



IGNOU-ISTE PROGRAMME

Standard Operating Procedures (SOPs)

of Execution of IGNOU- ISTE MoU

1. Area of Interaction

The purpose and objectives of this Memorandum of Understanding is:

- 1.1 To enhance knowledge, skills, attitude and awareness amongst students in the field of engineering and technology, management and life skill development.
- 1.2 To initiate Joint training activities for faculty of Engineering, Management, Hotel Management, and Pharmacy etc which comes under the purview of the Technical Education according to the regulation of the AICTE.
- 1.3 To undertake pedagogical training activities based on National Project for Technology Enhanced Learning (NPTEL).
- 1.4 To undertake joint research and innovation in the area of engineering and technology and management among the students and teachers.
- 1.5 To conduct corporate training programmes and offer diplomas and degrees in the field of engineering and management studies for the benefit of corporate as well as industries.
- 1.6 To design, develop and launch the programmes and courses.
- 1.7 To develop Online training programme using e-learning technique for the working professionals in the industry and institutions.
- 1.8 To organise Technical Vocational Educational Training Programmes (TVET) for the school dropouts and others through the ISTE occupational training centres.
- 1.9 To organize training programme/course in any other area covered in MoU.

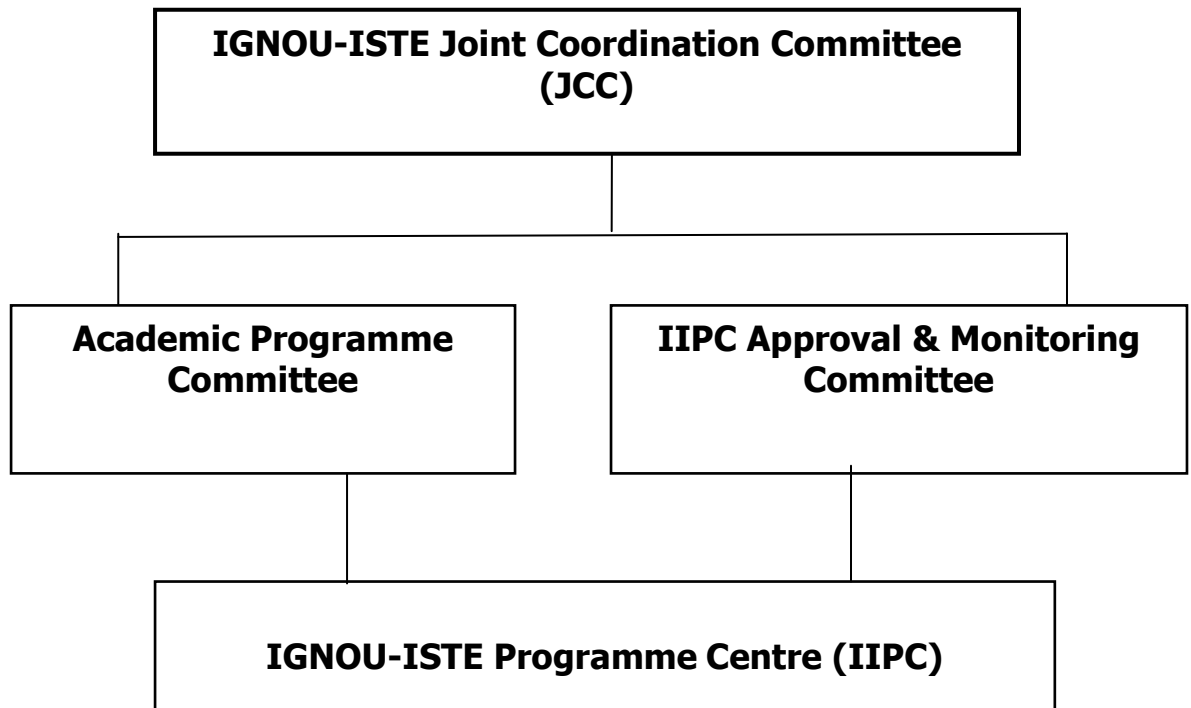
2. Role of IGNOU

- 2.1 provide the training/orientation programme to the experts for developing Self Instructional Material for the programmes.
- 2.2 finalise and design the curriculum and syllabus for various courses and training programs keeping into account inputs from ISTE.
- 2.3 print/re-print the course material prepared and developed by the ISTE-IIPC, if required.
- 2.4 develop mechanism for delivering the course material to each participant through IGNOU-ISTE Programme centres.
- 2.5 conduct examinations, evaluation and declare results.
- 2.6 award the certificates, diplomas, degrees to the successful participants.
- 2.7 advertise alongwith other Programmes of IGNOU to promote the joint programmes.

3. Role of ISTE

- 3.1 To laid down detail norms & standards for the facilities and the infrastructure for setting up ISTE-IGNOU Programme Centre (IIPC) for conducting the programmes and courses as covered in IGNOU-ISTE MoU.
- 3.2 promote the activity for all the programmes jointly with IGNOU.
- 3.3 identify the ISTE-IGNOU Programme centres in consultation with IGNOU.
- 3.4 to give input to IGNOU on the self-instructional course materials in electronic form submitted by IIPC for the programmes launched under the collaboration.
- 3.5 To set up the Managing Committee & monitoring of ISTE-IGNOU Programme centre (IIPC) for professional training of engineering teachers, industry professionals & others.
- 3.6 monitoring the working of IIPC for quality.
- 3.7 undertake coordination work for the overall conduct of the programme.
- 3.8 To disseminate information about IIPC through ISTE Newsletter.
- 3.9 To design proformas for submitting the application to set up IIPC and courses to be conducted.

4. Organisational Structure of IGNOU-ISTE Programme



5. Procedure for Grant of IIPC

- 5.1 Application is to be submitted for setting up of an IIPC and to be addressed to the Coordinator, IGNOU-ISTE Programme in the format as in Annexure – 1 for institutions/organisation which are ISTE Institutional members and those which are not Institutional Members of ISTE should apply in format as in Annexure – II alongwith a Demand Draft of Rs. 12,000/- drawn in favour of IGNOU. A copy of the full application in prescribed format should also be sent to Executive Secretary, ISTE covering important details like faculty in relevant area, laboratory/workshop, class rooms and other infrastructural facilities and amenities.
- 5.2 IGNOU will open an escrow Account of IGNOU & ISTE and to deposit the D.D. in escrow account.
- 5.3 Out of Rs.12,000/-, Rs.8,000/- are credited in ISTE A/c. ISTE will start processing application for granting IIPC.
- 5.4 Meeting of IIPC approval committee will be organized at ISTE/IGNOU and all expenditure in this regard will be met by ISTE.
- 5.5 If applicant Institute which are IM of ISTE, no inspection will be required as the institutions are already institutional members of ISTE and their infrastructure already got verified when IM was made. IIPC approval Committee (one member from ISTE and one from IGNOU in addition to Programme Coordinator) will decide about granting of IIPC within 45 days of receipt of application. Institutions will be informed by Coordinator IGNOU-ISTE Programme with a copy to Executive Secretary, ISTE, New Delhi. The certificate of approval of IIPC will be issued in the format as an **Annexure – V**.
- 5.6 In case the applicant institution is not IM of ISTE, a visit will be conducted by the Joint Committee of IGNOU and ISTE as mentioned above in 5.5. (one member each from IGNOU & ISTE in addition to Programme Coordinator) to verify the details submitted by the Institution and its suitability for setting up IIPC. The result will be conveyed to the Institution within 60 days on receipt of application. Honorarium and TA/DA of the visiting experts will be born by the Institution concerned as per IGNOU norms. The certificate of approval of IIPC will be issued in the format as given in **Annexure – V**.
- 5.7 Before the letter of granting IIPC is issued by ISTE Hqrs. the Institution/Organisation will sign an MoU with IGNOU and ISTE jointly on the format as given in **Annexure – III**.
- 5.8 The progress of all IIPCs will be reviewed by the Joint Committee of IGNOU & ISTE (one member from ISTE & IGNOU each in addition to Programme Coordinator) by conducting on the spot visit every year. Honorarium & TA/DA of the members as per IGNOU norms will be born by concerned IIPC.

6. Management Committee of IIPC

6.1 Management Committee of IIPC at Institution which are Institutional Members of ISTE

Chairman	-	Head of the Institution
Vice Chairman	-	Chairman/Secretary of ISTE Chapter
2 Members	-	nominee of ISTE Faculty Chapter
One member	-	nominated by Head of the Institution
Coordinator/Manager of IIPC	-	appointed by Management Committee and will be Member Secretary of the Committee

6.2 Organisational Structure of IIPC at Institution/Organisation which are not Institutional member of ISTE

Chairman	-	Head of the Institution/Organisation
Vice Chairman	-	Deputy Head of the Institution/Organisation
2 Members	-	working professional from relevant industry in the nearby area.
1 member	-	Any Life Members of ISTE outside the organisation/ institution
Coordinator/Manager of IIPC	-	Appointed by the Management Committee and will be Member Secretary of the Committee.

7. Procedure for approval of Courses at IIPC

- 7.1 After getting IIPC the applicant institution should specify the courses proposed to be conducted in the prescribed format (as enclosed in **Annexure - IV**) and submit to Coordinator, IGNOU with a copy to Executive Secretary, ISTE.
- 7.2 Delivery mode, quality check, examination, certification and monitoring body to be evolved in consultation with IGNOU through Academic Programme Committee (APC).
- 7.3 In the situation when the applicant institution has applied for a totally new course, it will be the duty of the applicant institute to send the course module/syllabus/duration/fee structure/ course material, etc. which will be processed through Academic Programme Committee and after that it will be sent for Vice Chancellor's approval.
- 7.4 The existing or already approved courses will also be sent to the Academic Programme Committee (APC) and after that it will sent for Vice Chancellor's approval. The APC will consists of 2 members from IGNOU and 2 members from ISTE in addition to Co-ordinator, IGNOU ISTE Programme and ISTE Executive Secretary. Special Invitee can be invited depending on the need.
- 7.5 Permission or rejection of all the courses will be conveyed within 60 days of date of submitting the application.
- 7.6 Joint Coordination Committee can alter any Standard Operating Procedures.

8. New Proposed Courses (Specimen Courses)

Sr. No	Proposed Courses	Duration	Eligibility
01	Diploma in CAD, CAM	500 Hrs (1 Year)	Diploma / Engg *
02	Diploma in Interior Design & CADD	500 Hrs (1 Year)	Diploma / Engg *
03	PLC & SCADA (Certificate course)	100 Hrs (2 Months)	Diploma / Engg *

04	Java (Certificate course)	250 Hrs (6 Months)	Diplom / Engg *
05	.Net (Certificate course)	250 Hrs (6 Months)	Diploma / Engg *
06	Personality Development/ aptitude Development/ Soft Skills	90 Hrs (3 Months)	Any Student
07	Refrigeration & Air Condition Equipment Maintenance	250 Hrs (6 Months)	10 th and Above
08	Electrical Appliances Repairs & Maintenance	250 Hrs (6 Months)	10 th and Above
09	Pumps Selection and Maintenance	100 Hrs (2 Months)	10 th and Above

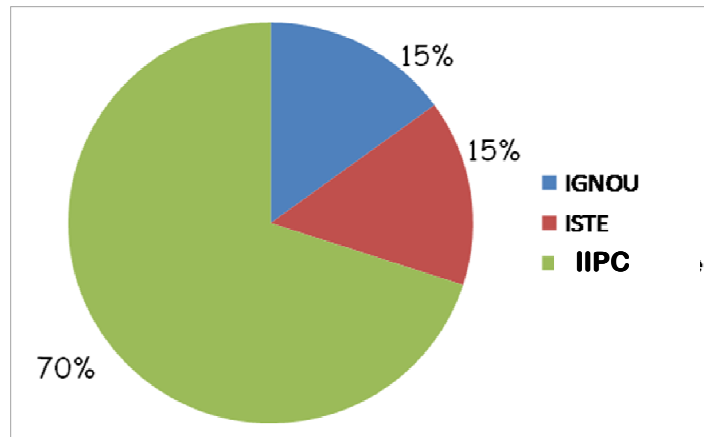
9. Course Contents

- 9.1 The proposing institution should follow the standard of other equivalent courses in recognised institution for IIPC syllabus.
- 9.2 If the similar courses is not available than it would be the duty of the proposing institution to prepare the Course module based on well known pedagogy rules.
- 9.3 The Course Module Should Contain the Scheme of Exam., syllabus, Course duration, Fees, course material, etc. If the space in specified form **(Annexure – IV)** fall short, additional sheet be added as annexure.
- 9.4 For preparation of such course contents the existing courses of reputed Institutions Agencies/ Universities, Directorate of Training (Ministry of Labour) etc. be referred.
- 9.5 The agencies like CII, DOEACC, NASSCOM, FICCI and other distance education universities, etc. can be referenced.
- 9.6 The moderation work of course module will be done by the Academic Programme Committee (APC).

10. Evaluation & Equivalence

- 10.1 Examination would be centralized and will be conducted under the aegis of IGNOU.
- 10.2 System of Examination, Evaluation and Certification would also be as per the norms evolved by Academic Programme Committee (APC) and JCC.
- 10.3 Award of certificate/diploma/ degree etc would be done by IGNOU.
- 10.4 Equivalence of the course wherever required will be notified by IGNOU
- 10.5 The calendar of examinations will be notified by IGNOU /ISTE on the respective web sites.
- 10.6 The IIPC will have to accept the terms & Conditions of IGNOU/ISTE issued from time to time.

11. Proposed Revenue Sharing Pattern



However it can be reviewed in JCC

12. Advertising and Promotion

- 12.1 Advertisement and promotion efforts to be undertaken by both IGNOU & ISTE through their existing Channels.
- 12.2 IGNOU can use their news letter, Satellite Channel i.e. TV, Radio, e-network.
- 12.3 IGNOU will also include the new courses and IIPC in their regular News paper Ad. and on their Web-site for centralised admission.
- 12.4 ISTE will also include the courses and IIPC in their regular News Letters and on their Web-site.

13. Projections (Particular Case) for Revenue Sharing

Note: For example the course is CAD/CAM/PLM of 500 hrs. with fees of Rs.14,000/-

• Intake (Mechanical Engineering)	-----	60
• Course fees	-----	14000
• 50% students join course i. e.	-----	30
• Total Fees collected	-----	4,20,000
• Share amount each of IGNOU & ISTE per course	-----	63,000
• Study Centers	-----	2.94 lakhs

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