ignou THE PEOPLE'S UNIVERSITY
Indira Gandhi National Open University
School of Health Sciences

in collaboration with

World Health Organization
Regional Office for South-East Asia

Certificate in Health Care Waste Management Programme (CHCWM)

PROGRAMME GUIDE
2023

Indira Gandhi National Open University
School of Health Sciences
In collaboration

with

World Health Organisation,
South East Asia Region

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Further information about the School of Health Sciences and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068

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IMPORTANT INFORMATION

Joining the web support platform	You will be required to have a valid gmail account to be invited as a student in the email chcwm@ignou.ac.in. Please send your gmail accounts through an email to **chcwm.ignou.ac.in** so that you can be invited. All important information, web support and interactions will be done through this email.
Minimum duration of the programme	6 months
Maximum duration of the programme	2 years
Assignments	One for each course
	Submission is essential before filling term end examination form
	To be submitted to the Programme Study Centre/ Learner Support Centre
	Validity is six months, in case 6 months are over, you need to solve the new assignment and submit
	You can download the assignment from the IGNOU website www.ignou.ac.in under the downloads, in addition, they will be provided in chcwm.ignou.ac.in
	Please note the last date for the submission of the assignments, given in the assignments and submit your assignments on time.
Submission of term end examination*	Last date of submission is 30th September/30th March for the July-Dec and the Jan-June sessions respectively without late fee. Dates if changed, will be intimated to you through the IGNOU website or through the chcwm@ignou.ac.in email.
	Payment to be made through an online form available on IGNOU website. Amount to be paid per course will be available in the form
Centre of examination*	You can choose any of the centres allocated by student evaluation division (SED) anywhere in India. The centres will be available once you register for the exam. However, allocation of the centre will be done keeping in view your choice and the availability of a seat in that centre. In case you wish to change the examination centre allotted to you, you can apply for another centre through email to sed@ignou.ac.in with a copy to the CHCWM email account.
Admit Card	The admit card or hall ticket can be downloaded from the IGNOU website before the exam.
ID card	You are provided an ID card which you can downlod from the IGNOU website Showing your ID card is a must for entry to the examination hall. You may not be allowed to appear for the examination in case you are unable to show the same.
Correspondence with the university	Always keep a copy of your correspondence with the university, assignments, projects, forms etc. with you. Please mention your enrolment number on all the correspondence you make with the university.
Submission of forms	Fill the all forms online if available. In cases where you are not required to submit online, download the form and send in the filled in form with the required fee/and enclosures as instructed. Please check for latest versions of the forms which may have been uploaded on the IGNOU website.
Communication QR Code of CHCWM website or google group	You will be required to have a valid gmail account to be invited as a student in the email chcwm@ignou.ac.in. Please send your gmail accounts through an email to **rkuba@** **ignou.ac.in** so that you can be invited. All important information, web support and interactions will be done throughthis email.

* All this information is available in the IGNOU website and the chcwm email – chcwm@ignou.ac.in. However in some instances IGNOU may change the fees, dates and forms. You may kindly keep yourself updated by visiting IGNOU website for all updates

Dear Student,

I welcome you as a student of the Certificate Programme in Health Care Waste Management (CHCWM) of IGNOU. During your study, you will get support from IGNOU through Internet as well as through the networks of our Regional and Programmme Study Centres/Learner Support Centres. You have been allotted a Regional Centre and you will be attached to a Programme Study Centre/Learner Support Centre under that Regional Centre for various student support activities. You will receive soft copies of the course material and the printed self-learning course material in accordance with our despatch schedule.

You are requested to be in constant touch with us through the email **chcwm@ignou.ac.in. / rkuba@ignou.ac.in** The programme comprises of a total of two compulsory courses viz. worth 6 credits each and 8 optional courses (including one workshop and a project) of two credits each. Custom made self-instructional course material have been prepared for all the courses. You are providedwith the self-instructional course material of the compulsory courses and the optional courses that you opt for , at the time of your admission. The self-learning course material has QR code based support, which means that you can access all the web link including links of educational resources provided in the material by scanning the QR Code from your mobile. Please note that all these QR codes have been generated during the time of finalisation ofthe course material. Over the course of time, some of these may get changed or cease toexist. We shall try to update these QR codes in the soft version of the material which shallbe placed in the portal for you to access.

You are required to undertake assignments. Assignments are a form of continuous assessment tools and must be submitted in time. At the end of the course you are required to undergo term end examination in each of the courses except the workshop and project.

In addition to the course material, you will have audios and videos available for better understanding of the subject, radio counselling/web conferencing/teleconferencing for clearing your doubts and interaction with subject experts. You can also interact during you teleconferencing sessions. The radio counselling, web conferencing and teleconferencing sessions are scheduled by IGNOU as per the availability of the facilities. Regular broadcasts and telecasts of recorded audio video programme help in supplementing the information given in the course material.

The programme has a web support portal consisting of interactive content, quiz, assignments, downloaded old question papers, calendar of activities, announcements, social media, educational resources, eGyankosh – Digital Repository, IGNOU YouTube Channel, gyandhara etc.

As every distance learning programme, we appreciate that due to various personal reasons, you may not be able to complete some or all components of your programme in the designated six months of the duration of theprogramme. IGNOU gives you the flexibility of completing the programme in a total of two years of registration of the programme without paying any extra fees.

All the information or the source and the various forms that may be required by some of you from time to time, are available in the Programme Guide. You may also visit the IGNOU website for any updates/changes in the forms or the fee to be submitted with the forms.

Please read and keep this Programme Guide very carefully and you will have minimum doubts about the frequently asked subjects. During the course of your study, if you have any feedback, suggestions and comments to make, please write to us immediately, at chcwm@ignou.ac.in. You will be provided administrative support from the Regional Centre and academic support from the programme study centre/Learner Support Centre. I am there for your support and can be approached for problems not sorted out at any level.

You are advised to be in touch with your programme study centres for advice/timely/day- to-day information or visit the website with URL **www.ignou.ac.in.**

Wishing you all the best in pursuing CHCWM programme.

PROF. RUCHIKA KUBA
Programme Coordinator
e-mail: chcwm@ignou.ac.in
Telephone: 011-29572813

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1. THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high 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

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction
- Flexible admission rules
- Individualised 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
- Modular approach to programmes
- Resource 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

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to around 3 million.

- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.

  Awarded A++ grade by National Assessment and Accreditation Council (NAAC) on 19th January 2021

  Ranked first under the category CFIs (Non- Technical) in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021

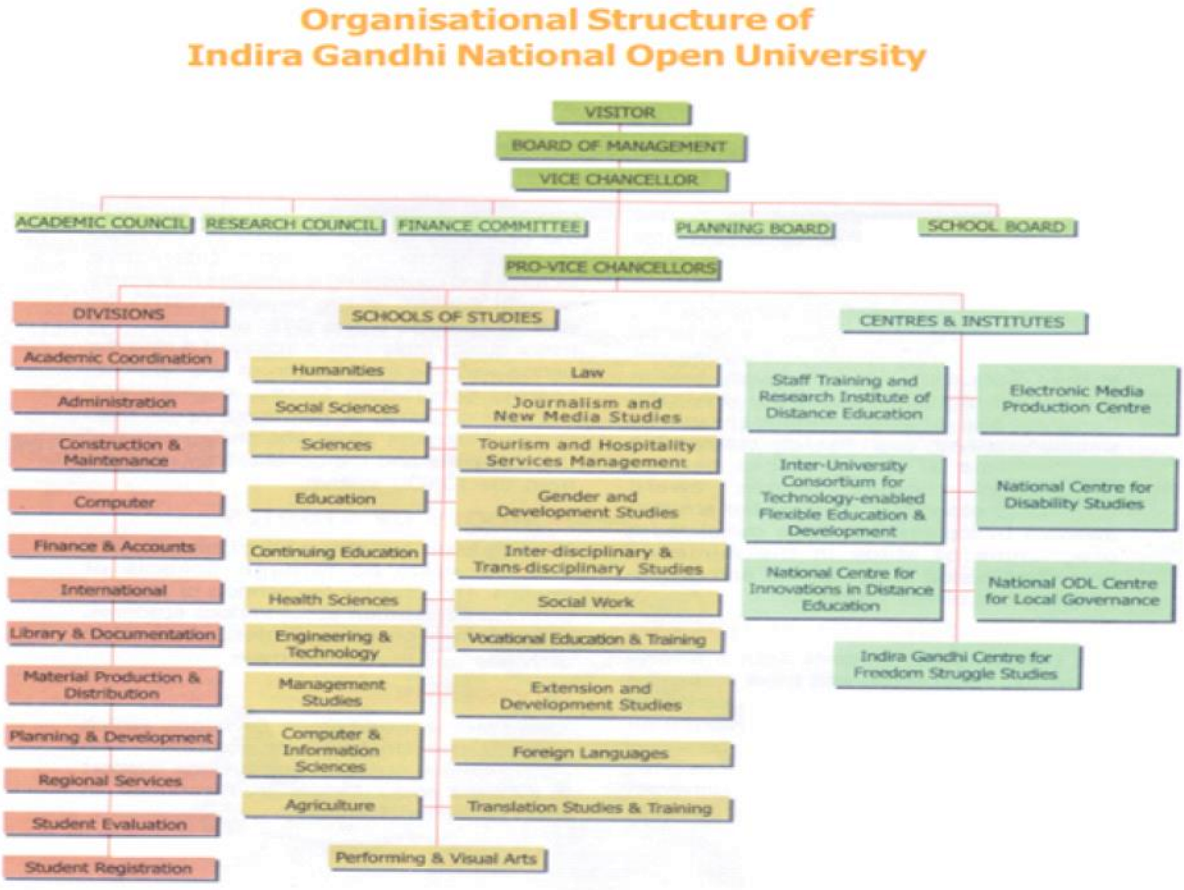
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering & Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer & Information Sciences (SOCIS)
10. School of Agriculture (SOA)
11. School of Law (SOL)
12. School of Journalism & New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SOGDS)
14. School of Tourism and Hospitality Service Management (SOTHSM)
15. School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing & Visual Arts (SOPVA)

1.5 Organisational Structure of IGNOU



The broad organisational structure is given in **Fig. 1**. As already mentioned in the section above, there are 20 schools in the University. In addition to the various schools there are various divisions and centres. Some of these are administrative divisions while others assist the schools in the development and the delivery of the academic programmes. Some of the support divisions are the Student Registration Division, Student Evaluation division, Regional Services division and Material Distribution division.

1.6 School of Health Sciences

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is a pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approaches in Medical and Nursing programmes includes hands-on training which is provided through diversified approach of a network of medical and nursing colleges and district level hospitals. Most of these programmes are skill based programmes aimed at improving the knowledge and skills of inservice health personnel.

To achieve this, the School is collaborating and jointly developing and offering academic programmes, with various national and International organisations like World Health Organisation (WHO), Ministry of Health and Family Welfare (MoHFW), National AIDS Control Organisation, Indian Nursing Council (INC) etc.

Ongoing Programmes include :

Doctoral Degree Programmes

Doctor of Philosophy in Nursing (Ph.D.(N))

Bachelor's Degree Programme

Bachelor of Science in Post Basic B.Sc. Nursing (BScN(PB))

PG Diploma Programmes

Post-Graduate Diploma in Maternal and Child Health (PGDMCH)

Post-Graduate Diploma in Hospital and Health Management (PGDHHM)

Post-Graduate Diploma in Geriatric Medicine (PGDGM)

Post-Graduate Diploma in HIV Medicine (PGDHIVM)

Diploma Programmes

Diploma in Critical Care Nursing (DCCN)

Diploma in Nursing Administration (DNA)

PG Certificate Programme

Post-Graduate Certificate in Medical Management of CBRNE Disasters (PGCMDM)

Certificate Programmes

Certificate in Health Care Waste Management (CHCWM)

Certificate in Maternal and Child Health Nursing (CMCHN)

Certificate in Newborn and Infant Nursing (CNIN)

Certificate in Home Based Health Care (CHBHC)

You can learn more about these programmes from the IGNOU website.

2. ABOUT THE CHCWM PROGRAMME

The following sections and sub-sections shall provide you with the details of the Certificate programme in which you have enrolled. Most of the questions that may arise in your mind, will find solutions here, provided you have gone through meticulously the whole book. Let us now read the various sections for more information.

2.1 Introduction

This certificate programme has been developed to create essential knowledge and skills in health care waste and equip the learners to manage it effectively and safely and also safeguard the community against adverse health impact of health care waste. The Bio-Medical Waste Management (BHWM) Rules, 2016 have been notified on March 2016 and amended on 15

March 2018. The course material of this programme is in line with the WHO guidelines for waste from health care activities 2014 and the BMWM Rules, 2016, and BMWM (amendment) Rules 2018, Govt of India.

2.2 Programme Objectives

Following are the broad objectives of the programme:

- Sensitise the learners about health care waste and its impact on health and environment
- Acquaint the learner group to existing legislation, knowledge and practices regarding health care waste management in South East Asia Region countries
- Equip the learner with skills to manage health care waste effectively and saflty

2.3 Intended Learning Outcomes

After completing this programme, you shall be:

- Equipped with the latest knowledge regarding health care waste management as per Govt of India Rules and WHO guidelines
- Proficient with skills to manage the health care waste effectively and safely and contribute effectively in this area
- Experienced to be involved in research through projects
- Competent to train others

2.4 Eligibility

10+2 Pass

2.5 Beneficiaries

Doctors, Nurses, Paramedics, Health Managers and other professional workers.

2.6 Duration

The duration of the programme is of six months. However you get the flexibility of completing the programme over a duration of two years. There are two sessions in each calendar year for admission into the programme, i.e. January to June and July-December.

2.7 Credit Structure

In IGNOU parlance, the study hours are measured in credit system. One credit is equivalent to 30 learning hours. This involves reading and understanding your course material, visiting the various links, using the audio video material provided and doing the assignments etc. Your compulsory courses are of 6 credits each, while the optional courses are of 2 credits each.

2.8 Blended Model of Teaching and Learning

The programme is being offered through blended approach. The programme package consists of a blend of multiple media. The multiple media are depicted in **Fig. 2.**

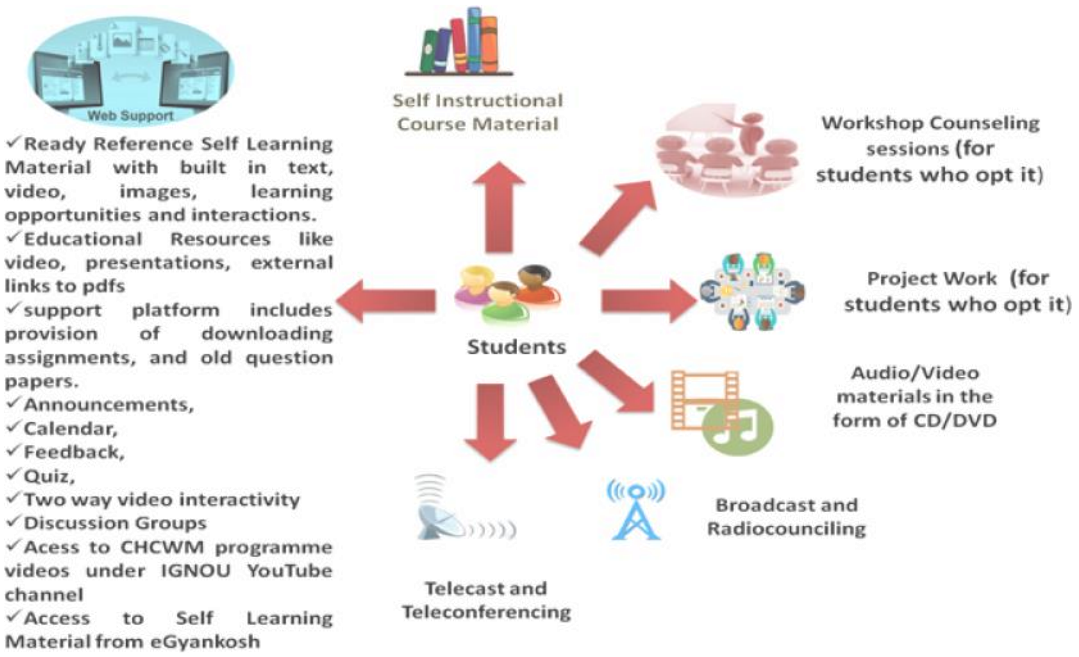


Fig. 2 : Blended Model of Teaching and Learning

The package for this programme consists of :

- Print material in the form of booklets called blocks: self instructional material which has been developed with dialogue and personal system of writing method to create a nature of interactivity in the material thus simulating a teacher.
- Audio Video materials in the form of CD/DVD : These are custom made for the programme
- Radio counselling: A two way interaction between the listeners and the experts
- Broadcast:pre recorded programmes broadcast on the radio channels
- TV Telecast: prerecorded programmes telecast on the Doordarshan from 6:00 a.m to 6.30 a.m every morning on different courses of IGNOU
- Teleconferencing and / Web counselling: a two way audio and one way video (at some places both way video is possible) between the viewers and the experts. It is a very good teaching learning methodology for bridging the gap in ODL system and imparting knowledge and skill based learning
- **Web Support** consisting of interactive content, quiz, assignment download, old question paper download, calendar of activities, announcements, social media, educational resources, eGyankosh - Digital Repository, IGNOU YouTube Channel, gyandhara etc

3. IMPORTANT MILESTONES YOU MUST KNOW

1. **Allotment of Programme Study Centre (PSC) and Issue of Identity Card:** You will be informed about your allotted Programme Study Centre in your admission letter. You will be issued Identity Card and enrolment number by your Regional Centre. **For all future correspondence, please mention your enrolment number.** You will be allotted your programme study centre subject to your preference and the availability of seat. A change of Programme Study Centre will be permitted, subject to availability of a seat in the PSC to which transfer is opted. For transfer of PSC, you will have to apply in writing to your Regional Centre so that your records could be transferred to the new Regional Centre. Each PSC has the following major functions like counselling, conduction of workshop, guidance for project, evaluation of assignment, library facilities etc. For details please read Section 7.3 of this programme guide carefully.

2. **Access to Web Support Portal:** Once your admission is confirmed and you receive the admission letter you, will be approached through the chcwm@ignou.ac.in email to provide you access to the web support portal. In case you are not able to get access to the portal you are requested to email us at the above mentioned email to provide you access.

3. **Induction Meeting:** The induction meeting is held in the beginning of the session. On this occasion you are invited to the PSC or the Regional Centre as felt convenient to the organisers. You are given orientation about the IGNOU system and told about your roles and responsibilities while undergoing CHCWM programme. The induction meeting is the first face-to-face contact that you have with the Regional Center and the PSC officials. This enables you to have a clarity regarding your programme and guidance regarding the various components of the programme for a successful and effective completion of the same. You can also clear administrative doubts if any, regarding implementation of the programme during this meeting. This induction can also be done through teleconferencing in the beginning of session. You will be informed about the induction programme by your respective Regional Centre/ Programme Study Centres, and also through chcwm email.

4. **Receiving Printed Study Material:** You will receive all the print materials/soft copy in the beginning of the session. It usually reaches by post within a month of finalisation of your admission, at your correspondence address. You can check the status of the material dispatch from the website also. In case of any delay, you can also access the soft copy of the material from the web support portal as well as from www.egyankosh.ac.in.You can also email at chcwm@ignou.ac.in for any queries.

In addition, you could contact your programme-in-charge to solve your problem. The materials that you will receive will consist of the compulsory course modules and the modules of the optional courses that you opt for from among the ones given in the **Table 1**.

Table 1: Course material of CHCWM programme

Course Code	Materials to be Received by Students	
	Blocks	**Assignments***
BHM-101	1, 2, 3 and 4	1
BHM-102	1, 2, 3 and 4	1
BHME-101	1	1
BHME-102	1	1
BHME-103	1	1
BHME-104	1	1
BHME-105	1	1
BHME-106	1	1
BHMP-101	Project Guide	
BHML-101	1 Manuals and 3 Log Books	

* Hard copies of the assignments will not be given

5. **Teaching and Learning:** This relates to the various components of programme package as mentioned above in Section 2.8.

6. **Web Support:** You will be provided web support which will consist of ready reference self-learning material, educational resources, presentations etc. You can also download assignments, and old question papers. You can access the calendar of activities, and announcements section to get updated information about the Programme. You can also participate in synchronous and asynchronous communication, for peer to peer interaction and teacher student interaction. You can also access eGyankosh - Digital Repository, IGNOU You Tube Channel, and gyandhara etc.

7. **Certificate of Completion of Workshop:** You will be provided a certificate of attending the face to face workshop, when you have 100% attendance. Attending workshop is compulsory, if you have opted for the workshop course.

8. **Timely Submission of Assignments:** The submission dates are mentioned in the assignment. Some of the commonly faced problems related to assignment are discussed in the later Section 6.2. For any other problems, please contact the Programme In-charge or Programme Coordinator (chcwm@ignou.ac.in).

9. **Filling of Term-end Examination Form:** You are required to fill the term-end examination form online. The last date for submitting the theory examination form ***March 31/September 30 for the June/December examination***. The dates if changed, will be placed on the website or intimated to you from time to time. For details regarding filling term-end examination form, see Sections 6.3 and 7.3.

10. **Taking Exams:** The examination schedule commonly known as Date Sheet is put on the website. You shall be sent the Hall Ticket. In case you do not receive, you can download the same from IGNOU website.

11. **Declaration of Result:** All the results of students are computerised and when a student completes all the courses of the programme, a printed mark sheet (called grade card) along with a provisional pass certificate is sent to the students. The degree certificate is also subsequently provided to the students who are successful.

4. PROGRAMME STRUCTURE

The programme has two compulsory courses (BHM-101 and BHM-102) and eight optional (elective/project/practical) courses. The student has to take the two compulsory courses and can choose any two optional courses. The Courses have been designed on the basis of learning hours required by an average student. As mentioned above, one credit represents 30 hours of learning. The design of the CHCWM programme along with the credit distribution of the courses is given below.

BHM-101: Fundamentals: Environment and Health, Health Care Waste Management Regulations

Credits:06

Course Overview

This course is a fundamental course, wherein you are familiarised with the basic concepts of the environment and its degradation. You are introduced to the various categories of waste and sensitised to the principles of health care waste management inline with the WHO guidelines for safe management of wastes from health care activities (2014), with special reference to the Bio-Medical Waste Management Rules, 2016 and Bio-Medical Waste Management (amendment) Rules 2018, Govt of India,. The main features of the Rules, the regulatory mechanisms, monitoring and quality assessment have also been detailed out. You will learn the impact that waste has on the health and the environment and also learn how to implement a waste management plan, both at the national as well as at the local level.

Course Objectives

After studying this course, you should be able to:

1. Describe the various components of the environment and the causes and impact of their degradation
2. Discuss the principles of Health Care Waste Management on the basis of WHO guidelines for safe management of wastes from health care activities document 2014, with special reference to BMWM Rules, 2016 and BMWM (amendment) Rules 2018, Govt of India.
3. Outline the impact of chemical and infectious waste on health and environment
4. Enumerate the elements of waste management plan and discuss its implementation
5. Elaborate the BMWM, related legislation, regulatory mechanisms, monitoring and quality assessment in various SEAR countries.

Pre-requisite for students

Although there is no specific pre-requisite, it would be good idea to browse through the gazette notification of the Rules, available as an appendix to the Block 4, BHM-101 and also the WHO guidelines for safe management of wastes from health care activities
(file:///C:/Users/asuspc/Documents/revision%202013%20updated%2017th%20march%20copied%20to%20asus/resources/resources%20who/blue%20book%2020).This will help you grasp the subject matter better.

Course Outline		
Block 1	Understanding Our Environment	1.5
Block 2	Health Care Waste Management	1.5
Block 3	Need for a Sound Health Care Waste Management	1.5
Block 4	Current Status of Health Care Waste Management Legislation in the Region	1.5

BHM-102: Health Care Waste Management : Concepts, Technologies and Training

Credits: 06

Course Overview

The course deals with the practical aspects of health care waste management. The different committees and roles of different personal have been outlined. Infection control and occupational safety have been dealt in details. You also learn the various burn and non-burn technologies including their advantages and disadvantages. The final disposal options including the ones to be adopted during emergencies have been dealt with. You are familiarised with the existing International policies which are related to the health care waste management and how the different countries have acted according to them. Finally you have been provided with a waste handlers trainers manual to enable you to develop some training skills to train this category of workers.

Course Objectives

After studying this course, you should be able to:

1. Discuss the BMWM and infection prevention and control in health care facilities and CTF
2. Describe the pre-treatment, off-site and on-site systems and technologies for treatment and disposal of health care waste
3. Give an overview of International policies and their relationship with BMWM
4. Explain the implementation of occupational safety in the health care settings
5. Train waste handlers in Health Care Waste Management

Pre-requisite for students

It is important that you must have read the BHM-101, thoroughly to gain a good understanding of the concepts covered in this course.

Course Outline		
Block 1	Practical Aspects of Health Care Waste Management	1.5
Block 2	Systems and Technologies in Health Care Waste Management	1.5
Block 3	Health Care Waste Management and Emerging Issues	1.5
Block 4	Training Manual for Waste Handlers	1.5

Optional Courses

BHME-101: Inter-relationship between Health and Environment

Credits:02

Course Overview

This course contains two units. The first one describes the relationship between environment and health while the second talks about the impact of health care waste on health. You will realise after reading these units why there such an impending need to segregate waste and treat each of the categories appropriately and effectively, to render the waste harmless.

Course Objectives

After studying this course, you should be able to:

1. Discuss the inter-relationships between health and environment
2. Describe the impact of health care waste on human health

Pre-requisite for students

These are very basic units. However it would be useful to have a good knowledge of human systems and terms used with respect to health and disease in the 2nd unit of this course. You may like to revisit the Block 1 of Course BHM-101 and go through the Units 9 and 10, before you begin your study of this course.

BHME-102: Worker Safety and Patient Safety

Credits:02

Course Overview

This course concentrates on the risk to the patient and the worker in the health care settings, both at the level of health care facilities or the central treatment and disposal facilities. It is important to be aware about the risks so that they can be prevented and if not prevented, managed to reduce the impact on the health.

Course Objectives

After studying this course, you should be able to:

1. Enumerate and elaborate the concept of patient safety especially in reference to HCWM.
2. Describe the worker safety for health care workers of HCWM

Pre-requisite for students

This is a course which can be taken up by anyone working in the health sector. Basic concepts of infection control and occupational health have been covered already in the Unit 18 and Unit 28, Blocks 1 and 3 respectively of the course BHM-102. It would also be helpful to go through the Unit 9 and 10, of the Block 3 of BHM-101, before you begin your study of this course.

BHME-103: Current Status of Health Care Waste Management and Legislation in the Regional Countries.

Credits:02

Course Overview

This course familiarises you about the health care waste scenario in the SEAR countries and the health care waste management practices existing there. The material also enlighten you regarding existing legislation and the evolution of the same in these countries. The evolving or existing regulatory mechanisms in the countries have also been dealt with. This helps you to get an overview of the health care waste management system in the countries of South East Asia Region

Course Objectives

After studying this course, you should be able to:

1. Describe the current status of Health Care Waste Management in SEAR countries
2. Discuss the legislation and regulatory mechanisms in SEAR countries

Pre-requisite for students

This course is useful to those who are either from one of the SEAR countries other than India or are interested in knowing more about the health care waste management status and the legislative and regulatory mechanisms in these countries.

BHME-104: Managerial and Systems Approach

Credits:02

Course Overview

This course enables you to learn to apply the various management principles and ideas in the health care waste management scenario. You also learn to make decisions regarding the various system options available and crticially analysing the methods which may be economical and cost efficient and effective.

Course Objectives

After studying this course, you should be able to:

1. Describe the managerial aspects of Health Care Waste Management
2. Discuss system options for managing health care waste
3. Outline the concepts of waste economics

Pre-requisite for students

This course will be very beneficial if you are at a managerial position, are the occupier or the operator or interested in setting up the waste management plan for a health care institution. Various managerial concepts have been covered in this course. You must be familiar with the Block-2 of Block-3, BHM-101, and the Block 1, BHM-102 before you start your study here.

BHME-105: Special Considerations of Waste Management

Credits:02

Course Overview

This course deals with the concept of the green hospitals. It also covers the management of waste in different locations.

Course Objectives

After studying this course, you should be able to:

1. Relate the concept of green Hospitals with sustainable development
2. Describe Management of waste from special locations

Pre-requisite for students

This course should be taken up by those who believe in sustainable development and are ready for working towards green solutions for the management of health care waste. People involved in management of special waste like Ayush, Vetnary, research institutions will also benefit fom these concepts.

BHME-106: Administrative and Legal Aspects of Waste Management

Credits:02

Course Overview

This course deals with the administrative and legal aspects of the health care waste management and has been written mainly from the perspectives of the Bio-Medical Waste Management Rules, 2016, and the Bio-Medical Waste Management (amendment) Rules 2018, Govt of India.

Course Objectives

After studying this course, you should be able to:

1. Describe the administrative aspects of Health Care Waste Management
2. Discuss the legal aspects of Health Care Waste Management

Pre-requisite for students

This course is a must of all those who would like to understand, improve and put in place the system of management of waste in their locations and at the same time comply with the existing rules. You may like to read the Block 4 of Course BHM-101 and the Block-1 of Course BHM-102 before you venture this course.

BHMP-101: Project Work

Credits:02

Course Overview

This course enables you to do a small project in the area of health care waste management, thus in a way equipping you to learn how to take small research topics and test your hypothesis.

Course Objectives

After studying this course, you should be able to:

1. Undertake a project related to Health Care Waste Management
2. Prepare and submit a report of the project

Pre-requisite for students

This course should be taken by the students who believe in research and would like to review, assess, analyse or create and experiment any ideas on health care waste management. You should read the units/blocks of the topic on which you wish to take up a project. You should also go through your project guide thoroughly to get a good understanding on how to undertake a project.

BHML-101: Workshop

Credits:02

Course Overview

This course is a practical course, in which you get a face to face learning of the various topics that have been covered in both the core and the elective courses. In addition to a two/three days workshop, you are also required to complete certain assignments before coming for the workshop. You will also be given some assignments post workshop to test your understanding and ability to apply the various concepts covered during the workshop.

Course Objectives

After studying this course, you should be able to:

1. Undergo a face to face training through a workshop mode as part of the course
2. Gain clarity through activities, assignments, videos and presentation, about the various concepts and issues related to BMWM

Pre-requisite for students

This course is best taken by those who are the waste management nodal officers of their institutions. All others also who are interested in learning the practical implementation of the HCWM should undergo this course This course not only helps you to learn the different concepts by various inputs like video, lectures, activities, but also teaches you skills for training others. You must be thoroughly familiar with all the course material. The pre- and post-workshop exercises and the workshop manual will help you achieve this objective.

5. HOW TO STUDY ?

As in any distance education system, you are provided self instructional material (SIM) for self study. These materials are learner friendly and attempt to replace the teacher by providing interactive content. In addition to self-learning, multiple media in the form of audio, video, radio counselling and web support are part of the programme package. Those of you desirous of leaning skills related to the various components of the programme are provided the same in a face to face workshop mode, and should opt for the same. Those desirous of undertaking a project can opt for the respective course.

5.1 Studying Using the SIM

The programme consists of few compulsory courses and few optional ones. You have to study the two compulsory courses of 6 credit weightage each and two of the optional courses, opted by you, each of which have a weightage of 2 credits. In this way you will undertake the study to a total of 16 credits for completing the entire programme. Remember that one credit equals 30 learning hours which includes, reading, assimilating the study material, doing the assignments, interacting through the web support and using the audio video material for your comprehension.

Every compulsory course of this programme comprises of 4 blocks each as mentioned in the Section 4 on programme structure above. Each block has 3-5 units. The units are designed in such a way that the contents of later units are based upon the contents of initial units. The optional courses have two to three units each.

All the course material has been written in the self instructional style, with dialogue and a personal system of writing to create a sense of interactivity. It has been attempted, through this material to involve you actively through various experience-based activities and assignments. Each unit begins with the learning objectives and has a brief introduction which serves as a motivation and a study guide for the unit. There is also a detailed mind map in the summary. All these access devices, help you to be self directed for completion of the material and enables you to apply the new knowledge and skills learnt in this programme.

The content in each unit has been divided into smaller sections and sub-sections for effective learning. As you go through the units, you may like to jot down important points in the space provided in the margin. ***Broad margins in the booklets are there for you to write your notes on***. These notes will help you prepare for the examination as also in assimilating the content. Besides, you will be able to save on time. They will also help answer the self-check exercises and easily identify the item(s) to be clarified.

After almost each section there are self assessment questions in the form of check your progress. We hope that we have given enough space for you to work on the self-check exercises.The purpose of giving check your progress will be served satisfactorily if you compare your answers with the possible ones given at the end of each unit after having written your answer in the blank space. **You may be tempted to have a glance at answer(s)** given at the end of the unit as soon as you come across an exercise. But we do hope that you will overcome the temptation and turn to these answers only after you have written yours. These exercises are **not** meant to be submitted to us for correction or evaluation. The exercises are to function as study tools to help you keep on the right track as you read the units. They also serve to stress upon the salient points in the material. They also help in self evaluation.

There are a number of question and answers given in the material for better understanding of the text. You have also been provided with important facts as 'Did you Know ?' You should be aware of these facts after completion of the study of your unit. There are also a number of 'Think and reflect' content. These are problem based questions or activities that you are expected to contemplate upon and undertake. They do not have answers provided in the text. These are required to be discussed in the discussion forum on the web portal or among your peels and counseller during counselling sessions and have been provided for your better understanding of the subject.

The relevant references and further readings have been provided at the end of each unit for your convenience. The reference books are listed for those who want to know further about the subject. The content presented in the course material is sufficient for your study. Please note that all the questions either in assignments or in term-end examination will be from the

syllabi as mentioned in this guide and covered in your course material. You will have to write the assignments related to each block.

Please read all the course material carefully, before reading the next one because; it may be difficult to follow the later units without a proper understanding of the earlier ones. Wherever you face problem in understanding the content, please make note of it and you can always email the questions to chcwm@ignou.ac.in or discuss the same in the discussion forum. You can also informally clear your doubts whenever you come in contact with your counsellors at PSC, during your counselling session. You could also email your questions to the chcwm@ignou.ac.in for clarification.

The self-learning material is QR code based which means that you can access all the web link including links of educational resources provided in the material by scanning the QR Code from your mobile. To learn more see first sub-point of Section 5.4 of this Programme Guide.

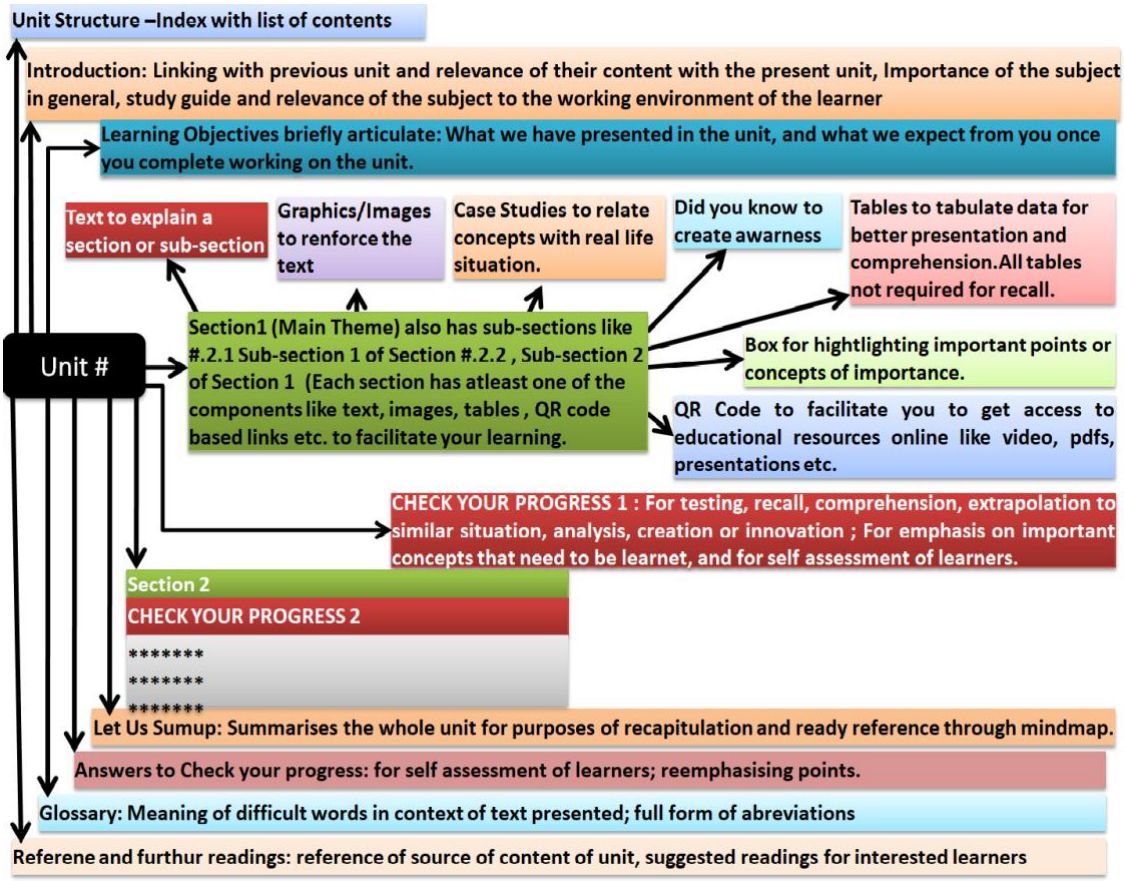


Fig. 3 : Access devices in the Unit

The **Fig. 3** shows how each of the component of the unit – structure, objective, introduction, etc is an access device. This means how each component has an important purpose in interacting with you and providing you guidance in addition to relevant information.

5.2 Participating in Face to Face Workshop

In case you have opted for the workshop course, you will be required to come to the programme study centre for attending and participating in the workshop. You will be graded on your participation in the workshop. However, before you come for the workshop, you will be required

to work on the pre-workshop manual. Read it carefully, it has topics that you have read in your theory units. There are a set of pre workshop assignment/activities provided in the pre-workshop log book which you are expected to complete and submit before you come for the workshop. There is also a post workshop log book, that too has certain assignment activities, which you are expected to undertake once you have undergone the face to face workshop. You will be declared successful, only after you have cleared all the three components – pre-workshop, workshop and post-workshop. The three components have a weightage of 30%, 40% and 30% respectively. The completed log books have to be submitted to your Programme In-charge for final evaluation.

5.3 Undertaking a Project

In case you have taken the course on project, as one of your optional courses, you will be required to undertake a small project and submit a report of the same to your Programme In-charge. You can get in contact with your Programme In-charge/Academic Counsellor for choosing the topic and discussion on how to undertake the project. You may sometimes require permissions from institutions for obtaining information from these institutions or conducting your project there. Your Programme In-charge may be able to help you in getting the required permissions. **You are required to pay an additional charge for the evaluation of your project. The form is available in IGNOU website as an online form.**

5.4 Studying Using Internet and Web Support

Information and Communication Technologies are becoming a major resource for teaching and learning.Web support is provided to you to enrich your administrative and academic experience through a gamut of facilities as given below:

1. **Accessing educational resources online using augmented reality applications like Quick Response (QR) codes:** When you open the hard copy of the booklets of your self-learning print material, you fill find two-dimensional barcodes commonly known as QR codes, on the columns of the booklet which will connect real world experience withthe virtual world. This gives you an opportunity to access educational resources like video, images, pdf content etc. by simply scanning the QR code with web-enabled mobile devices. In order to access the content through the QR Codes you are required to download freely available QR code scanner apps from google play store/apple store depending on the type of smartphone or tab which you possess. After downloading the app on your mobile device make sure your device is connected to the internet start the app, and tap the button on your mobile device to scan the QR code in the document which you have to access. Once the QR code is scanned you will be able to see the web content.

2. Once your admission is confirmed and you receive the welcome letter from the Regional Centre you are provided access to the web support portal through the chcwm@ignou.ac.in account. Make sure that you have a gmail account if you want to access the portal. The portal is web based and can be accessed from anywhere. Web support is an additional support . As shown in **Fig. 4** this includes a video introduction to the programme, ready reference self learning material, educational resources, presentations etc. You can participate in quiz to test what you have learned. You can also download assignments, and old question papers. You can access the calendar of activities, and announcements section to get updated information about the Programme. Access synchronous and asynchronous modes of communication, for peer to peer interaction and teacher student interaction.

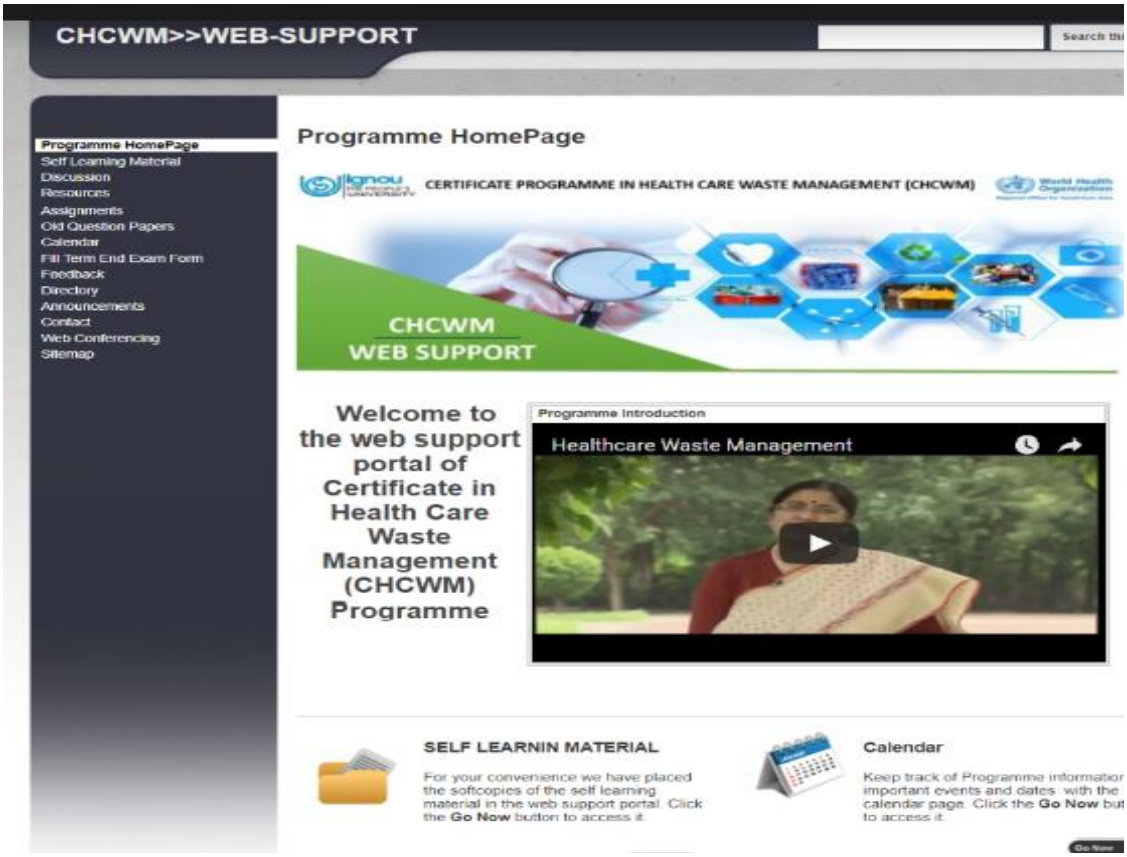


Fig. 4 : Sample home page of your web support portal

3. Accessing Programme information through the School of Health Sciences pages under the IGNOU website www.ignou.ac.in
4. Accessing the student support link from the IGNOU website to access important links like student zone, student grievances, downloads, results and FAQs.
5. Filling online forms like term end examination, re-registration, examination is provided in the ignou website www.ignou.ac.in under the main menu register online
6. Access to eGyankosh – Digital Repository at www.egyanksoh.ac.in of IGNOU after registering into it.
7. Access to IGNOU YouTube Channel
8. Access to educational broadcast from http://www.ignouonline.ac.in/gyandhara/

5.5 Audio Video

In addition to the print material, audio video programmes have been prepared as supplementary to the print material. The audio and video programmes will be uploaded on the YouTube channel and you will be provided a link for the same, in the course material.

5.6 Radio Counselling

This is a two way audio programme, during which various topics of public importance are discussed. The viewers can interact in real time and ask questions related to the topic under discussion. You are provided with a schedule on the IGNOU website so that you can tune

in for hearing and interacting in the programme of your interest. The wavelength for tuning in is 105.6 MHz at Delhi. You can dial in using toll free number 1800112346, 180012347.

5.7 Gyan Vani

IGNOU has been offering FM radio channels in 40 cities and towns for education and development. Electronic Media Production Centre (EMPC) is the nodal agency for implementing the project. As many as 10 FM radio stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. You can tune in to the Delhi station for participating in the gyan vani programmes at 105.6 MHz.

5.8 Teleconferencing

Teleconferencing a two way audio and one way video (facility of two way video also available at few centres). This facility helps you to interact online with the experts of this programme. Teleconferencing is linked with the theory courses. The subject experts are invited to the studio to deal with various subject areas as planned for the sessions. While dealing with the components, principles, concepts dealt in different units will be highlighted. The questions raised by you synchronously will be answered with the help of examples so that you comprehend the subject better. At times, you may also be showing clips of videos and the same discussed.

These sessions are planned as per feasibility of telecast. We advise you to attend these sessions regularly at your Regional Centre. You can also view these sessions through internet based telecast from the link available at the homepage of IGNOU website. You will be intimated through chcwm@ignou.ac.in email account about the timing and schedule of the teleconferencing as and when they are scheduled.

5.9 Gyan Darshan

Gyan Darshan is a television channel where video lectures are displayed regarding the different academic programmes prepared in the university. Students desirous of buying the audio CD/DVD can procure them from buying marketing unit EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

5.10 Telecast

The video programmes are transmitted by Doordarshan at national network (DD1) . The slot reserved for IGNOU from 6:00 am everyday wherein programmes of different courses of IGNOU are telecast. You will be intimated about the broadcast of video related to CHCWM programme through chcwm web support portal.

6. HOW WILL YOU BE EVALUATED ?

In Indira Gandhi National Open University (IGNOU), every course is considered as an independent entity. Hence every course will be evaluated separately.

Evaluation is both concurrent (assignment/internal assessment) and at the end (term-end-assessment) for all the core and elective theory courses. The weightage of the internal assessment is 30% while term end-assessment will be 70%.The workshop has three components (pre-workshop, workshop and post-workshop) and for the project, you are required to only submit the project report. For successful completion of the programme, you will have to **pass each individual component of all the four courses that you undertake with a minimum score of 40%** in each component and a combined total of 40% or more.

6.1 Distribution of Marks

Each core or elective theory course has a total of 100 full marks. It may be noted that even though you have to secure pass mark separately in both the components, all the successful components are carried forward till the end of the registration period of 2 years. So, you have the option of either completing all the components in 6 months or over a period of 2 years, in a phase wise manner as feasible to you.

Course-wise Distribution of Marks

Course Code	Nature of Course	Internal Marks	Term-end Marks	Total
BHM-101	Theory	30 (**15**)	70 (**28**)	100
BHM-102	Theory	30 (**15**)	70 (**28**)	100
BHME-101	Elective	30 (**15**)	70 (**28**)	100
BHME-102	Elective	30 (**15**)	70 (**28**)	100
BHME-103	Elective	30 (**15**)	70 (**28**)	100
BHME-104	Elective	30 (**15**)	70 (**28**)	100
BHME-105	Elective	30 (**15**)	70 (**28**)	100
BHME-106	Elective	30 (**15**)	70 (**28**)	100
BHMP-101	Project			100
BHML-101	Practical	Preworkshop (30%) workshop (40% and post workshop 30%)100		
Total (You need to successfully clear each of the compoents of all the four courses opted for)				**400**

6.2 Assignments (Internal Assessment)

Assignments are part of the internal assessment of the courses under study. You will have to undertake one assignment for each of theory or elective courses. You have to secure an aggregate of at least 40% in each assignment to pass. If you fails to secure 40% marks, you will have to repeat the assignment/(s) in which you have scored less than pass mark. New assignments are uploaded for each session. In case you miss or fail an assignment, you will be required to do the assignments of the next session.

Submission of assignments is a pre-requisite for appearing in theory examination. If you appear in the term-end theory examination without submitting the respective assignments, the term-end theory examination may not be reflected in the grade card.

There are no assignments for the project and the workshop. In the workshop course, you are required to undertake certain activities in the pre-workshop, workshop and the post-workshop component and after recording the same in the respective log books, have them evaluated by the counsellors.

Some of the commonly faced problems related to assignment are discussed below. If you still find some problem, please contact the Programme In-charge or Programme Coordinator (chcwm@ignou.ac.in)

1. **Missing content**

   Whenever you download the set of assignments, check them immediately and email at chcwm@ignou.ac.in for any discrepancy or doubt.

2. **Writing process**

   The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets bring you poor marks. Please leave sufficient margin (about 5 cm) on the answer sheet so that the counsellor can write his comments there. All the assignments have to be own hand written.

3. **Submission schedule**

   You must submit your assignments according to the schedule indicated in the assignment itself to your Programme In-charge. You will be provided feedback on the assignments usually within one to two months of submission.The University/Programme In-charge has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

4. **Repeating assignment**

   Each assignment is valid only for the session for which it has been uploaded. In case you are not able to clear the assignments, you , should attempt the fresh assignments as and when uploaded for the next session after downloading the same from the IGNOU website.

5. **Content of assignment**

   The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the courses by providing assessment on the assignments. They also serve to provide feedback to you. The information given in the printed course materials should be sufficient for answering the assignments.

6. **Style of writing**

   Try to write the assignments in your own style and give suitable examples wherever necessary. This will help you to get good marks. Note that a new set of assignments is prepared for every session.

7. **Defaulters**

   If you have not been able to submit all the assignments within the six months' time frame of your admission, then you are required to download the next set of assignments that have been prepared for the next session and submit the same to your Programme In-chargefor evaluation..

8. **Non-entry/Wrong entry of marks**

   The PIC forward a copy of assignment marks in a prescribed format to Regional Centre.The entry of assignment marks is initiated at the level of Regional Centre which is forwarded to SE Division. So, in case of non-entry of assignment marks, report to the Regional Centre or to PIC in writing regarding the problem.

9. **Wrong totaling**

   Please note that ***re-evaluation of assignments is not done***. However re-totaling of marks is carried out locally by the respective counsellor and reported to the PIC. This should

be done immediately after you receive the assignment feedback and feel that you may like to request for a re totaling.

6.3 Term-end Examination

Term-end examination for theory/elective courses are held twice in a year i.e. in the month of June/December. There will be one paper for each core/elective theory course of 70 marks each. The paper will be of 3 hours duration. You will have to secure atleast 28 marks (40%) in each of the theory papers for successful completion.

You can appear in the examination for all courses together. However, in case you are not prepared, you may like to take the examination of some courses at a later date, but within the maximum, i.e two years period of your registration. For appearing in the theory term-end examination, you should ***fulfill two requisites, i.e. filling up the form in time and timely submission of assignments*** related to that theory paper or the papers that you want to appear. Some of the commonly asked questions related to term-end theory examination are discussed below. If you still have some additional questions, please contact the programme In-charge or Programme coordinator (chcwm@ignou.ac.in)

1. Eligibility for the term end examination

To make you eligible, you will have to fill the term-end examination ***through online mode only at IGNOU website www.ignou.ac.in***online***. Please note that you will have to pay examination fee @ Rs. 150/- per paper***.

2. Date of the examination

Hall ticket is available at IGNOU website www.ignou.ac.in learner(s) can download 3rd week of May for June examination & 3rd week of November for December examination.

3. Last date of submission of the Examination form

The last date for submission of examination form without late fee is 30th September for examinations to be held in December and 31st March for examinations to be held in June without late fee. The last date of form submission may vary with new notification put on the IGNOU website from time to time

4. Centre for Examination

You can choose the centre for the term end examination when you fill the online form. However, the centre will be finalised by Student Evaluation Division. You will be allotted the centre that you have asked for if that centre is identified as an examination centre for that session. Otherwise a nearest possible centre is allotted. The allotted centre is intimated to you in the admit card.

5. Intimation Slip

The intimation slip can be downloaded from IGNOU website only.

6. Admit card/Hall ticket

Your admit card/hall ticket for examination can be downloaded from IGNOU website only.

7. Non-receipt of Admit Card

If you do not get Hall Ticket from IGNOU website, by one week before the examination, you may contact at IGNOU Head Quarters at helpline no. /email id which is available at online submission of examination portal.

8. Misplaced Admit Card

If you know your examination centre, you can report to the examination centre superintendent with the IGNOU identity card (Student Identity Card) and take the examination.

9. ID card for Examination

You are provided astudent ID card by your Regional Centre. In case you lose it, you must get a duplicate one prepared immediately. Always remember to carry your ID card for the programme for taking the examination, or else you may be denied entry. **Mobiles and other electronic gadgets are not permitted in the examination hall.**

10. Wrong Enrollment Number

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

6.4 Result and Certification

The results of the assignments and the term end examinations are uploaded on the website. After all the courses are successfully cleared, the student earns a certificate.

6.5 Declaration of Result

All the results of students are computerised and **when a student completes all the courses of the programme, a printed mark sheet (called grade card) along with a provisional pass certificate is sent to the students**. The grade card is also displayed in the IGNOU website and can be downloaded from here. There is a provision of issuing duplicate grade card on receipt of request application along with a demand draft for the required fee in favour of IGNOU and payable at New Delhi. Link for the obtaining duplicate copy of grade card, marksheet or provisional certificate is given in **Appendix 3.**

There is a provision of informing you about the term-end theory result after each time you appear in an examination. You can also see the result in the website. Usually, it takes 2-3 months time for declaration of term-end theory result. If you are unsuccessful in a theory paper, you should apply for next examination in the prescribed form.You can also opt for early declaration of result by filling the form for the same available in the website You do not have the number of attempts written anywhere in your grade card or certificate.

At times, some component of the results is not reflected in the grade card or mark sheet. In that situation, please write an application to the Registrar SE Division enclosing a xerox copy of the partial reflected grade card. You should also follow it up with the Regional Centre for necessary action or write to student support service centre/grievance cell.

6.6 Re-evaluation of Answer Scripts

When you are not satisfied with your term-end theory marks, you have an option of approaching IGNOU for re-evaluation of answer script. You should apply for that within a month of declaration of result in website. The application should be sent to the Registrar, SED with a demand draft of required fee (in favour of IGNOU and payable at New Delhi).You can also ask for the photocopy of your answer script. Copy of the form is also available on IGNOU website.

There is a scope for improving the grade/marks in the theory paper that you have passed by taking the examination again. For this, you have to apply in the form available in IGNOU website. The relevant links to all the forms are available .

6.7 Convocation

The final degree certificate in CHCWM will be offered by the university after the convocation ceremony. Usually every year this is organised in the month of February-March. **The students of certificate courses are not invited to the convocation**. The degree is sent by post.

7.1 Role of IGNOU

1. SOHS is responsible for the curriculum design, programme development as well as framing the guidelines for various aspects of the implementation process in consultation with the concerned divisions. Besides the programme is monitored to ensure the quality of training.

1. The Student Evaluation Division (SED) is responsible for maintenance of progress report and evaluation (both concurrent and end-assessment) including the certification.

2. Computer division possesses the student data to provide address level of students for dispatch of study materials and correspondence with students.

3. Material Production & Distribution Division (MPDD) is responsible for dispatch of print materials.

4. Regional Service Division (RSD) is the coordinating division between the head quarter and peripheral set up. So most of the information from Regional Director will go to head quarter only through RSD. Besides RSD appoints the counsellors, Programme In-charge and takes care of the financial aspects of running the programme.

7.2 Role of Programme Study Centre (PSC)

Each PSC will have the following major functions:

1. **Counselling:** Online counselling sessions are scheduled for all the students enrolled in the programme. You may also be invited physically for a visit to the centre to see the procedures of biomedical waste management by the programme study centre and the dates intimated to you. Although attendance during this session is not compulsory, you must try to make the best of this time to clarify your doubts in the course material. You may like to discuss the project if you have opted for. You may also like to discuss answers of the assignments, which may not be clear to you or have not been marked as per your expectation. The Programme In-charge and Counsellors may also take up topics for discussion which they perceive to be hot spots or important from their point of view.

2. **Conduction of workshop:** During this period, sessions will be taken on different aspects of the waste management concepts. You will also be engaged in different kinds of activities, discussions, role play etc, to make the learning effective and permanent.

3. **Guidance for project:** You can discuss with the programme in charge or the counsellors and take guidance regarding the topic and the methodology for the project.

4. **Evaluation of assignment:** You will be given assignments having long, short and problem based questions. The counsellors at your programme study centre will evaluate them and return to you for feedback.

5. **Library:** There will be availability of relevant course materials, reference books as suggested for further reading, audio video materials related to the programmes run by the programme study centre. You will be able to avail the library facility of the Medical College to which the programme study centre is attached. Please use your Identity Card for this purpose.

7.3 Student Responsibility

1. **Log-book Maintenance:** You will maintain the log books for the workshop course in case you have opted for it as one of your optional courses. The pre-workshop activities are to be done before the workshop and submitted before coming for workshop. The post workshop activities are carried out after the workshop. The pre-workshop and post-workshop recorded activities will also be evaluated by the counsellors. Each of the activity done at PSC should be signed by the respective counsellors. You are requested to carry the workshop logbook in all the workshop sessions. You may be denied attendance in the workshop session if you do not carry the logbook. You are required to submit your completed logbook at the end of the session for final evaluation.

2. **Attendance in workshop:** All the sessions (All days) of the workshop are compulsory. However, you have the option to complete them over 2 years. You should inform in advance to the Programme In-charge (PIC) regarding your inability to attend the workshop in the scheduled session for your batch, so that you will be given an option to attend it with the next batch.

   In case the number of students opting for the workshop course in a psc is less than 10, you will be offered any of the three choices.

   a. To take the workshop with the subsequent batches, as and when the number of students would be 10, but within the maximum permissible period of 2 years of enrolment.

   b. Opt for clubbing with the centres where the workshop is being conducted for the admission session.

   c. Request for a change of the optional course within one month of the admission confirmation.

3. **Certificate of Completion of workshop:** You will be provided a certificate of attending the face to face workshop.

4. **Timely Submission of Assignments:** The submission dates are mentioned in the assignment.

5. **Filling of Term-end Examination Form:** You will have to fill up *theory term-end examination form separately* and submit them online. The last date for submitting the theory examination form ***March 31/September 30 for the June/December examination***. You must however confirm the date from the website in case of any change. You are encouraged to fill the theory application form on line through IGNOU website. You have to pay Rs. 120/- (Rupees One Hundred Twenty only) per course as examination fee for the theory courses. Please check the IGNOU website for the latest form for theory term end examination and the per course examination fee. It is a pre-requisite that you have to deposit your assignments before you submit your term end examination form. More information has already been provided in the term-end examination Section 6.3.

6. **Invalid Registration:** Even after completing the programme, your registration could be declared as invalid at the time of announcing the result. The reason could be one or more of the following:

   a. You have appeared in the examination without registration.

   b. Your registration period has expired.

   c. Your registration details are not forwarded from the concerned Regional Centre to the SED division.

   d. You were not eligible for registration for the particular programme/course.

   Hence, you should first check the details from the respective Regional Centre before approaching to the head quarters.

7. **Feedback of the Programme:** Kindly fill the feedback questionnaire in the email chcwm@ignou.ac.in and return the same to us at the address communicated.This will be useful for further improvement in the programme..

8. **Disciplinary Action:** Candidate will be governed by the disciplinary regulations of the respective institution as well as the rules and regulations of IGNOU. Any act of indiscipline by a CHCWM student is immediately intimated by PIC's to respective IGNOU Regional

Director (RD) and Programme Coordinator for appropriate action. Strict action is taken by the university on such action of indiscipline.

8. SOME IMPORTANT INFORMATION

As discussed earlier, the programme implementation is made by a team effort. Different divisions of IGNOU look after different components of this implementation process. Any missing link could create hurdles. Hence, if you as a distant learner face any problem, please follow the guidelines as mentioned below.

8.1 Change of Address

If your address gets changed, please xerox and fill up the form mentioned in **Appendix 3** of this guide. This form needs to be submitted to the ***Registrar, SRD through*** *your Regional Director*. Your new address will be taken care of. You can also download the form from IGNOU website.

8.2 Interaction with Fellow Students

You get an opportunity to interact with your peer groups and other students that could help you to overcome the problems faced by a distant learner. You can interact face to face during the induction meeting, counselling sessions and workshop (if you opt for the workshop course) or through virtual interactions during the discussion forum. You can overcome the feeling of being isolated from other students.

8.3 Channel of Communications and Addresses

1. **Student Support Service Centre:** The Student Support Service Centre was established at IGNOU headquarters in 1998 and provides you complete information pertaining to the old and newly launched academic programmes of IGNOU. It is a single window enquiry for students. So, all enquiry regarding admission, material, examination, etc. can be made to this centre. You may get an immediate reply for general query. For specific issues, they will help you to get the relevant information from concerned section. Any type of unsolved problems could be sent to the student support service centre (ssc@ignou.ac.in). Please refer Section for further details. In addition to the above, SSC also forwards the request received from the students regarding the change of address, corrections in the student's name and father's name, incorporation of assignments/practical marks, term-end theory examination form and the unresolved problems received from regional centres. The centreremains open on all the week days except Saturday, Sunday and Gazetted holidays.

2. **Marketing Cell (MPDD):** All the IGNOU materials can be purchased through the marketing cell located at IGNOU head quarters. A request application should be made to A.R. (marketing cell), MPDD, IGNOU, New Delhi-110068 mentioning the Course Code, No. of Copies of material required, etc. The Marketing Cell calculates the cost of material and the cost of Postal charge and writes back to you.

   On receipt of the amount of money in form of Demand draft in favour of IGNOU, payable at New Delhi, the books are sent by registered parcel. Please note that books can also be purchased by paying cash amount at the marketing cell.

3. **Marketing Cell (EMPC):** The lists of audio-video material for sale are available in the website. They can be purchased by cash amount or by placing order to be sent post.

4. **Interaction with Programme Coordinator:** You could interact with your programme coordinator through email on any of the administrative or academic problems related to

the programme. The email id for the purpose is chcwm@ignou.ac.in. You will also be able to interact with your peers on the discussion forum. All important information and announcements will also be communicated through the email.

5. **Information by Programme In-charge (PIC):T**he Programme In-charge (PIC) is provided information on different activities either by Regional Centre or by the School from time to time. The PIC in turn also informs you about the relevant activities by post/email.

6. **Information by Regional Centre:** Some of the information is sent to you by the Regional Centre. The Regional Director/Nodal Officer takes care of this activity. You can note their contact details from the IGNOU website.

7. **Information from Headquarters:** Information on evaluation and material distribution goes directly from the respective divisions located at head quarters. You could also communicate directly to these divisions. Addresses of important divisions and the School are given in the **Appendix 5**. However, in case of any problem, you could inform to the Regional Centre/PIC as the case may be. You may kindly send your mobile number and email id to the Programme coordinator to get regular update from the headquarters.

8. **Information through Gyan Vani:** Gyan vani is an educational FM radio channel (105.6 mz) operating through several FM radio stations each covering a radius of about 70 km. You can interact during the live broadcast through toll free number. Please contact your regional centre for details.

9. **Information through Doordarshan:** IGNOU video recorded programmes are telecasted in Doordarshan Channel-1 every day at 6-6.30 a.m. Important messages are also transmitted to students at the beginning or end of the transmission.

10. **Information from Website: All the latest information is provided in the website of IGNOU** (http://www.ignou.ac.in).

Appendix 1

Detailed Programme Design

Course Code	Title	Credits
BHM-101	**Fundamentals: Environment and Health, Health Care Waste Management Regulations**	**6**
Block 1	**Understanding our Environment**	
Unit 1	Introduction to Environment	
Unit 2	Eco System	
Unit 3	Environmental Pollutants and Pollution Air, Water and Soil	
Unit 4	Environmental Pollutants and Pollution Solid Waste and Radiation	
Block 2	**Health Care Waste Management**	
Unit 5	Overview of Health Care Waste	
Unit 6	Principles of Health Care Waste Management	
Unit 7	Management of Different Kinds of Waste	
Unit 8	Managing Health Care Waste	
Block 3	**Need for a Sound Health Care Waste Management**	
Unit 9	Impact of Infectious Health Care Waste on the Human Health and Environment	
Unit 10	Impact of Hazardous Waste from Health Care Facilities on Human Health and Environment	
Unit 11	Elements of a Waste Management Plan	
Unit 12	Health Care Waste Management: Planning Tools	
Block 4	**Current Status of Health Care Waste Management Legislation in the Region**	
Unit 13	Current Bio-Medical Waste Management Status in India	
Unit 14	Health Care Waste Management Rules and Legislations in Sear Countries	
Unit 15	Health Care Waste Management Regulatory Mechanisms in Sear Countries	
Unit 16	Monitoring and Quality Assessment in HCFs and CBWTFs in India	
BHM-102	**Health Care Waste Management : Concepts, Technologies and Training**	**6**
Block 1	**Practical Aspects of Health Care Waste Management**	
Unit 17	Managerial and Administrative Aspects	
Unit 18	Integrated Infection Prevention and Control Management	
Unit 19	Pre-treatment and Disinfection	
Unit 20	Off-site treatment and disposal of HCW	
Block 2	**Systems and Technologies in Health Care Waste Management**	
Unit 21	Burn Technologies	
Unit 22	Incineration	
Unit 23	Principles of Non Burn Technologies	
Unit 24	Non Burn Technologies	
Unit 25	Waste Disposal Options	

Block 3	**Health Care Waste Management and Emerging Issues**	
Unit 26	International Environmental Policies and their Relation with Bio-Medical Waste Management	
Unit 27	Managing Liquid Waste in Health Care Facilities	
Unit 28	Occupational Safety for Health Care Workers	
Block 4	**Training Manual for Waste Handlers**	
Unit 29	Basic Concepts of Training	
Unit 30	Planning a Training Programme for Waste Handlers of Health Care Waste	
Unit 31	Trainers Manual	
Unit 32	Flipchart Booklet	
	OPTIONAL COURSES	
BHME-101	**Inter-relationship between Health and Environment**	**2**
Unit 1	Inter-relationship of Environment and Health	
Unit 2	Impact of Health Care Waste on Human Health	
BHME-102	**Worker Safety and Patient Safety**	**2**
Unit 1	Occupational Hazards on Health Care Workers	
Unit 2	Patient Safety	
BHME-103	**Current Status of Health Care Waste Management and Legislation in the Regional Countries**	**2**
Unit 1	Legislations and Regulatory Mechanisms	
Unit 2	Current Status in Specific Country or Countries	
BHME-104	**Managerial and Systems Approach**	**2**
Unit 1	Managerial Aspects	
Unit 2	Systems Options	
Unit 2	Waste Economics	
BHME-105	**Special Considerations of Waste Management**	**2**
Unit 1	Green Hospital and Sustainable Development	
Unit 2	Management of Waste from Special Locations	
BHME-106	**Administrative and Legal Aspects of Waste Management**	**2**
BHMP-101	**Project Work**	**2**
BHML-101	**Workshop**	**2**

Appendix 2

SOME IMPORTANT LINKS

1. IGNOU WEBSITE

   www.ignou.ac.in

2. WEBSITE OF SCHOOL OF HEALTH SCIENCES

   http://www.ignou.ac.in/ignou/aboutignou/school/sohs/introduction

3. CHCWM Programme Page

   http://www.ignou.ac.in/ignou/aboutignou/school/sohs/programmes/detail/230/2

   WEB SUPPORT EMAIL LINK

4. Know your registration details

   http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp

5. eGyankosh –A digital repository

   www.egyankosh.ac.in

6. Downlaod Assignments

   https://webservices.ignou.ac.in/assignments/

7. Student Zone

   http://www.ignou.ac.in/ignou/studentzone

Appendix 3

LINKS TO FORMS

1. REVISED FEE FOR OTHER SERVICES

   http://ignou.ac.in/userfiles/ANNEXURE-II_othercharges.doc

2. APPLICATION FORM FOR CHANGE/CORRECTION OF ADDRESS

   http://www.ignou.ac.in/upload/address_change_name_correction.pdf

3. TERM END EXAMINATION FORM

   http://www.ignou.ac.in/userfiles/TEE%20FORM.pdf

4. FORM FOR OBTAINING DUPLICATE COPY OF CERTIFICATE

   http://www.ignou.ac.in/userfiles/
   Duplicate%20Degree,Diploma%20and%20Certificate%20Form.pdf

5. FORM FOR OBTAINING DUPLICATE COPY OF THE GRADE CARD OR MARK SHEET

   http://www.ignou.ac.in/userfiles/Duplicate%20mark%20sheet%20form.pdf

6. FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

   http://www.ignou.ac.in/userfiles/Official%20Transcript%20form.pdf

7. APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

   http://www.ignou.ac.in/userfiles/Improvement%20form.pdf

8. EARLY DECLARATION OF TERM END EXAMINATION RESULT

   http://www.ignou.ac.in/userfiles/Early%20declarion%20of%20results%20form.pdf

9. NOTIFICATION FOR OBTAINING PHOTOCOPY OF ANSWER SCRIPTS

   http://www.ignou.ac.in/upload/noti.photocopy.asn.sctps..doc

10. OBTAINING PHOTOCOPY OF ANSWER SCRIPT

    http://www.ignou.ac.in/upload/form-photocopy%20of%20ans.scrpt.doc

11. RE EVALUATION OF ANSWER SCRIPTS

    http://www.ignou.ac.in/userfiles/
    Application%20form%20for%20Reevaluation%20of%20Answer%20Scripts.pdf

12. DIRECTIONS FOR OBTAINING VERIFICATION REPORT FOR THE CERTIFICATES OF THE IGNOU STUDENT FOR THEIR MARK-SHEET/GRADE CARD/ PROVISIONAL CERTIFICATE/DEGREE & DIPLOMA CERTIFICATES ETC.

    http://www.ignou.ac.in/userfiles/
    Instructions%20for%20Verification%20of%20mark%20sheet%20and%20certificates.pdf

13. RESULT RELATED LINK FOR

    - Hall ticket/admit card
    - Result of term end
    - Grade card

    http://www.ignou.ac.in/ignou/studentzone/results/1

Appendix 5

WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, Concerned Regional Centre.

2. Non-receipt of study material and assignments, Dy. Registrar, (MPDD) IGNOU, Maidan Garhi, New Delhi – 110068 & Regional Centre Concerned.
   mpdd@ignou.ac.in

3. Schedule/Information regarding Exam Form, Entrance Test, Date-sheet,
   IGNOU Hall Ticket, Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068. E-mail: sgoswami@ignou.ac.in or
   Ph.: 29536743, 29535924-32 Extn.: 2202, 2209

4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, Deputy Registrar (Exam-III), SED, IGNOU Block-12,
   Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 dpresult@ignou.ac.in or
   Ph: 29536103,29535924-32/ Extn: 2211, 1316.

5. Non-reflection of Assignment Grades/Marks Dy. Registrar (Assignment),
   SED Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068.
   assignment@ignou.ac.in
   Ph.: 29535924/ Extn.: 1312,1319,1325

6. Original Degree/Diploma/Verification of Degree/Diploma Deputy Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi-68.
   email-convocation@ignou.ac.in
   Ph.: 29535438,29535924-32/Extn.: 2224, 2226

7. Student Grievances (online) Block-3, Room No. 13, IGNOU Asstt. Registrar (Student Grievance) SED, Maidan Garhi, New Delhi-110068.
   sedgrievance@ignou.ac.in/Ph.: 29532294,29535924

8. Purchase of Audio/Video Tapes, Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

9. 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
   Telephone Nos.:29535714, 29533869,2953380, Fax:29533129

10. Teleconference Schedule, Director, EMPC, IGNOU, Maidan Garhi, New Delhi-110068

11. Overall coordination - Programme Coordinator, SOHS, IGNOU, Maidan Garhi,New Delhi-110068.

    E-mail: rkuba@ignou.ac.in

IGNOU EPBAX: 29536980, 29535924-32, 29572524

IGNOU Website: ignou.ac.in; Email: directorsohs@ignou.ac.