as practical knowledge in their chosen discipline;
2. Provide the learners with the information and skills necessary to understand and analyse their world; and
3. Enable the learners to work towards ability and skill enhancement through exposure to different job roles.

The three-year degree programme consists of 120 credits. Out of this, courses worth 60 credits shall be offered by IGNOU. The remaining 60 credits shall be offered by the defence services through in-service skill training. Students have to earn all the credits offered by IGNOU and the defence services to successfully complete the programme.

Courses offered

CORE COURSES

Chemistry

Course Code	Title of the Course	No of Credits	Remarks
BCHCT 131	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons	04	To be taken together
BCHCL 132	Atomic Structure, Bonding, General Organic Chemistry and Aliphatic Hydrocarbons: Laboratory	02	
BCHCT 133	Chemical Energetics, Equilibria and Functional Group Organic Chemistry-I	04	To be taken together
BCHCL 134	Chemical Energetics, Equilibria and Functional Group Organic Chemistry-I : Laboratory	02	
BCHCT 135	Solutions, Phase equilibrium, Conductance, Electrochemistry and Functional Group Organic Chemistry-II	04	To be taken together
BCHCL 136	Solutions, Phase equilibrium, Conductance, Electrochemistry and Functional Group Organic Chemistry-II : Laboratory	02	
BCHCT 137	Coordination Chemistry, States of Matter and Chemical Kinetics	04	To be taken together
BCHCL 138	Coordination Chemistry, States of Matter and Chemical Kinetics: Laboratory	02	

Geography

Course Code	Title of the Course	No of Credits	Remarks
BGGCT 131	Physical Geography	06	To be taken together
BGGCT 132	Human Geography	06	
BGGCT 133	General Cartography	04	
BGGCL 134	General Cartography: Laboratory	02	
BGGCT 135	Environmental Geography	06	

Mathematics

Course Code	Title of the Course	No of Credits	Remarks
BMTC131	Calculus	06	
BMTC132	Differential Equations	06	
BMTC133	Real Analysis	06	
BMTC134	Algebra	06	

Physics

Course Code	Title of the Course	No of Credits	Remarks
BPHCT 131	Mechanics	04	To be taken together
BPHCL 132	Mechanics: Laboratory	02	
BPHCT 133	Electricity and Magnetism	04	To be taken together
BPHCL 134	Electricity and Magnetism: Laboratory	02	
BPHCT 135	Thermal Physics and Statistical Mechanics	04	To be taken together
BPHCL 136	Thermal Physics and Statistical Mechanics: Laboratory	02	
BPHCT 137	Wave and Optics	04	To be taken together
BPHCL 138	Wave and Optics: Laboratory	02	

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSES

BSSS 183	Life Skills	4
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3.14 Bachelor of Arts (Applied skills) Tourism Management

The programme aims to provide opportunities for higher education leading to the award of BA (Applied Skills) Tourism Management degree to the Agniveers that would help them in post-service employment and further professional development. The Degree programme is a broad-based programme with a mix of disciplinary, interdisciplinary and skill-based courses. It has the following objectives:

1. Introduce the learners to the main themes and topics in the area of Tourism and Hospitality Services;
2. Provide the learners with the information and skills necessary to understand and analyse their world; and
3. Enable the learners to work towards ability and skill enhancement through exposure to different job roles.

The three-year degree programme consists of 120 credits. Out of this, courses worth 60 credits shall be offered by IGNOU. The remaining 60 credits shall be offered by the defence services through in-service skill training. Students have to earn all the credits offered by IGNOU and the defence services to successfully complete the programme.

Courses offered

CORE COURSES

Course Code	Title of the Course	No. of Credits
BTMC-131	History of Tourism – I	6
BTMC-132	Fundamentals of Management	6
BTMC-133	History of Tourism – II	6
BTMC-134	Entrepreneurship and Small Business	6
BTMC-135	Concept and Impacts of Tourism	6
BTMC-136	Tourism Marketing	6
BTMC-137	Profile of Modern Tourism	6
BTMC-138	Managerial Accounting and Finance in Tourism	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSES

Course Code	Title of the Course	No. of Credits
BSSS 183	Life Skills	4

3.15 Bachelor of Arts (Applied skills) MSME

The programme aims to provide opportunities for higher education leading to the award of BA (Applied Skills) MSME degree to the Agniveers that would help them in post-service employment and further professional development. The Degree programme is a broad-based programme with a mix of disciplinary, interdisciplinary and skill-based courses. It has the following objectives:

1. Introduce the learners to the main themes and topics in the area of MSME;
2. Provide the learners with the information and skills necessary to understand and analyse their world; and
3. Enable the learners to work towards ability and skill enhancement through exposure to different job roles.

The three-year degree programme consists of 120 credits. Out of this, courses worth 60 credits shall be offered by IGNOU. The remaining 60 credits shall be offered by the defence services through in-service skill training. Students have to earn all the credits offered by IGNOU and the defence services to successfully complete the programme.

Courses offered

CORE COURSES

Course Code	Title of the Course	No. of Credits
BECC-101	Entrepreneurship and Small Business	6
BTMC-134	Introductory Microeconomics	6
BCOLA-138	Business Communication	6

BERC-131	CSR Projects and Programmes:	6
BCOC -132	Business Organization and Management:	6
BERC-132	IPR for MSME'S and STARTUPS	6
BCOE -141	Principals of Marketing	6
BERE - 141	Institutional Support to MSMEs	6

ABILITY ENHANCEMENT COMPULSORY COURSE

Course Code	Title of the Course	No of Credits
BEVAE 181	Environmental Studies	4
BEGAE 182	English Communication Skills	4
BHDAE 182	हिंदी भाषा और संप्रेषण	4

SKILL ENHANCEMENT COURSES

Course Code	Title of the Course	No. of Credits
BSSS 183	Life Skills	4

UNIVERSITY RULES

4.1 Re-Registration

Re-registration means registration in the next year of the programme. Learners are advised to submit the Re-Registration (RR) forms online at <https://onlinerr.ignou.ac.in>.

Learners should register for the next year of the programme irrespective of whether they have completed the courses of the previous year. This will enable them to complete the programme in the minimum duration of three years.

The schedule for re-registration is announced on the University website. Learners are advised to visit the University website regularly.

4.2 Cancellation of Admission and Refund of Fee

A non-refundable Registration Fee as prescribed from time to time shall be charged along with the programme fee of first semester/year at the time of admission.

If a student applies for cancellation of application/admission and refund of fee, the refund request will be considered as under:

1. The fee paid shall be refunded prior to confirmation of admission.
2. An amount equivalent to 15% of the programme fee, subject to a ceiling of Rs.2,000/-, will be deducted from the fee paid in case the request for cancellation is received after the confirmation of admission.
3. In case a student has opted for soft copy of the study material, the fee paid will be refunded after deducting the Registration fee only.
4. No Refund of fee will be admissible after 60 days of the closing date of the admissions.

Notes:

The refund will be reverted to the same Debit/Credit Card/ Net Banking Account from where the payment has been received. However, where the validity of the Debit/Credit Card expires in between, and the bank accepts the refund in spite of expiry of validity of the card, the user will be responsible for getting the money refunded from such bank. In cases the refund is not accepted by the bank under the said Debit/ Credit Card account, or the closure of the payment gateway through which the payment was initially received, the refund of fee will be made through NEFT after obtaining the account details from the student. In such cases, the candidate will make a written/email request to the Registrar, SRD for such a refund.

4.3 Digital Study Material

The study material prepared by the University is available in both printed and digital form. The University encourages the use of digital study material. As an incentive, a learner opting for the **digital study material is 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 study material. The digital study material is available on e-Gyankosh, the digital repository of the University (<https://egyankosh.ac.in>).

4.4 Change of address, study centre and regional centre

Students can initiate the request for change of address, study centre and regional centre online by logging into their student account at <https://ignou.samarth.edu.in>. They can also make a request for the same to their Regional Centre through email.

4.5 Correction/change of name/surname

Spelling mistakes, if any, committed at the time of entering the name in the online application form, shall be rectified at the Regional Centre. In case any change in the name (other than the one mentioned in his/her High School Certificate), it is mandatory 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 Student Registration Division:

- Original copy of Notification in a daily newspaper notifying the change of name;
- Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the

change in the name;

- Gazette Notification, in original, reflecting the change of name/surname;
- 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 on the website of the University.

4.6 Disputes on Admission & other University Matters

The University takes appropriate administrative and disciplinary measures for smooth functioning of its day- to-day operations in accordance with the prevailing rules and guidelines. In case of disputes on Admission and other University Matters, the place of jurisdiction of filing of law suit, if necessary, will be New Delhi/Delhi ONLY.

APPENDICES

5.1 Format of Permission Letter to be uploaded

Certificate

(To be issued by the Commanding Officer)

This is to certify that _____, Service No. _____ is serving in the (IA/IN/IAF) as _____. S/he has requested for permission to pursue a Skill-based Bachelor Degree Programme from the Indira Gandhi National Open University (IGNOU). S/he is hereby permitted to enroll in the Programme.

**Commanding Officer
Seal**

Place _____
Date _____

5.2 Grievance Rederessal – Whom to contact for what

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. The Student Service Centre can be contacted at the contact details provided below.

Contact Details of Student Service Centre		
1	General Enquiry (Student Support Services and Student Grievances, pre-admission Inquiry of various Programmes in IGNOU, etc)	Phone: 011-29572514, 29572513, 29572516
2	Director, SSC, IGNOU, Maidan Garhi, New Delhi – 110068	Phone: 011-29572505 Email: directorssc@ignou.ac.in , ssc@ignou.ac.in

For specific queries related to Admission, Study Material, Assignment, Examination, Counselling etc. the students may contact the following:

Sl. No.	Issues	Authority to be contacted
1	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material	Registrar (MPDD), IGNOU, Maidan Garhi, New Delhi-110068 mpdd@ignou.ac.in , Ph: 011-29572008, 29572012
3	Change of Elective/Medium/opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4	Credit Transfer	Student Registration Division, Block No. 1 & 3, IGNOU, Maidan Garhi, New Delhi-110068 Email: registrarsrd@ignou.ac.in
5	Purchase of Audio/Video CDs	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068 Email: empcmktunit@ignou.ac.in
6	Academic Content	Director of the School concerned (www.ignou.ac.in)
7	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School of Studies/ Regional Centres
8.	International Students residing in India should contact	Director, International Division, IGNOU, Block-15, Section K, Maidan Garhi, New Delhi. Tel. Nos. : 29533987; 29571681 E-mail : internationaldivision@ignou.ac.in

Sl. No.	Issues related	Contact No.	Controlling Officer & Telephone No.	E-mail ID
9	Issue of Degree/ Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation	011-29572213 011-29535438	Asstt. Registrar 011-29572224	convocation@ignou.ac.in
10	Issue of Hall Ticket/ Correction in the hall ticket for handicapped student s/ Non-receipt of hall tickets for term-end- examination & Entrance Test/Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./ Writer	011-29572209 011-29572202	Asstt. Registrar 011-29535064	bhavna@ignou.ac.in ssbhandari@ignou.ac.in examiii@ignouac.in
11	Declaration of results of Masters & Bachelors degree level programme/Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./ Practical marks of all programmes	011-29572212	Section Officer 011-29536103	mdresult@ignou.ac.in mdresult@ignou.ac.in practicalised@ignou.ac.in
12	Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level Programme	011-29572211	Section Officer 011-29536743	bdresult@ignou.ac.in bdresult@ignou.ac.in
13	Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE & Certificate level programme	011-29572208	Section Officer 011-29536405	cpresult@ignou.ac.in
14	Verification of genuineness of provisional certificate and grade card/ Issue of Transcript	011-29572210	Section Officer 011-29536405	gcverification@ignou.ac.in
15	Queries related to UFM cases	011-29572208 011-29576405	Section Officer	ufmgroup@ignou.ac.in
16	Status of Project Report of all Programmes/Dissertation and Viva marks	011-29571324 011-29571321	Asstt. Registrar 011-29532294	projects@ignou.ac.in
17	Queries related to Assignment Marks	011-29571325 011-29571319	Asstt.Registrar 011-29571313	assignment@ignou.ac.in
18	Students general enquiries and grievances/ Issue of duplicate mark Sheet	011-29572218 011-29571313	Asstt. Registrar	sedgrievance@ignou.ac.in
29	Discrepancy in grade card, non updation of grade/marks in the grade card etc.	011-29572208 011-29572211 011-29572212	Dy. Director/ Asstt.Director	mdresult@ignou.ac.in bdresult@ignou.ac.in bdpresult@ignou.ac.in dpresult@ignou.ac.in cpresult@ignou.ac.in