

**Standard Operating Procedure(SOP) for registration of students for three month online Hindi Awareness Course by ICCR in coordination with Indira Gandhi National Open University(IGNOU) and Central Hindi Directorate(CHD)**

1. ICCR in coordination with IGNOU and CHD is likely to start second batch of three month online Basic Hindi Awareness Course from 15<sup>th</sup> April 2023(Saturday). It will be of three months duration and will be held at 05:00 PM (IST) on Wednesday and Saturday every week.
2. The Mission/Post/ICC to advertise the course through their social media sites and seek registrations.
3. The course fee will be subsidised for the course. The Mission/Post/ICC will seek participants who are interested and agree to deposit equivalent of US\$15 in the Mission/Post/ICC for the same.
4. The amount of contribution by the participant (equivalent of US\$ 15) to be deposited in ICC's bank account or Mission/Post under the "Head 8443 Civil Deposits - Deposits for work done for public bodies or Private Individuals". Head of Account for the same is "8443-00-117-02-00-00 - Deposits from ICCR".
5. The Mission/Post/ICC will have to send complete registration list (including full name, email, contact number and country) of the participants who have deposited their part of the contribution on the email Id [pdicc.iccr@gov.in](mailto:pdicc.iccr@gov.in) latest by 20<sup>th</sup> March 2023.
6. The link, username and password for classes will be shared by IGNOU before commencement of classes on receipt of list of participants alongwith the confirmation of payment by the Mission/Post/ICC concerned.
7. Certificate will be issued by IGNOU on successful completion of the course.
8. This is a Hindi Awareness Course. Syllabus of the course was sent earlier (a copy enclosed again). Kindly note that this course is for those with nil or very basic Hindi Knowledge.
9. The Course will accommodate 400 students registered on first come first serve basis.
10. The second batch is being offered for select countries in a time zone (GMT+3 to GMT-3).