

Student Handbook and Prospectus

***Diploma in Elementary Education
(DEEd) Programme***



**School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068**

*Electronic version of the prospectus is also
available
for download at:
<http://www.ignou.ac.in>*

RECOGNITION

1. IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by NCTE

**PRICE : Rs. 200.00 by cash at the Counter
Rs. 250.00 by registered post**

Last date to submit filled-in application form to the concerned Regional Centre : 10.7.2011

May, 2011

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Further information about the School of Education and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>

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1. ABOUT THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University came into being on September 20, 1985, by an Act of Parliament (1985) to achieve the following objectives:

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

1.2 Special Features

- 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 service network
- Cost-effective programmes
- Modular approach to programmes
- Resources sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organisations
- Socially and academically relevant programmes based on students need analysis
- Convergence of open and conventional education systems

1.3 Important Achievements

- IGNOU is the first University in India to launch Convergence as well as Community College Scheme.
- 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 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 over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.

- On the spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 520 within a year.

1.4 Schools of Studies & Centres

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:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIL)
- Chair of Sustainable Development (CSD)

1.5 Academic Programmes

The university offers both short-term and long-term academic programmes leading to certificates, diplomas and degrees, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies.

They are launched in order to fulfil the students' need for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge, and
- empowerment.

1.6 Course Preparation

Learning materials are specially prepared by teams of experts drawn from different institutions and universities all over the country as well as in-house faculty. These materials are scrutinised by content experts, supervised by the instructors/unit designers and edited by language experts before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with course writers, in-house faculty and producers. The material thus prepared is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the students, study centres and telecast through Gyan Darshan.

1.7 Credit System

The university follows the “Credit System” for most of its programmes. Each credit is of 30 hours of study comprising all learning activities. A four-credit course, for instance, involves 120 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort he/she has to put in, in order to successfully complete a course. Completion of an academic programme (degree, diploma or certificate) requires successful clearing of assignments, term-end examinations of each course in a programme and practical components.

1.8 Support Services

In order to provide individualised support to its learners, the university has a large number of study centres throughout the country. These are coordinated by 30 Regional Centres. At the study centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters. The support services are also provided through work centres, programme centres and skill development centres.

1.9 Programme Delivery

The methodology of instruction in this university is different from that of the conventional universities. The Open University System is more learner-oriented, and the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance mode rather than face-to-face communication.

The university follows a multi-media approach for instruction. It consists of :

- a) Self-instructional printed material
- b) Audio-visual material
- c) Counselling sessions/contact programmes
- d) Teleconferencing
- e) Practicals
- f) Practical handbooks
- g) Interactive radio counselling (IRC); Gyan Vani and Gyan Darshan

2. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration.

2.1 Educational Qualifications Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*” are non existent and cannot be made the basis of admission to higher studies with IGNOU.

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply fresh and go through the admission process again.

2.4 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also

simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

2.5 Counselling and Examination Centre

All study centres, Programme study centre, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.

2.6 Change/Correction of Address and Programme Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learner alongwith the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi - 110068. **Requests received directly to SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.**

In case a change of Programme Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for their subject, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Programme Centre is not permissible in programmes where practical components are involved.**

2.7 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc. 'No Objection Certificate' is to be obtained from the concerned Regional Centre/ Study Centre where the learner wishes his/her transfer.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning

of the session/cycle the required programme course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

2.8 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.9 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

2.10 Term-end Examination

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

- **Examination Fee**

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose, you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, in case the examination centre chosen by a student is not activated, the University will allot another examination centre under the same Region.

- **Date for Submission of Examination Forms**

Dates for Submission of Exam Forms				
For June TEE	Late Fee	For Dec. TEE	LATEFEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAM. CENTRE FALLS
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee Rs. 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

Examination fee per course is

- **Rs. 60/- (Examination fee once paid will not be refunded/adjusted in any case)**

Examination form to be submitted at

- **Regional Centre under which your examination centre falls**

Demand draft to be made in favour of

- **IGNOU and payable at the city where submitting the exam form**

To avoid discrepancies in filling up examination form/hardship in appearing in the term-end examination students are advised to:

1. remain in touch with their Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form/fee if any;
2. Fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form. However, if the student cannot successfully secure minimum pass marks in the preceding TEE and appears in the current TEE, he/she will have to pay examination fee for such courses.
3. fill up all the particulars carefully in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student's at least two week before the commencement of Term-end Examination. The same can also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, the student can download the hall ticket from the website and approach the exam centre for appearing in the exam by producing his/her IGNOU identity card..

2.11 Disputes on Admission and Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

2.12 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

2.13 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. **In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** For non-receipt of study material students are required to write to Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

2.14 Change of Medium

Change of medium is permitted within 30 days from the receipt of first set of study materials in the First Year only on payment of Rs. 200/- plus Rs. 200/- per 2/4 credit course and Rs. 400/- per 6/8 credit course. No change is permissible in 2nd year. The request for change of medium should be addressed to concerned Regional Centre only. The student is required to return the study materials already received to concerned Regional Centre.

2.15 Re-admission

The student can take re-admission of any left over courses after the expiry of maximum duration of 4 years. No re-admission is allowed to any course after the expiry of six years from the date of first registration. The request for re-admission should be addressed to SRD, Maidan Garhi and take place only with pro-rata fee per course.

2.16 Early Declaration of Result

In order to facilitate the students, who have got offer of admission for higher study and/ or selected for employment etc. and are required to produce statement of marks/ grade cards by a specified given date, which is before the prescribed dates of declaration of the University's results, the University arranges early processing of their answer scripts and declaration of their results. The students are required to apply in prescribed application form with fee of Rs.700/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional Centre is situated. New Delhi alongwith attested photocopy of offer of admission/ employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early precessing of answer scripts and declare the result as a special case possibly within a month time from the date of conduct of examination.

Application for early declaration, for the reasons such as to apply for recruitment/higher study/ post and promotion purpose etc. will not be entertained.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student hand book and prospectus and also made available at University's website www.ignou.ac.in

2.17 Re-evaluation of Answer Script(s)

The students, who are not satisfied with the marks/ grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs.500/- per course by means of demand draft drawn in favour of IGNOU and payable at city where Regional centre is situated in the prescribed application form. The better of the two scores of original marks/grades and marks/ grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the *Student Hand Book and Prospectus* and also made available at University's website www.ignou.ac.in

2.18 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-end Examination alongwith the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at city where Regional Centre is situated.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the *Students Hand Book and Prospectus* and also made available at University's website www.ignou.ac.in.

2.19 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee **through A/c Payee Cheque only**.

2.20 Scholarship and Reimbursement of Fee

The learners belonging to the Reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted.registerd for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programme is applicable to the students of this University also. Such students are advised to apply to awarding authority.

2.21 Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/ Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':-

1. Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 400/- per transcript, if required to be sent to the Institutes out side India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students hand book & prospectus and also made available at University's website *www.ignou.ac.in*.

2.22 IGNOU Policy Regarding Sexual Harassment at the Workplace

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/prohibit/punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (*www.ignou.ac.in*). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee against Sexual Harassment (ACASH)	
Prof. Parvin Sinclair, PVC Chairperson	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in
Regional Services Division Committee against Sexual Harassment (RSDCASH)	
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C.K. Ghosh Director	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com
IGNOU Committee against Sexual Harassment (ICASH)	
Prof. Rita Rani Paliwal Chairperson & Professor of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Dy. Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malati_mathur@hotmail.com
Ms. Vidya Sonal DR. Admn. Div.	vsonal@ignou.ac.in
Mr. K.K. Kutty DR., SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., to undertake academic activities pertaining to two major areas.

- i) the various aspects of the practice of education as a profession, and
- ii) the various branches of education as an academic discipline.

The School comprises the following four disciplines:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes being offered by the School are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education (M.A., Education)
- Master of Education (M.Ed)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLM)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre Primary Education (PGDPPE)
- Diploma in Elementary Education (DElEd) Programme
- Certificate in Guidance (CIG)
- Certificate in Elementary Teacher Education (CETE)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Certificate in Inclusive Education (CIE)

4. DIPLOMA IN ELEMENTARY EDUCATION (DELED) PROGRAMME

Diploma in Elementary Education Programme is an effort of School of Education to enhance understanding and competencies of in-service teachers for carrying out the teaching learning process effectively at the elementary level. The programme also takes into account experiences gained by in-service teacher and aims strengthening their professional competencies. Pedagogical skills and attitudes in order to make teaching learning an effective and enjoyable activity.

Objectives

The following four broad objectives have been envisaged in the Programme:

- i) to develop knowledge and understanding of the Elementary School Curriculum;
- ii) to develop skills in transacting the prescribed curriculum effectively;

- iii) to acquaint the participants with the factors affecting child development, individual differences in the class room, learning and motivation process etc.
- iv) to appreciate the role of teachers in the socio-cultural and political context of the counties in general and in the elementary education system in particular.

Target Group

The target group for the programme are the untrained teachers teaching at elementary level. However, they should fulfil the eligibility criteria prescribed for the admission.

Eligibility

The untrained permanent teachers having passed 10+2 standard examination or above teaching at the Primary and elementary level (Standard I to VIII) in the recognised schools. The teachers should have minimum two years teaching experience at the time of seeking admission.

Duration

Minimum - 2 Years
 Maximum - 4 Years

Medium of Instruction

English, Hindi, Bengali, Assamese, Khasi and Garo

Programme Fee

Rs, 15,000/-

PROGRAMME STRUCTURE

Total Credit Weightage	64 credit	Duration	
Theory	36 credit	Minimum	2 years
Practical	28 credits	Maximum	4 years
Ist Year	32 credits		
IInd Year	32 credits		

DIPLOMA IN ELEMENTARY EDUCATION Ist YEAR

Credit Weightage 32 credits

Duration

Minimum 1 Years
 Maximum 2 Years

Course Titles

BES-001 UNDERSTANDING THE ELEMENTARY SCHOOL CHILD (4 credits)

Block-1 Understanding the Child

- Unit-1 Need to Understand the Child
- Unit-2 Context and Ground Realities
- Unit-3 Challenges to Optimum Development
- Unit-4 Ways of Understanding Development

Block-2 Basic Issues in Child Development

- Unit-5 Creating Support Environment
- Unit-6 Creating Safe Environment

Unit-7 Role of Stakeholders in View of Child's Right

Unit-8 Creating Enabling Learning Environment

BES-002 TEACHING LEARNING AND EVALUTION IN ELEMENTARY SCHOOLS

(4 credits)

Block-1 Teaching and Learning

Unit-1 Teaching – Learning Process

Unit-2 Learning Centered Approach

Unit-3 Teaching in Multi-grade Situations

Unit-4 Teaching in a Variety of Contexts

Block-2 Teaching Techniques

Unit-5 Facilitating Individual Learning

Unit-6 Teaching Learning in Small Groups

Unit-7 Cooperative Learning

Unit-8 Recitation and Narration

Block-3 Teaching Skills

Unit-9 Facilitating Learners Participation

Unit-10 Questioning Skills

Unit-11 Communication Skills

Unit-12 Classroom Management

Block-4 Education

Unit-13 Concept and Importance of Evaluation

Unit-14 Continuous and Comprehensive Evaluation

Unit-15 Types, Functions and Importance of Evaluation

Unit-16 Tools and Techniques of Evaluation

BES-003 INTEGRATED LEARNING AND TEACHING IN ELEMENTARY SCHOOLS

(4 credits)

Block-1 Integrated Learning

Unit-1 Concept of Integration and its Implications

Unit-2 Learning Process with Focus on Integration

Unit-3 Types of Integrated Learning

Unit-4 Integration: Issues and Challenges

Block-2 Strategies and Techniques for Integrated Learning

Unit-5 Practising Integration in Large Group Situation

Unit-6 Practising Integration in Small Group Situation

Unit-7 Practising Integration in Individualized Situation

Unit-8 Continuous and Comprehensive Evaluation of Integration Learning

Block-3 Planning for Integration

Unit-9 Planning for Integrated Learning

Unit-10 Organization of Learning Experiences

Unit-11 Integrated Learning: A Case Study

Unit-12 Management of Integrated Learning

Block-4 Information and Communication Technology (ICT)

Unit-13 Use of ICT in Elementary Education

Unit-14 Use of ICTs in Teaching-Learning

Unit-15 Subject Integration and Evaluation with ICTs

Unit-16 Professional Development of Elementary Teachers Through ICT

BES-004 EDUCATION IN CONTEMPORARY INDIAN SOCIETY (4 credits)

Block-1 Indian Society

Unit-1 Contemporary Indian Society – An Overview

Unit-2 Education and Indian Constitution

Unit-3 Concerns and Challenges in Indian Society

Unit-4 Right to Education (RTE) Act, 2009

Block-2 Education in Contemporary Society

Unit-5 Concept of Education and Its Meaning

Unit-6 Goals of Education

Unit-7 Agencies of Education: Types and Role

Unit-8 Values of Education

Block-3 Working with Parents and Community

Unit-9 School and Community

Unit-10 The Village Education Committee (VEC) and Its Role

Unit-11 Parent-Teacher Partnership

Unit-12 Panchayati Raj

Block-4 Equalizing Education Opportunity

Unit-13 Inclusive Education

Unit-14 Weaker Sections of the Society

Unit-15 Education of the Girl Child

Unit-16 Education of Children with Special Needs

PRACTICALS (Ist Year)

BESL-005 School Based Activities(SBA) 6 Credits

BESL-006 Workshop Based Activities(WBA) 6 Credits (10 days)

BESL-007 Practice of Teaching (PoT) 4 Credits (13 lessons)

COURSES- DIPLOMA IN ELEMENTARY EDUCATION**(IInd YEAR)****Credit Weightage** 32 credits**Duration**

Minimum 1 Years

Maximum 2 Years

Course Titles**BES-011 TEACHING LANGUAGE (4 credits)****Block-1 Language Teaching – An Overview**

Unit-1 Language: Its importance and Place in our School Curriculum

Unit-2 Language Acquisition and Language Learning

Unit-3 Teaching a Multilingual Classroom

Unit-4 Lesson Planning

Block-2 Development of Language Skills

Unit-5 Development of Listening and Speaking Skills

Unit-6 Development of Reading Skills

Unit-7 Development of Writing Skills

Block-3 Curriculum Transaction

Unit-8 Teaching of Grammar

Unit-9 Teaching of Vocabulary

Unit-10 Teaching of Poetry

Unit-11 Teaching of Prose

Block-4 Language Teaching – Some Aspects

Unit-12 Instructional Materials for Teaching and Learning

Unit-13 Development and Use of Teaching Aids

Unit-14 Problems in Language Learning

Unit-15 Continuous and Comprehensive Evaluation

BES-012 TEACHING OF MATHEMATICS**(4 credits)****Block-1 Curriculum Planning and Instruction in Mathematics**

Unit-1 Curriculum of Mathematics at the Elementary Stage: Purpose and Processes

Unit-2 Methods of Teaching Mathematics at Primary Stage

Unit-3 Methods of Teaching Mathematics at Upper Primary Stage

Unit-4 Mathematics _ Laboratory and Other Innovative Techniques

Unit-5 Unit and Lesson Planning

Block-2 Teaching of Basic Mathematical Concepts-I

Unit-6 Estimation and Quantification skills

Unit-7 Number System, Numeration and Four Fundamental Operations

Unit-8 Fractions, Decimals and Percentage

Unit-9 Everyday Mathematics – Percentage, Interest, Profit and Loss, Data Handling

Block-3 Teaching of Basic Mathematical Concepts-II

Unit-10 Measurement

Unit-11 Mensuration

Unit-12 Geometrical Concepts and Drawing Skills

Unit-13 Algebraic Expressions, Equations, Identities, Factors & Graphs

Unit-14 Exponents and Radicals

Block-4 Evaluation and Enrichment in Teaching Mathematics

Unit-15 Continuous and Comprehension Evaluation

Unit-16 Improving Quality of Teaching – Learning: Diagnosing Problems of Learning and Improving Outcomes

Unit-17 Enrichment Programmes in Mathematics (Games, Puzzles, Practical Maths)

Unit-18 Development of Teaching Materials and Their Use

BES-013 TEACHING OF ENVIRONMENTAL STUDIES, SCIENCE AND SOCIAL STUDIES (4 credits)

Block-1 Understanding Students Learning

Unit-1 Cognitive Developmental Theory

Unit-2 Social Cultural Theories in Cognition

Unit-3 How Children Learn and Its Implications for Learning

Unit-4 Characteristics and Needs of Children

Unit-5 Establishing a Conducive Learning Environment

Block-2 Nature of EVS, Science and Social Science

Unit-6 Need, Importance and Objectives of EVS

Unit-7 EVS as a Disciplinary Area

Unit-8 What is Science? Why teach it? Scientific Method

Unit-9 Science, Technology, and Society

Unit-10 What is Social Studies?

Unit-11 Social Studies as Inquiry, Multiple Perspectives in Social Studies

Block-3 Teaching of EVS, Science and Social Science

Unit-12 Teaching of EVS

Unit-13 Content Areas and Methods Science

Unit-14 Teaching of Social Studies

Block-4 Assessing Students Learning

Unit-15 Engaging Students in Effective Learning

Unit-16 Different Ways of Assessing

BES-014 TEACHING HEALTH, PHYSICAL EDUCATION, ART AND WORK EXPERIENCE (4 credits)

Block-1 Health Education

- Unit-1 Health and Health Education
- Unit-2 Teachers and Health Promotion in Schools
- Unit-3 School Health Service
- Unit-4 Health Social Environment

Block-2 Physical Education

- Unit-5 Body Movements: Classification and Dimensions
- Unit-6 Awareness of Our Body and Learning
- Unit-7 Developing Social Skills and Class Management
- Unit-8 Physical Fitness and Motor Fitness

Block-3 Teaching Art Education

- Unit-9 Concept of Art Education and Its Different Stages
- Unit-10 Arts in Practice – Visual Art
- Unit-11 Arts in Practice – Performing Arts
- Unit-12 Arts Education and Teacher

Block-4 Work Experience

- Unit-13 Concept and Significance of Work Experience at Elementary Stages
- Unit-14 Areas and Planning of Work Experience Activities
- Unit-15 Organization of Work Experience Activities
- Unit-16 Work Experience and Teacher

BES-015 GUIDANCE, COUNSELLING AND LIFE SKILLS EDUCATION

(4 Credits)

Block-1 Introducing Guidance and Counselling

- Unit-1 Introduction to Guidance
- Unit-2 Guidance and its Dimensions
- Unit-3 Counselling: A Concept
- Unit-4 Guidance and Counselling in Classroom

Block-2 Methods and Techniques in Guidance and Counselling

- Unit-5 Method and Techniques of Guidance
- Unit-6 Process of Counselling
- Unit-7 Counselling Techniques
- Unit-8 Assessment in Guidance and Counselling

Block-3 Organizing and Evaluating Guidance Services

- Unit-9 Planning of the Guidance Programmes
- Unit-10 Guiding Parents
- Unit-11 Guiding Children with Special Needs
- Unit-12 Evaluation of Guidance Programme

Block-4 Life Skill Based Education

Unit-13 Life Skill Education: Concepts and Meaning

Unit-14 Development of Mental Health and Coping Skills

Unit-15 Strategies to Develop Life Skills

PRACTICALS (2nd Year)

BESL-006 Workshop Based Activities(WBA) 4 Credits (8 days)

BESL-007 Practice of Teaching (PoT) 8 Credits (27 lessons)

4.11 Evaluation

The University follows the following evaluation system:

- Self-assessment exercises (non-credit)
- Continuous evaluation through assignments, workshop, Practice of Teaching etc.
- Term-end Examination

4.12 Grading System

IGNOU uses the Grading System for evaluating the learners achievement on a Five Point Scale using Letter Grades A, B, C, D and E. The notional correlates of the letter grades are as follows:

Letter Grade	Description	Point Grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Average	2
E	Unsatisfactory	1

Printed Material

The print materials are the self-instructional materials for both theory and practical components of the programme. It is supplied to the students in the form of blocks. Each block contains 3-5 units. The university sends study materials and assignments to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be held responsible for that.

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and reinforcement. These are used during counselling and workshop sessions at the programme centre. Besides, the video programmes are telecast on the national network of Gyan Darshan.

Assignments

Assignments are an integral and compulsory component of the instructional system. There is only one tutor-marked assignments for each theory course. These assignments are to be submitted to the programme centre in accordance with the submission schedule provided separately in the programme guide.

Counselling Sessions

Generally the counselling sessions will be held at the programmes centres during weekends (Saturdays and Sundays) and long holidays. Within the general schedule of the programme, the coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

Teleconferencing

To provide more clarity and understanding, two-way audio and one-way video facility will be used during teleconferencing at regional centres.

Interactive radio counselling and interactive programmes through Gyan Vani and Gyan Darshan will also be made available.

Conduct of Practicals

Practicals will be held in the schools and teacher training colleges/institutions identified as Programme Centres. As mentioned earlier, the practical courses consist of school-based, workshop-based practicals, practical oriented assignments and practice teaching. These activities will be conducted in the schools. Besides, two practical workshops of 18 days duration, i.e., 10 days in 1st year and 8 days in 2nd year with intensive face-to-face interaction to develop skills and competencies will also be organised at the Programme Centre or at any other suitable place. The student teachers will have to do practical work and various activities required for the development of teaching skills and competencies in the school under the guidance of the supervisor and principal/headmaster after taking due permission from the school concerned. Overall a student is expected to go through approximately 300 hours of contact time.

Evaluation

The system of evaluation, both for theory and practical work, is as follows:

Theory: For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. One assignment in each theory course is compulsory.
- c) The term-end examination has a weightage of 70% of the total for each course. Term-end examinations will be held in June/December every year. But for the candidates of academic year (Jan.-2011), the first term-end examination will be held in December 2011 only for first year courses. The students will be permitted to appear in the term-end examination for the courses of 2nd year only in December 2012. The students are specifically instructed to send Examination Forms to Registrar, concerned Regional Centre.

Practical : For Practical courses, evaluation comprises three aspects:

- a) Continuous evaluation of school-based activities and practice teaching.
- b) Evaluation of performance in practical workshops.
- c) Evaluation of practice teaching.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course.

If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only upto a period of four years from the date of registration.

The letter grade system is used for grading continuous and terminal examination components. These letter grades are:

Letter grade	Qualitative level	Point grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

The rounding off decimal pring in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4. (Please see notification attached).

The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separately.

WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificates, Migration Certificate, Scholarship Forms, Change of name, correction of name/ address	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Centre
3. Change of Elective/Medium/opting of left over electives/Deletion of excess credits	Concerned Regional Centre
4. 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
5. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, Block - 12, IGNOU, Maidan Garhi, New Delhi -110068 E-mail: kramesh@ignou.ac.in or Ph. : 29536103, 29535924-32/ Extn 2201, 2211
6. Non-reflection of Assignment Grades/Marks	Assistant Registrar (Assignment.), SED, Block - 3, Room No. 12, Maidan Garhi, New Delhi-110068; E-mail: assignments@ignou.ac.in or rnjha@ignou.ac.in. Ph. : 29535924, 29535924-32 / Extn 1312, 1319, 132
7. Status of Project Reports of all programmes	Ph. 011-5129532294 Ext. 1313/1320/1321. e-mail : projects@ignou.ac.in
8. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block - 9, IGNOU, Maidan Garhi, New Delhi -110068 E-mail: opbangia@ignou.ac.in. Ph. : 29535438, 29535924-32/ Extn 2224, 2213
9. Re-admission and Credit Transfer	SRD, Block 3 MaidanGarhi New Delhi-110068
10. Student Grievances (SED)	Assistant Registrar (Student Grievances), SED, Block No. 3, Room No. 13 IGNOU, Maidan Garhi, New Delhi -110068 sedgrievance@ignou.ac.in Ph. : 29532294, 29535924 /Extn. 1313
11. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi -110068
12. Academic Content	Director of School concerned
13. Approval of a Project Synopsis	Project Coordinator in the concerned School
14. Submission of Project Reports Except BCA & MCA	Despatch Section, SED, Block 12, Ph. : 29535924-32 Extn. 2216
15. Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre, IGNOU, Maidan Garhi, New Dehi-110068 ssc@ignou.ac.in. Ph. : 29535714, 29533869, 2953380 Fax : 29533129

ADDRESSES AND CODES OF REGIONAL CENTRES

S.NO	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcamedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA(NEAR CENTRAL YMCA OFF) AIZWAL – 796 001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH – 202 001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)

5	BANGALORE	13	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA</p> <p>PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in</p>	<p>STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)</p>
6	BHAGALPUR	82	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE</p>	<p>STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbhanga and Patna RCs</i></p>
7	BHOPAL	15	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH</p> <p>PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in</p>	<p>STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)</p>
8	BHUBANESHWAR	21	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA</p> <p>PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in</p>	<p>STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)</p>
9	CHANDIGARH	06	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA</p> <p>PH.OFF: 0172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in</p>	<p>STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB),</p> <p>STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)</p>

10	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERY (U.T.).
11	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHICODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)
12	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789180 / 2789200 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF: 011-26990082-83 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)

15	DELHI 2	29	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002</p> <p>PH.OFF: 011-23392374 / 23392376 -77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in</p>	<p>STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)</p>
16	DELHI 3	38	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045</p> <p>PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in</p>	<p>STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA),</p> <p>STATE OF HARYANA (DISTRICT: GURGAON)</p>
17	GANGTOK	24	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANTOK – 737 102 SIKKIM</p> <p>PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in</p>	<p>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</p>
18	GUWAHATI	04	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM</p> <p>PH.OFF: 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in</p>	<p>STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)</p>

19	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOONNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795 001 MANIPUR PH.OFF: 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)
23	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGOUR, PALI, PRATAPGARH, RAJSAMAND,SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)

24	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
26	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROPUR, FARIDKOT, MOGA)
28	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA – 797 001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
29	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

30	KORAPUT	44	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA</p> <p>PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckorapat@ignou.ac.in</p>	<p>STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH),</p> <p>STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)</p>
31	LUCKNOW	27	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH</p> <p>PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in</p>	<p>STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)</p>
32	MADURAI	43	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU</p> <p>PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in</p>	<p>STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)</p>
33	MUMBAI	49	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI – 400 081</p> <p>PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmumbai@ignou.ac.in</p>	<p>STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)</p>
34	NAGPUR	36	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033</p> <p>PH.OFF: 0712-2022000 FAX : EMAIL : rcnagpur@ignou.ac.in</p>	<p>STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)</p>

35	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM – 403 521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)
37	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 FAX : EMAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF: 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD - 742 225 WEST BENGAL PH.OFF: 03483-271555 / 271666 FAX : EMAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)

41	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
42	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)

47	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
48	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA - 520 001 ANDHRAPRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
51	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF KERALA (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, WAYANAD) <i>Note: Currently under Cochin RC.</i>

LIST OF STATE CODES

Code	Description
State Code	
01.	Andhra Pradesh
02.	Anadaman & Nicobar Islands (UT)
03.	Arunachal Pradesh
04.	Assam
05.	Bihar
06.	Chandigarh (UT)
07.	Delhi
08.	Goa
09.	Gujarat
10.	Haryana
11.	Himachal Pradesh
12.	Jammu & Kashmir
13.	Karnataka
14.	Kerala
15.	Madhya Pradesh
16.	Maharashtra
17.	Manipur
18.	Meghalaya
19.	Mizoram
20.	Nagaland
21.	Orissa
22.	Punjab
23.	Rajasthan
24.	Sikkim
25.	Tamil Nadu
26.	Tripura
27.	Uttar Pradesh
28.	West Bengal
29.	Dadra & Nagar Haveli, Daman & Diu (UT)
30.	Lakshadweep (UT)
31.	Pandicherry (UT)
32.	C/o 56 APO
33.	C/o 99 APO
34.	Learners Abroad
35.	Chattisgarh
36.	Jharkhand
37.	Uttarakhand

LIST OF BOARD CODES (FOR 10+2)

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1.	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term-end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin Code

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

5. Fee details:-

(The fee for obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

No. of Course(s):..... × Rs. 100/- = Total Amount:

Demand Draft No.: Date

Issuing Bank:

6. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belong to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form duly filled-in may be sent to the following address except CPE & DPE programmes:

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharastra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharastra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati - 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

8. For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Purpose for which:
transcript is required

5. Fee detail:-

Fee for the official transcript:-

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 500/- for SAARC countries & 50\$ for Non-SAARC countries per transcript, if required to be sent to the Institute outside India by the University. (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 200/Rs. 500/- Total Amount: Rs.....
required

Demand Draft No.:..... Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)

.....

.....

.....

Date:

(Signature of the student)

The filled in form with the requisite fee is to be sent to:-

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.

Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as per the number of transcripts required.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Fee detail:-

(The fee for duplicate grade card is Rs. 150/- which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

Demand Draft No.:..... Date:

Issuing Bank:

Date:

(Signature of the student)

The filled in form with the requisite fee is to be sent to:-

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form)

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Month and Year of the Examination:

5. Examination Centre Code :

6. Address of the Examination Centre :

.....

7. Courses, in which re-evaluation sought	COURSE CODE	MARKS/GRADE OBTAINED
-------------------------------------------	-------------	----------------------

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

8. Fee detail:-

(The fee for Re-evaluation of answer scrip is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 500/- Total Amount: Rs.....

Demand Draft No.:..... Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, Please mention **‘APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS’**
7. Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharastra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharastra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati - 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-ENDE EXAMINATION

(Rules & Regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form)

1. Name:

2. Programme: Enrolment No:

3. Address:
.....
..... Pin

4. Reason for early declaration of result:
(Enclose a copy of documentary evidence specifying the reason for early declaration)

5. Course(s) detail for early evaluation:

Sl. No.	COURSE CODE	DATE OF EXAMINATION
1.
2.
3.
4.

6. Exam Centre details, from where you have to appear/appeared at Term-end Examination:-
Exam. Centre Code: Address of Exam. Centre:
.....
.....
.....

7. Fee detail:-
(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of Course(s): × Rs. 700/- Total Amount: Rs.....
Demand Draft No.:..... Date:
Issuing Bank:

Date: (Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai - 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharastra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road Pune-411016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharastra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati - 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

APPLICATION FORM FOR IMPROVEMENT IN DIVISION CLASS

1. Name : _____

2. Programme : Enrolment No:

3. Address: _____

Pin:

4. Term-end examination, in which programme completed June/December: _____

Total marks/Overall point grade obtained *Percentage obtained*

.....
(Please enclose photocopy of the statement of marks/grades card)

5. Course(s) in which improvement is sought:-

<u>S.No.</u>	<u>Course Code</u>	<u>S.No.</u>	<u>Course Code</u>
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____		

6. Fee details:-
(The fee for Improvement in Division is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi').

No. of Course(s) × Rs. 500/- = Total Amount

Bank Draft No. Date

Issuing Bank

7. Term-end examination, in which you wish to appear: - June/December

8. Examination centre details, where you wish to appear in term-end examination:-

Examination Centre Code: City/Town:

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class.

Date

Signature:

Place

Name:

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

1. *The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have complete the programme. The eligibility is as under:*
 - a) *The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.*
 - b) *The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.*
2. *Only one opportunity will be given to improve the marks/grade.*
3. *The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.*
4. *Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.*
5. *Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.*
6. *No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.*
7. *After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.*
8. *In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination in which students appeared for improvement.*
9. *Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.*
10. *On the top of the envelop containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS".*
11. *Application form must reach within the prescribed dates at the following address:*

***The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi – 110 068.***

6. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

Important Note: “*Application form should be submitted to the Regional Director in whose jurisdiction, the Programme Centre falls*”.

Submission of the Application Form

The application form for admission enclosed in the Students Handbook and Prospectus is to be filled in carefully.

Please write the relevant code in the boxes provided in the application form and submit to the Regional Director Concerned.

Filling the Application Form

Please use block letters when filling in the form. The learners are requested to enclose the **Photocopies of the following Document duly attested by a Gazetted Officer along with the application form for admission:**

1. High and Higher Secondary/Sr. Secondary School Certificate indicating the date of birth.
2. Degree and mark sheets of Graduation and onwards examination
3. Category Certificate, if applicable.

Blank

Dates for Submission of Exam Forms				
FORJUNE/TEE	LATEFEE	FORDECTEE	LATEFEE	SUBMISSION OF EXAM FORM
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee Rs. 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

Examination fee per course is **- Rs. 60/- (Examination fee once paid will not be refunded/adjusted in any case)**
 Examination form to be submitted at **- Regional Centre under which your examination centre falls**
 Demand draft to be made in favour of **- IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____ (with STD code)

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
 STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
 COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____ (Signature & Stamp of Co-ordinator/Incharge)
 Date _____ Study Centre/PSC/PI/Community College

Employment Certificate
(To be provided by the Principal/Headmaster/Headmistress)

This is to certify that Mr./Ms. has been teaching in this School since as Post Graduate/Graduate/Primary/Assistant Teacher teaching at Sr. Sec./Secondary/Primary level and he/she is a full time temporary/permanent teacher of this school. He/She has years of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognised by the central or a state government or a union territory.

Place : Signature of Principal/Headmaster/Headmistress
Date : Name :
Designation :
Name of the school :
Registration No. of the school :
Address of the school :
.....
(Seal /Stamp)

Category Certificate (I)

(i) SC/ST Candidates

This is to certify that Mr./Ms./Mrs.son/daughter/wife of Shri of Village Town Distt. State/U.T. belongs to Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution.

(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956).

Mr./Ms./Mrs. and his/her family reside in Village/Town District State/U.T.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : Signature
Date : Seal/Stamp

Category Certificate (II)

(ii) OBC Candidates (only non-creamy layer)

This is to certify that Mr./Ms./Mrs.son/daughter/wife of Shri of Village Town Distt. State/U.T. belongs to Caste who are eligible for availing the benefits as per Central list of 5 to 13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & Empowerments as modified from time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).

Mr./Ms./Mrs. and his/her family reside in Village/Town District State/U.T.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : Signature
Date : Seal/Stamp

Certificate

This certificate duly filled-in and signed is to be submitted to the Regional Centre concerned after receiving the letter of offer for admission to B.Ed. after entrance test.)

I hereby undertake that the school will provide facilities to Mr./Ms. needed for carrying practical work for the B.Ed. programme. This school is Secondary/Higher/Senior Secondary School.

Place : Signature of Principal/Headmaster/Headmistress
Date : Name :
Designation :
Name of the school :
Address of the school :
.....
(Seal /Stamp)