

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Maidan Garhi, New Delhi 110 068

**PROGRAMME LAUNCH FORM**  
(To be submitted to APC/Competent Authority)

1.	Name of the School				
2.	Programme Title:		3.	Prog. Code	
4.	Name of Programme Coordinator (s)				
5.	a) Programme Proposal Form (PPF) approval:	APC No.		Date	
	b) Programme Development Form (PDF) approval	AC No.		Date	

**6 (a). Readiness of Materials (Print based Programmes)**

	Materials	Status			Remarks
i.	Study Materials	CRC Stage	Under Print/PDF Formatting Stage	Printed/E-format Ready & Stored	
ii.	Assignments	Under preparation	Submitted to CD for upload	Uploaded	
iii.	Programme Guide	CRC Stage	Under Print	Printed & Stored	
iv.	Prospectus (If not covered in common prospectus)	CRC Stage	Under Print	Printed & Stored	
v.	Project Guide /Lab Manuals	CRC Stage	Under Print	Printed & Stored	
vi.	Brochure, if any	CRC Stage	Under Print	Printed & Stored	

**6 (b) Electronic Resources**

vii.	No of Audio Programmes	Scripting Stage	Editing Stage	Produced	
viii.	No of Video Programmes	Scripting Stage	Editing Stage	Produced	
ix.	Tele/Radio Counselling Schedule	Under preparation	Ready	Submitted to EMPC	

**7 (a). Readiness of Materials (Online Programmes)**

i.	Contents (SCROM)	HTML Stage	Ready to upload	Uploaded	
ii.	Assignments/Tests/Quizzes	Under preparation	Ready to upload	Uploaded	
iii.	LMS	Space/Link created	Tested	Ready for admissions	
iv.	Learning Schedules & Timelines	Under preparation	Ready for upload	Uploaded	
v.	Web resources	Yet to be identified	Identified	Uploaded	

**8. Status of readiness of students support**

i.	Advertisement	Under preparation	Details sent to SRD for Advertisement		
ii.	Registration schedule	Not applicable	Under preparation	Communicated to SRD	
iii.	Entrance Test	Not applicable	Under preparation	Communicated to SED	

iv.	Evaluation methodology	Yet to be communicated	Communicated to SED	
v.	Material Despatch/Upload Schedule	Under preparation	Communicated to SED/COE	
vi.	Academic counsellors	Not identified	Identified	Appointed
vii.	Study centre	Not identified	Identified	Notified
viii.	Teleconference schedule	Under preparation	Communicated to EMPC	

**8. Proposed Launch Cycle**


**9. Expected Enrolment in first cycle of Admission**


Signature (s) of the Programme Coordinator (s)

Date: \_\_\_\_\_

**Observations of the Director of the School**

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Signature of Director of the School

- Note: i) *In case of Certificate and Diploma programme 100 % study materials should be ready before launch. Programme with duration of more than one year than 100 % materials of the first year; at least 80 % materials of second year and 60 % materials should be ready before launch.*
- ii) *The launch of an academic programme needs to be linked with regular admission cycles and a load period of three months to be provided to RSD.*
- iii) *The concerned operational division, i.e. SRD, SED, MPDD, RSD & EMPC may be informed on tentative launch cycle after approval of AC on PDF. Actual Cycle of Launch should also be informed to these division after approval of this Form.*

