

Diploma in Critical Care Nursing

Student Handbook and Prospectus 2011



School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi

Student Handbook and Prospectus 2011 for Diploma in Critical Care Nursing

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Indian Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institutions vide UGC Circular No. F.1-52/2000(CCP-II) dated 5th May, 2004, AIU Circular No. EV/II(449)/94/176915-177115 dated January 14, 1994 & AICFTE Circular No. AICTE/Academic/MoU-DEC/2005 dated May 13, 2005.

An electronic version of the Prospectus and Application Form is also available on the IGNOU website i.e. www.ignou.ac.in

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

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1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985. Since its establishment, IGNOU has contributed significantly to the development of higher education in the country through the Open and Distance Learning (ODL) mode. IGNOU is also offering oncampus regular programme. Today, it serves the educational aspirations of over 3.0 million students in India and 36 other countries through the twenty-one Schools of Studies and a network of 62 regional centres and around 67 overseas centres. The University offers about 535 certificate, diploma, degree and doctoral programmes, with a strength of around 420 faculty member and academic staff at the Headquarters and regional centres and about 36,000 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others. As a world leader in distance education, it was conferred the Centre of Excellence Award in Distance Education in 1993 and the Award of Excellence for Distance Education Materials in 1999 by the Commonwealth of Learning (COL), Canada. In January, 2010 it was listed 12th in the webometric ranking of Indian Universities, based on the caliber of its presence on the internet.

Objectives

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

1.2 Prominent Features

Indira Gandhi National Open University has certain unique features such as:

- International jurisdiction.
- Flexible admission rules.
- Individualized study – flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on students needs 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 by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning 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 535 within a year.

1.4 The Schools of Studies

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies are currently 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 and Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer and 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 and Hospitality Service Management (SOTHSM)
- 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 and 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 (ACIIL)
- Chair for Sustainable Development (CSD)

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. These are launched with a view to fulfil the learner's needs 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 material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme 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 equivalent to 30 student study hours comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a four credit course involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme requires successful completion of both the assignments or internal assessment and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has established a network of about 3200 Study Centres throughout the country. These are coordinated by 62 Regional Centres and 67 overseas centres as on date. At the Programme Study Centres, learner get an opportunity to interact

with the Academic Counsellors and other learners, refer to books in the library, watch/listen to video/audio cassettes, interact with the Coordinator on administrative and academic matters and finally at headquarters through teleconferencing. The list of Regional Centres is given in Appendix IV.

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 pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

- a) **Self Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers, IGNOU Open letter and university website.

- c) **Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located, 75% attendance is compulsory.
- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the study centres. The learner will have to go to the nearest centre at the scheduled time for taking benefit of this facility.
- e) **Practicals / Work:** Some Programmes have practical/project components also. Practical is held at designated institutions for which schedule is provided by the Study Centres, 90% attendance at practicals is compulsory.
- f) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. In a significant gesture, EMPC has been identified as the coordinating and transmitting agency. Regular transmission of educational programmes from the EMPC studios started on January 10, 2000. The Channel is providing educational programme on a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channel through different Cable Operators in the Country for wider outreach. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels, namely, GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/

CIET, Directorate of Adult Education, IITs and other educational/developmental organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break through DTH service.

Please ask your cable operator to provide this channel. The telecast schedule of Gyan Darshan is published in IGNOU Open letter are also available on IGNOU website:<http://www.ignou.ac.in>

- g) **Gyan Vani:** IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 17 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>
- h) **Interactive Radio-counselling:** Interactive Radio-counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

IGNOU Website

At Website: <http://ignou.ac.in>, the following useful information is available:

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignments of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT.
- List of study centres and regional centres.

1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tier system of evaluation.

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
- 3) The term-end examinations
- 4) Project works

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December.

IGNOU uses the following system of “Grading” for evaluating learners’s achievement

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

For Bachelors’ and Masters’ degree programmes, normally the system of numerical marking is followed, and the marks secured in assignments, TEEs, etc. are later converted into grades as per the five-point grading scale given above. However, if required by the learner, the university provides numerical marks and division (I, II or Pass). For all nursing programmes numerical marking is followed:

Term-end Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June & December. Students will be permitted to appear in term-end examination subject to the conditions that 1) registration for the courses, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Examination fee @ Rs. 60/- per course is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

1.11 Associate Studentship

The University has a scheme of ‘Associate Studentship’ which provides for a candidate who fulfils the minimum eligibility requirements for the programme under which the course(s) is/are offered, to register for only one course or a limited number of courses, subject to a minimum of 8 credits and maximum of 32 credits. An Associate Student is attached to a Study Centre for counselling, assignment evaluation library facility, etc. The application form provided at the end of the Prospectus (See Application Form given page No. of this prospectus) can be used for registration. A fee of Rs. 600/- per 8 credit course, or part thereof plus Rs.100/- as registration fee is charged for admission to course(s) under BA, B.Com, B.Sc., BSW and BTS programmes. For the rest of the programmes the fee will be charged on pro-rata basis, i.e., by dividing the programme fee by the number of courses in the programme, plus Rs.100/- as registration fee.

The minimum and maximum period allowed to Associate students for completion of their course(s) would be **six months** and **two years**, respectively. There will be no separate counselling or lab work schedule for the associate students. They will have to be in touch with the Study Centre concerned in order to know the schedule and participate in the sessions accordingly. Minimum period of six months would be allowed, if the courses opted by the students are up to 16 credits. If the option exceeds 16 credits, the minimum period would be one year.

Associate students would be permitted to seek admission in any of the admission cycles and to opt the courses that are on offer either in January or July cycle. However, no counselling and/or lab/practicals would be conducted separately for the Associate Students. In such a case the students would be allowed to avail the counselling/practical session in the next semester and accordingly the minimum duration would be extended to another six months. However, the maximum duration of two years would remain unchanged.

If an Associate student opts for more than 16 credits worth of courses in either of the admission cycles, s/he is not entitled to seek admission in the next cycle unless the prescribed minimum duration is completed, except in the courses of Certificate Programmes.

Associate Students are not eligible to seek admission to the courses under the Programmes where the number of seats are limited and/or the admission is done through Entrance Test.

Change of course is not permitted under the Associate Studentship scheme

Similarly re-admission facility is not extended to associate students. Separate Enrolment Number i.e., 'AS ' would be allotted to such students. **The filled-in forms of 'Associate Studentship' are to be sent to the Regional Director concerned.** Forms received by any other Office than the Regional Centre concerned would be summarily rejected.

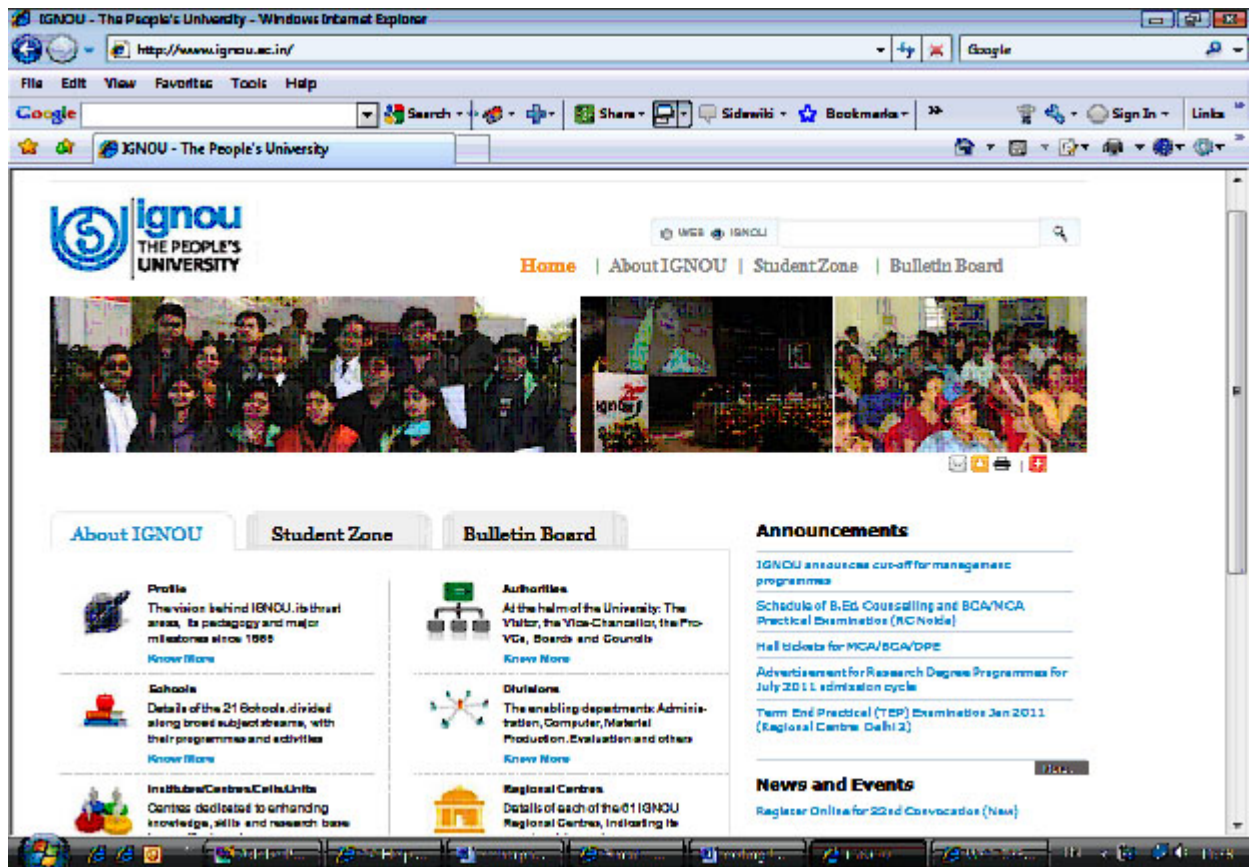
1.12 On-Demand Examination

The University has a scheme of 'Associate Studentship'.

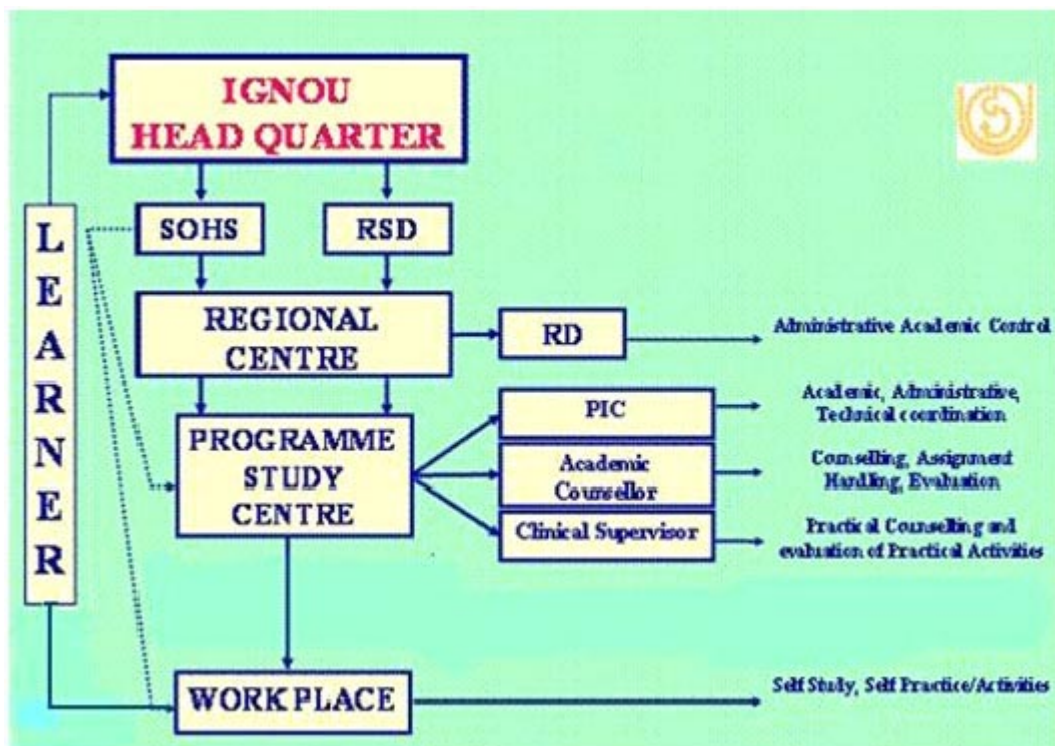
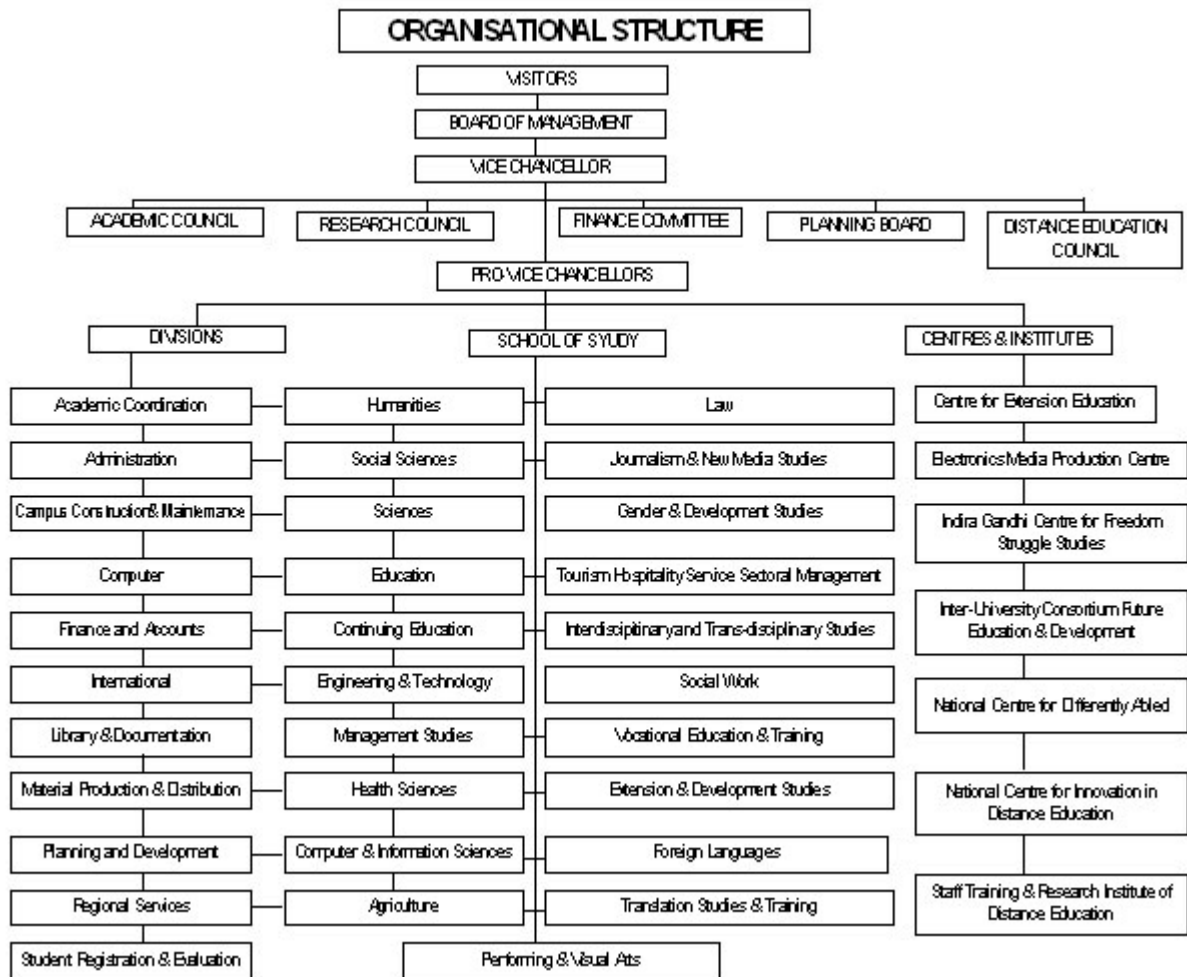
The Facility of On-Demand Exams ~

IGNOU provides facility of On-Demand examination to its bonafide and eligible students to appear for examination in several courses as per their convenience and preparation without waiting for six monthly term-end examination. If for any reason a student failed at or failed to appear at termend examination or needs to clear any course for career advancement or any other kind of progress before the next available term-end examination, he/she may register for On- Demand Examination On-line from anywhere at any time. The facility of On-Demand Exam is available at selected Regional Centres of IGNOU in different parts of the country.

For details about On-Demand-Examination, visit The IGNOU Website www.ignou.ac.in *OR* Contact any of the Regional Centres of IGNOU *OR* Contact the Coordinator, On-Demand Exam, NCIDE, G-Block, New Academic Complex, IGNOU, Maidan Garhi, New Delhi - 110068. Phone: 011-29573068, 29573069 *OR* e-mail: odexam@ignou.ac.in *OR* Contact the Registrar, Student Evaluation Division, Block-12, IGNOU, Maidan Garhi, New Delhi-110068, Phone:011-29535828, 29532482.



Web page of IGNOU Website



2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up in 1991 with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in medical programmes include hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. Similarly, in the field of nursing, programmes are being developed so as to revolutionize career opportunities available to nursing personnels. To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children's Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like 'ACTS Ministries', Association of Rural Surgeons of India (ARSI), Narayana Hrudayalaya, Trained Nurses Association of India (TNAI) and Nursing Institutes in Seychelles, Nepal Nursing Council and Partner Institute at DOHA.

Ongoing Programmes

- Ph.D Programme in Nursing
- Post Basic Bachelor of Sciences in Nursing (B.Sc.(N) (PB)
- B.Sc (Hons.) in Optometry & Ophthalmic Techniques
- Post Graduate Diploma in Maternal & Child Health (PGDMCH)
- Post Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in Clinical Cardiology (PGDCC)
- PG Diploma in Acupuncture (PGDACP)
- Diploma in Nursing Administration (DNA)
- Post Graduate Certificate in Oral Implantology (PGCOI)
- Post Graduate Certificate in Endodontics (PGCE)
- Certificate in Health Care Waste Management for South-East Asian Countries (CHCWM)
- Certificate in Competency Enhancement for Auxiliary Nurse Midwife/Female Health Worker (ANM/FHW)
- Certificate in Maternal and Child Health Care (CMCHC)
- Certificate in Newborn and Infant Care (CNIC)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate in Home based Care Providers (CHBCP)

3. DIPLOMA IN CRITICAL CARE NURSING

Due to the unprecedented growth of speciality and super speciality hospitals in govt. and corporate sector in the country, there is a rise in number of critical care units to meet the health care needs of critically ill patients. The unstable nature of critically ill patients and the use of wide variety of technological knowledge and devices in diagnosis, treatment and care of critically ill patients, focuses on the need for specialized nursing care. Registered Nurses at Diploma and B.Sc. Nursing level are prepared as generalist nurses to provide general care to the patients in hospital and community. They require additional qualification to be able to work in various critical care settings. The diploma programme in critical care nursing will equip the nursing professionals with advanced knowledge and skills to provide quality need based care to the patients and family in variety of critical care setting, enable them to function as nurse specialists and nurse practitioners in critical care settings and will help them to meet specialized health care needs of critically ill patients thus preventing the mortality and morbidity from life threatening situations to a large extent.

This Programme will cater to the training requirement of unreached population of our country because more than 90% of Nursing Professionals are women. They have multiple personal and professional responsibilities and it is difficult for them leave the work place for a long time.

Programme Objectives

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the Critically ill patients.
- Develop and apply advanced Nursing care knowledge in Critical Care settings.
- Acquire proficiency in applying advanced skills in Caring Critically ill patients
- Function as Critical Care Nurse Specialist and Practitioner.
- Educate Nursing Professionals in Critical Care Nursing.

Programme Structure

The University follows the credit system for its various degree programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus a four credits course involves 120 study hours and an eight credit course involves 240 student study hours. To complete the Diploma in Critical Care Nursing successfully, you will have to earn 32 credits (over a period 1 Year to 3 years) depending on your convenience.

The Diploma in Critical care nursing is one year Diploma Programme. The programme compromise two theory and two practicals courses. The Programme structure is given in Table 1.

Total Credits	:	32	
Theory	:	12	(Two Courses)
Practical	:	20	(Two Courses)

All the courses are compulsory for the students who want to obtain Diploma in Critical Care Nursing.

Table 1: Programme Structure

Course Code	Course Title	Credits	Hours	Counselling Hours	Self Study Hours	Assignments
Theory Courses						
BNS-031	Concept and Principles in Critical Care Nursing	6	180	27 (14 session)	153	2
BNS-032	Nursing Management in Critical Care Condition	6	180	27 (14 session)	153	2
Practical Courses						
Course Code	Course Title	Credits	Hours	Counselling Hours	Self Study Hours	Assignments
BNSL-033	Clinical Nursing Practice in Critical Care -I	12	360	180 (25 session)	180	Self and Supervised Activities
BNSL-034	Clinical Nursing Practice in Critical Care -II	8	240	120 (15 session)	120	Self and Supervised Activities

3.1 Academic Session

The academic session for Diploma in Critical Care Nursing will be July initially.

3.2 Admissions

The admissions for Diploma in Critical Care nursing will be made once a year. The candidates will be admitted after an advertisement all over the country in reputed newspapers. The applications should be made on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website www.ignou.ac.in.

The candidates will be selected regional centre wise on the basis of minimum qualification (eligibility criteria) and reservation policy of IGNOU. Regional centres will allot the Programme Study Centre (PSC) to the students.

If the number of candidates in a regional centre exceeds the maximum required number of 30 students per PSC the students can be allotted other PSC as per the option given in application form.

3.3 Eligibility

In services Registered Nurses (RN) and (RNRM) at all levels (Diploma in General Nursing and Midwifery (GNM) and/or B.Sc. in Nursing / M.Sc. Nursing.)

3.4 Age of Admission

There is no maximum age limit.

3.5 Duration of Programme

The minimum duration of the programme is one year. However, the students are given a maximum period of three years to complete the programme from the date of registration. After which the student have to apply for readmission paying the prorata fee for each incomplete course of theory.

3.6 Medium of Instruction

English

3.7 Selection Procedure

The selection of learners will be made on the basis of minimum qualification (eligibility criteria).

If the number of candidates exceeds the maximum required number of 30 students per PSC, the students can be allotted other PSC as per the option given in application form.

The candidates who are offered admission are required to show their original certificates to the Regional Director to confirm their admission. Details regarding the above can also be obtained time to time from the IGNOU website www.ignou.ac.in, school of health sciences, 'whats new'. or phone no. 011-29532231, 011-29572807.

3.8 Programme Fee

Programme Fee: Rs. 4,000/- per annum.

Candidate seeking admission to Diploma in Critical Care Nursing are advised to pay the fees along with the filled-in application form.

The programme fee should be paid only by Demand Draft drawn in favour of IGNOU and payable at the city code. On the back of Demand Draft to ensure proper credit to your account.

3.9 Programme Delivery

The Programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in INC recognized College of Nursing/ Schools of Nursing and speciality and super speciality hospitals as criteria developed by the school.

Face to face Academic Counselling is conducted at PSC by Academic Counsellors and Practical are supervised by Clinical Supervisors attached to the PSC in the clinical area (i.e., teachers who are teaching in College stages, School of Nursing/Hospital). In addition learner do self-activities at their own workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be attached to recognised PSCs all over the country. A maximum of 30 students will be attached to a programme study centre. However, to accommodate the OBC candidates as per the directives of MHRD, the number of candidates per centre may be increased to 7/8. The students are expected to undergo compulsory contact sessions planned as per the schedule

prepared by programme incharge of PSC. The skills learnt in these programme study centres have to be practiced at the work centres. The work centres are the clinics/hospitals where a student is working. Kindly make sure that you have a work centre where you can practice your skills.

4. 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 the year of registration.

4.1 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. The form is to be submitted to the Registrar SRD, IGNOU, Maidan Garhi, New Delhi 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.

4.2 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 afresh and go through the admission process again.

4.3 Re-admission

The students who are not able to clear their programme within the **maximum duration** allowed can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration	Re-admission Period
Certificate Programmes	6 months	6 months
Diploma Programmes	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centres and also in the website for the courses which they have not been able to complete. For further details, please see the website www.ignou.ac.in

The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

4.4 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non creamy layer of OBCs, War widows, Kashmiri migrants and Physically Handicapped learners, as per the Government of India rules, for various programmes of the University. Wherever the reserved seats remain vacant, the same will be filled by the general category students who are waitlisted.

4.5 Scholarships and Reimbursement of Fee

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

Physically Handicapped learners admitted to IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

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

4.6 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.

4.7 Study Material and Assignments

The University sends study materials and assignments, wherever prescribed, to the students through Regional Centres or 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, 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. In case non-receipt of study material students are required to write to concerned Regional Centre IGNOU.

4.8 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of study centre which is dispatched along with the study material. 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 Division, Maidan Garhi, New Delhi-110 068. **Requests received directly at SRD, New Delhi will not be entertained. The form for 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 Study 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 the subject s/he has chosen, at the new centre 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 Study Centre is not permissible in programmes where practical components are involved.

4.9 Change of Region

When a learner wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to. Further, s/he has to obtain a certificate from the Coordinator of the Study Centre from where s/he 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, s/he 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.

4.10 Counselling and Examination Centre

All study centres, Programme study centres, 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.

4.11 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Examination Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/-.

4.12 Disputes on Admission and Other University Matters

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

4.13 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.

4.14 Term-end Examination

The learners can appear in the **June as well as December** Term-end examination, after a minimum one year of completion of programme.

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. The Diploma in Critical Care Nursing students can appear in TEE after one year of enrolment. Submission of assignments and practical work is a prerequisite for appearing in TEE including counselling session.

Examination Fee

Examination fee of ₹60/- per course (subject to any change) 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 from 1st March (for June TEE) & 1st September (For December TEE).

Examination Centre

A student is required to fill the examination centre code in the examination form. For this purpose the students are advised to go through the list of programme study centres available in the Student Handbook and Prospectus. **In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code.** However, examination centre chosen by a student if is not activated, the University will allot another examination centre under the same Region.

Date of Submission of Examination Forms

Also refer reverse of Examination Form.

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1st March to 31st March	1st Sept to 30th Sept	Nil	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
1st April to 20th April	1st Oct to 20th Oct	Rs.300/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068 or concerned Regional Centre)
16th May to 28th May	16th Nov to 26th Nov	Rs.1000/-	

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

- remain in touch with your Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
- fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 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 atleast two week before the commencement of Term-end Examination the same could 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 students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

4.15 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian 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. (See Annexure-I, II & III).

PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost. However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, SOCIS (Tele: 2953 3426)
2. Registrar (SRD) (Tele: 2953 2741)
3. Registrar (SED) (Tele: 2953 5828)
4. Director (RSD) (Tele: 2953 2118)
5. Director (SSC) (Tele: 2953 5714)
6. CPRO (Tele: 2953 2321)
7. Security Officer (Tele: 2953 3237)
8. Deputy Registrar (SRD) (Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588, 29532312.

Email : ignouregistrar@ignou.ac.in

Website: <http://www.ignou.ac.in>

Note : Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging prohibited. If any incident of ragging comes to the notice authority the concerned student shall be given liberty.

PRE-ADMISSION ENQUIRY

If you have any queries on academic aspects of the programme please contact:

Programme Coordinator

Prof. Pity Koul, SOHS

Indira Gandhi National Open University
Maidan Garhi New Delhi - 110068
e-mail : pkoul@ignou.ac.in

If you have any query regarding admission procedures please write to Regional Director of your region.

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Schedule/Information regarding Exam Form, Entrance Test, Date-sheet, IGNOU Hall Ticket	Assistant Registrar (Exam-II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.: 2202, 2209
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in or Ph: 29536103, 29535924-32/ Extn: 2211, 1316
5.	Non-reflection of Assignment Grades/Marks	Dy. Registrar (Assignment), SED Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignment@ignou.ac.in Ph.: 29535924/ Extn.: 1312, 1319, 1325
6.	Change of Elective/Medium/Opting of left over electives/Deletion of excess credits	Concerned Regional Centre
7.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi-68 convocation@ignou.ac.in Ph.: 29535438, 29535924-32/ Extn.: 2224, 2226
8.	Student Grievances (online) Block-3, Room No. 13, IGNOU	Asstt. Registrar (Student Grievance) SED, Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph.: 29532294, 29535924
9.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
10.	Academic Content	Director of the School concerned
11.	Approval of a Project Synopsis School	Project Coordinator in the Concerned
12.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, BLOCK-12, IGNOU, Maidan Garhi, New Delhi-68 Telephone Nos.: 29535924-32 Extn.: 2216
13.	Submission of BCA & MCA,	Concerned Regional Centre
14.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

Appendices

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

No.F.1-52/2000(CPP-II)
5th May, 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES

Sir/Madam,

There are a number of Open Universities in the country offering various degrees/diplomas through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter No.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F.1-25/93(CPP) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No.1-52/97(CPP-II) dated 31st January, 2004 is enclosed. The details are also given in UGC Website: www.ugc.ac.in

May I, therefore request you to treat the Degrees/Diplomas/Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,

Sd/-

(Dr. (Mrs.) Pankaj Mittal)
Joint Secretary

Copy to:

- 1) The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-100 011
- 2) The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110 002
- 3) The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110 002
- 4) The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110 002
- 5) The Secretary, Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110 068
- 6) The Vice-Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
- 7) The Vice-Chancellor, Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500 033
- 8) The Vice-Chancellor, Nalanda Open University, West Gandhi Maidan, Patna-800 001 (Bihar)
- 9) The Vice-Chancellor, Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380 003 (Gujarat)
- 10) The Vice-Chancellor, Karnataka State Open University, Manasagangotri, Mysore-570 006 (Karnataka)
- 11) The Vice-Chancellor, Yashwant Rao Chavan Maharashtra Open University, Nashik-422 222 (Maharashtra)
- 12) The Vice-Chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota- 324 010 (Rajasthan)
- 13) The Vice-Chancellor, Netaji Subash Open University, Kolkata-700 020 (West Bengal)
- 14) The Vice-Chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462 010 (M.P.)

Sd/-

(V.K. Jaiswal)
Under Secretary

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

D.O.No.F.1-25/93(CPP-II)
28 July, 1993

R.P. GANGURDE
Additional Secretary
Tel.: 3319659

Dear Vice Chancellor,

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of student among open universities and among traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangement so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

Sd/-

(R.P. GANGURDE)

To:

All the VCs as per list attached and copy to AIU

**ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110 002**

Phones: 3312305, 3313390
3310059, 3312429

Gram:ASINGU
Telex: 31 66180AIU IN
Fax: 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)
MemberUniversities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by OpenUniversities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities directly.

Thanking you,

Yours faithfully,
Sd/-
(K.C. KALRA)
Joint Secretary

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**LIST OF REGIONAL CENTRES (RCs) OF IGNOU**

SL. NO	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	DR. K. S. CHAKRABORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	DR. SRIKANT MOHAPATRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE-OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@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)
3	19	AIZWAL	DR. S. R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	DR. A. N. TRIPATHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120/2701365 0571-2402147 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, RAMPUR)

5	13	BANGALORE	DR. B. M. AGARWAL REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	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)
6	82	BHAGALPUR	DR. U.C. PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 08292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	DR. K. S. TIWARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	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)
8	21	BHUBANESHWAR	DR. S. K. TRIPATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DIS- TRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

9	06	CHANDIGARH	DR. ASHA SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: PATIALA, MOHALI, RUPNAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	DR. S. MOHANAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	DR. K. S. D. NAIR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochoin@ignou.ac.in	STATE OF KERALA (DIS- TRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	DR. S. S. SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@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	31	DEHRADUN	DR. ANIL KUMAR DIMRI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200/2789180 0135-2789205,0135-2665317 0135-2789190 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 (DIS- TRICT: SAHARANPUR, MUZAFFAR NAGAR, BILNORE)
14	07	DELHI 1	DR. SANJEEV PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082/26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTEN- SION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	DR. NEETA KAPAI REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374/23392376/23392377, 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	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)
16	38	DELHI 3	DR. M. K. DASH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939/25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM) STATE OF SIKKIM (DIS-

17	24	GANGTOK	DR. ILA DAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	TRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	DR. (MRS) VARDHINI BHATTACHARJEE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	DR. B. RAJAGOPAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP-CHAN DIMANDIR	COL. DEBASHISH ROY REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	COL. KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND

22	51	IAEP- KOLKATA	COL. JASWINDER SINGH REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	BRIG K.K. SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ CENTRAL COMMAND-GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
24	54	IAEP - PUNE	COL. G.K. CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION HQ SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP- UDHAMPUR	LT. COL. ANAND SWAROOP PAUL REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545, C/O 56APO, HQ NORTHERN COMMAND, UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP- SHILLONG	MAJOR N.S. INGLE REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTHAOC IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
28	74	INEP - KOCHI	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP-MUMBAI	CAPTAIN V.S. BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP- NEW DELHI	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG REG CENTRE DIRECTORATE OF NAVAL EDUCATION, INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI-110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP- VISAKHAPATNAM	CAPTAIN M. GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

32	03	ITANAGAR	DR. S.J. NEETHIRAJAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536/2247538 0360-2247535, 0360-2247537 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)
33	41	JABALPUR	DR.MASOOD PARVEEZ REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	DR. S. N. AMBEDKAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 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, KARAU LI, KOTA, NAGAUR, PALI)
35	12	JAMMU	ER. K. K. BHAT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

36	37	JORHAT	DR. MAGUNI CH BEHRA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	DR. ASHOK SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514/2260075 0184-2254621, 0184-2255738 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)
38	22	KHANNA	DR. SANTOSH KUMARI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238632, 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	DR. T. IRALU REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR. SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
40	28	KOLKATA	DR. SUJIT KUMAR GHOSH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850/23589323 033-23592719/23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)

41	44	KORAPUT	DR. ABHILASH NAYAK REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982/251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DIS- TRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120/2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	DR. M. SHANMUGHAM REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387/2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	DR. M. RAJESH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159/25635540/25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	DR. P. SIVASWAROOP REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14 HINDUSTAN COLONY, AMARAVATI ROAD NAGPUR-440033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

46	39	NOIDA	DR. GULAB JHA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	DR. M.S. PARTHASARATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	DR. Q. HAIDER REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 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)
49	02	PORT BLAIR	SH.S.SRINIVAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

51	50	RAGHUNA- THGANJ	DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	DR. H. SANGEETA MAJHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	DR. P. ASHOK. KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DIS- TRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	DR. GN. SHIV KUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 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)
55	18	SHILLONG	DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG, SHILLONG-793014 MEGHALAYA, 0364-2521117/2521271 0364-2521271/2252252/2521271 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)

56	11	SHIMLA	DR. D. B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612/2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	DR. YONAH BHUTIA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C. BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	DR. MIRZA NEHAL AHMED BAIG REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	DR. B. SUKUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP. PRS HOSPITAL KILLIPPALEM, KARAMANA (PO) TRIVANDRUM - 695002 (M) 09447500581 rctrivandrum@ignou.ac.in	STATE OF KERALA (DIS- TRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	DR. MANORMA SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622 0522-2364893, 0542-2369629 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)

61	83	VATAKARA	DR. S.J. NEETHIRAJAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PO) VATAKARA, KERALA-673104 0496-2525281/0944630311 rdvatakara@gmail.com	STATE OF KERALA (DIS- TRICT: CALICUT, KANNUR, KASARAGOD WAYANAND)
62	33	VIJAYAWADA	DR. M. KRISHNAIAH REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V.HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

LIST OF PROPOSED PROGRAMME STUDY CENTRES FOR CRITICAL CARE NURSING

Sl. No	Name and Address	PSC Code
1	Govt. College of Nursing Thiruvanthapuram, Kerala	
2	Shrichitra Tirunal Institute for Medical Sciences And Technology Thiruvanthapuram, Kerala – 695011	
3	Govt. College of Nursing Gandhi Nagar P.O.Kottayam, Kerala	
4	College of Nursing Govt. Medical College and Hospitals, Aurangabad, Maharashtra	
5	College of Nursing Govt. Medical College and Hospital, Nagpur, Maharashtra	
6	Kolkata Institute and Research Centre	
7	Mission of Mercy Hospital and Research Centre 125/1 Park Street, Kolkatta – 700017	
8	College of Nursing Sir J.J group of Hospitals Byculla, Mumbai 400008	
9	College of Nursing, Sion Hospital, Mumbai	
10	College of Nursing CMC Ludhiana	
11	Department of Nursing Administration Sheri-Kashmir Institute of Medical Sciences Soura Srinagar, Kashmir	1262
12	AMT School Govt. Medical College and State Hospital Karan Nagar, Srinagar, Kashmir	
13	National Heart Institute C- 49/50 East of Kailash, New Delhi -45	

Sl .no	Name and Address	PSC Code
14	College of Nursing Nizams institute of Medical Sciences Punjagutta, Hyderabad-500082	0113 P
15	St. Stephens Hospital Tis Hazari New Delhi	
16	University College of Nursing Faridkot Punjab	
17	Choithram College of Nursing , Indore, M.P	
18	Fortis Hospital B22, Sector 62, Noida, U.P. 1201301	
19	Fortis Fltj Lt. Ra.andhall Hospital, Aruna Asif Ali Marg, Vasant Kunj New Delhi-110070	

The centres are subject to change

LIST OF CODES

Appendix-VI

STATE CODE	
Code	Description
01	Andhra Pradesh
02	Andaman & 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	Pondicherry (UT)
33	C/o 99 APO
34	Learners Abroad
35	Chattisgarh
36	Jharkhand
37	Uttaranchal
EDUCATIONAL QUALIFICATION CODE	
Code	Description
001	Matriculation/SSC
002	10+2 or Equivalent
003	Diploma in Engineering
004	Graduation in Engineering
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	Doctoral or Equivalent
008	BPP from IGNOU
009	Bachelor of Library Information Science
010	Master of Library & Information Science
011	PG Diploma in Dietetics and Public Health Nutrition or Equivalent

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
(For credit to the account of Indira Gandhi National Open University, New Delhi)

CHALLAN FORM

Control No.

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Programme Code Region Code Bank & Branch Code Computerised No.

To be filled by the Candidate (To be filled by the Bank)

Programme Name

Year :

Session: (January/July)

Semester :

Enrolment No. (if already allotted)

Programme Fee Rs. _____

Late Fee Rs. _____

Any other Fee Rs. _____

Service Charges Rs. _____

Total Rs. _____

Amount in words (_____)

Name and Address of the Student

(City)

(State)

(Pin Code)

Signature of Guardian/Student

Seal of the Bank

Instructions to the Depositor

1. Two copies will be returned to the depositor out of which copy marked as "University's Copy" should be submitted to the Regional Centre along with Admission Application Form.

Banks & Branches designated to collect the fee in cash from IGNOU student

A - INDIAN BANK

1. **New Delhi**
106& 107 Aurbindo Place, Hauz Kha,
New Delhi-110016
011-26963543, 26562973

G-27, DDA Coomunity, Centre, Near Sonia
Cinema, Vikas Puri, New Delhi-110018
Ph.: 011-2597250

1336, Arya Samaj Road, Karol Bagh,
New Delhi-110005
Ph.: 011-25721486, 25739821

D-1/1, Rana Partap Bagh,
New Delhi-110007
Ph.: 011-27002540, 27231401

33, Partap Nagar, Mayur Vihar, Ph.-I
New Delhi-110092
Ph.: 011-22750845, 22757391
2. **Chennai**
41-42, First Main Road, Gandhi Nagar
Adyar, Chennai-600020
044-24912616, 24413430
3. **Hyderabad**
3-6-943/2A, 1st Floor, Narayanguda,
Hyderabad, Andhra Pradesh-500029
Ph.: 23224575, 23225373
4. **Pune**
495, Mantri Heights, Shaniwar Peth,
Pune, Maharastra-411030
Ph. 020-24452673, 24450907
5. **Patna**
P.B. No. 627, Jhauganj, Patna City
Bihar-800008
Ph. 0612-2265814
6. **Karnal**
Guru Tegh Bahadur Market, G.T. Road, Karnal,
Haryana-132001
Ph. 0184-2272139
7. **Thiruvananthapuram**
P.B. No. 45, Indian Bank Towers, M.G. Road,
Thiruvanthapuram, Kerala-695001
Ph. 0471-2461058, 2471378
8. **Pondicherry**
288, M.G. Road, Pondichery-605001
Ph. 0413-2336403, 2221299
9. **Ahmedabad**
P.B. No. 275, Mission Road, Bhandra,
Ahemdabad-380001
Ph. 079-25506641, 25506583
10. **Jaipur**
Mirza Ismail Road, Jaipur, Rajasthan-302001
Ph.: 0141-2366603, 2368204
11. **Chandigarh**
SCO 38-39, Madhya Marg, Sector 7C,
Chandigarh-160019
Ph.: 0172-2793225
12. **Mumbai**
11/12, Madhav Nagar, S V Road, Andheri (West),
Mumbai, Maharashtra-400058
Ph.: 022-26205900, 26205800
13. **Guwahati**
S.S. Road, Lakhotia, Guwahat, Kamrup Distt.,
Assam-781001
Ph.: 0361-2540529, 2548805
14. **Lucknow**
1-2, Ashok Mart, Lucknow, Uttar Pradesh-462001
Ph.: 0522-2280496, 2548805
15. **Bhopal**
473, Hamidia Road, Bhopal
Madhya Pradesh-462001
Ph.: 0755-2730045
16. **Shimla**
17, The Mall, Shimla, Himachal Pradesh-171001
Ph.: 0177-2658133
17. **Kolkata**
P.B.No.717,2/1, R.N. Mukharjee Road,
Shree Ram Chambers, Koldata,
West Bengal-700001
Ph.: 033-22482597, 22484325
18. **Bhubaneshwar**
32, Janpath, Ashok Nagar, Unit-II,
Bhubneshwar, Khurda Distt., Orrissa-751009
Ph.: 0674-2531645
19. **Bangalore City**
P.B. 9725, 10 K.G. Road, Bangalore
Ph. 080-22263162, 2223163, 22263164
20. **Khanna**
G.T. Road (Near Old Bus Stand), Khanna,
Ludhiana District, Punjab-141401
Ph.: 01628-334817
21. **Shillong**
G.S. Road Burra Bazaar, Shillong
East Khasi Hills, Meghalaya-793002
Ph.: 0364-2243408
22. **Agartala**
Amulya Market, Mandtribari Road, Agartala,
West Tripura Dist. Tripura
Ph.: 0381-2326642
23. **Siliguri**
Hill cart Road,
Air View Moor Siliguri

B - IDBI BANK

1. **Ahmedabad**
Lal Bungalow, Off. C.G. Road,
Ahmedabad-380006
Ph.: 079-26431902/1296
2. 23-25, Ruda Square, Nr. Judges Bungalow,
Bodakdev, Ahmedabad-380015
Ph.: 079-26872345, 268730024
3. Aishwarya Complex, Yash Kunj Society,
Prabhat Chowk, Ghatlodia, Ahmedabad-380061
Ph.: 079-27430337, 27430344
4. **Bangalore**
26/1 Sowbhagya Complex, 24th Mian,
5th Phase, J.P. Nagar, Sarraki Lake,
Bangalore-560078 :6595777, 26595800
5. IDBI House, 58 Mission Road,
Bangalore-560027
6. **Bhopal**
Plot No. 43, Opposite Rang Mahal,
New Market, T. T. Nagar, Bhopal-462003
7. **Bhubaneswar**
IDBI House, Janpath, Unit IX, Bhubaneswar-751022
Ph.: 044-2541695
8. **Chennai**
P.M. Towers, 37, Greams Road,
Chennai-600006
Ph.: 044-28292371/72n3n4
9. Soan Building, 37, C.P. Ramaswamy Road, Alwarpet,
Chennai-600018
Ph.: 044-24661204/7
10. Nelson Towers, New No. 15, Nelson Manickam
Road, Chennai-600029
Ph.: 044-23745802-05
11. **Cochin**
Near Padma Theater, M.G. Road,
Cochin-682035
Ph.: 0484-2382519-21
12. **Dehradun**
59/4, Rajpur Road, Dehradun-248001, Uttranchal
Ph.: 0135-2744477/2741225-27
13. **Hyderabad**
Mahavir House, Basheerbagh Square,
Hyderabad-500029
Ph.: 040-23260000, 23228517, 23222688
14. Plot No.9, Near L. V. Prasad Eye,
Hospital, J.R. House, Road No.2,
Banjara Hills, Hyderabad-500034
Ph.: 040-23548762n9i83
15. **Jaipur**
D24, Durlabh Niwas, C Scheme, Jaipur
Ph.: 0141-2367929/30/379955
16. **Kolkata**
Siddha Point, Ground Floor, 101 Park Street,
Kolkata- 700016
Ph.: 033-22175040/5003/5008
17. Mookerjee House, 17 Brabourne Road,
Kolkata- 700001
Ph.: 033-22437964/65/66/67
18. **Lucknow**
15, Ashoka Marg, Lucknow-226001
Ph.: 0522-2287104/105/287259
19. **New Delhi**
1/6 Siri Fort Institutional Area, Khel Gaon Marg,
New Delhi 110049
Ph.: 011-26499681-85
20. Surya Kiran Building, Ground Floor,
19, K.G. Marg, New Delhi-110001
Ph.: 011-23357800/01/02
21. J-13/17, Rajouri Garden, New Delhi-110027
Ph.: 011-25911478/82/83
22. Plot No. 8m C D Block. Local Shopping Centre,
Pitampura, Delhi-110034
Ph.: 011,27314623, 27312625, 27315629
23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,
New Delhi-11 0019
Ph.: 011-6231169/3415
24. Khasra No. 550, Vasant Kunj Road, Mahipalpur
Ph.: 011-26787116, 26787118
25. **Faridabad**
Ground Floor, SCO-99, Sector-16, Faridabad
Ph. : 0129-25225128/29,25225027
26. **Ghaziabad**
C-78, Raj Nagar District Centre,
Raj Nagar, Ghaziabad-201001
Ph.: 01220-24753000, 24755408/09
27. **Gurgaon**
Sikanderpur Brach, Mehrauli-Gurgaon Road,
Sikanderpur, Gurgaon-122002
Ph.: 0124-26357449 .
28. **Patna**
Kashi Palace Complex, Oak Bungalow Road,
Opp. Heera Palace, Patna
Ph.: 0612-2204141
29. **Pune**
Dynaneshwar Paduka Chowk,
Fergusson College Road, Pune-411004
Ph.: 020-25678585
30. Plot No. 128, Ground Floor, Blue Hills Avenue,
Kalyani Nagar, Nagar Road Yerawada, Pune-411 006
Ph.: 020-6612036/37/38 .
31. Rajas Apt, Plot No. 13, Abhimanshree Road,
Off Baner Road, Aundh, Pune-411007
Ph.: 020-25893535-36
32. **Ranchi**
Arjan Place, 5, Main Road, Ranchi-834001
Ph.: 0651-2315984, 2315971, 2315980

AFFIDAVIT BY THE STUDENT

I, _____ (full name of the student with admission/ registration/ enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as tagging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :

Address:

Tel.No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____
(month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____
(month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN
(To be submitted alongwith application form)

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201__

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

- Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
- Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code

Regional Centre Code

Study Centre Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

Address for Correspondence (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.

City

District

State

Pin Code

MOBILE NO.

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier FEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes. FEE ₹ 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of		Total Amount
Theory Courses	₹ × 60	
Practical Courses	₹ × 60	
Late Fee		
TOTAL		

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at (Regional Centre under which your exam centre falls)	

 SIGNATURE OF THE STUDENT
(within the Box only)

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	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	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 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 ₹ 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 - ₹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 Hal 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 _____

Date _____

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



Control No.....

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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-110 068



**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. 400/- 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. 400/- = 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 the number of transcripts required.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name :

Programme :

Enrolment No.

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

Address:.....

.....

.....

PIN :

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

Month and Year of the Exam :

Name of Exam Centre:

Centre Code :

Course, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE

Fee detail:

(The fee for Re-evaluation of answer script is Rs. 500/- 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. 500/- = Total Amount:

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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

(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 to 30th April for June Term-end Exam.
1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained	Percentage obtained
.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:	COURSE CODE	COURSE CODE
	1. _____	4. _____
	2. _____	5. _____
	3. _____	

6. Fee details:

(The fee for Improvement in Division/Class 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:

Demand 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:-

Exam. 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 & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed 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.
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 envelope 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-110068**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END
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 the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. 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 the City of Evaluation Centre)

No. of Course(s): × Rs. 700/- = Total Amount:

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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

**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 this purpose 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, belongs 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:

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. The 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-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

- 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.

To
The Regional Director

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

I have remitted all the dues towards the course fee and there is No change is my address given as follows :

Name and Address :
.....
.....
.....

Signature :
Date :

For Official Use

Date of despatch of study material/assignments to students

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

Month and year of last examination in which you have completed the Programme

Mailing Address

.....

.....

.....

(Please Enclose a copy of your complete grade card.)

Filled in Application Form should be sent to:

The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date

.....
Signature

Please read the instructions overleaf before filling up this form :

**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick () whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address

Signature

.....

Date

.....

..... PIN

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

Please mail this form to the Regional Director of your Regional Centre

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068
FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme _____ Examination for the following reasons:

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____

(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

Examination Passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

I Certify that the above entires made by the applicant are correct.

Signature of Regional Director
With Stamp

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY
OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE**

1. The form should be filled in duplicate legibly and signed by the candidate
2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER
OF THE VALUE OF RS. 10/- BEFORE A FIRST CLASS MAGISTRATE**

I _____ Son/Daughter of Shri _____
resident _____ of _____

do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

I have filed an F.I.R. with _____ Police Station _____ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

Deponent

Signature _____

Address _____

Verification

Verified _____ this _____ day of _____ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

Application Form for Issue of Migration Certificate

(To be filled in by the Applicant – Before filling in the form, see instruction on reverse)

1. Name :.....
2. Father's/Husband's Name :.....
3. AddressPin
4. Particulars of last examination

Examination Passed (Programme)	Year of Passing	Enrolment No.	Marks Obtained	Grades Obtained

5. Name of the Regional Centre and Study Centre in which the Candidate is attached
.....
6. Name of the University to which the Candidate wants to migrate
.....

Draft Details Amount Rs. _____ D.D. No. _____ Date _____ Bank Name _____ Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. _____
is correct as per scholar register.
2. He/She may be issued the Migration Certificate applied for _____
Date _____ Dealing Assistant _____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ Son/daughter/wife of _____
resident of _____
hereby solemnly declare that the Migration Certificate No. _____ dated _____
issued to me by the _____ to enable me to join _____
_____ University has been lost and I did not join any other University on the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

Please fill up the form and mail or submit in person the same along with copies of attested certificates to your concerned Regional centre within stipulated states mentioned in the Advertisement notification.

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Some intructions for filling-up of application form are given below:

1. For Programme Code, refer to pages 26 to 61 of this Prospectus.
2. Leave it blank. University will allot the Enrolment No.
3. Code of Regional Centres and Recognised Regional Centres are given at Pages _31_ to _44_. You have to write the code of that Regional Centre which your Study Centre falls. List of Study Centres is attached with it.
4. For Study Centre Code refer to Supplement to Common Prospectus.
5. For State Code, refer page no. 47
6. Please fill the relevant code for medium of instruction in the boxes provided. For example if you are choosing Hindi medium then write B2 as shown below:

B	2
---	---

7. (a) and (b) if you are already registered or have done a programme with IGNOU, please write the relevant code in the boxes if A2 then write the Enrol No. & Programme Code.
8. Please follow the rule of Date/Month/year e.g. 5th June 1976 should be written as

0	5	0	6	1	9	7	6
---	---	---	---	---	---	---	---

9. 9-17 write the relevant code in the appropriate Box. For example, if you are male, put (A1) in box against Sl.No. 10.
18. If your name is VIRENDER KUMAR HASIZA then write as following in the boxes provided for

V	I	R	E	N	D	E	R		K	U	M	A	R		H	A	S	I	Z	A	
---	---	---	---	---	---	---	---	--	---	---	---	---	---	--	---	---	---	---	---	---	--

19. Please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows:

K	E	D	A	R		N	A	T	H		H	A	S	I	Z	A				
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--

20. Please write codes of courses carefully in the boxes as shown below: For BNS-031, BNS-033

B	N	S	031	B	N	S	L	033
---	---	---	-----	---	---	---	---	-----

21. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.
22. Write the relevant code in the box. Furnish the details of scholarship, if any received by you. (a,b,c)
23. Note that
 - (a) Qualification code is in three digits e.g. 001, 002, 003, 004, 005 and 006. You have to write only highest qualification code which could be found on page 47.
 - (b) Write your main subjects in short form.
 - (c) Fill in the year of passing.

- (d) Write division – 01, 02 or 03. If you have simply passed the examination without containing any of three Divisions, write 04.
 - (e) Write down aggregate percentage obtained by the you at the highest level of your qualification and round off to the nearest integer (i.e.61.3 should be of 61 and 65.7 should be of 66) while filling in the form.
 - (f) Fill the Board Code which the list is given on Page No. 48.
- 24) For fee details, refer to pages of this prospectus and make a draft in favour of IGNOU payable at the city where your Regional Centre is situated, and fill the relevant columns. **For Diploma in critical care nursing programme fee has to be submitted with application form.**
- 25) The Programme fee can also be remitted in cash in the branches of Indian Bank, IDBI Bank. The list of branches which are authorised for fee collection are given in Appendix-VIIIa. For this, Rs. 5/- (Five only) is chargeable from the students per single transaction in cash while depositing the fees with the Indian Bank or IDBI Bank (Appendix-VIIIc).
- 26) Fill in your address for coorespondence where you would like to receive your study material and all other correspondence. Do not give post box no. as address. Leave a box blank between each unit of address like house No. street name. P.O. etc. The address given by a student must be in India otherwise the Registration will be invalid. For foreign students, please refer page No. 20.
- 27) 28&29 and 30. Write down your landline telephone No. Fax No. Mobile No. E-mail Address if any.

Checklist

Before sending the filled in form to concerned Regional Centre, please check whether you have:

- (a) Affixed your Photograph.
- (b) Enclosed the following attested certificates.
 - i) Certificates in support of your educational qualification(s). For Diploma in Critical Care Nursing attach RN/Rm Certificate Form AS page No. 80.
 - ii) Experience certificate wherever required.
 - iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates Page No.79.
 - iv) Age certificaes wherever required.
 - v) Student Card duly filled in along with photograph.
 - vi) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-
- (c) Attach a Pay Order/Demand Draft for the Programme Fee/Fee for the first year/Semester and have written your name, programme code and application No. on the reverse of the Demand Draft, Challan Form issued by bank (in case of fee deposited thorough cash challan at Indian Bank/IDBI Bank only).
- (d) In case of below poverty line students, documentry proof (photocopy of BPL ration card) is to be attached separately.

**Attach with
Application Form**

CATEGORY CERTIFICATE (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 & Empowerment
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

FORM - A
(For those seeking admission to DCCN Programme)

Attach with Application Form

1. Professional Qualification General Nursing & Midwifery

a) Completion State Board/ Nursing Council Examination		Year		% of Marks
b) General Nursing/GNM/B.Sc(Nsg)/ M.Sc(Nsg)		Year		% of Marks
c) Midwifery Nursing		Year		% of Marks
d) Name of Registration Council		Year		Reg. No. RN
				R.N. Reg. No. RM

2) Marks Obtained

Years	Total Marks Obtained	Total Max. Marks	Percentage
GNM			
B.Sc.(Nsg)			
M.Sc.(Nsg)			

INSTRUCTIONS

1. This card should be produced on demand at the Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Loss of Identity Card is to be reported immediately to the nearest Police Station.
4. Duplicate Identity Card will be issued by the Director SOITS, on payment of Rs. 100/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

PASTE

LATEST PHOTOGRAPH TO BE
PASTED WHICH WILL
BE
ATTESTED BY
UNIVERSITY OFFICE

ATTESTED BY
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110068

Please mention your full postal address at the space allocated

Affix
Postage
stamp for
Rs 6/-

To

CITY: _____

State : _____

PIN:

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

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 Chairperson & PVC	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, NI.....	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 & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda International Division	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal D.R. Admin Div.	vsonal@ignou.ac.in
Mr. K.K. Kutty D.R, SRD	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra A.R., IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikashingh@ignou.ac.in

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

1. Name of Student :

2. Enrolment No.

3. Programme Code:

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

General SC ST OBC

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

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

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

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

Ex-serviceman War-widow Not applicable

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

Unemployed Employed IGNOU Employee KVS Employee

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

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

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Rs.