

Programme Guide

of

Bachelor's Preparatory Programme



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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068 or the official website of IGNOU at www.ignou.ac.in

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Section A

Dear Student,

Welcome to the Bachelor's Preparatory Programme (BPP) of the Indira Gandhi National Open University (IGNOU). You will obviously be curious to know about the IGNOU. Let us, therefore, understand the University and its system of operations.

1. THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 under an Act of Parliament. The need to create an Open University in India was felt because it was recognized that people of the Indian subcontinent particularly the disadvantaged and the marginalized who have no means or opportunity to pursue higher education need to be provided access to it. The IGNOU was set up with the purpose of reaching to those who cannot or have not been reached by the conventional system of education and providing them quality education in a way that they are able to make the most without being disjointed from their day-to-day activities.

Objectives of the University

The Indira Gandhi National Open University is engaged in:

- democratising higher education by taking it to the doorstep of the learners
- providing access to quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost effective programmes
- resources sharing, collaboration and networking with conventional universities, open universities and other institutions/organisations
- socially and academically relevant programmes based on students' need analysis
- convergence of open and conventional education systems.

Instruction and Learning System in IGNOU

The methodology of instruction in the Open University system is different from the teaching system followed in the other universities. Unlike the conventional teacher-oriented system, the Open University system, as you will experience, is an interactive system. In fact it is more learner-oriented and invites your participation in learning.

Use of Multi-media

Functioning of the Open University system is characterized by use of emerging technologies in distance education where the entire teaching learning operation is based on multi-media (a combination of media), and self-learning materials (lessons through print material are complemented and supplemented with video and audio inputs to produce an integrated and well synthesised presentation). Since it will be a new experience for you, it is natural that you may have many doubts and queries at different stages of learning. At such junctures you may desperately need a person who is able to answer your questions and lay your doubts to rest. You may send us some of your queries through letters; some of you may hesitate to do so and feel all alone and isolated. This Programme Guide will help you to overcome the feeling of isolation and will also answer some of your queries.

Bachelor's Preparatory Programme (BPP): An Overview

BPP is a Bridge Course of six months' duration for those who do not have 10+2, but attained the age of 18 years, seeking admission to IGNOU's first degree B.A./B.Com etc. under non-formal stream.

It is an enabling programme of IGNOU with a fee of Rs 1200/-. The programme is developed to provide an opportunity to those learners (many of whom would be adults) who could not pursue their school education up to 10+2 or to its equivalent level (and do not wish to enrol in school now) but do want to undertake higher education now. The objective of this Programme is to provide such learners a basic grounding in areas of study which they may pursue for Bachelor's degree or other such diplomas or certificates. The Programme will provide them an opportunity to get used to the system of teaching learning offered by an Open University. It will also help learners to evaluate themselves to determine their ability to cope with the present day demands of higher education.

The Programme consists of three courses of which any two may be chosen by learners:

1. Preparatory course in General Mathematics (OMT-101)
2. Preparatory course in Commerce (PCO-01)
3. Preparatory course in Social Sciences (OSS-101)

After successful completion of this programme IGNOU provides a wide choice of subject for further studies. The major programmes which can be chosen after BPP are Bachelor of Arts (BA), Bachelor of Commerce (B Com), Bachelor of Social Work (BSW), Bachelor of Tourism Studies (BTS) and several Diploma and Certificate Programmes. You can obtain a list of these Diploma and Certificate Programmes from the Prospectus or the website of the University (www.ignou.ac.in)

At no stage BPP is treated at par with 10+2. It is also not treated at par with Matric/Inter. No Certificate is issued on completion of BPP. Candidates are admitted to IGNOU's **B.A./B.Com etc. (under non-formal stream)** on successful completion of BPP (i.e. continuous evaluation as well as term-end examination).

You might have many more queries and questions regarding BPP. Some of the anticipated questions and their answers are provided in Section 2.

2. ANTICIPATED QUESTIONS AND ANSWERS

Is BPP an essential pre-requisite for my entry to a BA/ B COM, BSW and BTS Degree Programmes?

Of course, but only for those of you who have not passed the 10+2 or an equivalent examination.

Q1. What are the aims of this Programme?

The Programme aims to

- i) give you some grounding in General Mathematics (if you opt for OMT-101), which is an important element in the pursuit of knowledge
- ii) familiarise you with the basic concepts, knowledge and role of Social Sciences if you want to study for the BA degree
- iii) provide you a base in Commerce if you choose to pursue the B Com degree
- iv) help you in getting accustomed to the distance education system of this university

Q2. How many Preparatory Courses am I required to do?

BPP consists of three Preparatory Courses, out of which you will have to opt two. You may choose two from the following courses:

- 1) Preparatory Course in General Mathematics (OMT-101)
- 2) Preparatory Course in Social Sciences (OSS-101)
- 3) Preparatory Course in Commerce (PCO-01)

None of the above course is compulsory. We would, however, advice that if you propose to study for the B Com degree in future, then you should take Preparatory Course in Commerce. If you wish to do BA or BTS then you should take Preparatory Course in Social Sciences. The second course in both the cases will depend on your choice and inclination.

For entry to any other programme you may take either of the combinations.

Q3. Will the marks secured in Preparatory Course add up for my BA / B Com, Degree?

No. The Course is intended to give you a general understanding of Social Sciences or Commerce and, of course, Mathematics, because you need to make up for the plus two standard. For BA/ BCom you have to successfully complete 96 credits separately.

Q4. When can I seek admission to BPP in IGNOU? Can I seek admission online?

BPP is offered both in January and July cycles of admission. Admission to BPP for the January cycle is open from September to November of the preceding year. Similarly, for the July cycle, it is open from April to June. Please check the admission notification on the University website for exact dates. Please note that the, being a 6-months programme, there will be no extension of this time period for admission. Admission to all IGNOU programmes are now done only in the online mode. So you have to necessarily apply for admission to BPP only online. You may visit www.onlineadmission.ignou.ac.in for submitting your application online.

For enquires you may write/call on : 011-29571528, 011-29572513

Q5. What is the medium of instruction?

We impart instruction through Hindi and English medium.

Q6. What is the evaluation process?

The evaluation consists of two parts (i) continuous evaluation through assignments and (ii) term-end examination.

Q7. Could you explain them in detail?

Term-end examination (TEE) is held twice a year — in June and December. If you join BPP in January cycle you will have a chance to appear in June TEE. If you join the July cycle you will have a chance to appear in December TEE. If a student fails to qualify in the June examination, s/he can appear again in December examination of that year. However, a student who fails in both the attempts in a year will be required to appear for the examination again in the following year. A total of four chances are allowed to successfully complete the programme.

A student will be required to answer 50 Multiple Choice Questions (MCQs) each in the two courses offered by him/her. It is necessary to secure minimum of 35% marks in each course in order to qualify a term-end examination.

Q8. Will I have to complete assignments?

You have to submit one assignment each for the two courses of BPP chosen by you. You should submit the assignment before appearing in the TEE. Assignments carry 30 per cent weightage. You should submit the assignments by **March 31** if you plan to appear in **June TEE** and by **September 30** if you plan to appear in **December TEE**. If you clear the assignment but fail in the TEE, you need not submit the assignment again. Submit the assignment to the coordinator of your study centre.

Q9. How should I appear for Term-end Exam?

Students need to fill up examination form online. Details available on www.ignou.ac.in. The schedule for filling up examination form is given in section 3(d).

Q10. What happens if a student clears the Term-End Examination but does not take admission in Bachelor's Degree Programme in the same year?

Once the admission offers are sent to the students it will remain **valid for two years** including the year for which admission is given.

Q11. Suppose someone has cleared the BPP examination but does not join even two years later?

On successful completion of BPP, students are eligible to seek **admission in 3 (three) consecutive chances**, as per example shown below:

TEE qualified	Opportunity for seeking admission to B.A/B.Com etc.		
	1st chance	2nd chance	3rd chance
Dec. 2011 TEE	July 2012 session	Jan. 2013 session	July 2013 session (Last chance)
June 2012 TEE	Jan. 2013 session	July 2013 session	Jan. 2014 session (Last chance)
Dec. 2012 TEE	July 2013 session	Jan. 2014 session	July 2014 session (Last chance)

If the students fail to avail all the three opportunities, then they will have to seek **fresh admission in BPP** like any other new candidate of non-formal stream and clear it once again.

BPP, being a non-credit course, no credit transfer will be allowed if a student has completed a course in part or in full in the previous Enrolment.

Q12. Is first degree obtained under non-formal stream valid?

B.A./B.Com/BTS/BSW degree obtained under non-10+2 stream, i.e. through BPP, is a valid degree as per University Grants Commission (the minimum standards of instructions for the **grant of the first degree through non-formal/distance education** in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences) Regulations, 1985 published in the Gazette of India vide Notification No. F.I-117/83 (CP) dated 25th November 1985. UGC has subsequently amended the Regulations and published in the Gazette of India vide Notification No. F.1-117/83 (CPP-II) dated 18th October 1995 reducing the age limit from 21 to 18 years.

In addition to the above responses given to some of your anticipated queries, if you still have some queries which you think have not been answered here, please write to the relevant Division mentioned in, 'List of some Useful Addresses' provided in this Programme Guide itself.

3. SCHEDULE OF OPERATIONS

Academic Cycle of operations for BPP in a Calendar Year:

- a) Commencement of the BPP Session: 1st July for July Cycle/
1st January for January Cycle
- b) Completion of the academic session: 31st December for July Cycle/
30th June for January Cycle
- d) Dates for submitting Examination forms:
along with examination fee of Rs. 120/- per course.

June TEE	December TEE	Late Fee Form	Where to Submit the Examination
1st March to 31st March	1st September to 30th September	NIL	Online
1st April to 30th April	1st October to 31st October	Rs. 500/-	
1st May to 15th May	1st November to 15th November	Rs. 1000/-	Online

- d) Months for Term-end Examination Examination is held in June and December. The datesheet is sent to all Regional Centres in February and August for June and December examination respectively. Dates are communicated along with admit card also.
- e) Date of declaration of results: In a period of three weeks following the completion of examination
- f) Dates for submission of Admission forms for BA/ B Com/ BSW/ BTS and other programmes along with Programme fees: After a student passes the examination for Bachelor's Preparatory Programme, the University will communicate the result to the student and announce a date to submit the Admission Form with the prescribed

Programme fee. Candidates clearing BPP in June TEE shall be eligible for admission to BA/B.Com/BSW/BTS and selected Diploma/Certificate programmes in January session and those clearing BPP in December TEE shall be eligible for admission in July session.

4. DESIGN OF THE LESSONS (UNITS)

Let us now look at how a Block and its Units are structured in the Preparatory Course material. The first page of each Block indicates the number and title of the units comprising the Block. This is followed by a brief introduction to the Block. Generally the design of a Unit is as follows:

Unit – X*

X.0 Objectives**

X.1 Introduction**

X.2 Section 1 (Theme of Section 1)

X.2.1 Sub-section of section 1

X.2.2 Sub-section of section 1 Check your progress/exercise 1

.....
.....
.....

X.3 Section 2 (Theme of Section 2)

X.3.1 Sub-Section 1 of section 2 Check your progress/exercise 2

.....
.....
.....

* Stands for unit number

** In some cases the Objectives and Introduction are combined under Section X.1 and the sub-sections have not been numbered.

The number of sections in a unit may vary and the numbering of sections will conform to the number of sections.

The last four sections in each unit will generally be

- Let Us Sum Up
- Key Words
- Some Useful Books
- Solutions/Answers

In the Preparatory Course in Commerce there will be an additional section at the end – ‘Self Assesment Questions/Exercises.’

All the sections will be numbered in a continuing serial order.

As you see in the above design, the Units are divided into many sections and sub-sections for easy reading and better comprehension.

Each section is indicated distinctly by bold capitals and each sub-section by relatively smaller but bold typeface. The significant divisions within each sub-section are in still smaller bold typeface, so as to make it easier for you to see their place within sub-sections. The items which need to be highlighted are numbered. For the purpose of maintaining uniformity we have followed the same design in every Unit throughout all the courses. In the section, 'Let Us Sum Up', we summarise what has been discussed in the whole unit to enable you to recall the main points. We explain difficult word/terms under the section, 'Key Words' to facilitate comprehension.

The last section, 'Some Useful Books' is meant to suggest some books for 'supplementary reading'.

In each unit, we have provided you with self-check exercises under the caption, 'Check Your Progress', at a few places. Each unit invariably ends with answers to the questions set in these exercises. Self-check exercises are printed in a different font so as to distinguish them from the main content. Enough space is provided for you to write your answers to the questions of these self-check exercises.

5. MAKING THE BEST USE OF STUDY MATERIALS

After receiving packets of printed course material from the University you must check that you have received the complete material and nothing is remaining. If any Block(s)/study material does not reach, please contact the Regional Director immediately. Before starting your studies, you should chalk out a regular study schedule so that you can study for 2 to 2½ hours daily. What you should do is to go through the units and note down the important points in the margins or in a separate note-book whichever is convenient to you. For quick and easy reference, we suggest that notes may be taken in the margins. You need not make long notes; just few phrases, charts or diagrams would be sufficient. The points you may have noted down will help you later in answering the self-check exercises. You may as well go through the pages to find the relevant answers to the questions.

We would like you to use the blank space provided in each unit for answering the self-check exercises.

Never overlook or skip a word or a statement you do not fully understand. Look it up immediately in a dictionary or another unit where it may have been explained, or contact the counsellor at your Study Centre. These activities will enable you to keep track of and assimilate what you have been reading in a Unit.

We would also like to mention here that the self-check exercises are not meant to be submitted to us for correction and evaluation. As the caption 'Check Your Progress' itself suggests, the exercises are intended to help you to evaluate your understanding and keep on the right track as you read the Units. The purpose of giving self-check exercises will be served satisfactorily, if you compare the answers, which you might have written in the blank space, with the answers given at the end of each Unit. We do hope that you will resist the temptation of having a furtive glance at the model answers while writing your own answers to the questions.

Some Useful Books for Supplementary Reading

The course units sent to you are fairly comprehensive and self-instructional. Titles of some useful books for supplementary reading are provided in the section, 'Some Useful Books'. The purpose is to help you to do some extra or supplementary reading. Most of these books will be available at the Study Centres and those of you who are interested in adding to your knowledge can read the relevant portions from these books at your Study Centres.

6. FUNCTIONS OF REGIONAL CENTRES AND STUDY CENTRES

Regional Centres and Study Centres have been set up all over the country (Please check our website www.ignou.ac.in for details of the Regional and Study Centres available across India) to extend necessary support services to students. You will be allotted one of these Study Centres taking into consideration your place or residence of work. However, each Study Centre can handle only a limited number of students and despite our best efforts it may not always be possible to allot Study Centres of your choice. Details about the Study Centre to which you are assigned will be communicated to you later. Every Study Centre has:

- A Coordinator who is the overall incharge of the Centre
- Supporting Staff: Assistant Coordinators and class III and IV category of staff appointed on a part-time basis
- Counsellors in different subjects to provide counselling and guidance to you in the subjects of your study

A Study Centre provides the following:

- Tutorial/Counselling:** It is an important aspect of the Open University System. Face-to-face contact-cum counselling for the Preparatory Courses will be provided at Study Centre. Detailed Programme of the contact-cum-counselling sessions will be sent to you by the Coordinator of your Study Centre. In these sessions you will be able to discuss with the counsellors your difficulties pertaining to the courses of your study. You will also be able to have interaction with your fellow participants.
- Books, Audio and Video Library:** Every Study Centre has a library containing relevant course materials, reference books suggested for supplementary reading as well as audio/video materials specially prepared for the course(s).
- Information and Advice:** You will be given relevant information on administrative and related matters by the Coordinator and secretarial staff at the Study Centres.
- Equipment:** The Centres will be provided with audio/video equipment to help you make use of audio and video cassettes prepared for different courses.
- Opportunity for interaction:** Facilities for interaction with fellow-students, which could lead to self-help groups. Suppose you are not able to answer a question yourself, you and your fellow students in your class or sometimes your seniors can collectively try to work out answers. Such groups can also help you in preparing for term-end

examinations. You can organize Seminars, Quiz sessions, Group discussions and other group activities. You may even think of planning small social gatherings. These would break your isolation and provide conditions in which you may interact freely with your co-learners. We hope that this would enhance your learning ability a great deal.

Please bring all your Units along with you, when we invite you to attend a contact programme, so that the face-to-face communication may prove more effective and purposeful.

7. MAKING THE BEST USE OF THE FACILITIES OFFERED BY IGNOU

We have attempted to give you an overall picture of the Preparatory Courses. Here are a few major points:

- 1) We do keep a record of your progress. You will hear from us from time to time about classes and examinations. Please file all circulars and letters that we send you. Keep this Programme Guide handy.
- 2) Do write to us if you have any difficulties or problems while doing the Preparatory Courses.
- 3) Remember to inform sufficiently in advance if there is any CHANGE OF ADDRESS. If it is temporary do let us know. This will help us to send you courses material and letters promptly, without any risk of their being lost.
- 4) All types of communication (letter, applications, etc.) will be attended to as quickly as we can. It is, therefore, desirable you make your letters brief and precise. Letters should avoid irrelevant details. They should not be written in ambiguous language, so that we can reply promptly and take appropriate action.
- 5) We reserve the right to change the rules detailed in the Programme Guide to Preparatory Course. You will be informed about such changes through supplementary circulars, well in advance.

8. OPTIONS AFTER THE PREPARATORY COURSES

You would naturally be anxious to know what is to follow once you complete the Preparatory Courses.

After successfully completing the BPP you will receive a letter from the university asking you to take admission in any one of the programmes for which you are eligible. We have already indicated the list of programmes for which you would be eligible. Here, we will provide a brief introduction to the four major Bachelor's Degree Programme for which you are eligible. These are BA, B Com, BSW and BTS.

BA/B Com/BSW: These programmes are of 3 years duration each with 96 credits to be completed. Both the programmes are available in English and Hindi.

In both B.A. and B.Com. the programmes there are three types of courses, (i) Foundation courses – these are common in both, (ii) Elective courses – there is a set of elective courses for B Com, while one has to choose from a wide range of disciplines for BA, (iii) Application

oriented courses – these are in a range of skill oriented or vocational areas which are to be selected in the third year. In BSW there are no application oriented courses. A student has to undertake courses worth 24 credits of foundation courses and 72 credits of elective courses.

But before you go through the Table we would like to explain what is meant by credit which we mention so frequently.

Each credit means 30 study hours of a student. There are courses, each having either 4 credits or 8 credits weightage. So each four credit Course would require you to spend approximately 120 Study hours (30 hours × 4 credits). Similarly, if you have opted for a course that is of 8 credit weightage, you may have to put in a total of 240 study hours (30 hours × 8 credits).

You may now go through the table:

Foundation Courses	Credits	Elective Courses	Application Oriented Courses
Humanities and Social Sciences (FHS-1)	8	Select a subject out of the following: English, Hindi, Political Science, History, Economics, Sociology, Public Administration, Mathematics, Commerce, and Rural Development	Options are mentioned in the Programme Guide for BDP Foundation/Elective Courses
Science and Technology (FST-1)	8		
English-1 (FEG-1)/ Hindi-2 (FHD-1)	4		
English-2 (FEG-2)/ Hindi-1 (BHDF-101)	4		
Any Modern Indian Language*			
Total	24	You can earn either 56 or 64 credits**	You can earn either 8 or 16 credits***

* Assamese, Bangla, Gujarati, Kannada, Malayalam, Marathi, Oriya, Tamil, Telugu, Sanskrit and Urdu.

** You can specialise in one subject which means you will earn 48 credits (40 in Mathematics) in that particular subject. In this case you will receive a major in that discipline. You can also opt for a combination of courses from above mentioned subject(s) of your choice.

*** Application Oriented courses are those courses that would help you if you want to take up employment. Doing one or more such courses is compulsory in IGNOU for getting a Degree. depending on the number of Elective courses you have done in the first two years, you may opt for either one or more. In any case, the total credits for these courses should not be more than 16.

BTS : BTS is also a 3 year degree programme and is available in both English and Hindi. It has the same Foundation Courses as those in BA and B Com. The rest of the courses are in the

area of Tourism with a few (12 credits) in other disciplines. Since BTS is a professional programme there are no separate application oriented courses. In fact the whole programme is application oriented.

In all, you should study courses which will earn you 96 credits in a minimum period of 3 years to be eligible for a BA, B Com BSW or BTS Degree. The maximum period granted to complete these courses is 6 years. Once you receive the intimation from the University please fill the form, get a draft for requisite fee and send it to your Regional Centre.

With all these unique features lined up for you, we are confident that you will find the courses educative, and interesting. After you finish the course, you would discover how useful the lessons are in your day-to-day activities.

We hope to have answered all your questions. You may still have doubts or clarifications to make. In such a case, please do not hesitate to write us. You can also contact IGNOU's Students' Service Centre, Maidan Garhi, New Delhi-110068. You are welcome to call on us for queries about specific courses at addresses given below:

1. Preparatory Courses in Social Sciences (OSS-101)	School of Social Sciences, IGNOU
2. Preparatory Course in General Mathematics (OMT-101)	School of Sciences, IGNOU
3. Preparatory Course in Commerce (PCO-01)	School of Management Studies, IGNOU Dr. Sunil Kumar Associate professor SOMS Mail: sunilkgupta@gmail.com 011-29536003

For general queries write to:

Programme Coordinator
BPP
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Section B

9. STRUCTURE OF THE COURSES

The number of booklets/Blocks and Units in each course will be as under:

Course	Total No. of Blocks	Total No. of Units
Preparatory Course in General Mathematics (OMT-101)	4	16
Preparatory Course in Social Sciences (OSS-101)	—	16
Preparatory Course in Commerce (PCO-01)	5	20

In addition to the printed course material, each course will be supplemented with a few video and audio programmes which will be arranged by your Study Centres. You should view these video programmes and listen to the audio programmes relevant to your courses. Television (Gyan Darshan) and Radio (Gyan Vani) caters to the need of the students. So be on the look out for their announcement in the Newsletter sent to you by the University. There is a separate booklet containing information about Gyan Darshan and Gyan Vani programmes, that is T.V. and Radio broadcasts respectively.

Details of Availability on Various Platforms of Gyandarshan & Gyanvani Channels:

1) Gyan Darshan Channel available on DTH platform:

Sr. No.	DTH Platform	TV Channel No.
1	Airtel	442
2	Tata Sky	755
3	Sun Direct	596
4	Den	526
5	In Digital	297
6	Hathway	473

2) Gyan Vani Radio Channel available on DTH Platform:

Sr. No.	DTH Platform	Radio Channel No.
1	DD free Dish	44
2		

3) Gyan Darshan Channel web link:

<http://www.ignouonline.ac.in/gyandarshan/Gyandarshan.html>

4) Gyanvani Radio channel(Gyandhara) web link:

<http://ignouonline.ac.in/Gyandhara/>

- 5) Gyan Darshan & Gyanvani Radio Channels available on C-band :
- Satellite: G sat 10
 - Downlink Frequency: 3831Mhz
 - LNB Frequency: 5150 MHz
 - Symbol rate: 7200 SPS
 - Polarity: Vertical
 - FEC: 3/4

Let us now have a look at the syllabi and structure of the Preparatory Courses

9.1 Preparatory Course in General Mathematics (OMT-101)

In every activities of your life, you have been using some mathematics. In the future too, you will come across many instances where you need to use basic mathematics directly or indirectly. The idea of this course is to give you some understanding of such basics which will help you to study other subjects as well as to tackle some problems that arise in day to day activities.

You must have studied some mathematics at your school level. But you may not have developed a clear understanding of the basic concepts then. In this course we have explaining several concepts in the context of situations where you would use them. We expect this to help you gain more confidence in these areas.

The course is developed in a manner that includes concepts which you will come across while studying for your Bachelor's Degree Programme. The concepts are chosen in such a way that they will help you learn Commerce, Mathematics and Social Sciences. Apart from this it chiefly aim to develop your logical thinking abilities, and your ability to be precise in thinking and communication.

The syllabus is broadly divided into four areas in mathematics, and presented in four blocks as shown below.

Block 1 Numbers

- Unit 1 Why Do Mathematics?
- Unit 2 The World of Numbers
- Unit 3 World of Fractions
- Unit 4 Decimal Fractions

Block 2 Algebra

- Unit 5 Algebraic Expressions
- Unit 6 Counting Without Counting
- Unit 7 Permutations and Combinations

Block 3 Geometry

- Unit 8 Some Basic Concepts
- Unit 9 Flat Shapes
- Unit 10 Symmetry and Tilings

Unit 11 Studying Three-Dimensional Objects

Unit 12 Mensuration

Unit 13 Coordinate Geometry

Block 4 Handling Investments and Data

Unit 14 Commercial Mathematics

Unit 15 Handling Data

Unit 16 Probability

There will be frequent additional support for learning in the form of teleconferencing/ EDUSAT and radio counseling. For the schedule for OMT -101, please check the website www.ignou.ac.in regularly.

Course Coordinator: Sh. Pawan Kumar, SOS, Email id: pawankumar@ignou.ac.in, tel; 011-29572831

9.2 Preparatory Course in Social Sciences (OSS-101)

The Preparatory Course in Social Sciences is designed to familiarise the student with an overview of critical historical social, political and economic affairs with focus on India. It incorporates the disciplines of Economics, History, Political Science, Public Administration, and Sociology in an interdisciplinary framework.

We begin with the distinction between Sciences and Social Sciences, the nature and scope of Social Sciences, and relevance of Social Sciences in every day life on the one hand and in developmental planning on the other. We explain the major sources of data, and inter-relationship between and among different disciplines that constitute the Social Sciences.

Thereafter, we draw attention to state and society both in India and across the globe in a historical perspective. The emphasis shifts on the nature of society in India, Indian Constitution, governance for development in India, nature of natural and human resource, regional imbalances and planning in India and major challenges to democracy in India.

We discuss the global concerns regarding pollution and degradation of natural resources, rate of population growth, sex-ratio, and illiteracy. We conclude with discussion on the state of contemporary world including issues of collapse of Soviet Union and formation of unipolar world and emerging regional cooperations.

The break-up of the Preparatory Course in Social Sciences is as follows:

Unit 1 Social Sciences: Perspectives and Inter-relationships

Unit 2 Role and Relevance of Social Sciences

Unit 3 Society through the Ages: Global Perspective

Unit 4 The Making of Modern World

Unit 5 State and Society in India

Unit 6 Struggle for Independence in India

Unit 7 Indian Constitution: Basic Characteristics

Unit 8 Contemporary Society in India: Change and Continuity

Unit 9 Governance in India: Issues and Challenges

- Unit 10 Basic Features of Indian Economy
- Unit 11 Indian Development Experience
- Unit 12 Ecology and Environment : Issues and Challenges
- Unit 13 Socio-economic and Gender Discrimination
- Unit 14 Demographic Challenges
- Unit 15 Democratic Processes in India: Challenges
- Unit 16 Contemporary World

Audio/Video Component

The print material of the course is supplemented by the following video and audio programmes. Cassettes containing these programmes are available at all the Study Centres for you to view/listen at your convenience.

a) Video Programmes

- i) Production System
- ii) Crowded Desert
- iii) Trees for Tomorrow

b) Audio Programmes

- i) Capitalist and Socialist Systems
- ii) Economic Growth and Industrialisation
- iii) Electoral Process
- iv) Cultural Transformation and Modernisation of Society

9.3 Preparatory Course in Commerce (PCO-01)

The Preparatory Course in Commerce is meant for those of you who do not possess the formal qualification of 10+2 or its equivalent but who intend to take up commerce courses leading to the B Com Degree.

The objective of this course is to enable you to develop familiarity with the core area of commerce, viz. Accounting. The Preparatory Course in Commerce should enable you to:

- understand the nature of business activities and appreciate the need for accounting
- know the complete accounting process and prepare various books of accounts
- work out the net result of business operations and prepare the final accounts

The course is divided into Five Blocks containing Twenty Units. Towards the end of each unit the titles of some books along with their relevant chapter numbers have been mentioned for supplementing your knowledge. Few questions and exercises are given for your practice. The answers and some hints, wherever necessary are provided at the end of each exercise. You should write the answers for these questions but they do not have to be sent to the university for evaluation.

The details of the blocks and the units are as follows :

Block 1 Basic Concepts of Accounting

- Unit 1 Nature of Business
- Unit 2 Nature and Scope of Accounting
- Unit 3 Basic Accounting Terms and Concepts

Block 2 Books of Accounts-I

- Unit 4 Accounting Process and Rules
- Unit 5 Journal
- Unit 6 Ledger

Block 3 Books of Accounts-II

- Unit 7 Sub-division of Journal-Cash Book
- Unit 8 Bank Transaction and Three Column Cash Book
- Unit 9 Bank Reconciliation Statement
- Unit 10 Other Subsidiary Books
- Unit 11 Trial Balance

Block 4 Final Accounts-I

- Unit 12 Basic Concepts Relating to Preparation of Final Accounts
- Unit 13 Capital and Revenue
- Unit 14 Trading Account
- Unit 15 Manufacturing Account
- Unit 16 Profit and Loss Account

Block 5 Final Accounts-II

- Unit 17 Balance Sheet
- Unit 18 Adjustment in Final Accounts
- Unit 19 Final Accounts with Adjustments
- Unit 20 Rectification of Errors

Audio/Video Component

The print material of the course is supplemented by the following Audio and Video programmes. Cassettes of these programmes are available at all the Study Centres for you to view/listen at your convenience.

a) Video Programmes

- i) Nature of Business and Need for Accounts-Vipin starts a Business (Relates to Block 1)
- ii) Bank and Trade (Relates to Block 3)

b) Audio Programmes

- i) Role of Ledger in Trial Balance (Relates to Block 2)
- ii) Subsidiary Books (Relates to Block 3)
- iii) Final Accounts (Relates to Block 5)

Section C

10. SOME USEFUL ADDRESSES

Nature of Query	Address
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of Study Material	Registrar, Material Production and Distribution Division Email: mpdd@ignou.ac.in Phone: 29572008
3. Schedule/Information Regarding Exam-form, Date-sheet, Hall ticket	Assitant Registrar (Exam.II) Student Evaluation Division, Block-12, Room No.2, Maidan Garhi New Delhi-110068 examii@ignou.ac.in, evaluation sed@ignou.ac.in Ph.29572202
4. Result, Grade Card	Deputy Registrar (Exam-III) Student Evaluation Division, Block-12, Room No. 1, IGNOU Maidan Garhi, New Delhi-110068 evaluation sed@ignou.ac.in Ph.29572201
5. Non-reflection of Assignment Grades/ marks	Asstt. Registrar, (Assignment) SR&E Division, Block-3, Room No.12 IGNOU, Maidan Garhi New Delhi-110068 assignment@ignou.ac.in Ph.29571319
6. Change of Courses/Medium	Concerned Regional Director
7. Original Degree/Diploma/verification of degree/diploma	Deputy Registrar (Exam I) Student Evaluation Division Block-9, IGNOU Maidan Garhi, New Delhi-110068 email: Convocation@ignou.ac.in Ph.29572224
8. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 ssc@ignou.ac.in, Ph. 29535714, 29533869
9. Academic Content	Director of the School concerned

11. SOME FORMS FOR YOUR USE

In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

- 1) Assignment remittance-cum-acknowledgement form; change/correction of address/study centre
- 2) Change of Medium/Courses
- 3) Intimation of non-receipt of study material/assignments

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

(To be submitted only at concerned Regional Centres)

Enrolment Number

Programme Code

Date Change effective from

Name

New Address

Town
State

Pin

State Code (See Code List 2 of Guide to Applicant)

Existing Study Centre Code

New Study Centre Code :

Signature : _____ Date : _____

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

- Programme of Study
- Enrolment Number
- Name
- New or Corrected Address including Pin
- New Study Centre Code
- Date of Change

For change/correction of address and change of study centre the form should be mailed to :- **The Regional Director of your region.**

To
The Registrar,
Material Production and Distribution Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Sub : Non-receipt of Study Material
(To be sent only at MPDD)

Enrolment No.

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Programme

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Medium of Study

--

I have not received the study Materials in respect of the following :

Sl. No.	Course Code	Blocks
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I have remitted all the dues towards the course fee and there is no change in my address given as follows :

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material to students

To
The Regional Director
IGNOU, Regional Centre

Change of Medium : Rs. 200/- + Rs. 400/- per course for BPP Change of Courses : Rs. 400/- for each course for BPP This is permitted within 30 days from receipt of first set of course material.

SUB : 1. CHANGE OF MEDIUM OF STUDY
2. CHANGE OF COURSES OF STUDY
(Tick the relevant)

Enrolment No.

--	--	--	--	--	--	--	--	--	--

1. Change of Medium : From To
2. Change of courses of study as per following details :

Courses offered at Present which you want to change	New course chosen	Medium English/ Hindi

Fee Details : Demand draft is to be made in the name of IGNOU payable at the city of the Regional Centre.

Demand Draft No Dated

Amount Rs. Drawn on

Signature :
Name :
Address :
.....
.....

Information for Statistical Purpose, Students are required to fill-up this Annexure Compulsorily

1. Name of Student :

2. Enrolment No.

3. Programme Code:

4. Category: (Cross (×) the appropriate Box only)

General SC ST OBC

5. Whether Kashmiri Migrant: (Cross (×) if applicable):

6. Whether Physically handicapped: (Cross (×) if applicable)

7. Whether minority: (Cross (×) if applicable)

8. Social Status: (Cross (×) if applicable Box only)

Ex-serviceman War-widow Not applicable

9. Employment Status : (Cross (×) if applicable Box only)

Unemployed Employed IGNOU Employee KVS Employee

10. Religion : (Cross (×) if applicable Box only)

Hindu Muslim Christian Sikh Jain Buddhist Parsi Jews Others
(please specify _____)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Rs.

IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

1	Prof. Uma Medury, Professor, SOSS, Chairperson ICASH	29572741	cash@ignou.ac.in
2	Dr. Gurmeet Kaur, Associate Professor, SOL	29572984	gurmeetkaur@ignou.ac.in
3	Dr. Neera Singh, Associate Professor, SOH	29572790	neerasingh@ignou.ac.in
4	Dr. Rakhi Sharma, Director, SOET	29572923	rakhisharma@ignou.ac.in
5	Ms. Renu Katyayal, AR, SOA	29572977	renu@ignou.ac.in
6	Mr. P.T. Raveendran, AR, F & A	29571211	ptraveendran@ignou.ac.in
7	Ms. Rashmi Sarpal, PS, SOSS	29572702	rashmisarpal@ignou.ac.in
8	Ms. Parineeta, Assistant, SOTHSM	29571751/1758	parinita@ignou.ac.in
9	Dr. Neeraja Singh, Associate Professor (in History), Satyawati College, DU, New Delhi		
10	Dr. Bani Bora, Social & Development Research and Action Group) SADRAG, Noida (U.P.)		
11	Ms. Swati Pal-Ph. D. in Chemistry		

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saluja, AR, MPDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):

Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F Age Group : Below 30 31-40 41-50 Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068