

Programme Guide



POST GRADUATE DIPLOMA IN INDUSTRIAL SAFETY (PGDINDS)



**School of Engineering & Technology
Indira Gandhi national Open University
Maidan Garhi, New Delhi - 110068**

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March, 2023

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

Published on behalf of the Indira Gandhi National Open University by Director, SOET, IGNOU

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RECOGNITION

IGNOU is a Central University established by an Act of Parliament in 1985 (Act No. 50 of 1985). The Degrees/Diplomas/Certificates awarded by IGNOU are recognised by all the members of the Association of Indian Universities (AIU) and to be treated at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F. 1-8/92 (CPP) dated February 1992 and AIU Circular No. EV/B(449)/94/176915-177115 dated January 14,1994.

1. THE UNIVERSITY

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

- Democratizing higher education by taking education to the doorsteps of the students
- Providing access to high quality education to all those who seek it, irrespective of age, region, or formal qualifications
- Offering need-based academic programmes by giving professional and vocational orientation to the courses
- Promoting and developing distance education in India
- Setting and maintaining standards in distance education in the country — as an apex body for the purpose.

Objectives of the University

The University has the following major objectives:

- Promoting the educational well-being of the community;
- Democratizing higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote areas;
- Offering need-based innovative academic programmes by giving professional and vocational orientation to the course curriculum;
- Disseminating learning and knowledge through an innovative multiple media teaching-learning system.

IGNOU has now emerged as the largest University in the world. It is mandated to cover large segments of population across the length and breadth of the country particularly the disadvantaged groups of society engaged in various vocations and professions.

The University follows a learner-centric approach. It has successfully adopted a policy of openness and flexibility in terms of relaxed entry qualifications and provision for multiple entry and exit, pace, place of study, etc. At present, IGNOU is offering more than 200 programmes and has over 2 million students on its roll. The University operates through a strong network of Regional Centers and Study Centers/Programme Study Centers across the country, which provide individualized support to the learners. Most of these centres are equipped with the state-of-the-art tele-conferencing facility. The University produces high quality and rich content courseware for its learners for which the IGNOU was conferred an Award of Excellence for Distance Education Materials by the Commonwealth of Learning (COL), Canada.

Academic Programmes

The University offers short term non credit programmes as well as wide range of programmes leading to Certificate, Diploma or Degree, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched with a view to fulfill the student's needs for:

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at workplace
- Self-enrichment
- Diversification of knowledge, etc.

2. SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)

The School of Engineering and Technology has the responsibility of initiating academic, continuing and extension education programmes in the areas of engineering and technology. The School has developed several programmes aimed at increasing job potential and economic advantage to the learners. To fulfill its mandate, the School regularly interacts with employing agencies, professional bodies and industry so as to reflect educational and training needs of the targeted learner group in the curriculum. The school practices participative and collaborative strategy by inviting different industries.

The instructional packages are designed and developed with the help of experts drawn from various institutions like IITs, National Institutes of Technology (NITs), reputed Universities and Engineering Colleges and Industry. The School has forged alliances with the Construction Industry Development Council (CIDC), Directorate General of Shipping (DGS), Khadi and Village Industries Commission (KVIC), Footwear Design and Development Institute (FDDI), Ministry of Power (MoP), and Hero Honda Motors Ltd. (HHML), etc. to design, develop and conduct tailor-made courses to meet the specific needs of respective employment sectors.

4. POST GRADUATE DIPLOMA IN INDUSTRIAL SAFETY

SOET offers Post Graduate Diploma in Industrial Safety (PGDINDS) with the following broad objectives:

- The Post Graduate Diploma in Industrial Safety (PGDINDS) Programme aims to develop skilled human resources in the field of industrial safety at the local, regional and national levels.
- It seeks to build competencies and professional skills among learners to avail employment opportunities in various industrial sectors.
- It aims to upgrade the knowledge and skills of those working in industry without a formal training.
- It also caters to the academic needs of those aspiring for higher learning.

Credit System

The University follows the ‘Credit System’ for most of its programmes. Each credit amounts to 30 hours of learner study comprising all learning and assessment activities, such as: reading and comprehending the print material, listening to audio, watching video, attending counseling sessions, practical sessions, teleconferencing, writing assignment responses, refereeing books in library, discussions with peer group etc. Completion of these academic programmes requires successful clearing of the assignments, Term-end examination of each course, project work and field training, where ever applicable.

Details of the Programme

Some pertinent details of the programme are given below:

Programme Duration	1 Year (Minimum) and 2 Years (Maximum)
Programme Fee	12,100/- (including Registration Fee)
Eligibility	1. Graduate in Engineering/ Graduate in Science with any Discipline. 2. Lateral Entry in Second Semester of programme: Those who have completed PGCINDS programme from IGNOU
Age	No bar
Medium of Instruction	English

Programme Structure of PGDINDS

There are five courses in the programme. The total credits of a course have been worked out on the basis of course content and their weightages. Table 1 gives the details of the Programme structure of PGDINDS.

Table 1 Programme Structure of the PGDINDS

Sl. No.	Course Code	Title of the Course	Type of Course Compulsory/ optional	Credits
Semester – I				
	MIS – 021	Safety Philosophy and Principles of Accident Prevention	Compulsory	4
	MIS – 022	Industrial Safety: Rules and Acts	Compulsory	2
	MIS – 023	Safety in Construction Industry	Compulsory	2
	MIS – 024	Mechanical and Electrical safety	Compulsory	2
	MISP – 021	Project	Compulsory	6
<u>Semester – II</u>				
1	MEV-001	Introduction to Environmental Health	Compulsory	4
2	MEV-002	Environmental and Occupational Hazards	Compulsory	4
3	MEV-005	Occupational Health and Safety	Compulsory	4

4	MIS- 025	Industrial project management & control strategies	Compulsory	4
5	MIS-026	Communication skills for industrial safety personnel	Compulsory	4

The details of course structure of “**Post Graduate Diploma in Industrial Safety (PGDINDS)**” is given below:

Semester - I

Course Code: MIS -021

Course Title: Safety Philosophy and Principles of Accident Prevention

- Block-1 : INTRODUCTION TO INDUSTRIAL SAFETY**
- Unit-1 : Basic Concept of Industrial Safety
- Unit-2 : Safe Working Practices
- Unit-3 : Personal Protective Equipment (PPE)
- Unit 4 : Fire Safety
- Block-2 : INTRODUCTION TO INDUSTRIAL SAFETY ENGINEERING**
- Unit-5 : Concept of Safety Engineering (Ergonomics, Process Safety)
- Unit-6 : Storage of Material Handling of Hazardous Material
- Unit-7 : House Keeping (5 S concepts)
- Unit 8 : Safeguarding of Machinery
- Block-3 : INTRODUCTION TO INDUSTRIAL SAFETY MANAGEMENT**
- Unit-9 : Safety Organization,
- Unit-10 : Safety Policy
- Unit11 : Training and Awareness Creation
- Unit 12 : Safety Audit
- Block-4 : INDUSTRIAL ACCIDENTS AND ITS PREVENISION**
- Unit-13 : Introduction to Industrial Accident
- Unit-14 : Types of Accidents and Its Analysis
- Unit-15 : Cost of Accidents,
- Unit 16 : Prevention of Accidents

COURSE CODE: MIS- 022

COURSE TITLE: INDUSTRIAL SAFETY: RULES AND ACTS

- Block-1 : INDUSTRIAL ACTS AND LAWS
- Unit-1 : Introduction to Industrial Acts and Laws
- Unit-2 : Duties and Responsibilities of Occupier and Factory Manager
- Unit-3 : Licensing and Registrations

Unit 4	:	Provision of Welfare under Factory Act 1948
Block-2	:	LIABILITIES AND RESPONSIBILITIES
Unit-5	:	Liabilities of Occupiers
Unit-6	:	Provision relating to Hazardous Processes
Unit-7	:	General Penalty for Offences
Unit 8	:	Case Studies

Course Code: MIS- 023

Course Title: SAFETY IN CONSTRUCTION INDUSTRY

Block-1	:	SAFETY DURING CONSTRUCTION
Unit-1	:	General Safety in Construction
Unit-2	:	Safety aspects Underground Works
Unit-3	:	Safety in Works at Height
Unit 4	:	Safe Handling of Construction Machinery and Material
Block-2	:	Prevention of Accidents in Construction
Unit-5	:	Environment Protection at Work Site
Unit-6	:	Safety During in Demolition Operations
Unit-7	:	Training and Development of Construction Workers
Unit 8	:	Case Studies on Construction Safety

Course Code: MIS- 024

Course Title: MECHANICAL AND ELECTRICAL SAFETY MANAGEMENT

Block-1	:	SAFETY IN MACHINERY
Unit-1	:	Job Safety Analysis and Machine Guards
Unit-2	:	Safety in Material Handling
Unit-3	:	Safety in Design and Safe Working Practices
Unit 4	:	Case study and Exercise.
Block-2	:	SAFETY IN ELECTRICAL WORKS
Unit-5	:	Electrical Safety, Fire and its Prevention
Unit-6	:	Safety of Electrical Equipments
Unit-7	:	Indian Electricity Rule
Unit 8	:	First Aid

Course Code: MISP 021

Course Title: Project

As assigned by the course coordinator to carry out a project related to Industrial Safety. The project will continue throughout the complete semester.

Semester – II

Course Code: MEV-001

Course Title: Introduction to Environmental Health

Block-1 : ENVIRONMENT AND ECOLOGY

Unit-1 : Introduction to Natural Environment

Unit-2 : Ecosystem

Unit-3 : Energy Resources and Conservation

Unit-4 : Global Environmental Issues

Block-2 : AIR, WATER AND SOIL POLLUTION

Unit-5 : Environmental Chemistry and Pollution

Unit-6 : Air Pollution

Unit-7 : Water Pollution

Unit-8 : Soil Pollution

Block-3 : NOISE, RADIATION, SOLID WASTE, ELECTRONIC WASTE POLLUTION

Unit-9 : Noise Pollution

Unit-10 : Radiation and Pollution

Unit-11 : Solid Waste Pollution

Unit-12 : Electronic Waste

Block-4 : ENVIRONMENTAL HEALTH MONITORING

Unit-13 : Environmental Quality Assessment and Monitoring

Unit-14 : Water Quality Assessment and Monitoring

Unit-15 : Air Quality Assessment and Monitoring

Unit-16 : Soil Quality and Noise Assessment and Monitoring

Course Code: MEV- 002

Course Title: Environmental and Occupational Hazards

Block 1 : NATURAL HAZARDS

Unit 1 : Introduction to Natural Hazards and Disaster

Unit 2 : Earthquakes and Volcanoes

Unit 3 : Floods and Landslides

Unit 4 : Weather Related/Coastal Hazards

Block 2 : ENVIRONMENTAL HAZARDS

- Unit 5 : Physical Hazards
- Unit 6 : Chemical Hazards
- Unit 7 : Biological Hazards

Block 3 : OCCUPATIONAL HAZARDS

- Unit 8 : Mining and Construction Hazards
- Unit 9 : Agriculture and Allied Sector
- Unit 10 : Hospital and Health Centre Hazards
- Unit 11 : Corporate and Office Hazards

Block 4 : MANAGEMENT OF NATURAL HAZARDS, ENVIRONMENTAL HAZARDS AND OCCUPATIONAL HAZARDS

- Unit 12 : Basic Disaster Management and Institutional Framework
- Unit 13 : Natural Disaster Management
- Unit 14 : Mitigation of Physical Hazards and Chemical Hazards
- Unit 15 : Mitigation of Biological Hazards

Course Code: MEV- 005

Course Title: OCCUPATIONAL HEALTH AND SAFETY

BLOCK 1 : BASIC OF HEALTH

- Unit 1 : Concepts of Human Health and Wellbeing
- Unit 2 : Environment and Its Impact on Health
- Unit 3 : Overview of Occupational Health
- Unit 4 : Burden Of Disease and Plan of Action for Environmental And Occupational Health

BLOCK 2 : EMERGENCY, DISASTER PREPAREDNESS AND MANAGEMENT INDUSTRIAL SETTING

- Unit 5 : Hazard-Risk Mitigation and Emergency Response
- Unit 6 : Industrial-Accidental Injuries Prevention
- Unit 7 : Accidental Injuries Response and Management
- Unit 8 : Trauma Care and Burn Response
- Unit 9 : Business Continuity Planning For Employee Health In Case Of Natural, Industrial or Health Disasters

BLOCK 3 : OCCUPATIONAL SAFETY AND MANAGEMENT

- Unit 10 : Duties and Responsibility of Individuals and Employee Participation In Safety
- Unit 11 : Prevention and Management of Occupational Hazards and Diseases
- Unit 12 : Occupational Safety in Other Occupations
- Unit 13 : Occupational Health for Women and Children
- Unit 14 : Ergonomics
- Unit 15 : Stress at Workplace

- BLOCK 4 :** **RECORDING AND NOTIFICATION**
Unit 16 : Concept of National System for Recording and Notification Of Occupational Diseases (NSRNOD)
Unit 17 : Purpose and Types of Records
Unit 18 : Ethical and Legal Issues In Reporting Infectious Diseases
BLOCK 5 : **RESEARCH METHODOLOGY**
Unit 19 : Principles of Epidemiology in Occupational Health
Unit 20 : Study Methods
Unit 21 : Analysis, Interpretation and Reporting of Data

Course Code : **MIS-025**
Course Title : **Industrial Project Management & Control Strategies**

- BLOCK 1 :** **BASIC CONCEPTS**
Unit-1 : Management: Thought and functions
Unit-2 : Micro-Economics for Engineers
Unit-3 : Economic Environment and Policies
Unit-4 : Human Behavior at work
Unit-5 : Staff Training and Development

BLOCK-2 : **ORGANIZATION**
Unit-6 : Organization Structure and Compatibility
Unit-7 : Power, Authority and Delegation
Unit-8 : Organization Dynamics- A Response to Growth and Decay

- BLOCK-3 :** **MANAGERIAL CONTROL STRATEGIES**
Unit-9 : Management of Quality
Unit-10 : Time Value of money
Unit-11 : Decision Making: Models, techniques and Processes

- BLOCK-4 :** **INTRODUCTION TO PROJECT MANAGEMENT**
Unit-12 : Project: Concept and Phases
Unit-13 : Project Management
Unit-14 : Value Engineering
Unit-15 : Eco-Friendliness of Projects

Course Code : **MIS-026**
Course Title : **Communication Skills for Industrial Safety**

- BLOCK -1 :** **UNDERSTANDING COMMUNICATION**
Unit 1 : Communication: Concept and Process

Unit 2	:	Inter personal skills and body language
Unit 3	:	Facing an Interview
Unit 4	:	(ICT) Information and Communication Technology
BLOCK -2	:	PROFESSIONAL WRITING
Unit 5	:	Technical Writing Techniques
Unit 6	:	Aspects of Technical Writing
Unit 7	:	Reports and Proposals
Unit 8	:	Technical Articles & Tender writing
BLOCK -3	:	PERSONALITY DEVELOPMENT & LIFE SKILLS
Unit 9	:	Personality and Attitude
Unit 10	:	Teamwork and Leadership
Unit 11	:	Decision making (inclusive of problem solving and the art of negotiation)
Unit 12	:	Coping skills: stress and emotion management
BLOCK-4	:	PRESENTATION SKILLS
Unit 13	:	Writing skills
Unit 14	:	Oral Presentation
Unit 15	:	Reading skills and listening skills
Unit 16	:	Presentation skills in the digital world

5. PROGRAMME DELIVERY

The programme delivery mechanism for the Post Graduate Diploma in Industrial Safety (PGDINDS) shall be as follows:

- The programme will be delivered by the School of Engineering & Technology, IGNOU.
- The admitted students will get the academic support (counseling sessions, assignments submission etc) through online platform.
- There will be one assignment for each course MIS-021, MIS-022, MIS-023 and MIS-024 (for Semester – I) and MEV-001, MEV-002, MEV-003, MIS-025 & MIS-026 (For Semester – II).
- For the course MISP-021 (in semester-I), each student will complete the project as per the guidelines given in Project workbook.

6. STUDENT SUPPORT SERVICES

You will get all necessary support from headquarter. Some of the academic as well as administrative supports are listed below:

- Information, Counseling and advice on your programme as well as other academic programmes offered by the University.
- Pre-admission, during admission and post-admission counseling.

- Induction for newly enrolled students.
- Supply of academic counseling schedules and project schedules.
- Provide Library facilities.
- Receipt and evaluate assignment responses submitted by you and return of the same with marks and feedback on assignments you would be writing.
- Attend to academic and administrative queries pertaining to registration, examination, assessment, feedback etc.

7. INSTRUCTIONAL SYSTEM

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 education methodology.

Study Material: Soft copy of the study material of the programme will be supplied to the learners.

Academic Counseling: Academic Counseling sessions may be held through online. The schedule of counseling will be intimated to the learner. The Coordinator of the programme will work out the counseling schedule of these sessions taking into consideration various aspects including the project work and term end examination periods, which you are required to undertake compulsorily.

Assignments: Assignments constitute an essential component of the instructional system. You are required to write responses for these assignments based on your understanding of courses, discussions and interactions you will have with counselors and fellow learners. You are required to submit assignment responses of every course at the Study Centre allotted to you. Every assignment marks will be counted for the final marking for each course.

The purpose of introducing an assignment system and giving assignments a weight age of 30 per cent per course is intended to test your capacity and capability of your technical and practical experiences. Therefore, you must devote enough time for preparing and writing assignment responses as per the guidelines of the university and submit them to the study centre. Please make sure that you must write assignment responses on your own which will improve your understanding, knowledge and skills about the course curriculum. At the same time you are also advised not to get tempted to reproduce the course material given in the units or assignments responses of others. Any learners, which may indulge into such practices, may lose their valuable time in acquiring knowledge and skills in the subject. Further, if you reproduce the textual material from the course materials provided or any other source, you may be penalized by awarding “Zero marks”.

While preparing assignment responses you must keep the following points in mind, which may help you for preparing better assignment responses:

- Read assignment question carefully and identify various sources of material.
- Make your answer precise, concise and systematic, which is relevant to assessment question.
- Supplement your response with examples, illustrations and real life situations with activities which will help you acquiring better knowledge and skills.
- Stick to the word limit if indicated in the assignment, by drafting, re-drafting assignment responses till you arrive to a final draft response.

- Write answer in your own handwriting, and don't send typed assignments.

Instruction for sending assignment response

While sending the assignment responses the following points should be particularly taken care:

- Send assignment responses complete in all respect. Partial or incomplete assignment will not carry any credit
- Use A-4 size paper for writing your responses and leave a margin of about 2 ½ on the left side for writing tutor comments and providing feedback
- Always retain a copy of the assignment response with you as a precautionary measure.
- The assignment should be submitted to the coordinator at head quarter on or before the last date indicated in the operation schedule given by the university
- Procure a set of new assignment question of an assignment falls on a holiday, the same may be submitted on the next working day.
- Write your enrolment number, name and full address at the right hand corner of the 1st page of your assignment response.
- Send your assignment responses to the study centre with which you are attached only, please do not submit/forward your assignment to any centre/institution.

The course for which the assignment has been done, its Course Code No. and Assignment Code should be written in capital letters in the centre of the top of the 1st page of the response sheets. The top left hand corner should be kept for office use. The top of the 1st page of your response(s) should look something like this:

Course Title _____

Course Code _____

Assignment code _____

Enrolment No _____

Name _____

Address _____

Telephone _____

E-Mail _____

Date of Submission _____

Once you get the pass marks in an assignment, you cannot resubmit assignment responses, if any, for improvement of grade/mark. Assignment is not subject to re-evaluation except factual errors, if any.

Assignments are to be sent to School of Engineering & Technology the address of Programme Coordinator.

Project Work: You have to complete a project of your choice as per the guidelines given in Project Workbook.

8. TERM END EXAMINATION

Term End Examination (TEE) is another evaluation tool in the PGDINDS programme. The university conducts Term-end examination twice a year in the month of June and December. Students will be permitted to appear in term-end examination subject to the conditions and registration for the courses, in which they wish to appear is valid, minimum time to pursue these courses is elapsed and they have also submitted the required number of assignment (s) if any, in those courses by the due date. Prescribed Fee has to be paid to appear Term end Examination. Students can also submit On-line examination form as per the guidelines through IGNOU website at www.ignou.ac.in.

In order to appear in the Term-end-Examinations, the students are required to fill in the Term End Examination form. The Examination Form is to be submitted online through IGNOU Website www.ignou.ac.in along with an examination fee of Rs. 200 per course. The written examination will be held for MIS-021, MIS-022, MIS- 023 and MIS- 024 only (for Semester – I) and MEV-001, MEV-002, MEV-003, MIS-025 & MIS-026 (For Semester – II). For MISP-021, there will be project evaluation. The last dates for submitting the filled-in examination forms areas follows:

Examination Months	Dates for Submission of Examination Forms	
	Without Late Fee	With a Late Fee* of Rs. 1000
June	1st February to 31st March	1st April to 10th May
December	1st August to 30th September	1st October to 10th November

*The dates/fee may change. Please check the status on website when required.

After receiving the examination form, the University will upload the hall ticket on the University website before the commencement of TE Examinations.

Your enrolment number is your Roll Number for examinations. You should be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result. Final term end examination will be conducted at selected IGNOU examination centres.

To be eligible to appear at the term end examination in any course, you are required to fulfill the following conditions:

- You should have submitted the assignment responses for the respective courses.
- You should have submitted the Examination Form in time in which you would like to write examination.
- You should have valid registration at the time of submission of Examination form.
- You should complete a minimum duration of the programme.

Examination date sheet and schedule which indicates the date and time of examination for each course is sent to all the Study Centers in advance. The same is also notified through **IGNOU Website** from time to time.

9. EVALUATION METHODOLOGY

The system of evaluation in IGNOU is also different from that of the conventional universities. IGNOU has a multi-tier system of evaluation.

- Continuous evaluation mainly through assignments which are tutor marked assignments.
- The Term End Examinations.
- Projects

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term end examination from time to time to complete an academic programme. Term-end examination will be conducted at the study centre/exam centers, where as the project submission will be done at the study centre.

The weightage of TMA (Tutor Mark Assignments) and TEE for all the courses is 30% and 70% respectively in the overall evaluation scheme of the programme.

A student will be awarded marks for the TMAs and for Term End Examination (TEE) part for each course. To clear a course, a student will have to clear both the segments of the course. Following table gives minimum percentage of marks required for the clearance of a course:

Evaluation Component's part for the Course	% of marks for Clearance
TMA	≥35%
Term-end Examination (TEE)	≥35%
Overall Performance	≥40%

To facilitate statement of overall performance at the end of the programme, the calculation of overall percentage will be based on the weighted average system and the precision will be up to the one point after the decimal. Calculations will be carried out using the following scheme:

$$\text{Overall Percentage} = \frac{C_1P_1 + C_2P_2 + C_3P_3 + \dots}{C_1 + C_2 + C_3 + \dots} \times 100$$

where $C_1, C_2 \dots$ denote credits associated with courses taken by the student, and $P_1, P_2 \dots$ denote the percentage of marks awarded in respective courses.

Depending on the over all percentage of the marks secured by a candidate the division will awarded as follows

- **1st Division (With Distinction) - 75% and above**
- **1st Division - 60% to 74.9%**
- **2nd division - 50% to 59.9%**
- **Pass - 40% to 49.9%**
- **Unsuccessful - Below 40%**

10. OTHER IMPORTANT INFORMATION

Admission Schedule

The PGDINDS programme is available in both July and January Cycles of admissions. Application form can be submitted on the online admission portal of University <https://ignouadmission.samarth.edu.in>

Programme Fee

The programme fee of PGDINDS is Rs.12,100. The fee is to be paid through credit/debit card/netbanking.

Some Useful Hints

- Please read the Programme Guide thoroughly and keep it handy. It contains most of the information you are likely to need during your perusal of the PGDINDS programme.
- Please keep a record of all the information/letters/communication received from and sent to the University.
- Do write to us if you face any problem while working through the programme. Please write briefly and neatly for a quick redressal of your problem.
- In the case of change of address inform the relevant authorities well in advance.
- To get the best out of the programme, maintain a time-table for yourself and stick to it. Make the time-table realistic taking into account some unforeseen situations, such as illness, official work, social obligations etc.
- Be regular in your work and devote at least two hours of study every day.
- Use the prescribed forms appended in Annexure for different purposes to facilitate prompt action.
- In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and sent as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. Here is the link to important forms: <http://ignou.ac.in/ignou/studentzone/forms/2>

11. CONTACTPERSONS

For any clarification and help, you may contact the Programme Coordinator at the following addresses:

Prof. K T Mannan, Programme Coordinator
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