

Appendix – 1

TC Schedule for Different IGNOU Subjects



1. Postgraduate Diploma in Higher Education (PGDHE)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Overview of PGDHE; Objectives of ECP; Presentation and Discussion	60 mins.
	Financing of Higher Education : Presentation and Discussion	60 mins.
2.	Critical appraisal of Major Education Policies with special reference to Higher Education : Presentation and Discussion.	60 mins.
	Course Design - I : Objectives, Context, Background : Presentation and Discussion	60 mins.
3.	Course Design - II : Methods and Media : Presentation and Discussion.	60 mins.
	Course Design - III : Assessment and Evaluation : Presentation and Discussion	60 mins.
4.	Development of 'SIMs' : Presentation and Discussion.	60 mins.
	Course - V : Project work : Presentation and Discussion.	60 mins.

2. Diploma in Early Childhood Care and Education (DECE)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Play : types	2 hours
2.	Activities for Motor skill development and cognitive development	3 hrs. and 30 mins.
3.	Activities for language development	60 mins.
4.	Nutrition and Health programme	2 hrs.

3. Bachelor of Science in Nursing (B.Sc. Nursing)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Paediatric Nursing	2 hrs.
2.	Mental Health Nursing	2 hrs.
3.	Medical Surgical Nursing	2 hrs.

4. Master's Degree in Library and Information Science (MLIS)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Total quality management : Marketing of information, products and services	2 hrs.
2.	Network technology; Library automation; Database management system	3 hrs.
3.	Hazards to library material; Design of research	2 hrs.

5. Diploma in Creative Writing in English (DCE)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Understanding Drama; Structure of Modern English	2 hrs. and 30 mins.
2.	Feature writing (English); Writing for Radio (English)	2 hrs.
3.	Translation; Understanding Poetry	2 hrs.

6. Bachelor in Computer Applications (BCA) and Certificate in Computing (CIC)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Introductory session	1 hour and 30 mins.
2.	Communication skills - 1	1 hour and 30 mins.
3.	Communication skills - 2	1 hour and 30 mins.
4.	Computer Basics	1 hour and 30 mins.
5.	Windows and Desktop	1 hour and 30 mins.
6.	Using CBTs for self learning	60 mins.
7.	Internet Basics	60 mins.
8.	Word Processing Essentials : MS Word	1 hour and 30 mins.
9.	E-mail Basics	1 hour and 30 mins.
10.	E-mail Additional Features	1 hour and 30 mins.
11.	Software viruses; Housekeeping and Maintenance	60 mins.
12.	Advanced Word Processing	60 mins.

7. Post Graduate Diploma in Journalism and Mass Communication (PGDJMC)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Introduction to Communications; elements in mass media	2 hrs.
2.	International Communication; Media ethics and law	2 hrs.
3.	Types of news reporting; Specialised reporting	2 hrs.
4.	Public relations in development; Planning public relation campaigns	2 hrs.

8. Certificate in Disaster Management (CDM)

Table: Name(s) and time duration of teleconferencing topic(s)

Sr. No.	Programme / Topic	Time Duration
1.	Essentials of disaster preparedness	2 hrs. and 30 mins.
2.	Disaster Management : Role of various Agencies	2 hrs. and 30 mins.
3.	Relief Measures	2 hrs. and 30 mins.
4.	Health and Casualty Management	2 hrs. and 30 mins.
5.	Reconstruction and Rehabilitation	2 hrs. and 30 mins.
6.	Monitoring and Evaluation	2 hrs. and 30 mins.
7.	Increased Understanding of Disaster	2 hrs. and 30 mins.
8.	Preparedness and Mitigation	2 hrs. and 30 mins.
9.	Typology of Disasters - 1	2 hrs. and 30 mins.
10.	Typology of Disasters - 2	2 hrs. and 30 mins.