

**Indira Gandhi National Open University
Academic Coordination Division
Maidan Garhi, New Delhi – 110 068**

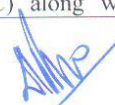
F. No. IG/P&DD/Prog. Launch Syst./2019/1958
Dated: 7 August 2019

NOTIFICATION

With the approval of the Planning Board in its 46th meeting, held on 12th September 2018, and Academic Council in its 70th meeting held on 25th September 2018, the University had notified the revised Phase Forms for development and revision of academic programmes vide notification F. No. IG/ACD/AC-70/Revised Forms/2018/2653 dated 11th December, 2018.

In continuation with the aforementioned Notification and consequent upon the approval of the Planning Board in its 47th Meeting held on 26th April, 2019 the Programme Launch Form along with the following transition system from old Phase forms (Phase Zero to Phase-III forms) to the revised phase forms is introduced as under:

S. No.	OLD System		Revised New System
	Phase/Stage in the old system	Action used to be taken after completion of activity given in Column I	The Process to be followed in case activity in Column I has been completed but action as given in Column II not yet taken
	Column I	Column II	Column III
1	Phase 1: Programme Proposal Form (a new proposal duly approved by School Board).	After approval of School Board, place before Planning Board or its standing Committee i.e. Academic Programme Committee (APC).	Fill up Programme Proposal Form (PPF) and place before Planning Board or its Standing Committee i.e. Academic Programme Committee with the Copy of Phase 1 already approved by the School Board.
2	Phase 1 form already approved by the Planning Board or its standing Committee i.e. Academic Programme Committee (APC).	The Phase-2: Programme Design and Detailed Report filled up and placed before School Board for its approval.	Fill up Programme Development Form (PDF), get it approved by School Board.
3	Phase-2: Programme Design and Detailed Report already approved	Place before Academic Council or its Standing Committee	Fill up Programme Development Form (PDF) and place before Academic Council or its Standing Committee (ACSC) along with



	by the School Board.		PPF (as approved by PB/APC) and Phase-II form already approved by School Board.
4	Phase 2: Programme Design and Detailed Report already approved by Academic Council or its Standing Committee.	Fill up Phase 3 Form for Programme Launch	Fill up Programme Launch Form (new form as appended herewith) and submit the same alongwith PPF, PDF and PPR to the Vice Chancellor and/or APC for approval of launch.
5	Phase Zero: Revision Form	To be approved by the School Board in case minor revision or Academic Council/its Standing Committee (ACSC) in case of major revision.	Fill up Programme Revision Form (PRF) and to be approved by the School Board (in case minor revision) or Academic Council/its Standing Committee (in case of major revision i.e. more than 30 per cent).

The aforesaid transition process and Programme Launch Form shall come into force with immediate effect.

This is issued with the approval of the Competent Authority.


7/8/2018

(Dev Kant Rao)
Director, ACD

विद्यया ऽमृतमश्नुते / Academic Council, Inspection Division
एन.डी.ओ. ऑफिस, मैदान गार्ड, नई दिल्ली-110083
N.D.O., Maidan Gani, New Delhi-110083

Copy to:

1. All the Directors of Schools/Heads of Divisions/Units/Centres/etc. with a request to circulate amongst the concerned
2. Director, Planning & Development Division
3. Registrar SRD/SED/MPDD
4. Director RSD/EMPC/COA
5. Dy. Director VCO for information of the Vice-Chancellor
6. PS to Pro-VCs for information of the Pro-Vice Chancellors
7. Concerned file
8. Notification file

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.	Teleconferce schedule	Under preparation	Communicated to EMPC	

8. Proposed Launch Cycle

9. Expected Enrolment in first cycle of Admission

Date: _____

Signature (s) of the Programme Coordinator (s)

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.*

