

**IGNOU**  
**Planning and Development Division**

F. No. IG/P&DD/SOP/2024/1566

Dated: August 12, 2024

**Notification No. 67**

This is notified that the Standard Operating Procedures (SOPs) for adoption/adaption of course(s)/unit(s) given below are to be followed by all the Schools of Studies.

**Standard Operating Procedures (SOPs) for adoption/adaption of course(s)/unit(s)**

In line with the NEP 2020 guidelines, IGNOU has initiated the process of offering various interdisciplinary/multidisciplinary programmes. To make the optimum use of the courses developed by various Disciplines/School of Studies and to avoid duplication of efforts, the Disciplines/Schools of Studies are adopting/adapting courses/ unit(s) developed by other Disciplines/Schools while developing the programmes.

In view of the above, there is a need to streamline the process of adoption/adaption of a course/unit. In view of this the following SOPs may be adhered to by the Disciplines/Schools of Studies which are adopting/adapting the course(s)/ unit(s) developed by other Disciplines/Schools:

1. In case of multidisciplinary/interdisciplinary/intra School programmes, while designing the programmes, the Discipline/School which intends to adopt/adapt a course/unit developed by other Discipline (outside the School)/School, the proposing Discipline/School should intimate the Discipline/School, through the Director of the School, which developed the course(s)/unit(s) for adopting/adapting the course(s)/ unit(s). This interaction between the two Disciplines (one, who proposes to adopt/adapt and the other who developed the course) should be through their respective Director(s) of the School. This will help in better planning of course coordination and maintaining the operations related to SRD, MPDD, and SED for the course.
2. **Course(s)/Unit(s) Adoption:** An existing course/unit is used in a new/existing programme *without any change in content or as it is.*

**SOPs in case of Course(s)/Unit(s) Adoption:**

- a) The pre-requisite for the course/unit must be maintained since the course(s)/unit(s) are developed assuming certain basic knowledge. (For example B.Sc. courses assume the understanding of Science subjects at +2 levels).
- b) No change in course code, no change in credit page and credit weightage.
- c) No change in course coordinator(s); however, the course coordinator(s) should be informed about the expected intake for coordination of evaluation or maintenance related work.
- d) No new cover design.
- e) Maintenance related activities would be carried out by parent Discipline as long as the course is on offer by the parent Discipline.

  
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- f) In case of adoption of Laboratory course(s), the norms for the conduct of these course(s) followed by the parent Discipline/Schools will be adhered to by the adopting Discipline/School. In addition, the adopting Discipline/School should ensure, in consultation with RSD, the feasibility of the conduct of the adopted Lab. Course at LSCs because the Lab Courses are conducted at approved LSCs only.
- g) In case of adoption of a Project/internship (for e.g. Management Programmes) course which requires considerable time of the faculty of the parent Discipline/School in different activities such as approval of synopsis, supervision/guidance and evaluation of Project Report, the adopting Discipline/School should work out the modalities for these activities in consultation with the parent Discipline/School.
- h) In case of translation of the adopted course(s)/unit(s) in regional languages, teaching learning modes for Divyang and other modes of teaching learning, the original credit page is to be retained with due credits given to the translator.
- i) In case of two different marking schemes (Grades/Numericals) followed by the parent discipline/adopting discipline, the conversion of grading to numerical/viva will be done as per the norms of the University.
- j) In case the adopted course(s)/unit(s) is offered in a language in which it is not on offer by the parent Discipline/School, then the responsibility of all student support services (counseling) and evaluation related activities such as translation and evaluation of assignments, translation and moderation of TEE question papers and evaluation of TEE answer scripts have to be undertaken by the Discipline/School adopting the course(s) as per the norms of the University.

3. **Course Adaption:** Developing a new course *using an existing course as a resource.*

**SOPs in case of Course(s)/Unit(s) Adaption:**

- a) New course codes will be obtained as per the existing rules of the University.
- b) The due credit with specific reference to the original course with unit numbers must be acknowledged in the new credit page.
- c) New course coordinator will be assigned for the adapted course by the Discipline/School adapting the course.
- d) New cover page to be designed in accordance with the colour scheme of the School.
- e) Maintenance related activities will be carried out for the new adapted course by the Discipline/School adapting the course(s).
- f) Preparation of assignments, Question Papers, moderation etc. works to be done by the School which is adapting the courses.
- g) In case of translation of the adapted course(s)/unit(s) in regional languages, teaching learning modes for Divyang and other modes of teaching learning, the original credit page is to be retained with due credits given to the translator.
- h) In case the adapted course(s)/unit(s) is offered in a language in which it is not on offer by the parent Discipline/School, then the responsibility of all student support services (counseling) and evaluation related activities such as translation and evaluation of assignments, translation and moderation of TEE question papers and evaluation of TEE answer scripts have to be undertaken by the Discipline/School adapting the course(s) as per the norms of the University.

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4. In case of all the collaborative programmes involving two or more Disciplines/Schools or the University and any outside Agency, the same SOPs are to be followed for adoption and adaption of course(s)/unit (s).

This is issued with the approval of the Competent Authority.

*Neeti Agrawal*  
22/08/2024  
(Prof. Neeti Agrawal)  
Director (P&DD)

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To

1. All the Members of the Committee
2. All the Directors of Schools/Heads of Division
3. VCO- for the information of Vice Chancellor