



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

**Programme Development Form (PDF)
(For approval of the School Board & Academic Council)**

1. Programme Title & Code : _____
2. Total Credits: _____
3. Medium of Instruction: _____
4. Duration of the programme: Minimum _____ years; Maximum _____ years
5. Readmission duration _____
6. Eligibility for admission: _____
7. Name of the School(s) proposing the Programme: _____
8. Name of the Programme Coordinator (s) _____
9. Programme structure and course contents

(i) Broad structure (give attachment in the following format as Appendix 1 and syllabi as Appendix-II):

S. No	Title of the course	Type of course Compulsory Elective Theory Practical Project etc	Course credits	Courses to be developed /adopted/ adapted and from where	Proposed no. of blocks/ manual/ workbook etc.	Proposed A/V component	Web based component (such as MOOCs/ OERs/ Online Courses)		Proposed no of Interactive Radio Counselling Sessions / Teleconferencing Sessions	Proposed no. of Counselling sessions (total hours)	Any other component
							Synchro-nous (total hours)	Asynchr-onous			

(ii) Special features/requirements, in respect of design, development, delivery and evaluation strategy:

(iii) Any special qualification needed for course writers/editors:

(iv) Qualification of the Academic Counsellors:

10. Proposed Schedule for Course Development

i) Development Phase (in the format given below)

Title of course	Date by which CRC of all print materials will be ready for printing	Date by which all e-content will be uploaded on the Website/ Portal/ SWAYAM	Date by which all A/V will be ready	Date by which other components (features/requirements) will be ready

ii) Development of other material and date of readiness:

S. No.	Deliverables	Date
1.	Programme Guide	
2.	Students Handbook	
3.	Prospectus	
4.	Programme Information Brochure	

11. Programme Delivery Details

a) Mode of delivery: ODL_____ /Online_____ (specify percentage)

In case of ODL Mode please furnish following details:

S. No.	Name of Regional Centre with Code	No. of Learner Support Centres	No. of Centres for Practicals

b) Specify special infrastructure requirements, if any: _____

c) Proposed date of completion of the following:

Items	Proposed date
Identification of the Academic Counsellors	
Identification of Learner Support Centres	
Identification of Centres for Practicals	
Advertisement	
Entrance Test	
Programme launch cycle and year*	

**If programme is ready by February/ August, it will be considered for July/ January Cycle, respectively. Launch date should not be more than two years from the approval of this form in the Academic Council.*

12. Assessment and Evaluation (specify components viz. assignments, project, fieldwork, internship, etc.)

Course	Continuous Assessment		Term End Examination	
	Component(s)	Weightage	Component(s)	Weightage

13. Expected enrolment (per cycle /annual) and its Rationale:

14. Proposed budget for design development of the programme:

- a) Design
: _____
- b) Development :

15. Estimated fee of the programme

(P&DD may be approached to work out the cost of delivery, and accordingly set fee of the programme. Outline for the basis of costing may be appended).

16. In case of collaboration with any other agency; strategies to sustain the programme after the duration of the collaboration is over:

17. Status of Approval of Programme Proposal Form by School Board and Planning Board

	Meeting No. with Dates	Item No.	Extract of the Minutes <i>(please enclose copy of relevant Minutes)</i>
School Board			
Planning Board			

Name & Signature of the Programme Coordinator (s)

Name & Signature of the Director with seal

18. Consent from Operational Divisions (in the prescribed Proforma)

- (i) Electronic Media Production Centre _____
- (ii) Material Production and Distribution Division _____
- (iii) Student Registration Division _____
- (iv) Regional Services Division _____
- (v) Student Evaluation Division _____
- (vi) Inter University Consortium _____

19. Recommendation of the School Board on PDF and PPR (for placing before Academic Council)

(to be filled up after approval of School Board)

(please attach relevant extract of the Minutes)

Status of Approval by School Board			
	Meeting No. with Dates	Item No.	Extract of the Minutes <i>(please enclose copy of relevant Minutes)</i>
Programme Development Form			

Programme Project Report			
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Name & Signature of the Director with seal

Enclosures:

1. PPF with relevant extract of the Minutes of School Board and Planning Board.
2. PPR along with Minutes of Meeting of the School Board that considered Programme Development Form (PDF)
3. Electronic Media Production Centre
4. Material Production and Distribution Division
5. Student Registration Division
6. Regional Services Division
7. Student Evaluation Division
8. Inter University Consortium

Appendix-A

INTIMATION PROFORMA FOR ELECTRONIC MEDIA PRODUCTION CENTRE

1. Programme Title: _____
2. Mode of Delivery: ODL/ Online
3. Programme Code: _____.
4. Name of the School proposing the programme :_____.
5. Proposed launch cycle and year: July_____ / Jan_____
6. Name of Programme Coordinator; her/his contact number & e-mail:

7. Tentative schedule of readiness of audio/video programmes:

Nature of multimedia supports	Title and contents of the Audio/Video programmes	Expected date of finalization of Audio/video programme
Audio		
Video		

8. The Director, EMPC may specify the name of producer assigned the responsibility for developing the audio and video programmes:

Signature of Programme Coordinator

Signature of Director of the School

Appendix-B

INTIMATION PROFORMA FOR MATERIAL PRODUCTION AND DISTRIBUTION DIVISION

1. Programme Title: _____ .
2. Mode of Delivery: ODL/ Online
3. Programme Code: _____.
4. Name of the School proposing the programme : _____.
5. Proposed launch cycle and year: July _____ / Jan _____
6. Name of Programme Coordinator ; her/his contact number & e-mail:

7. Tentative schedule for printed instructional materials and other support resources

Material to be printed	Details	Proposed date of readiness of the CRC
Course blocks		
Handbook		
Programme guide		
Brochure		
Any other (specify)		

:

Signature of Programme Coordinator

Signature of Director of the School

INTIMATION PROFORMA FOR STUDENT REGISTRATION DIVISION

1. Programme Title & Code : _____
2. Eligibility Criteria
3. Mode of Delivery: ODL/ Online
4. Name of the School proposing the programme: _____.
5. Proposed launch cycle and year: July _____ / Jan _____
6. Entrance Test for admission: Yes/No
7. Name of Programme Coordinator; her/his contact number & e-mail:

8. Any other comments:

Signature of Programme Coordinator

Signature of Director of the School

Appendix-D

INTIMATION PROFORMA FOR REGIONAL SERVICES DIVISION

1. Programme Title: _____ .
2. Mode of Delivery: ODL/ Online
3. Programme Code: _____.
4. Name of the School proposing the programme : _____.
5. Proposed launch cycle and year: July _____ / Jan _____
6. Name of Programme Coordinator; her/his contact number & e-mail:

7. Location of Learner Support Centres (LSC):

S. No.	Location of RCs	No. of LSCs	No. of Centres for Practicals

8. Qualification of the Academic Counsellors:

9. Specific special infrastructure required at LSC

10. Proposed date for completion of following activities:

Items	Proposed date
Identification of the Academic Counsellors	
Identification of LSCs	
Identification of Centres for Practicals	

11. Infrastructure required for Online Support/ MOOCs

12. Any other comments:

Signature of Programme Coordinator

Signature of Director of the School

Appendix-E

INTIMATION PROFORMA FOR STUDENT EVALUATION DIVISION

1. Programme Title: _____ .
2. Mode of Delivery: ODL/Online
3. Programme Code: _____ .
4. Name of the School proposing the programme: _____ .
5. Proposed launch cycle and year: July _____ / Jan _____
6. Entrance Test for admission: Yes/No
7. Name of Programme Coordinator; her/his contact number & e-mail:

8. Assessment strategy:

Course	Strategy for		Weightage	
	Continuous Assessment	Term End Examination	Continuous Assessment	Term End Examination

9. Any other comments:

Signature of Programme Coordinator

Signature of Director of the School

Appendix-F

INTIMATION PROFORMA FOR IUC FOR ONLINE COMPONENTS

1. Programme Title: _____ .
2. Mode of Delivery: ODL/Online
3. Programme Code _____.
4. Name of the School proposing the programme : _____.
5. Proposed launch cycle and year: July _____ / Jan _____

6. Name of Programme Coordinator; her/his contact number & e-mail:

7. Proposed date for completion of following activities

Items	Proposed date
Readiness of e-contents	
Uploading of e-contents on the web-site	
Question bank for online assignment and Term End Examination	
Readiness of MOOCs	
Uploading of MOOCs	

8. Any other comments:

Signature of Programme Coordinator

Signature of Director of the School