

PROGRAMME GUIDE

CERTIFICATE IN DAIBETES CARE FOR COMMUNITY WORKER (CDCW)



School of Health Sciences
In Collaboration with Regional Centre Guwahati
Indira Gandhi National Open University
New Delhi-110 068
2009

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the university's office ay Maidan Garhi, New Delhi-110068, India.

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Congratulations for enrolling in the Certificate in Diabetes Care for Community Worker Programme. You decided to take up this programme to learn about diabetes, so that you can help your family, friends and neighbours, to help the community or to work in diabetic clinics/hospitals by enhancing your knowledge and skills related to diabetes and care of patient with diabetes. Diabetes Mellitus can be prevented and controlled if precautions are taken on time and life style is changed. Brisk walking 30 minutes a day for 5 days in a week, maintaining weight, diet modification, etc. are advised to control blood sugar level. The programme is developed to give you an overview about diabetes mellitus, its complications, care of patients, and how to prevent diabetes. You will be able to fulfil the objectives of this programme by attending counselling sessions, practical contact sessions, teleconferencing, interactive radio sessions, etc. Besides being personally benefited through the programme it prepares you to develop competencies to work as a Diabetic Community Worker in rural and urban areas in various settings. You will be a link between patient/family and the health institution. Your role will be very crucial at community level, school and work place in motivating, educating, guiding, helping and giving basic care to the patient along with health education and making people aware of diabetes mellitus.

Go through the programme guide very carefully and read the instructions. Do attend all counselling, contact and teleconference sessions. Wishing you a satisfying and enriching experience.

PART A

**UNIVERSITY
SCHOOL OF HEALTH SCIENCES
REGIONAL CENTRE GUWAHATI**

1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985. Today it serves the educational aspirations of about 2 million students in India and 36 countries abroad through 21 Schools of Studies and an elaborate network of 59 Regional centres, 2300 study centres, and 52 overseas centres. The University is making all efforts to take higher education to the doorsteps of the unreached. As of now, about 10% of all students enrolled in higher education in the country are enrolled with IGNOU. Apart from teaching and research, extension and training form the mainstay of its academic activities. It also acts as a national resource centre; and more importantly, functions as an apex body to promote and maintain standards of distance education. The University offers 175 academic programmes and 1500 courses that are need-based, unconventional, and vocation-oriented with a focus on socio-economic development and serving the disadvantaged. The programmes are at the awareness, certificate, diploma, degree (Bachelor's, Master's and Doctoral) levels and offered through multiple instructional packages with the convergence of different methodologies and technologies. IGNOU caters to learners from rural and tribal areas, physically-challenged, jail inmates and rehabilitation houses, government and non-government sectors, parents and home-makers, the employers and the employed. The University has put special focus on women, socially and economically disadvantaged groups, the north-east region, and other tribal and low literacy areas of the country.

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

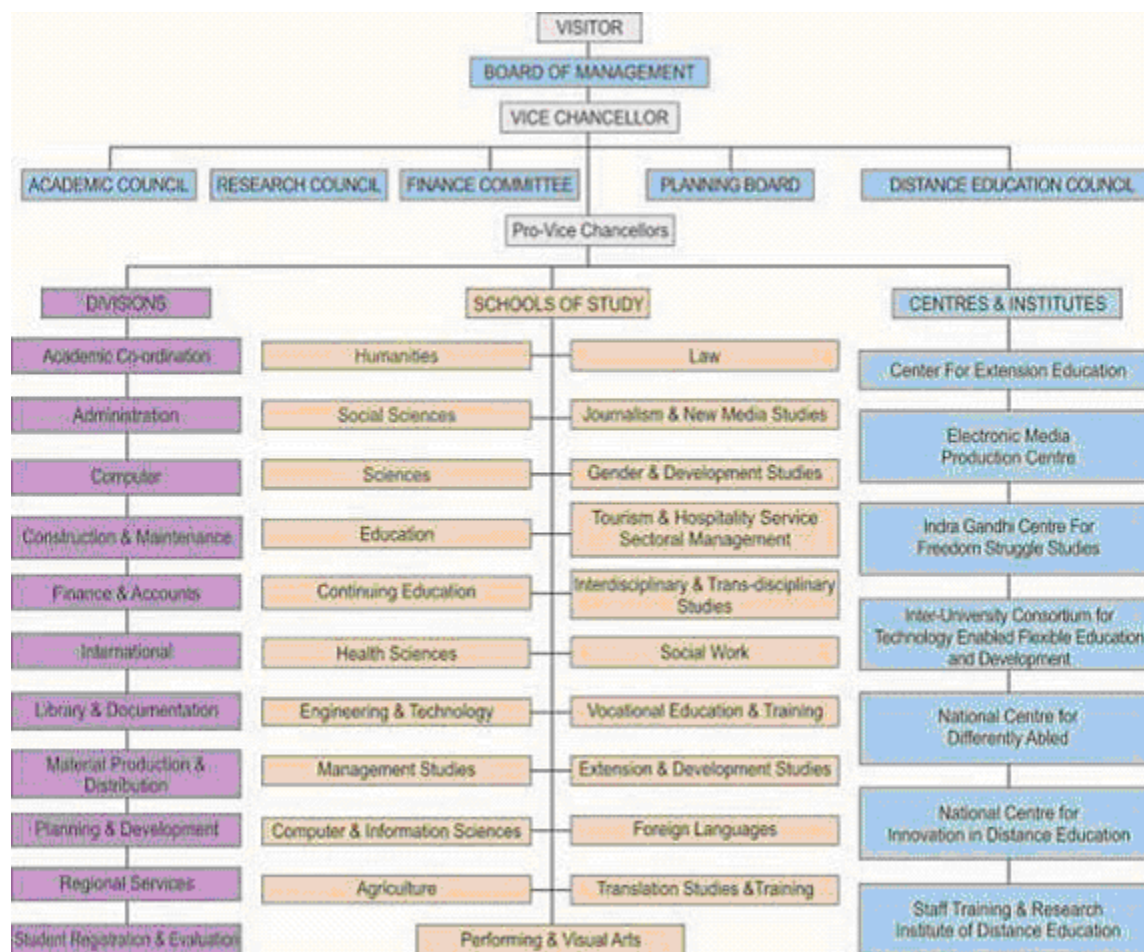
- 1 democratizing higher education by taking it to the doorsteps of the learners;
- 1 providing access to high quality education to all those who seek it irrespective of age, region, religion and gender;
- 1 offering need-based academic programmes by giving professional and vocational orientation to the courses;
- 1 promoting and developing distance education in India;
- 1 setting and maintaining standards in distance education in the country as an apex body.

IGNOU has certain unique features such as:

- 1 international jurisdiction;
- 1 flexible admission rules;
- 1 individualized study: flexibility in terms of place, pace and duration of study;
- 1 use of latest information and communication technologies;
- 1 nationwide student support services network;
- 1 cost-effective programmes;

- 1 modular approach to programmes;
- 1 resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations;
- 1 socially and academically relevant programmes based on students need analysis; and
- 1 convergence of open and conventional education systems.

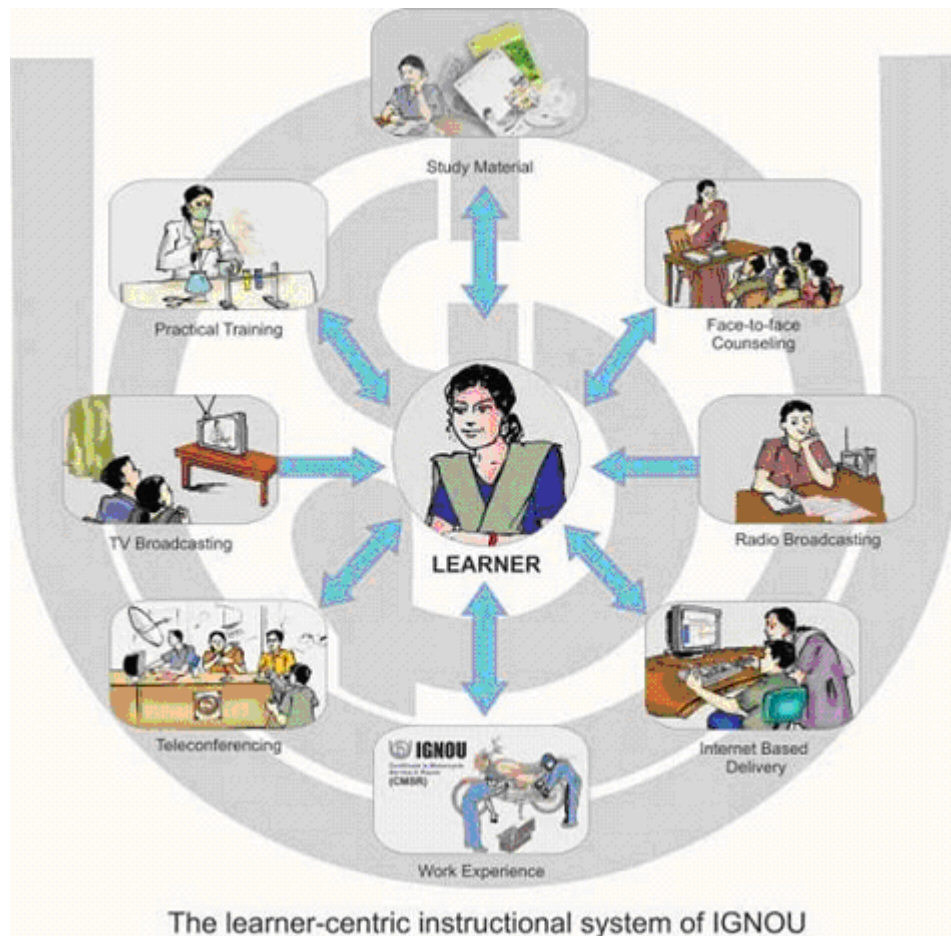
1.2 Organization Structure



1.3 Instructional Package

IGNOU's method of instruction differs radically from that of other conventional universities. Indira Gandhi National Open University has adopted a multimedia approach to instruction. The different components being: self-instructional materials, counselling sessions, both face-to-face and via teleconferencing mode. For courses in Science, Computers, Nursing as well as Engineering and Technology, arrangements have been made to enable students undertake practical classes at select study centres.

The University provides a multi-media learning system comprising print, audio, video, radio, television, teleconferencing, interactive radio counselling, Internet-based learning and face-to-face counselling.



Regular two-way audio and one-way video teleconferencing: About 750 interactive nodes spread all over the country offer two-way interactive tele-counselling, tele-teaching, tele-training, tele-discussion and extended contact programme. The facility has gone digital and is now available through INSAT-3B.

- 1 With the availability of EduSat, which has its footprints all over the country, the University has established two-way video and two-way audio *EduSat* supported networks; 134 Satellite Interactive Terminals enable our students to interact with faculty and experts in a virtual distributed classroom. The Rajiv Gandhi Project for Edusat supported Elementary Education, supported by MHRD and ISRO, is located at Jabalpur and caters to 850 primary school students in Madhya Pradesh, Utar Pradesh, Bihar and Chhattisgarh. It is now possible for the University to take education to the remotest corner and address the last mile question.
- 1 *Interactive radio counselling:* To bridge the gap between the institution and the learners through instant response to their academic and administrative queries. Now, 186 radio stations across the country broadcast interactive phone-in counselling every Sunday (4.00-5.00 p.m.). The students participate from their home through toll-free telephone to interact with the experts at various AIR studios.
- 1 *Gyan Darshan:* IGNOU is nodal agency for coordinating a bouquet of educational TV channels under the banner of Gyan Darshan (GD). Of these, GD-1 is a 24-hour exclusive National Educational channel. The Gyan Darshan channel uses C Band transponder of INSAT 3C. In addition, IGNOU also coordinates the functioning of GD-2, GD-3, and GD-4. GD-2 channel is being used as *interactive*

channel by the University for tele-counselling, tele-lecturing, tele-training and virtual convocation. Teachers/resource persons address 'live' from EMPC studio through video and audio satellite links to the student groups assembled at various centres across the country. It is also used to interact with Regional Centre and Study Centre functionaries on various operational aspects. GD-3, called *Ekalavya* channel, is exclusively devoted to technology education for the benefit of students of IITs and other engineering colleges in India. GD-4, called *Vyas* channel, is to telecast high quality higher education programmes to bridge the knowledge and information gap between different areas and institutions in the country.

- 1 *Gyan Vani* is a 'Radio Cooperative' devoted exclusively to education and community development. Its main objective is to bridge the gap between educationally privileged and deprived. As of now, 21 FM radio stations are fully operational and three are under test run. Work is at an advance stage of commencement in 10 other cities. These interactive, participatory educational stations are aimed at greater empowerment of the people, particularly the disadvantaged.

1.4 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized institutions in the area spread throughout the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside experts and edited/modified, wherever necessary, before they are finally dispatched to the students, Study Centres and Telecast through Gyan Darshan.

1.5 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student 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. 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 or Diploma or Certificate) requires successful completion of the assignments, practicals and the term-end examination of each course in a programme.

1.6 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are co-ordinated by 59 Regional Centres and Recognized Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given on the website of IGNOU. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

At a regional centre, the following facilities are extended to students:

- 1 Prospectus and submission of admission form and fees.

- 1 Change of address or centre.
- 1 Identity card.
- 1 Study material.
- 1 Migration certificate.
- 1 Teleconferencing facilities.

There are 2300 Study Centres, work and programme centres, and partner institutions spread across the country.

At a study centre, the following facilities are extended to students:

- 1 Subject-specific academic counselling by part-time academic counsellors.
- 1 Audio and video viewing facilities.
- 1 Library facilities.
- 1 Participation in Teleconferencing.
- 1 Information services related to rules, regulations, procedures, schedules, etc. of the University.
- 1 Computer access.
- 1 Practicals and lab facilities.
- 1 Submission of assignment-responses for tutor-comments and grading / marking, and
- 1 Term-end examination.

IGNOU has established a Campus Placement Cell located in IGNOU HQ New Delhi and Regional Services Division to help its learners seek employment.

1.7 Evaluation System

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

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
- 3) The Term-End Examinations.
- 4) Practicals or Project work.

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. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at SE Division on demand. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December.

1.8 Implementation Plan

The programme will be implemented through a network of Study Centres located in teaching institutions or colleges. A team of teachers called as academic counsellors will conduct contact sessions at study centres. This involves face to face counseling. Clinical supervisors will help in practicals i.e. supervised activities at hospitals. Self activities are carried out by the students at their work place. The administrative control is through Regional Centres in the States, RSD, Schools and IGNOU HQ at New Delhi.

1.9 Common Terminologies Used in Distance Education

As a distance learner student it is important for you to familiarize yourself with the following terminologies which would be commonly used while you are pursuing this programme.

Programme

By a programme, we mean the curriculum or combination of courses in a particular field of study. For example, Certificate in Diabetes Care for Community Worker, Diploma in Nursing Administration etc.

Course

The programme is divided into courses. In conventional education, when we talk of a course, we usually refer to a subject and level such as post-graduate chemistry, primary level maths, undergraduate biology and so on. In distance education the term 'course' includes more than this. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, consist of a number of booklets of printed material, audio and video components, counselling/contact sessions, assignments, library work, laboratory work, project work, etc.

Thus, each course consists of a few printed booklets called Blocks, a few audios, a few videos, some assignments and whatever else may go with it. Going back to the expression programme, the point to remember is that a PROGRAMME consists of a few COURSES.

Block

A course is divided into 'blocks'. The block appears in the form of a booklet of around 60/80 printed pages. Generally each block presents one unified theme. The printed course material is sent to the learners in the form of blocks as a learner may feel a greater sense of achievement each time he/she completes a block. A single 'big' book can be threatening from the pedagogic point of view.

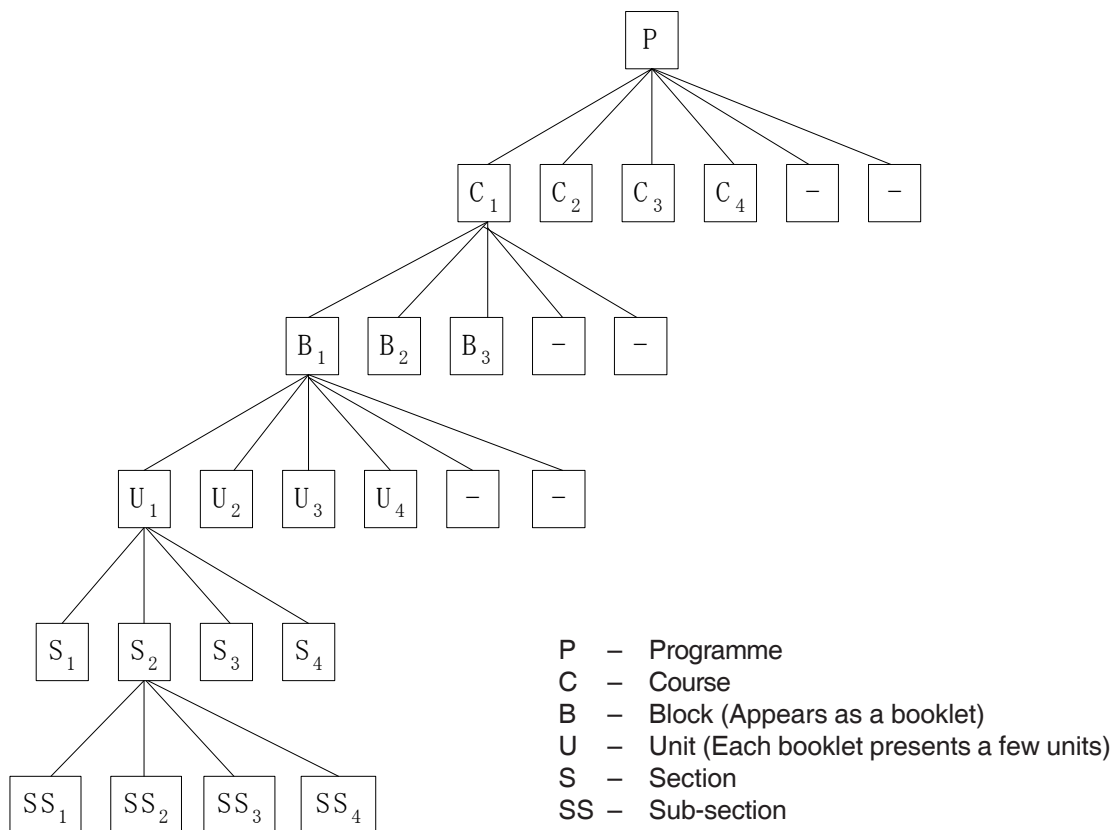
Again the point to remember is that each COURSE consists of a few BLOCKS which appear as booklets e.g. in this Certificate in Diabetes Care for Community Worker, one of the Block is on Basics of Diabetes Mellitus.

Unit

The term 'unit', of course, the context is that of IGNOU, is used to denote a division of a block, at one level in terms of the theme or topic and at another level as the material used to teach the topic. A unit, is a self-contained portion of a block covering one or more interwoven learning concepts. Each unit is broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustrations, etc.

Each unit is, thus, an individual lesson and fits into the block it belongs to. It contains orientation for learners, introduction to the content, explanation of the topics covered and exercises to help them learn the material. All the units of a block are logically, and also thematically, linked with each other. At some institutions, units are called 'lectures', 'lessons' 'topics' or 'chapters'. But the word 'unit' is commonly used among distance educators today.

The linkage of Programme, Courses, Blocks, Units, Sections and Sub-sections is given in diagram below:



Credit

In IGNOU, the learner study hours are denoted in credit system. One credit is equivalent to 30 learning hours. Each block of theory represents one credit i.e. a learner on an average would require 30 hours to complete reading a block.

Study Centres/Programme Study Centres

Study centres are established all over the country and they are functioning under the control of Regional Centres of IGNOU. Study centres provide the facilities for the student for the face to face contact sessions, submission of assignments, library facilities, solve the academic and administrative problems of the student. Programme Study Centres are established for the professional programmes.

Academic Counsellor

Academic counsellors are mediators between the learners and the university. They are expected to offer support to the students through counselling and tutorial services. In addition, they evaluate the learners' assignments responses and provide feedback to the learner through tutor comments. In some cases assignment responses may be evaluated by academics who are not engaged in counselling.

Academic Counselling

It encompasses all types of teacher-learner interaction that are aimed at facilitating learning. Such interaction may mainly be tutorial in nature with various aspects of counselling featuring in between. However, sometimes interaction may exclusively be in the nature of counselling. Such counselling may be at (i) the pre-enrolment or pre-entry stage, (ii) the stage of induction into a programme, (iii) the stage of submitting the first assignment, (iv) the stage of initiation into any new activity such as a lab-course, a hands-on experience in a computer programme, preparation of a project-proposal etc., (v) the pre-exam stage and (vi) the post-programme stage.

While tutorial interaction is subject-centered (centering around presentation, exposition, explanation, illustration, demonstration, and other pedagogical activities related to the course-content), counselling is learner-centered seeking to help learners identify their individual problems, the causes behind such problems and the means and ways of overcoming or circumventing such problems so as to enhance the possibilities of effective learning. Academic counselling may be provided in face-to-face situation, through tutor comments on assignment-responses, through correspondence or over telephone and interact where possible.

Assignment

A learning task (consisting of essay-type questions, or short answer questions, or an activity, or a project, etc.) that a distance learner undertakes during his/her studies. At IGNOU, besides being used as a means of didactic communication, it is used as an instrument of continuous assessment that carries 20-30 per cent of the weightage of final scores. Assignments can be of two types: Tutor-Marked Assignments (TMAs) and Computer-Market Assignments (CMAs). Obviously, assignments are used for two purposes: to provide guidance through tutor-comments, and to assess learner achievement through grading/marking.

1.10 Important Instructions

Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June and December. Students will be permitted to appear in term-end examination subject to the conditions that 1) registration for the courses, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Sample of a form is given in Appendix 1.

Students are advised to:

- 1 Remain in touch with the Study Centre/Regional Centre/SRE Division/website for change in schedule of submission of examination form or fee if any;
- 1 Fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 1 Retain proof of mailing/submission of examination form till you receive examination hall ticket.

Examination fee @Rs.50/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

Examination Centre

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the prospectus. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the university will allot another examination centre under the same region.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-End Examination, the same could also be downloaded from the University's website <http://www.ignou.ac.in>. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam along with the I-Card. **Carry your ID card issued by the university during examination days.**

Change of Address and Study Centre, Correction of Address and Study Centre

There is a printed card for correction/change in the address and change of study centre, which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of the Performa available at IGNOU website and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi will not be entertained. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.

In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all programmes at all the centres, learners are advised to make sure that counselling facilities are available, for the subject they have chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

Change of Region

When a learner wants transfer from one region to another, they have to write to that effect to the Regional Centre from where he/she is seeking a transfer and letter will be marked to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted and has completed the practicals. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, SR Division and the learner. For change of Region in practical oriented Programmes like Certificate in Diabetes for Community Worker, P.B. B.Sc. Nursing etc., 'No Objection Certificate' is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

Issue of Study Material and Assignment

Regional Centres will be dispatching the study material and assignment to the students. Students can download the assignment from the IGNOU website www.ignou.ac.in then click student's zone click Assignments and then click under respective programme.

Submission of Assignments

Dates are notified on the front page of each assignment. Normally the dates are 30th April for January session and 31st October for July session. Attach a assignment remittance-cum-acknowledgement card with the assignment. Sample is given in Appendix 14.

Tutor Marked Assignments (TMA) is to be sent to the concerned study centre. Students are advised to ensure collection of evaluated assignments along with assessment sheet (Evaluator Comment Sheet) from the study centre.

Result Declaration and Grade

Result is declared after the evaluations of answer script of TEE, final practical examination completed, self, supervised activities and assignment are completed. Grade card is generated and completed. Grade card and result can be viewed by the learner on the IGNOU website. Printed marksheet is sent to the student. Provisional certificate is issued to the student after the successful completion of the programme with a request of a learner.

Rules and regulation for re-evaluation of answer scripts

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form, please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'.
- 7) Application form must reach within the prescribed dates at the following address:-The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

Rules and regulations for early declaration of results

- 1) Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:
 - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
- 2) Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
- 3) Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
- 4) Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought: The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

Rules and regulations for obtaining photocopy of the answer script

- 1) Photocopy(ies) of the answer script(s) shall be provided to the students from December, 2008 term-end examination (TEE), onwards.
- 2) The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.

3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) along with the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever is later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation along with a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form must reach within the prescribed dates at the following address: The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

2. SCHOOL OF HEALTH SCIENCES AND REGIONAL CENTRE GUWAHATI

2.1 School of Health Sciences

The School of Health Sciences was set up in 1991 with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is a pioneer in developing competency based programme in various disciplines of Health Sciences. Innovative approaches in nursing and medical programmes include hands-on training which is provided through diversified approaches of a network of colleges and districts level hospitals. Programmes are being developed so as to revolutionize career opportunities available to nursing and medical professionals.

The main functions of the school are as follows:

- 1 Planning, Developing and launching of academic programs at various levels for different categories of health personnel.
- 1 Disseminating health related knowledge for general public.
- 1 Research on health related issues.

2.2 Regional Centre Guwahati

The Guwahati Regional Centre was established in 1996 taking under its fold Arunachal Pradesh and Sikkim too. In the year 2000 these two States developed their own Regional Centres. With a network of IGNOU learner support centres in almost all districts of Assam, this Regional Centre has been serving the needs of learners in the region. It is the largest Regional Centre for the North East region.

PART B

CERTIFICATE IN DIABETES CARE FOR COMMUNITY WORKER

3. CERTIFICATE IN DIABETES CARE FOR COMMUNITY WORKER (CDCW)

3.1 Rationale

Diabetes is a major threat to global public health that is rapidly getting worse. It is a common condition and its frequency is dramatically rising all over the world at least 171 million people worldwide have diabetes. This figure is likely to be more than double by 2030. In developing countries the number of people with diabetes will increase by 150% in the next 25 years.

RANKING	COUNTRY	YEAR	
		2000	2030
1	India	31.7	79.4
2	China	20.8	42.3
3	United States of America	17.7	30.3

The global increase in diabetes will occur because of population ageing and growth, and because of increasing trends towards obesity, unhealthy diets and sedentary lifestyles. In developed countries most people with diabetes are above the age of retirement, whereas in developing countries those most frequently affected are aged between 35 and 64.

Studies have shown that, with good management, many of the complications of diabetes can be prevented or delayed. Effective management includes lifestyle measures such as a healthy diet, physical activity, maintaining appropriate weight and avoiding smoking and alcohol. Medication often has an important role to play, particularly for the control of blood sugar, blood pressure and blood lipids. Through the provision of optimal health care, the risk of developing diabetic complications can be reduced substantially. Helping people with diabetes to acquire the knowledge and skills to manage their own condition is central to their leading a full and healthy life. Therefore, there is a need to reduce the diabetes by building capacities of communities, families and individuals; promote preventive, promotive and rehabilitative services, by improving the continuum of care; and scale up prevention, control and rehabilitation of diabetes through support and development of community level workers, NGOs etc.

This certificate programme has been developed to give knowledge of diabetes mellitus and develop skills in providing basic care to patients at the community level and motivating, guiding and helping the patient to adhere to treatment, change life style and helping the family to take care and prevent diabetes and delay complications.

3.2 Objectives

The objectives of this certificate programme is to:

- 1) impart knowledge about epidemiology of diabetes.
- 2) provide an understanding of the causes leading to diabetes.
- 3) give detailed knowledge of the effect of diabetes on various organs of the body.
- 4) provide knowledge and skills about management of the disease in relation to diet, foot care, eye care etc. and

5) equip the learners with interpersonal communication skills, this will facilitate psychological well being of patients.

3.3 Eligibility

10+2 preferably with science.

3.4 Target Group

Students after 10+2.

Health Worker, Health Personnel working in hospital or diabetic clinic or health centre. Anyone with minimum 10+2 qualification.

3.5 Duration

Minimum 6 months and Maximum 2 years.

If the student is not able to complete the programme in 2 years, student has to apply for readmission and pay the pro-rata fee.

3.6 Medium of Instruction

English

3.7 Programme Fee

Rupees 2000/- (subject to any change).

Fee should be paid via Demand Draft drawn in favour of 'IGNOU' payable at your state Regional Centre. Write your name and programme title at the back of the demand draft.

4. PROGRAMME STRUCTURE AND SYLLABI OF THE COURSES

Certificate in Diabetes Care for Community Worker is a 14 credit programme. It involves a total of 420 study hours i.e. $30 \times 14 = 420$ (30 student hours = 1 credit). Student can complete the programme in a minimum period of 6 months or take a maximum of 2 years to complete the programme. It has one theory course of 4 credits and one practical course of 10 credits.

4.1 Programme Structure

Total	14 Credits	Total Hours	420
Theory	4 Credits	Hours	120
Practical	10 Credits	Hours	300

Counselling Face to Face

100% i.e. 120 hrs

Contact Sessions

50% i.e. 150 hrs (Supervised Activities) and

50% i.e. 150 hrs Self Activities at workplace

Theory Course

S.No.	Title	Course Code	Credits	No. of Blocks	No. of Assignments	Counselling Sessions Hours
1	Concepts and Interventions of Diabetes Mellitus	CNS - DC001	4	5 Blocks 1) Basics of Diabetes Mellitus 2) Diagnosis and Monitoring of Diabetes Mellitus 3) Management of Diabetes Mellitus 4) Complications of Diabetes Mellitus 5) Education, Counselling and Prevention of Diabetes Mellitus	1	120 (100% face to face)

Counselling sessions will be held in study centres. 90 percent attendance is compulsory.

Practical Course

S. No	Title	Course Code	Credits	No. of Blocks	Practical Contact Sessions Hours	Self Activities Hours
1	Procedures related to Diabetes Mellitus	CNS- DCP001	10	1 Block 1) Procedures related to Assessment and Care of Patient with Diabetes Mellitus	150	150

Practical contact sessions will be conducted in hospitals/diabetic clinics. 90 percent attendance is compulsory.

4.2 Syllabi of Courses

Theory 5 Blocks

Theory

Concepts and Interventions of Diabetes Mellitus

Block 1 Basics to Diabetes Mellitus

- Unit 1 Introduction to Diabetes Mellitus
- Unit 2 Introduction to Human Body Systems
- Unit 3 Pancreas and its Functions and Metabolism

Block 2 Diagnosis and Monitoring of Diabetes Mellitus

- Unit 1 Diagnosis of Diabetes Mellitus
- Unit 2 Investigations for Diabetes Mellitus
- Unit 3 Monitoring a Diabetic Patient

Block 3 Management of Diabetes Mellitus

- Unit 1 Life Style Modification
- Unit 2 Management of Patient with Type 2 Diabetes Mellitus
- Unit 3 Management of Patient with Type 1 Diabetes Mellitus
- Unit 4 Management of Diabetes Mellitus in Pregnancy

Block 4 Complications of Diabetes Mellitus

- Unit 1 Acute Complications of Diabetes Mellitus and Management
- Unit 2 Chronic Complications of Diabetes Mellitus and Management
- Unit 3 Referral of Patient with Diabetes Mellitus
- Unit 4 Coping Strategies

Block 5 Education, Counselling and Prevention of Diabetes Mellitus

- Unit 1 Behaviour Change Communication
- Unit 2 Educating a Person with Diabetes Mellitus
- Unit 3 Counselling in Diabetes Mellitus
- Unit 4 Primary Prevention of Diabetes Mellitus

Practical 1 Block

Procedures Related to Diabetes Mellitus

Block1 Procedures Related to Assessment and Care of Patient with Diabetes Mellitus

- Practical 1 History Taking
- Practical 2 Anthropometric Measures
- Practical 3 Checking Vital Signs – Temperature, Pulse, Respiration
- Practical 4 Checking Blood Pressure
- Practical 5 Blood and Urine Testing
- Practical 6 Assessment to Detect Early Complications
- Practical 7 Foot Examination and Identifying Foot at Risk
- Practical 8 Dietary Counselling
- Practical 9 Active and Passive Exercises
- Practical 10 Technique of Insulin Injection
- Practical 11 Dressing of Diabetic Wound
- Practical 12 Behaviour Change Communication
- Practical 13 Counselling Techniques
- Practical 14 Guidelines for Community Visit

5. PROGRAMME PACKAGE

5.1 Self Instructional Material

Printed study material for both theory and practical courses of the programme is sent to all the learners in the form of Blocks, each Block consists of 3-4 units. Blocks are written in self instructional style. Theory blocks are designed to facilitate self study, to make the reading interesting, so that learner can read at his/her own pace with understanding and carry out in built exercises. Practical blocks are designed to facilitate self activities and supervised activities. Guidelines to conduct practicals are also given.

5.1.1 Theory

Theory course is divided into 5 blocks for 4 credits course. Each block has 3-4 units. These units are arranged in sequence to maintain continuity of learning. First page of the first block of a course gives the introduction to the course and then introduction to the block. Each unit has a structure, objectives of unit, introduction, main content divided into sections, and sub-sections. Exercises in the form of check your progress are given at various points of a unit which will help you to assess your understanding. At the end of the unit, a summary of unit, key words and answers to check your progress is given for your reference.

5.1.2 Practical

Practical course contains one block for 10 credit course. The Block has 14 practicals. At first introduction to the course is given followed by introduction to the practical manual. Each practical unit has a structure, objectives and introduction to be achieved, content and steps to follow to carry out the practical and other related activities. At the end of the Block, a list of self activities and supervised activities to be carried out are presented.

5.2 Counselling Sessions

The study centre will plan, inform and organize face to face counselling sessions. During these sessions you have the opportunity to meet the academic counsellor and your peer group. The counsellor will clarify your doubts, solve problems, arrange audio visual sessions, and take sessions for you. Therefore, it is important for you as a learner to study the material before attending the counselling sessions.

There will be 120 hours of compulsory counselling sessions, each session being of two hours duration. That means, if **4 sessions are organized on a day there will 8 hours of counselling. In this way you need 15 days to complete the counselling sessions (15 days × 8 hrs = 120 hrs).**

5.2.1 Attendance

90 percent attendance is compulsory in counselling sessions to be eligible to appear in term end examination.

5.3 Assignment

Assignments are given to reinforce your understanding and comprehension of the learning material. Theory course has one assignment. It is a tutor marked compulsory assignment. The assignment carries 30 percent weightage in the final result. Assignment is sent to you along with the study material. You may also download the assignment from the IGNOU website i.e. www.ignou.ac.in. You should go through the assignment and

if you need any clarification, you may consult the academic counsellor during counselling sessions. Submit your assignment at your study centre before or on due date. Academic counsellor will evaluate the assignment; will write teaching comments and award marks.

5.3.1 Guidelines for submitting the assignment

1) Preparing the front page: **On the top of the first sheet write as below:**

Enrollment Number.....

Name.....

Address.....

.....

.....

Pin Number.....

E-mail.....

Course Title.....

Assignment No.....

Date of Submission/Posting.....

- 2) Use A4 size paper for response.
- 3) Leave 1-1 ½ inch margin on the left side of the paper.
- 4) Leave at least 4 lines in between each answer.
- 5) Write each assignment separately.
- 6) This will help the counsellor to write comments.
- 7) Make sure you have answered all questions and your assignment is complete.
- 8) Answer on the basis of blocks send to you. Information given in a unit is enough to answer the questions.
- 9) Write assignment in your own handwriting.
- 10) Write answer in your own words; do not copy from the text. Be precise.
- 11) Do not copy from another student otherwise it will be returned or awarded less marks.
- 12) Put your signature at the end.
- 13) Keep a copy of assignment with you.
- 14) Attach acknowledgement form given in Appendix 1 along with the assignment.
- 15) Submit your assignment according to the submission date indicated in the assignment.

- 16) If you do not get back evaluated assignment within a month after submission, collect the assignment personally from the study centre.
- 17) In case you are not able to score minimum qualifying marks or not able to submit then you have to wait for the assignment send to next batch. You have to make a request for it in the form given in Appendix 2.
- 18) In case you have requested for change in programme study centre, submit your assignment to your original programme study centre until officially your centre is changed.

5.4 Practical Sessions

Practical course will help you to learn new skills or build upon already learned skills. These will help you to teach the diabetic patient and their family members skills to take care of themselves or the patient. Self and supervised activities marks are added in your evaluation at the end. Therefore, you have to carry out all the practicals in self and supervised activities in real earnest not only for evaluation but to learn new skills, to become a competent diabetic worker at field level.

5.4.1 Self Activities and Supervised Activities

You will carry out self activities at your work place. In case you find it difficult or opportunities are not available then you can carry out these activities when you come for supervised activities with the help of your clinical supervisor. Supervised activities are carried out under the supervision of your clinical supervisor. Supervisor will assign your placement, make posting plan, guide, help, supervise, monitor and evaluate your practical work. Detailed schedule of practical will be given to you by programme in-charge at study centre. Prepare a separate practical file for self activities and supervised activities. Submit these to your clinical supervisor for evaluation.

There will be 150 hours practical contact sessions and 150 hours of self activity sessions. A practical session is for 4 hours. For example if 2 practical sessions are organized, **8 hours will be covered. In this way, you need 19 days to complete the practical contact sessions and 19 days for self activities. (19 days × 8 hrs = 152 hrs).**

5.4.2 Attendance

90 percent attendance is compulsory in practical sessions to be eligible to appear in term -end examination.

5.5 Teleconference

Live sessions are conducted via satellite from IGNOU studio at EMPC. The schedule of teleconference is given to learners at the study centres by the programme in-charge or available at regional centre. The learner has to go to the venue at the scheduled date and time to attend the session. Learners can interact with other students, experts and ask questions and clarify doubts. Telephonically learners are advised to attend the sessions.

5.6 Interactive Radio Counselling

Live counselling is provided through radio by the experts. Students can ask questions from home or work place on telephone. These sessions are conducted for an hour from 4.00-5.00 pm on Sunday from 184 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose.

6. EVALUATION

IGNOU has three tier evaluation system:

- 1) Self assessment exercises within each unit of study.
- 2) Continuous evaluation through assignments.
- 3) Term -End Examination.

6.1 Theory

For theory course, evaluation consists of two aspects:

- 1) Continuous evaluation through assignments.
- 2) Term-End Examination (TEE).

You need to score 50 percent marks in assignment separately and 50 percent marks in TEE separately to complete the course successfully.

Term-End Examination is conducted twice in a year i.e. June and December. Fill the Examination Form along with the examination fee Rs. 50/- per course via Demand Draft in favour of IGNOU payable at New Delhi. You can fill online examination form available on www.ignou.ac.in.

6.1.1 Scheme of Examination

Course Code and Name	Continuous Evaluation TMA Marks	TEE Duration Hours	Term-End Examination (TEE) Marks
CNS-DC 001 Concepts and Interventions of Diabetes Mellitus	30	3	70
Total 100 Marks			

6.2 Practical

For practical course, evaluation consists of two aspects:

- 1) Continuous evaluation through self and supervised activities.
- 2) Final Practical Examination.

You need to score 50 percent marks in self activities separately, 50 percent marks in supervised activities separately and 50 percent marks in final practical examination separately to complete the course successfully.

Final Practical Examination will be conducted at the centre where you had practical sessions and will be conducted before theory examination.

6.2.1 Scheme of Examination

Course Code and Name	Self Activity Marks	Supervised Activity Marks	Practical Examination Marks
CNS-DCP 001 Procedures Related to Assessment and Care of Patient with Diabetes Mellitus	25	25	50
			Total 100 Marks

7. IMPORTANT CONTACT ADDRESSES

Following are the important contact addresses for your reference:

1)	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms/Change of Programme/Medium/Course	Concerned Regional Centre. The Demand Draft should be drawn in favour of 'IGNOU' payable at city of the Regional Centre.
2)	Non-receipt of study material and assignments	Concerned Regional Centre
3)	Schedule/Information regarding Examform, Entrance Test, Date-sheet, Hall ticket	Assistant Registrar (Exam-II), SE Division, Block-12, Room No.2, IGNOU, Maidan Garhi, New Delhi-110068 sgoswami@ignou.ac.in Ph.: 29536743 29535924-32 / 29572202, 29572209
4)	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SE Division, Block-12, Room No.1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in Ph.: 29536103, 29535924-32 / 29572201, 29572211, 29571316
5)	Non-reflection of Assignment Grades/marks	Assistant Registrar (Assignment), SE Division, Block-3, Room No.12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in or ornjha@ignou.ac.in Ph.:29535924 / 29571312, 29571319, 29571325
6)	Original Degree/Diploma/verification of degree/diploma	Deputy Registrar (Exam-I), SE Division, Block-9, IGNOU, Maidan Garhi, New Delhi -110068 convocation@ignou.ac.in Ph. 29535438, 29535924-32 / 29572224, 29572213

7)	Student Grievance (SED)	Assistant. Registrar (Student Grievance) SED, Block-3, Room No.13, IGNOU Maidan Garhi, New Delhi-110 068 sregrievance@ignou.ac.in Ph 29532294, 29535924-32 / 29571313
8)	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
9)	Academic Content	Director of the School Concerned, IGNOU, Maidan Garhi, New Delhi-110068 Ph.: 29533078, 29534935
10)	Student Support Services and Student Grievances, pre-admission. Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail: ssc@ignou.ac.in Ph.: 29535714, 29533869, 2953380 Fax: 29533129
11)	IGNOU EPABX Number	29571000 (30 lines), 29535924-29, 29533065, 29536135

PART C
APPENDICES