

Indira Gandhi National Open University
Maidan Garhi, New Delhi - 100068, INDIA | www.ignou.ac.in



COMMON PROSPECTUS

With Application Form for Admission &
Student Satisfaction Survey



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 SR&E Division on demand. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December.

IGNOU uses the following system of “Grading” for evaluating learners’s achievement

Letter Grade	Qualitative Level	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

For Bachelors' and Masters' degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass).

Term-end Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June & 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.

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.

1.11 Associate Studentship

The University has a scheme of ‘Associate Studentship’ which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits

and maximum of 32 credits. An Associate student is attached to a Study Centre for counselling, assignment evaluation library facility, etc. The application form provided at the end of the Prospectus (please see Page No. 125) can be used for registration. A fee of Rs.600 per 8 credit course, or part thereof plus Rs.100 as registration fee is charged for admission to course(s) under B.A., B.Com, B.Sc., BSW and BTS programmes. For the rest of the programmes the fee will be charged on pro-rata basis, i.e. by dividing the programme fee by the number of courses in the programme, plus Rs.100/- as registration fee.

The minimum and maximum period allowed to Associate students for completion of their course(s) would be six months and two years, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

Associate students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycle. However, no counselling and/or lab/practicals would be conducted separately for the Associate Students. In such a case the students would be allowed to avail the counselling/practical session in the next semester and accordingly the minimum duration would be extended to another six months. However, the maximum duration of two years would remain unchanged.

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, he/she is not entitled to seek admission in the next cycle unless the prescribed minimum duration is completed, except in the courses of Certificate Programmes.

Associate students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

Change of course is not permitted under the scheme

Similarly re-admission facility is not extended to associate students. Separate Enrolment No. i.e. ‘AS ’ would be allotted to such students. The filled-in forms of ‘Associate Studentship’ are to be sent to the Regional Director concerned. Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

3. BACHELOR'S DEGREE PROGRAMMES

3.1 Bachelor of Arts in Tourism Studies (BTS)

BTS is a 3-year Degree Programme. The programme is of 96 credits in all and in each year, a student can offer 32 credits.

Course Code	Title of the Course	Credits
FIRST YEAR		32
TS-1	Foundation Course in Tourism	8
TS-2	Tourism Development: Products, Operations and Case Studies	8
BSHF-101	Foundation Course in Humanities & Social Sciences	8
FEG-1	Foundation Course in English	4
FHD-2	Foundation Course in Hindi	4
OR		
Modern Indian Languages (any one of the following)		4
FEG-2	Foundation Course in English-2	
FAS-1	Foundation Course in Assamese	
FBG-1	Foundation Course in Bengali	
FGT-1	Foundation Course in Gujarati	
BHDF-101	Foundation Course in Hindi	
FKD-1	Foundation Course in Kannada	
FML-1	Foundation Course in Malayalam	
FMT-1	Foundation Course in Marathi	
FOR-1	Foundation Course in Oriya	
FPB-1	Foundation Course in Punjabi	
FTM-1	Foundation Course in Tamil	
FTG-1	Foundation Course in Telugu	
FUD-1	Foundation Course in Urdu	

SECOND YEAR		32
TS-4	Indian Culture: Perspective for Tourism	8
TS-5	Ecology, Environment and Tourism	8
FST-1	Foundation Course in Science and Technology	8
PTS-4	Project on Indian Culture: Perspective for Tourism	4
PTS-5	Project on Ecology, Environment and Tourism	4
THIRD YEAR		32
TS-3	Management in Tourism	8
TS-6	Tourism Marketing	8
PTS-6	Project on Tourism Marketing	4
Any one of the following (4 credits each)		
BHDA-101 or AFW(E)	Feature Writing	
BRPA-101 or AWR(E)	Writing for Radio	
AOM-1	Office Organisation Management	
ASP-1	Secretarial Practice	
Any one of the following (8 credits each)		
TS-7	Human Resource Development (English Medium also)	
AHE-1	Human Environment (includes a 2 credit project)	
EHI-01	Modern India : 1857-1964	
EHI-02	India: Earliest Time to 8th Century A.D.	
EHI-03	India: From 8th to 15th Century A.D.	
EHI-04	India: From 16th to Mid 18th Century A.D.	
ESO-15	Society and Religion	
EEG-3	Communication Skills in English	

3.2 Bachelor of Computer Applications (BCA)

The objective of the programme is to open a channel of admission for computing courses for students, who have done the 10+2 and are interested in taking computing as a career. After acquiring the Bachelor's Degree (BCA) at IGNOU, there

is further educational opportunity to go in for MCA Programme at IGNOU or a Master's programme at another University. The minimum prescribed period for integrated mode MCA and BCA is five years. The basic structure of the program is as follows:

FIRST YEAR					
I SEMESTER			II SEMESTER		
Course	Course Title	Credits	Course Code	Course Title	Credits
CS-610	Foundation Course in English for Computing	4	CS-612	PC Software and Application Skills	4
BSHF-101	Foundation Course in Humanities and Social Sciences	8	CS-60	Foundation Course in Mathematics in Computing	8
CS-611	Computer Fundamentals and PC Software	4	CS-62	'C' Programming and Data Structures	4
Second Year					
III SEMESTER			IV SEMESTER		
FST-01	Foundation Course in Science and Technology	8	CS-06	Introduction to DBMS	4
CS-63	Introduction to System Software Organisation	4	CS-64	Introduction to Computer Organisation	4
CS-05	Elements of Systems Analysis and Design	4	CS-65	Windows Programming	2
			CS-66	Multimedia	2
			CS-67	RDBMS Lab	4

Third Year

V SEMESTER				VI SEMESTER			
CS-68	Computer Networks	4	CS-72	C++ and Object Oriented Programming	4		
BCS-061	TCP / IP Programming	4	CS-73	Theory of Computation	4		
CS-70	Introduction to Software Engineering	4	CS-74	Introduction to Internet Programming (Java)	2		
CS-71	Computer Oriented Numerical Techniques	4	CS-75	Intranet Administration	2		
			CS-76	Project	4		

3.3 Bachelor's Degree Programmes (BDP) — BA/B.Com/B.Sc/BSW

Admission to BA/B.Com/BSW: Entry to Bachelor's Degree Programme is through two streams:

(i) Non-formal and (ii) Formal

The non-formal stream is for those students who have not passed 10 + 2 or its equivalent examination. They have to pass Bachelor's Preparatory Programme of IGNOU to qualify for admission to BA, B.Com and BSW.

Eligibility for B.Sc: 10 + 2 with Science.

3.3.1 Bachelor's Degree Programme (BDP) — BA/B.Com/B.Sc/BSW

The University offers a Bachelor Degree Programme leading to BA/B.Com/BSW/B.Sc Degree. Medium of instruction can be either English or Hindi. A learner can complete the Bachelor's Degree Programme in a minimum period of three years and a maximum period of six years. The University follows the credit system. One credit is equal to 30 hours of learner's study time. A learner will be eligible to get a B.A./B.Com./B.S.W./B.Sc. Degree when he/she earns 96 credits from three categories of courses — Foundation Courses, Elective Courses and Application - Oriented Courses as given under:

Programme	Foundation	Elective Courses	Application Courses
BA	24 Credits	56 Credits to 64 Credits	8 to 16 Credits
B.Com	24 Credits	56 Credits (not less than 48 Credits from Commerce) to 64 Credits	8 to 16 Credits
B.Sc.	24 Credits	56 Credits to 64 Credits (At least 25% of the total credits in Physics, Chemistry and Life Sciences have to be obtained from Laboratory Courses)	8 to 16 Credits
B.S.W.	24 Credits	72 Credits	—

In addition to these courses, all BDP students have to study an awareness course on environment entitled — 'An Introduction

to the Environment' (NEV-001). The course aims to improve the understanding and enrich knowledge about the prevalent environmental concerns and issues; and management of various environmental problems. There will be no examination for this course.

3.3.2 Foundation Courses — Common to all BA/B.Com/ B.Sc/BSW

[Compulsory 24 Credits (1st year 16 credits, 2nd year 8 credits)]

The following are the Foundation Courses which are compulsory:

Course Code	Title of the Course	Credits
BSHF-101	Foundation Course in Humanities & Social Sciences	8
FST-1	Foundation Course in Science & Technology	8
FEG-1	Foundation Course in English-1	4
	OR	
FHD-2	Foundation Course in Hindi-2	4

Optional Courses (Choose 4 credits only)

Modern Indian Languages

A Foundation Course in any of the following Modern Indian Languages is to be opted for:

Course Code	Language	Credits
FAS-1	Assamese	4
FBG-1	Bengali	4
FEG-2	English	4
FGT-1	Gujarati	4
BHDF-101	Hindi	4
FKD-1	Kannada	4
FML-1	Malayalam	4
FMT-1	Marathi	4
FOR-1	Oriya	4
FPB-1	Punjabi	4
FTM-1	Tamil	4
FTG-1	Telugu	4
FUD-1	Urdu	4
BSKF-1	Sanskrit	4
BBHF-1	Bhojpuri	4

3.3.3 Elective Courses — BA/B.Com/ B.Sc/BSW

Following are the Elective Courses:

Discipline	Course Code	Title of the Elective Courses	Credits
HINDI			
	EHD-1	Hindi Gadya	8
	EHD-2	Hindi Kavya	8
	EHD-3	Hindi Sahitya ka itihās evam Sahitya Parichaya	8
	EHD-4	Madhya Kaleen Bhartiya Sahitya: Samaj aur Sanskriti	8
	EHD-5	Adhunik Bhartiya Sahitya: Rashtriya Chetna aur Navjagran	8
	EHD-6	Hindi Bhasha: Itihās aur Vartman	8
	BHDE-107	Hindi Samrachna	8
	EHD-8	Prayojanmoolak Hindi	8
ENGLISH			
	BEGE-101	From Language to Literature	8
	BEGE-102	The Structure of Modern English	8
	BEGE-103	Communication Skills in English	8
	EEG-4	English for Practical Purposes	8
	BEGE-105	Understanding Prose	8
	EEG-6	Understanding Poetry	8
	BEGE-107	Understanding Drama	8
	BEGE-108	Reading the Novel	8
B.A. (ELECTIVE) URDU			
1.		History of Urdu Language	8
2.		History of Urdu Literature	8
3.		Urdu Poetry	8
4.		Urdu Fiction	8
5.		Urdu Non-Functional Prose	8
6.		Elements of Urdu Literature	8
7.		Diasprestic Urdu Literature	4
8.		Women in Urdu Literature	4
9.		Socio-Cultural Forms in Urdu	8
POLITICAL SCIENCE			
	EPS-11	Political Ideas and Ideologies	8
	EPS-12	Government & Politics in India	8
	EPS-03	Modern Indian Politics Thought	8
	EPS-15	South Asia: Economy, Society and Politics	8
	EPS-06	Government and Politics in East and South East Asia	8
	EPS-07	International Relations	8
	EPS-08	Government and Politics in Australia	8
	EPS-09	Comparative Government and Politics	8
HISTORY			
	EHI-01	Modern India: 1857-1964	8
	EHI-02	India: Earliest Times to the 8th Century A.D.	8
	EHI-03	India: From 8th Century to 15th Century A.D.	8
	EHI-04	India: From 16th to Mid-18th Century	8

	EHI-05	India: From Mid-18th to Mid-19th Century	8
	EHI-06	History of China and Japan: 1840-1949	8
	EHI-07	Modern Europe: Mid-18th to Mid-20th Century	8
ECONOMICS			
	BECE-015	Elementary Mathematical Methods in Economics	8
	BECE-016	Economic Development: Comparative Analysis & Contemporary Issues	8
	EEC-07	Industrial Development in India	8
	EEC-10	National Income Accounting	8
	EEC-11	Fundamentals of Economics	8
	BECE-002	Indian Economic Development: Issues and Perspectives	8
	EEC-13	Elementary Statistical Methods and Survey Techniques	8
	EEC-14	Agricultural Development in India	8
PUBLIC ADMINISTRATION			
	EPA-1	Administrative Theory	8
	BPAE-102	Indian Administration	8
	EPA-3	Development Administration	8
	EPA-4	Personnel Administration	8
	EPA-5	Financial Administration	8
	EPA-6	Public Policy	8
SOCIOLOGY			
	ESO-11	The Study of Society	8
	ESO-12	Society in India	8
	ESO-13	Sociological Thought	8
	ESO-14	Society and Stratification	8
	ESO-15	Society and Religion	8
	ESO-16	Social Problems in India	8
PHILOSOPHY			
	Course Code	Title of the Course	Credits
	BPY-001	Indian Philosophy: Part I	4
	BPY-002	Logic : Classical and Symbolic	4
	BPY-003	Ancient and Medieval Philosophy	4
	BPY-004	Religions of the World	4
	BPY-005	Indian Philosophy : Part II	4
	BPY-006	Metaphysics	4
	BPY-007	Ethics	4
	BPY-008	Modern Western Philosophy	4
	BPY-009	Contemporary Western Philosophy	4
	BPY-010	Epistemology	4
	BPY-011	Philosophy of Human Persons	4
	BPY-012	Philosophy of Science and Cosmology	4
	BPYE-001	Philosophy of Religion	4
	BPYE-002	Tribal and Dalit Philosophy	4
SOCIAL WORK (BSW)			
	BSWE-001	Introduction to Social Work	8
	BSWL-001*	Social Work Practicum I (Practical)	8
	BSWE-002	Social Work intervention with individuals & groups	8
	BSWL-002*	Social Work Practicum II (Practical)	8

BSWE-003	Social Work intervention with communities and institutions	8
BSWL-003*	Social Work Practicum III (Practical)	8
BSWE-004	Introduction to Family Education	8
BSWE-005	Introduction of HIV/AIDS	8
BSWE-006	Substance Abuse and Counselling	8

* These courses are practicals for first, second and third year of BSW respectively. Successful completion of practicals in first year is a necessary condition for taking up Practical for the second year. Similarly successful completion of Practical in second year is a necessary condition for taking up Practical for the third year.

Rural Development

**ERD-1	Rural Development in India	8
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Note: *(This course in Rural Development may also be opted by Sociology students for major in Sociology)

(Learners who successfully complete 48 credits in any one discipline will be given a B.A. Major degree after completion of 96 credits whereas others will be awarded B.A. General degree). However, for a B.A. (Major) degree in Mathematics learner should complete 40 credits including MTE-01, MTE-02, MTE-04, to MTE-09 (in all worth 28 credits).

Discipline	Course Code	Title of the Elective Courses	Credits
COMMERCE			
	ECO-1	Business Organisation	4
	ECO-2	Accountancy-1	4
	ECO-3	Management Theory	4
	ECO-5	Mercantile Law	4
	ECO-6	Economic Theory	4
	ECO-7	Elements of Statistics	4
	ECO-8	Company Law	4
	ECO-9	Money, Banking & Financial Institutions	4
	ECO-10	Elements of Costing	4
	ECO-11	Elements of Income Tax	4
	ECO-12	Elements of Auditing	4
	ECO-13	Business Environment	4
	ECO-14	Accountancy-II	4
MATHEMATICS			
	MTE-1	Calculus	4
	MTE-2	Linear Algebra	4
	MTE-4	Elementary Algebra	2
	MTE-5	Analytical Geometry	2
	MTE-6	Abstract Algebra	4
	MTE-7	Advanced Calculus	4
	MTE-8	Differential Equations	4
	MTE-9	Real Analysis	4
	MTE-10	Numerical Analysis	4
	MTE-11	Probability and Statistics	4

MTE-12	Linear Programming	4
MTE-13	Discrete Mathematics	4
MTE-14	Mathematical Modelling	4

PHYSICS

PHE-1	Elementary Mechanics	2
PHE-2	Oscillations and Waves	2
BPHL-103	Physics Laboratory-1	4
PHE-4	Mathematical Methods in Physics-I	2
PHE-5	Mathematical Methods in Physics-II	2
PHE-6	Thermodynamics and Statistical Mechanics	4
PHE-7	Electric and Magnetic Phenomena	4
PHE-8(L)	Physics Laboratory-II	4
PHE-9	Optics	4
PHE-10	Electrical Circuits and Electronics	4
PHE-11	Modern Physics	4
PHE-12 (L)	Physics Laboratory-III	4
PHE-13	Physics of Solids	4
PHE-14	Mathematical Methods in Physics-III	4
PHE-15	Astronomy and Astrophysics	4
PHE-16	Communication Physics	4

CHEMISTRY

CHE-1	Atoms and Molecules	2
CHE-3(L)	Chemistry Laboratory-I	2
CHE-2	Inorganic Chemistry	4
CHE-4	Physical Chemistry	4
CHE-5	Organic Chemistry	4
CHE-6	Organic Reaction Mechanism	4
CHE-7(L)	Chemistry Laboratory-II	2
CHE-8(L)	Chemistry Laboratory-III	2
CHE-9	Biochemistry	4
CHE-10	Spectroscopy	4
CHE-11(L)	Chemistry Laboratory-IV	4
CHE-12(L)	Chemistry Laboratory-V	4
MTE-3	Mathematical Methods	4

LIFE SCIENCES

LSE-1	Cell Biology	4
LSE-2	Ecology	4
LSE-3	Genetics	4
LSE-4(L)	Laboratory Course-I	4
LSE-5	Physiology	4
LSE-6	Developmental Biology	4
LSE-7	Taxonomy and Evolution	4
LSE-8(L)	Laboratory Course-II	4
LSE-9	Animal Diversity-I	{ to be taken together } 6
LSE-10	Animal Diversity-II	
LSE-11(L)	Animal Diversity Laboratory	4
LSE-12	Plant Diversity-I	{ to be taken together } 6
LSE-13	Plant Diversity-II	
LSE-14(L)	Plant Diversity Laboratory	4

Note: MTE-1 is a pre-requisite for MTE-7 to MTE-10.
 MTE-7 is a pre-requisite for MTE-11.
 MTE-7 is a co-requisite for MTE-8.
 MTE-8 is a pre-requisite for MTE-14.
 CHE-1 is a pre-requisite for CHE-04, CHE-5, CHE-10, AEC-01.
 CHE-3(L) is a pre-requisite for AEC-01
 CHE-2 is a pre-requisite for CHE-10 and AEC-01.
 CHE-5 is a pre-requisite for CHE-6, CHE-9, and CHE-10.
 MTE-3 credits will not be given to any student who opts for any mathematics electives.
 LSE-1 is a pre-requisite for LSE-3, LSE-5 and LSE-6.
 PHE-6 is a pre-requisite and PHE-11 is a co-requisite for PHE-13.
 PHE-4 and PHE-5 are pre-requisite for PHE-11 and PHE-14.
 PHE-07 is a pre-requisite and PHE-10 is a co-requisite for PHE-16.

Mathematics elective courses should not be opted by students coming to B.A./B.Com through BPP. It is strongly recommended that only those students who have studied Mathematics as a subject in 10+2 should opt for the Mathematics electives. Co-requisite and pre-requisite courses refer to the courses which the learners are strongly advised to register for and complete, so that the related courses could be followed easily. Otherwise, it is **not a compulsory directive**.

3.3.4 Application-Oriented Courses

The third component of the B.A. programme is Application Oriented Courses. These courses are developed to equip you in some areas of your choice, which requires applications of skills. You must select at least 8 credits worth of courses from this group. You are allowed to select a maximum of 16 credits from this group. If you have opted a total of 64 credits in elective courses, you should take only 8 credits under Application Oriented Courses. Alternatively, if you have taken only 56 credits in elective courses, you are allowed to take 16 credits in Application Oriented Courses. The detailed list of the Application Oriented Courses currently available is given below.

List of application Oriented Courses — Common to all BA/B.Com/B.Sc

AFW(E)-1	Feature Writing (English)	4
BHDA-101	समाचार पत्र और फीचर लेखन	4
AWR(E)-1	Writing for Radio (English)	4
BRPA-101	Radio Lekhan (Hindi)	4
ATR-1	Translation (English 4 + Hindi 4 Credits)	8
ACC-1	Organising Child Care Services	8
ANC-1	Nutrition for the Community	8

*AHE-1	Human Environment	8
AMK-1	Marketing	4
AED-1	Export Procedure and Documentation	4
AOM-1	Office Organisation and Management	4
ASP-1	Secretarial Practice	4
BCOA-001	Business Communication and Entrepreneurship	
*AMT-1	Teaching of Primary School Mathematics	8
ACS-1	Consumer Studies	8
CTE-3	Teaching Strategies	4
CTE-4	Teaching English-Elementary School	4
OR		
CTE-5	Teaching English-Secondary School	4
AST-01**	Statistical Techniques	4
AOR-01**	Operational Research	4
AEC-1 +	Environmental Chemistry	8
*APM-1 + +	Integrated Pest Management	8

The course has a theory component of 6 credits and a lab work for 2 credits.

** + 2 level of mathematics is a pre-requisite.

+ CHE-01, CHE-02 and CHE-03(L) are the pre-requisite for this course.

The course has a theory component of 6 credits and a lab work for 2 credits

+ + 2 level of biology is a pre-requisite.

* All these courses have a theory component of 6 credits and a project for 2 credits. The project is to be submitted in SR&E division at IGNOU, Maidan Garhi, New Delhi-110068.

Students are free to choose any Application Oriented Course from the list given above. However, they have to opt at least two 4 credit courses to make it 8 credit.

SCHEME OF STUDY

In order to enable you to complete Bachelor's Degree Programme within the minimum period of three years, you are allowed to take courses worth 32 credits in each year. In the first year of study you should take 16 credits in Foundation Courses (FHS-1, FEG-1 or FHD-2 and FEG-2 or any one of MILs), and 16 credits in Elective Courses. In the second year you should take 8 credits of Foundation Course (FST-1) and 24 credits of Elective Courses. In the third year you should take 24 credits in Elective Courses and 8 credits in Application-Oriented Courses. Alternatively, you can take 16 to 24 credits of electives and 8 to 16 credits of Application-Oriented Courses.

3.3.5 How to Choose Courses for BA / B.Com/ B.Sc/ BSW

BA

We have already explained the number of credits to be obtained in various categories of courses, viz. Foundation, Elective and Application-Oriented Courses. We discuss below the choices available in all these groups.

Foundation Courses: In this category of courses, you have to choose from the following:

FEG-1 or FHD-2

FEG-2 or BHDF-1 or any one of the listed Modern Indian Languages.

FHS-1 (Foundation Course in Humanities and Social Sciences), and FST-1 (Foundation Course in Science and Technology) are compulsory in the first and second year of study respectively.

Elective Courses: The main task is to select elective courses. Please remember that as a learner in an Open University you have this unique opportunity of free choice of courses. You must have noticed that the list of elective courses is very big and you have to choose courses worth 56 to 64 credits from this group. However, if you want to choose mathematics, we strongly recommend that you should have studied mathematics as one of the subjects at 10+2 level. **If you want elective courses in a particular discipline you must take a minimum of 8 credits and a maximum of 48 credits in that discipline.**

BA (Major)

If you want to go for in-depth study of one particular discipline to obtain B.A. Major or you want to pursue the same discipline for your postgraduate studies you can select courses worth 48 credits from that discipline. In B.A. option to do Major is available in English, Hindi, Economics, History, Political Science, Public Administration, Sociology, Philosophy and Mathematics.

BA (General)

If you do not intend to specialise in one discipline you can choose courses from various disciplines. Here you will have to be careful. If you choose from many disciplines you might end up doing one course from each discipline which might not give you enough knowledge in any of the disciplines. You should try to select courses of your choice from 2 or 3 disciplines. These courses would be available to you in a phased manner i.e. some would be available in the first year, a few more would be available in the second year and the remaining in the third year. This phasing has been done for the convenience of counseling and examination. In this scheme all the elective courses have been divided into 6 groups:

Group 1 BEGE-101, EHD-1, EHD-5, EEC-11, EHI-1, EHI-7, EPS-11, EPA-1, ESO-11, ECO-1, ECO-2, MTE-1, MTE-4, MTE-5, BSWE-04, BPY-001, BPY-002

Group 2 BEGE-102, EHD-2, EHD-8, BECE-002, EHI-2, EPS-12, BPAE-102, ERD-1, ESO-12, MTE-2, MTE-6, BPY-003, BPY-004

Group 3 EEG-3, BEGE-108, EHD-3, EEC-10, EEC-13, EHI-3, EPS-3, EPS-8, EPA-3, ESO-13, ECO-5, ECO-7, MTE-7, MTE-8, BSWE-05, BPY-005, BPY-008

Group 4 BEGE-105, EHD-6, EEC-14, EHI-4, EPS-7, EPA-4, ESO-14, ECO-3, ECO-6, ECO-13, ECO-12, ECO-14, MTE-9, MTE-10, BSWE-06, BPY-006, BPY-007, BPYE-001, BPYE-002

Group 5 EEG-6, EHD-7, BECE-15, EHI-5, EPS-15, EPA-5, ESO-15, ECO-8, ECO-9, MTE-11, MTE-12, BPY-009, BPY-010

Group 6 EEG-4, BEGE-107, EHD-4, BECE-016, EEC-7, EHI-6, EPS-6, EPS-9, EPA-6, ESO-16, ECO-10, ECO-11, MTE-13, MTE-14, BPY-011, BPY-012

Only Group 1 and 2 courses are available in the first year. In first year you have to choose courses worth 16 credits only from elective courses. Select 8 credits from each group. The rest of the Elective Courses would be offered in second and third year.

You should offer elective courses in such a way that overlapping is avoided i.e. you should offer courses of 8 credits from Group 1 and 8 credits from Group 2.

Application-Oriented Courses: In the third year you have to take courses worth 8 to 16 credits from this group. While selecting these courses make sure that they are of use to you in the profession, you are working in or intend to take up in future.

B. Com

In order to enable you to complete B.Com. Programme within the minimum period of three years, you are allowed to take 32 credits worth of courses in each year. In the first year you should take 16 credits of Foundation Courses (BSHF-101, FEG-1 or FHD-2 and FEG-2 or any one of the MILs). Eight credits of Elective Courses in Commerce (ECO-1 and ECO-2) and 8 credits of Elective Courses in Other Disciplines either from Group 1 or 2. In the second year you should take 8 credits of Foundation Courses (FST-01) and 24 credits of Elective Courses in Commerce (ECO-3, ECO-5, ECO-6 or ECO-13, ECO-7, ECO-12 and ECO-14). In the third year you should take 16 credits of Elective Courses in Commerce

(ECO-8, ECO-9, ECO-10 and ECO-11), And 8 to 16 credits in Application-Oriented Courses. You should take 8 credits in elective courses in other discipline. It shall be noted that the Commerce based Application-Oriented courses are AMK-1, AED-1, AOM-1 and ASP-1.

B.Sc

In order to complete the B.Sc degree within the minimum period of three years, you are allowed to take courses worth 32 credits in each year. Elective courses worth a minimum of 8 credits and a maximum of 48 credits in any one of the four

Science disciplines can be opted. You can choose 56 to 64 credits of elective courses from a minimum of two disciplines and a maximum of four disciplines. Please refer to Section 3.3.3 for opting elective courses. Of the total credits opted in elective courses in Physics, Chemistry and Life Sciences disciplines, at least 25% must be from the laboratory courses. The year-wise scheme of study is shown in the following table.

Note : We strongly recommend that you opt for mathematics electives only if you have studied mathematics at 10 + 2 level.

Year-wise Scheme of Study				
Year of Study	Foundation Courses	Elective Courses	Application-Oriented Courses	Total Credits
First Year	16 Credits as under 1.FST-1 2.FEG-1 or FHD-2 3.FEG-2 or BHDF-101 or any one of MILs	8 Credits (compulsory) 4 Credits 4 Credits	16 Credits from PHE-01,02, BPHL-103, PHE-04,05,06 CHE-01,02,03(L),05,07(L),08(L) LSE-01,02,03,04(L), MTE-01,02,03*, 04,05,06	— 32 Credits
Second Year	8 Credits (FHS-1) (compulsory)	8 Credits	24 Credits from PHE-01,02, 04,05,06,07,08(L) 09,10,15, BPHL-103 , CHE-01,02,03(L),04,05,06,07(L),08(L) , 09,11(L), LSE-01,02,03,04(L),05,06,07,08(L) , MTE-01,02,03*,04(L),05,06,07,08,09,10	— 32 Credits
Third Year	16 Credits	16 Credits to 24 Credits from PHE-01,02, 04,05,06,07,08(L),09,10,11,12(L),13, 14,15,16, BPHL-103, CHE-01,02,03(L), 04,05,06,07(L),08(L),09,10,11(L),12(L), LSE-01,02,03,04(L),05,06,07,08(L),09,10,11(L),12,13,14(L), MTE-01,02,03*,04,05,06,07,08,09,10,11,12,13,14	8 Credits to 16 Credits	32 Credits
Total Credits	24 Credits	56 to 64 Credits	8 to 16 Credits	96 Credits

Note: * MTE-03 credits will not be counted towards mathematics electives. In other words if you are choosing mathematics courses on electives, you are not allowed to opt MTE-3

As per the above table, in the first year of study, you should take 16 credits in Foundation Courses (FST-1, FEG-1 or FHD-2 and FEG-2 or BHDF-101 or any one of the MILs) and 16 credits in Elective Courses. In the second year, you should take 8 credits of Foundation Course in Humanities and Social Sciences (FHS-1) and 24 credits of Elective Courses. In the third year, you can take 16 to 24 credits of electives and 8 to 16 credits of application-oriented courses (together it should be 32 credits).

B.Sc.(Major)

To obtain B.Sc.(Major), the minimum number of Credits to be taken in elective courses in the respective disciplines are as follows:

Discipline	Total Credits	Elective Courses
Botany	48	LSE-01 to 08(L) and the package* of LSE-12,13,14(L)
Chemistry	40	CHE-01 to CHE-12(L)
Mathematics	40	MTE-01,02,04 to 09 worth 28 credits are compulsory. Remaining 12 credits may be opted from MTE-10 to MTE-14.
Physics	48	PHE-01, PHE-02, BPHL-103, PHE-04 to PHE-16
Zoology	48	LSE-01 to 08(L) and the package* of LSE-09,10,11(L)

* Please note that you will not be allowed to opt for any individual course from the package. The courses LSE-09,10 and 11(L) are to be taken together as a package. Similarly, LSE-12,13 and 14(L) are also be taken as a package.

B.Sc (General)

For any combination of Science Electives other than those given above, you will be awarded a B.Sc (General) degree.

Year of Study	Foundation Courses	Elective Courses	Application - Oriented Courses	Total Credits
First Year	16 Credits	16 Credits	—	32 Credits
Second Year	8 Credits	24 Credits	—	32 Credits
Third Year	—	16 Credits to 24 Credits	8 Credits to 16 Credits	32 Credits
Total Credits	24 Credits	56 to 64 Credits	8 to 16 Credits	96 Credits

For both B.Sc(Major) and B.Sc(General) degrees, at least 25% of elective Credits in Physics, Chemistry and Life Sciences must be from laboratory courses.

BSW

The Bachelor Degree Programme in Social Work (BSW) is meant for people who are interested in providing professional assistance to people in need. Persons with professional training/degree in Social Work generally work in socially relevant areas such as health care, community development, education, industry, counseling, family, correction, social defence, women, children, disability etc. With globalisation, market economy and liberalisation, new concerns and human problems are emerging which needs to be addressed. This programme will be particularly useful to people employed at middle and lower levels with NGOs. It will also be useful to fresh candidates who may like to work in social and social welfare sectors.

In order to enable the learners to complete BSW Programme within the minimum period of three years, they are allowed to take 32 credits worth of courses in each year as follows:

I YEAR		
Foundation Courses (from BDP)		16 credits
BSWE-001	Introduction to Social Work (Theory)	8 credits
BSWL-001	Social Work Practicum-I (Practical)	8 credits
		32 Credits
II YEAR		
Foundation Course (from BDP)		8 credits
BSWE-002	Social work intervention with Individuals and groups (theory)	8 credits
BSWL-002	Social Work Practicum-II (Practical)	8 credits
BSWE-004	Introduction to Family Education	8 credits
		32 credits
III YEAR		
BSWE-003	Social Work Intervention with Communities and Institutions (theory)	8 credits
BSWEL-003	Social Work Practicum-III (Practical)	8 credits
BSWE-005	Introduction to HIV/AIDS	8 credits
BSWE-006	Substance Abuse and Counselling	8 credits
		32 credits

3.4 Bachelor's Preparatory Programme (BPP)

Bachelor's Preparatory Programme (BPP) – Non-Formal Channel to BA/B.Com/BSW/BTS

Bachelor's Preparatory Programme is offered by the University to those students who wish to do Bachelor's Degree of IGNOU but do not have the essential qualifications of having passed 10+2. In the absence of such a qualifying certificate these students are deprived of higher education. To enable such students to enter higher education stream, IGNOU has designed this preparatory programme.

The Bachelors Preparatory Programme (BPP) is on offer in Oriya too in addition to English and Hindi.

Structure of the Programme

The Bachelor's Preparatory Programme has following three courses. Student has to select any two of these courses.

- Preparatory Course in General Mathematics - OMT – 101
- Preparatory Course in Social Sciences - OSS – 101
- Preparatory Course in Commerce - PCO – 01

3.5 Bachelor of Library and Information Science (BLIS)

The Bachelor's Degree in Library and Information Science Programme comprises 9 courses; of these 7 courses deal with theoretical aspects of this discipline, while 2 courses are meant to provide practical exercises to the learners. Out of 7 courses on theoretical aspects, one course (BLIS-07) also includes practical component. Medium of instruction for this programme is English and Hindi.

Course Code	Title of the Course	Credits
BLIS-01	Library and Society	4
BLIS-02	Library Management	4
BLIS-03	Library Classification Theory	4
BLIS-03P	Library Classification Practice	4
BLIS-04	Library Cataloguing Theory	4
BLIS-04P	Library Cataloguing Practice	4
BLIS-05	Reference and Information Sources	4
BLIS-06	Information Services	4
BLIS-07	Information Technology: Basics	4
Total		36

3.6 B.Sc. (Nursing) PB(N) (Offered in January Session only)

The Programme is intended to provide an opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of society, to motivate nurses to maintain clinical competence, to

provide quality care, to develop teaching, administrative and research skills and to promote personal and professional growth for better promotional opportunities. It is a 3-year revised programme of 108 credits (40 credits of theory and 68 credits of Practical). Thirty six colleges of Nursing in the country are programme study centres. There are 30 seats per programme in each study centre. It comprises 11 courses in Theory and 11 courses in Practical as under:

Course Code	Title of the Course	Credits
FIRST YEAR THEORY		
BNS 101	Nursing Foundation	4
BNS 102	Applied Sciences (Bio-physics, Bio-chemistry, Microbiology, Nutrition and Dietetics)	4
BNS 103	Maternal Nursing	2
BNS 104	Communicative English	4
BNS 105	Behavioural Sciences (Sociology, Educational and General Psychology)	4
SECOND YEAR THEORY		
BNS 106	Medical Surgical Nursing	4
BNS 107	Paediatric Nursing	2
BNS 108	Mental Health Nursing	4
THIRD YEAR THEORY		
BNS 109	Community Health Nursing	4
BNS 110	Nursing Administration	4
BNS 111	Nursing Education and Research	4
	Total	40
FIRST YEAR PRACTICAL		
BNSL 101	Nursing Foundation	4
BNSL 102	Applied Sciences (Bio-physics, Bio-chemistry, Microbiology, Nutrition and Dietetics)	4
BNSL 103	Maternal Nursing	8
BNSL 105	Behavioural Sciences	2
SECOND YEAR PRACTICAL		
BNSL 106	Medical Surgical Nursing	10
BNSL 107	Paediatric Nursing	8
BNSL 108	Mental Health Nursing	8
THIRD YEAR PRACTICAL		
BNSL 109	Community Health Nursing	8
BNSL 110	Nursing Administration	6
BNSL 111	Nursing Education and Research	8
BNSL 112	Computer in Nursing	2
	Total	68

Selection Criteria: Selection for B.Sc. Nursing (Post Basic) programme is by merit. The merit is worked out on the basis of giving 80% weightage to the total marks obtained in General Nursing and Midwifery (RNRM) and one mark for each year of experience in nursing over and above the years of experience required for eligibility for admission subject to a maximum of 20 marks.

For example

(Based on this example you may calculate your merit)

An applicant scoring 700 out of 1200 marks in General Nursing and Midwifery Marks Sheet and having seven years of experience, the merit will be calculated as follows:

- Calculation for Marks
Percentage of marks = $700/1200 \times 100 = 58.33$
- 80% weightage = 46.66
- Calculation for Experience
 - An applicant with 10+2+GNM with 7 years of experience will get a credit of 5 years. Hence 5 marks will be added in the marks.
So, the Total marks of this candidate will be
 $a+b$ (i) $46.66 + 5$ (Years of experience) = 51.66 Marks.
 - An applicant with 10+GNM with 7 years of experience will get a credit of 2 years. Hence 2 marks.
So; the total marks of this candidate will be
 $a+b$ (ii) = $46.66 + 2$ (Years of experience) = 48.66 Marks.

You may calculate your own marks as per the example given under c) i).

MARKS OF EXPERIENCE ARE CALCULATED OVER AND ABOVE THE MINIMUM EXPERIENCE REQUIRED FOR ELIGIBILITY TO ADMISSION.

Eligible candidates for B.Sc. Nursing (Post Basic) must fill up and submit along with Application Form for Admission, Experience Certificate and Category Certificate as well. Experience will be counted after the date of registration as RNRM.

3.7 B.Sc (Hons.) in Optometry and Ophthalmic Techniques (BSCHOT) (Offered in July Session only)

B.Sc.(Hons.) in Optometry and Ophthalmic Techniques (BSCHOT) is a four-year programme and is aimed to develop a multipurpose ophthalmic manpower in the country. This programme comprises 128 credits (52 credits theory and 76 credits practical). The number of Programme Study Centres activated at present are 22.

Objectives

The Programme is being launched with broad objective of training the students in various ophthalmic techniques. After

going through this programme the students shall be able to:

- assist eye specialists in big eye hospitals, eye care health units, etc. as refractionists, orthoptists, theatre assistants and refractionists
- get themselves self employed as opticians, optometrists and refractionists estimate errors of refraction and be able to prescribe glasses
- maintain ophthalmic appliances and instruments
- assess ocular motility disorders and prescribe adequate treatment including eyeball exercises.

Details of Theory Practical credits of BSCHOT (4 years)

Year of Study	Theory Courses	Practical Courses	Total Credits
1st year	16 credits	16 credits	32 credits
2nd Year	16 credits	16 credits	32 credits
3rd Year	12 credits	20 credits	32 credits
4th Year	08 credits	24 credits	32 credits
TOTAL	52 credits	76 credits	128 credits

Compulsory Courses of (1st year)

THEORY COURSE

Year	Title	Courses	Credits
1st year	Communicative English	BOS-001	4
	Basic Human Sciences	BOS-003	4
	Basic Ocular Sciences	BOS-004	4
	Optometry Practice	BOS-005	4
	Total		16

PRACTICAL COURSE

Year	Title	Courses	Credits
1st year	Computer Skills	BOSL-002	4
	Basic Human Sciences	BOSL-003	4
	Basic Ocular Sciences	BOSL-004	4
	Optometry Practice	BOSL-005	4
	Total		16

3.8 B.Tech Civil (Construction Management) – (BTCM) (Offered in January Session only)

The B.Tech. Civil (Construction Management) programme has been designed to impart training and continuing professional education to upgrade diploma level manpower engaged in managing construction task. The design of programme structure provides in-built modularity and flexibility. The successful completion of first two modules (First and Second years) make you eligible for the award of Advanced Diploma in Construction Management (ADCM). In this way, a learner then has a flexibility to study either only for the award of ADCM and exit from the system or to move further to complete B.Tech. (Civil) degree.

Year-wise Course Registration Plan For BTCM (Total 128 Credits)

Course Code	Title of the Course	Credits
FIRST MODULE (FIRST YEAR)		32
ET-101 A	Mathematics-I	3
ET-101 B	Mathematics-II	3
ET-105 A	Physics	4
ET-105 B	Chemistry	4
ET-202 A	Engineering Mechanics	2
ET-202 B	Principles of Electrical Sciences	4
ET-204 A	Materials Sciences	2
ET-204 B	Engineering Materials	2
ET-301 A	Systems Methods	2
ET-301 B	Computer Applications	2
ET-501 A	Soil Mechanics	2
ET-501 B	Foundation Engineering	2
SECOND MODULE (SECOND YEAR)		32
ET-521 A	Planning and Construction of Building	2
ET-521 B	Building Architecture	2
ET-521 C	Design Detailing	2
ET-521 D	Quantity Surveying & Valuation	2
ET-522	Concrete Technology & Construction Techniques	4
ET-523 A	Construction Works Supervision	2
ET-523 B	Operation and Maintenance of Const. Equipment	3
ET-523 C	Repair and Maintenance of Buildings	3
ET-524 A	Principles of Engg. Management & Economics	3
ET-524 B	Construction Management-I	3
ET-571	Laboratory-I (ADCM)	2
ET-581 A	Testing for Quality Control	2
ET-581 F	Mechanical Equipment in Construction	2
THIRD MODULE (THIRD YEAR)		32
ET-102	Mathematics-III	4
ET-201 A	Mechanics of Fluid	4
ET-201 B	Engineering Thermodynamics	4
ET-302 A	Computer Programming & Numerical Methods	3
ET-302 B	Technical Writing	1
ET-500	Project	6
ET-502 A	Strength of Materials	4
ET-502 B	Structural Analysis	4
ET-540 B	Flow in Open Channel	2
FOURTH MODULE (FOURTH YEAR)		32
ET-505	Transportation and Traffic Engineering	4
ET-507 A	Pollutants and Water Supply	4
ET-508 A	Structural Design-I	4
ET-508 B	Structural Design-II	2
ET-525	Construction Management-II	6
ET-535 A	Elementary Hydrology	2
ET-535 B	Hydraulic Structures	4
ET-574	Laboratory-II	2
ET-581 B	Inventory and Stores Management	2
ET-581 C	Building Services	2

3.9 B.Tech. Civil (Water Resources Engineering) – (BTWRE) (offered in January session only)

B.Tech. Civil (Water Resource Engineering) is a continuing education programme for the working polytechnic diploma holders engaged in water resources sector. It is a 4 year degree programme which offers in-built flexibility in terms of intermediate award of **Advanced Diploma in Water Resources Engineering (ADWRE)** after successful completion of first two modules (First and Second years). The learner can quit after award of ADWRE or move further to complete B.Tech Degree.

Year-wise Course Registration Plan for BTWRE

Course Code	Title of the Course	Credits
FIRST MODULE (FIRST YEAR)		32
ET-101 A	Mathematics-I	3
ET-101 B	Mathematics-II	3
ET-105 A	Physics	4
ET-105 B	Chemistry	4
ET-201 A	Mechanics of Fluids	4
ET-201 B	Engineering Thermodynamics	4
ET-501 A	Soil Mechanics	2
ET-501 B	Foundation Engineering	2
ET-531 A	Earth & its Environment	3
ET-531 B	Soil Sciences	3
SECOND MODULE (SECOND YEAR)		31
ET-502 A	Strength of Materials	4
ET-502 B	Structural Analysis	4
ET-532 A	Hydrology	4
ET-532 B	Ground Water Development	2
ET-533 A	Irrigation Engineering	4
ET-533 B	Open Channel Flow	4
ET-534 A	Principles of Engineering Management & Economics	3
ET-534 B	Systems Methods	2
ET-534 C	Water Resource Planning	3
ET-573	Laboratory-I (ADWRE)	1
THIRD MODULE (THIRD YEAR)		32
ET-102	Mathematics-III	4
ET-202 A	Engineering Mechanics	2
ET-202 B	Principles of Electrical Science	4
ET-302 A	Computer Programming and Numerical Methods	3
ET-302 B	Technical Writing	1
ET-500	Project	6
ET-505	Transportations and Traffic Engineering	4
ET-536 A	Hydraulic Structures-I	4
ET-536 B	Hydraulic Structures-II	4
FOURTH MODULE (FOURTH YEAR)		31
ET-204 B	Engineering Materials	2
ET-507 A	Pollutants and Water Supply	4
ET-507 B	Waste Water Treatment	4
ET-508 A	Structural Design-I	4

ET-508 B	Structural Design-II	2
ET-524 B	Construction Management-I	3
ET-537 A	Soil Conservation & Agronomy	4
ET-537 B	Agricultural Legislation & Management	4
ET-574	Laboratory-II	2
ET-581 F	Mechanical Equipment in Construction	2

3.10 B.Tech in Mechanical Engineering (BTME) (Computer Integrated Manufacturing) (Offered in January Session only)

IGNOU has planned employment related Engineering Programmes for Technical Diploma holders of a polytechnic who are employed in Manufacturing Sector. Towards this, in the first instance, the University has identified the manpower training needs of employment sector and has launched **Four Years B. Tech. in Mechanical Engineering (Computer Integrated Manufacturing)** in which after completion of the first year courses, the learner will get **Diploma in Computer Integrated Manufacturing (DCIM)** and after completion of first two-years courses, the learner will get **Advanced Diploma in Computer Integrated Manufacturing (ADCIM)**. Those who successfully complete all the four years courses will be awarded **B. Tech. in Mechanical Engineering (Computer Integrated Manufacturing)**.

Year-wise Course Registration Plan for BTME Programme

Table 1.1 : Programme Structure of the BTME – First Year*

Course Code	Name of the Course	Credits
BME 001	Engineering Mathematics-I	4
BME 002	Computer Aided Design	2
BME 003	Manufacturing Technology	4
BME 004	CNC Technology and Programming	4
BME 005	Computer Integrated Manufacturing	4
BME 006	Mechatronics	4
BME 007	Quality Engineering	4
BMEL 001	Laboratory-I (CAD/CAM Lab)	4
BMEL 002	Laboratory-II (Mechatronics Lab)	2
		Total 32

*After clearing 32 credits courses of BTME - First year, student will be awarded Diploma in Computer Integrated Manufacturing (DCIM)

Table 1.2: Programme Structure of the BTME – Second Year**

Course Code	Name of the Course	Credits
BME 008	Machining Technology	4
BME 009	Computer Programming and Application	4
BME 010	Tool Engineering and Management	4

BME 011	Computer Aided Process Planning	4
BME 012	Manufacturing System, Integration and Control	4
BME 013	Production Management	4
BME 014	Metrology and Instrumentation	2
BMEL 003	Laboratory-III	4
BMEL 004	Laboratory-IV	2
		Total 32

** After clearing 64 credits courses of BTME — First year and BTME — second year, student will be awarded Advanced Diploma in Computer Integrated Manufacturing (ADCIM)

Table 1.3 : Programme Structure of the BTME — Third Year

Course Code	Name of the Course	Credits
BME 015	Engineering Mathematics-II	4
BME 016	Engineering Mechanics	2
BME 017	Strength of Materials	2
BME 018	Engineering Materials	2
BME 019	Engineering Thermodynamics	2
BME 020	Kinematics & Dynamics of Mechanisms	4
BME 021	Principles of Electrical and Electronics Sciences	2
BME 022	Soft Computing in Computer Integrated Manufacturing	4
BMEP 001	Project	12
		Total 34

Table 1.4 : Programme Structure of the BTME — Fourth Year

Course Code	Name of the Course	Credits
BME 023	Advanced Manufacturing Technology	4
BME 024	Mechanical Engineering Design	4
BME 025	Condition Monitoring and Maintenance Engineering	2
BME 027	Heat & Mass Transfer	4
BME 028	Fluid Mechanics	2
BME 029	Robotics	4
BME 030	Elective Subjects	4
BME 031	Energy Conversion	2
BME 035	Industrial Engineering and Operations Research	4
BMEL 005	Mechanical Engineering Lab Practices	4
		Total 34

Elective Subjects

- Safety Engineering
- Finite Elements Analysis
- Refrigeration and Air Conditioning
- Productivity Management
- Maintenance Management
- Integrated Product Development
- Supply Chain Management

3.11 Bachelor of Business Administration (BBA) in Retailing (Offered in July Session only)

Programme Structure

The Programme is of 96 credits comprising compulsory courses with an Internship and On the Job Training (OJT) in the first, second and third year respectively. The programme will be offered with modular approach as given below:

- a) First year-Diploma in Retailing (DIR)
- b) Second Year — Advanced Diploma in Retailing (ADIR)
- c) Third Year — Bachelor of Business Administration in Retailing (BBA)
- d) Three months internship in the first year and OJT subsequently in the 2nd and 3rd year
- e) A Viva-Voce after submission of the Work Book for BRLT-005, BRLT-012 and BRLT-019 under BBA
- f) DIR & ADIR are only exit points
- g) Programme will be offered once in July every year
- h) All DIR students will be offered admission into second year and subsequently in to third BBA Retailing
- i) Fee for BBA Retailing will be Rs.5,000 per year for 2009, 2010 and 2011

The details of courses being offered under BBA Retail year-wise are given below:

1ST YEAR: DIPLOMA IN RETAILING (DIR)		
Course Code	Course Title	Credits
BRL-001	Overview of Retailing	4
BRL-002	Retail Marketing and Communication	4
BRL-003	Retail Management Perspective and Communication	4
BRL-004	Customer Service Management	4
BRLT-005	Internship and Viva-Voce	16
TOTAL		32
IIND YEAR: ADVANCED DIPLOMA IN RETAILING (ADIR)		
Course Code	Course Title	Credits
BRL-006	Buying and Merchandising-I	4
BRL-007	Store Operations-I	4
BRL-008	Human Resources	4
ECO-01	Business Organization	4
BCOA-001	Business Communication and Entrepreneurship	4
AMK-1	Marketing	4
BRLT-009	On the Job Training (OJT) and Viva-Voce	8
TOTAL		32
IIIRD YEAR: BACHELOR OF BUSINESS ADMINISTRATION RETAILING		
Course Code	Course Title	Credits
BRL-010	Merchandising II	4
BRL-011	Retail Operation and Store Management II	4
BRL-012	Visual Merchandising and Store Management	4

BRL-013	Customer Value Management	4
BRL-014	Organisational Behaviour	4
BRL-015	IT Application in Retail	4
BRLT-016	On the Job Training (OJT) and Viva Voce	8
TOTAL		32

Medium of Instruction

The Programme is offered in English medium only. However, student can write assignments and term end examination in Hindi also.

Duration

The Programme has minimum duration of three years and maximum six years.

Programme Fee and Re-Registration

- 1) The programme fee is Rs. 5,000 which includes registration fee Rs. 100 for DIR under BBA 1st year.
- 2) Students enrolled for DIR (July-2008) and DIR (BBA Retailing) 2009 will be offered ADIR (2nd year BBA) and subsequently BBA Retailing (3rd Year) under the re-registration.
- 3) The programme fee is Rs. 5,000 per year for 2010 and 2011 irrespective of first registration 2nd and 3rd registration under re-registration. Thereafter, the fee will be revised as per University rules.
- 4) Respective Regional Centre will send re-registration forms for DIR and ADIR students for his/her re-registration in to 2nd (ADIR) and 3rd (BBA) year respectively.

ELIGIBILITY CRITERIA

Category A — DIRECT ENTRY

- a) + 2/equivalent based on merit of physically fit candidates.
- b) University provides reservation of seats as per Government of India rules.
- c) There will be a Personal Interview at the Regional Centre prior to selection of the candidate. The Regional Director of the Regional Centre in consultation with the Programme Coordinator will conduct the personal interview.
- d) Candidates will be selected based on the personal interview during which a candidate will be judged on the following:

Appearance, Ability to communicate, Attitude, Mental Alertness, and General Knowledge. Each of these shall carry maximum of 10 marks allotted for personal Interview. Candidate is required to secure 25 out of 50 marks to qualify.

AGE LIMIT

18-24 years with relaxation of 1 year (minimum 25 years) for those who are exceptionally qualified.

Category B -SPONSORED ADMISSION

The sponsor is allowed to nominate employees, who have passed + 2/equivalent, from their retail organisation. The sponsor will submit a letter on the company's letterhead issued by the competent authority along with an individual application form of the candidate nominated with the Programme fee through a Demand Draft drawn in favour of IGNOU payable at New Delhi.

Candidates will deposit their fees **ONLY AFTER GETTING SELECTED**. Respective Regional Centre will inform the candidate about the selection and fee to be deposited.

INTERNSHIP

a) For Direct Entry (Category-A)

The Programme Coordinators and the Regional Director concerned in consultation with officials from the Retailers Association of India (RAI), Mumbai will arrange an Internship for a period of 3 months for all DIR students in the first year.

b) For Sponsored Admission (Category-B)

Employees of a retail company are only eligible. Under this category sponsored candidates can work and complete their internship in the same retail store/company where they are employed without leaving their jobs.

Opportunities for Students in Retail

- Opens the gate for 10+2 students to be a graduate without interruption to his/her professional career.
- Earn while they learn by taking training/full-time job in a retail store.
- BBA in Retailing arms a Customer Care Associate with specialised theoretical knowledge on retail practices. Since students will acquire lots of theoretical and practical skills in retail industry would certainly prefer them.
- Along with the practical work experience on the job, the student experiences fast track growth in his career towards managerial cadre over 3 years on successful completion of a degree.
- BBA Retail graduation will help students to go for further studies in Retail such as PG Diploma Retail, MBA Retail etc.

Contact persons and Program Coordinators for BBA Retail at IGNOU, New Delhi and RAI, MUMBAI

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Contact Persons at Retailers Association of India

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4. DIPLOMA PROGRAMMES

4.1 Post Graduate Diploma in Clinical Cardiology (PGDCC) (offered in July session only)

The School of Health Sciences, IGNOU in collaboration with leading Cardiac Institutions in the country, has developed and launched a two- year, full time, Post Graduate Diploma in Clinical Cardiology (PGDCC) Programme for MBBS doctors. This programme was launched in January 2006 and at present 250 students are being trained under 150 Academic Counsellors in 35 Cardiac Institutes across the country.

Indians are genetically three times more vulnerable to heart attacks than Europeans. While the average age of patients suffering a heart attack is more than 60 years in Europe, the average age in India is between 40-45. Indians are also genetically more vulnerable to diabetes at younger age which again leads to premature atherosclerotic disease leading to heart attacks. In 2005, some 25 percent of deaths among the adult population was due to Cardiovascular diseases. Therefore, India with a population of over a billion requires at least a few thousand cardiologists to be produced every year to address the growing needs of heart patients.

Keeping the above in mind, this “two year full time” Post Graduate Diploma in Clinical Cardiology has been carefully designed and developed to address the societal needs of the deprived population of district towns of the country.

Programme Objectives

To establish a core programme dedicated to train medical graduates in clinical cardiology to deal effectively with the early recognition, management and prevention of common cardiovascular diseases (non-invasive cardiology) and other life style diseases such as diabetes mellitus.

Admission procedures

Candidates need to apply to the respective Regional Centres of IGNOU with a Demand Draft of Rs. 500 in favour of IGNOU payable at the city where the Regional Centre is situated. They are also requested to submit Form-E along with the filled application form. Interview letters will be sent to the eligible candidates. Interview for the selection of candidates will be held at the respective Regional Centres (PSC). A merit list will be prepared after interview. Candidate has to mention his/her preference regarding Programme Study Centre at the time of filling up the application form if the Regional Centre or other place (Mentioned in Form-E) has more than one Programme Study Centre. The allotment of the Programme Study Centre will depend on the merit list. Decision of the selection committee of IGNOU regarding the selection of candidate will be final and binding.

		Credit of the Theory Courses	Credit of the Practical Courses
MCC-001	Fundamentals of Cardiovascular System-I	4	—
MCC-002	Fundamentals of Cardiovascular System-II	4	—
MCC-003	Common Cardiovascular Diseases-I	6	—
MCC-004	Common Cardiovascular Diseases-II	4	—
MCC-005	Common Cardiovascular Diseases-III	4	—
MCC-006	Cardiovascular Epidemiology	4	—
MCC-007	Cardiovascular Related Disorders	4	—
MCCL-001	Cardiovascular Evaluation-I	—	8
MCCL-002	Cardiovascular Evaluation-II	—	6
MCCL-003	Management of Common Cardiovascular Diseases	—	10
MCCL-004	Management of Congenital Heart Diseases	—	4
MCLL-005	Preventive Cardiology	—	8
MCCL-006	Intensive Coronary Care	—	6
	Total Credits	30	42

4.2 Post Graduate Diploma in Distance Education (PGDDE)

The Postgraduate Diploma in Distance Education (PGDDE) programme is the first of its kind in the Commonwealth of countries. It has been designed to provide essential know-how skills and professional knowledge for the staff involved in developing and maintaining distance education programmes for higher levels of instruction and also for those who want to join distance education institute in future as a professional. The programme consists of five courses:

Course Code	Title of the Course	Credits
ES-311	Growth and Philosophy of Distance Education	6
ES-312	Design & Development of Self-Learning Print Materials	6
ES-313	Learner Support Services	6
ES-314	Management of Distance Education	6
ES-318	Communication Technology for Distance Education	6
Total	Five Courses	30

The Programme is of one-year duration. The medium of instruction is English.

4.3 Post Graduate Diploma in Higher Education (PGDHE)

The Programme has been visualised and developed in response to the recommendations of the National Policy of