

Hand Book and Prospectus

FOR

**Certificate in AYUSH Nursing
(Ayurveda)
(CAY)**



School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068

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

RECOGNITION

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

IGNOU Offers “Round the Year Admission” to its Programmes under the ‘Walk-in-Admission’ Scheme. Candidates can obtain admission application forms from Regional Centres, Study Centres, Student Registration Divisions (SRD), IGNOU Headquarters and also can download the Prospectus and Application form from the university website at www.ignou.ac.in. Candidates can submit the same only at the Regional Centres concerned either by post or in person.

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

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Contents

President's Address	5
Message from the Vice Chancellor	8
1. The University	10
1.1 Introduction	10
1.2 Prominent Features	10
1.3 Important Achievements	10
1.4 The Schools of Studies and Centres	11
1.5 Academic Programmes	11
1.6 Course Preparation	12
1.7 Credit System	12
1.8 Support Services	12
1.9 Programme Delivery	12
1.10 Evaluation System	13
2. School of Health Sciences	14
3. Certificate Programme	15
3.1 Certificate in AYUSH Nursing (Ayurveda) [CAY]	15
4. University Rules	17
4.1 Educational Qualification Awarded by Private Institutions	17
4.2 Validity of Degree for Admission	17
4.3 Incomplete and Late Applications	17
4.4 Validity of Admission	17
4.5 Walk-in-Admission for all Advertised Programmes	17
4.6 Online Admission	17
4.7 Simultaneous Registration	17
4.8 Re-Admission	17
4.9 Reservation	18
4.10 Scholarships and Reimbursement of Fee	18

4.11	Refund of Fee	18
4.12	Study Material and Assignments	18
4.13	Change of Medium	19
4.14	Counselling and Examination Centres	19
4.15	Change/Correction of Address and Study Centres	19
4.16	Change of Region	19
4.17	Foreign Students	20
4.18	Term-End Examination	20
4.19	Official Transcripts	20
4.20	Result Declaration and Grade Card	20
4.21	Rules and Regulations for Re-Evaluation of Answer Scripts	20
4.22	Rules and Regulations for Early Declaration of Results	21
4.23	Rules and Regulations for Obtaining Photocopy of the Answer Script	21
4.24	Disputes on Admission and other University Matters	21
4.25	Recognition	21
5.	Prevention of malpractice/notice for general public	22
6.	Whom to contact for what	23
7.	Appendices	24



H.E. Smt. Pratibha Devisingh Patil
President of India &
Visitor of IGNOU

Silver Jubilee Inaugural Address
on
19th November, 2009 at IGNOU Campus

Ladies and Gentlemen,

I am pleased to inaugurate the Silver Jubilee Celebrations of the Indira Gandhi National Open University established in the memory of Late Prime Minister, Smt. Indira Gandhi.

On her birth anniversary today, it is her deep commitment to the development of the country and to the upliftment of those living in poverty that one recalls as her distinguishing hallmark. She viewed education as a liberating force, which while enabling individuals to earn a living would also make them capable citizens and therefore, wanted that education should reach all people in the country. She had faith in the power of technology to contribute to this. She said, and I quote, “Communication technology frees the entire concept of education from its previous limit of time and space ... we can reach out to the remotest places and to the best minds that exist. We do not have all of it yet in India, but I sincerely hope that we will have it soon and that this will help our education to be more broad-based and deeper”. India has now emerged as a leader in IT and we must use its potential to the fullest, to spread education and knowledge. Indeed, the mission of IGNOU, founded in 1985, is to make knowledge and skills available to anybody, anywhere, anytime. I wish everyone associated with IGNOU every success in this noble endeavour.

IGNOU has grown in the 25 years of its existence. It has over 15 per cent of all learners enrolled in higher education in the country and offers a wide range of programmes and courses through its vast network of learning centres across the country. Its Regional Centres can play a very important role in reducing disparities in education by extending education opportunities in villages and remote areas. While expanding its coverage and as part of its continuing effort to improve its teaching platform, I am told, that IGNOU has started a “convergence scheme” bringing together the strengths of face-to-face conventional education and the flexibility of open and

distance learning. It is institutions that seek to excel that constantly work to upgrade their facilities and incorporate good practices.

The importance of education cannot be over emphasized. It is a very powerful tool for empowering people and for giving them self-dignity. It becomes even more important for a nation like ours that is in the process of harnessing its human resources for rapid economic growth. Today, we need more children in school and more of them to go on to higher education. Proper training, provisioning of skills sets and capacity building of its population are tools which shall make our human resources competent and confident to face the new set of challenges of a fast changing world.

Nations with high quality human resources would be counted amongst the front ranking nations of the world in the knowledge era. Aristotle, the ancient Greek philosopher, once remarked that the fate of nations depends on the education of its youth. Therefore, reaching education to young girls and boys must occupy a foremost position on our agenda, if we are to be firmly positioned as one of the leading nations of the world. That is why Government has made education a priority sector. Free education to children between the ages 6 and 14 years is - now a fundamental right. The Rashtriya Madhyamik Shiksha Abhiyan seeks to achieve universal secondary education by the year 2017. The Gross Enrollment Ratio or GER in India in higher education is very low as compared to the world average. Strenuous efforts are required to reach our goal of enhancing GER in India to 20 per cent by 2020. A massive expansion in higher education through new institutions is also underway, alongwith efforts to improve educational standards, including through undertaking structural reforms in the higher education system and using all available methods to spread education. The National Mission on Education through Information Communication Technology launched in February this year will create internet connectivity to about 20,000 colleges and educational institutions. This initiative will, I am confident bring in the use of modern technology in higher education in a more widespread manner.

While broadbasing access to education is important, one must not lose sight of the utmost importance which should be paid to the quality of education being given to students and the need for equity. This should start from the primary level itself. Government has been, therefore, emphasizing and is committed to providing good quality education to all students, especially those from the underprivileged sections. The spread of education amongst women is also very important. By spreading education amongst them, not only is an individual educated, but rather the seeds of progress of the next generation are planted.

The Open University System being flexible and innovative can be useful for a wide section of conaooation with industry ana other players, i oeueve that open universities snouia also generate a movement in the rural areas that will impel people to acquire knowledge and skills for self-empowerment. In this context, educational programmes like the Gyan Darshan Channel of IGNOU, which is reaching over 8 million homes, can be useful in motivating people.

Distance education offers an opportunity to those already in employment to upgrade their knowledge base, so that they can more effectively contribute to the productivity of work in their organizations. Studying, while in employment, also offers opportunities for enhancement of career opportunities. I am, therefore, happy that IGNOU and the Indian Army have decided to work together to create a process of certification of higher education of soldiers. Till now the skills that the Army personnel acquired while in service were not reflected through any formal degrees awarded to them. I am happy that through this new collaboration, they will get

appropriate certification. This can be helpful in their work and to start a new professional life at the end of their careers in the Army. I therefore, welcome this new initiative and am pleased to dedicate Gyan Deep to the nation. Similarly, the Flexi Learn Platform which has also been launched today is significant as it provides an opportunity for prospective learners to sample a course before enrolling and thereby, help them in choosing appropriate courses and programmes.

I am happy that IGNOU is taking up new initiatives during its Silver Jubilee Year. From this year onwards, the Rajiv Gandhi International Prize for Technology in Education and Development has been instituted by the University. The Prize would be given to an individual or an institution that has made significant contributions to educational technology, for development in the developing world.

I congratulate the officials and the staff of IGNOU who have contributed over the last quarter century to the growth of the University. I hope that as the Silver Jubilee is celebrated, new initiatives will be thought of in the time ahead, so that more and more of our population will be covered by distance education. This will be the mission for which I am sure IGNOU shall work for in all earnestness.

I would also like to convey my good wishes to Shri Kapil Sibal, Union Minister for Human Resource Development and Smt. Purandeshwari, Union Minister of State for HRD for success in their work in the education sector.

Thanking you,

Jai Hind



Message from the Vice -Chancellor

Dear Learner,

Silver Jubilee Greetings to all of you.

I have great pleasure in presenting you the Prospectus for Academic Session January 2011 of the Indira Gandhi National Open University (IGNOU) for various certificate, diploma, degree, post-graduate and doctoral research programmes. This National University, established by a/i Act of Parliament in 1985, has provided opportunities for over 2.5 millions of learners to acquire a university certification, gainful employment, workplace education and career progression. The university is a success story in democratization of education. IGNOU recognizes the importance of sustainable and affordable high quality programmes and courses across disciplines, and at a variety of levels to meet the life-long education, training, capacity building and public service needs of anyone, anytime and anywhere. The university values the appropriate use of Information and Communication Technologies (ICTs) and the satellite media to enhance the quality of teaching-learning process. The self-learning and self-instructional materials developed by IGNOU have earned world-wide recognition.

On November 19th, the Foundation Day, Her Excellency President of India, Smt Pratibha Devisingh Patil, inaugurated the Silver Jubilee initiatives of IGNOU. All its Schools, Divisions, Centres, Units and Regional Centres have taken up a slew of activities to promote education and domain knowledge, thereby, development. A number of landmark initiatives have been launched by Her Excellency. These include : The Gyan Deep — which is an IGNOU-Indian Army move to ensure second employment of the army personnel after their superannuation - a project which the President dedicated to the nation, Flexi-Learning portal and Higher Education Management modules, institution of Raman Chair in Science Education, ISRO Chair in Satellite Education and Rajiv Gandhi International Prize for Educational Technology & Development.

These apart, IGNOU has also started some trend-setting initiatives, such as Community College Scheme which will further facilitate the Skill Development Initiative (SDI) of the Government of India and Dual Mode of Education through Convergence of Conventional Collegiate education and Open and Distance Learning (ODL).

IGNOU is committed to quality education, teaching and capacity building of yours through the ODL pedagogy driven by ICTs. The self-learning study materials have been offered to you in such excellence that you can prepare yourselves easily and feel as if your teachers are seated beside you.

These efforts are supported by personal contacts with experts in the subjects in your Study Centres so that your academic problems are easily solved. Quite often the University organises interactive videoconferencing with learners. Care for learners' education is best taken at IGNOU even as it is in the ODL mode.

In another trend-setting initiative in India, IGNOU has launched 'Student Satisfaction Survey' for you. The survey will try to quantify your basic understanding of concepts related to the chosen subjects and whether the learning materials and academic counselling provided by IGNOU are able to clarify these concepts. The survey aims to assess students' satisfaction levels specifically in such areas as quality of printing, learning materials like video/audio, organisation of academic sessions, performance of academic counsellors, IGNOU staff in the regional centres and whether the learning materials are received by students on time. **You can send your feedback by clicking on the link 'Student Satisfaction Survey' on the home page of the IGNOU website www.ignou.ac.in.**

IGNOU functions through a large network of Regional Centres and Study Centres within the country. For learners abroad, IGNOU works through its presence in 34 nations and 53 partner institutions. The university has signed over 50 collaborations with world-class foreign universities in Asia, Europe, Africa, Australia, South America, and also a few in the USA. Similar collaborations are being organised more and more to give IGNOU internationally vibrant excellence. Today, among all Indian universities, IGNOU has the largest number of foreign students, most of them are nationals of other countries.

The common prospectus will give you the comprehensive information about the opportunities IGNOU has opened for student communities. We have so far 338 academic programmes. More are in the offing. All these programmes are for capacity building of people of all classes and echelons, aiming at bettering their livelihood.

Enjoy your studies at IGNOU. I wish you all success.



(V.N. Rajasekharan Pillai)
Vice-Chancellor

28 October, 2010

1. THE UNIVERSITY

1.1 Introduction

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

Objectives

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

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis

- convergence of open and conventional education systems.

1.3 Important Achievements

- 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 in the world in 2010.
- On spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programme from 338 to 520 within a year.

1.4 The Schools of Studies and Centres

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

levels. The following Schools of Studies currently are in operation:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism & 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 & 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, Advance Diploma, Associates Degree and 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. They 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 spread throughout the country as well as in-house faculty. The material are scrutinised by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before these are finally sent for printing. Similarly, audio and video cassettes 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 experts and edited/modified, wherever necessary, before they are finally despatched to the students, Study Centres and Telecast through Gyan Darshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study 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 4-credit course involves 120 hours of study. This helps the learner to know the academic effort s/he has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 60 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the 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 in batches of blocks 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 CDs which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learners. 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. In addition, some 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 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.
- d) **Teleconferences:** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously casted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.
- e) **Practicals/Project Work:** Some Programmes have practical/project component also. Practical are held at designated institutions for which schedule is provided by the Study Centres. Attendance at practicals is compulsory. For project work, comprehensive project guide, in the form of a booklet, is provided to the student alongwith the study materials.

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 centers 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	Satisfactory	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).

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.

2. SCHOOL OF HEALTH SCIENCES

The school of Health Sciences was set up in the year 1991 with the objective of augmenting education avenues for medical, nursing and paramedical personnel through distance education mode. The various function of the school are planning, developing and launching of Degree, Diploma and Certificate level Programme for various categories of health professionals; health awareness courses for the general public; and conducting research on health issues. ^

The school is a pioneer in developing competency-based programmes in various disciplines of Health Sciences. The School adopts an innovative approach in implementing medical and dental programme through a diversified approach in which a three-tier system involving medical colleges [Programme Study Centers (PSCs)], district hospitals [Skills Development Centers (SDCs)] and the work places of enrolled doctors, provide hands in training.

Similarly in the field on Nursing, programmes are being developed so as to revolutionise career opportunities to nursing personnel. Nursing college (PSCs) Hospital ^Community Health Centres and work places of enrolled nurses provide hands on training.

The School is also collaborating with various National and International organization like World Health Organization (WHO), United Nation/International Children's Emergency Fund (UNICEF), GNDP Ministry of Health and family Welfare (MoHFW) Ministry of Environment and Forest, Department of AYUSH, GOI, National Board of Examination (NBE), Dental Council on India (DCI), ACTS Ministries, Association of Rural Surgeons of India, Academy of Hospital Administration (AHA), Federation of Ophthalmic Research and Education Centres (FOREC), and Narayana Hirdyalya.

Programme Offered

- Ph.D. Programme in Nursing
- Post Bachelor of Science in Nursing [(B.Sc.N.) (PB)]
- Post Graduate Diploma in Maternal and Child Health (PGDMCH)

- Post Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in Clinical Cardiology (PGDCC)
- Post Graduate Diploma in Acupuncture (PGDACP)
- Post Graduate Diploma in District Health Management (PGDDHM)
- Post Graduate Certificate of Endodontics (PGCE)
- Post Graduate Certificate in Oral Implantology (PGCOI)
- B.Sc. (Hons.) in Optometry and Ophthalmic Techniques (BSCHOT)
- Diploma in Nursing Administration (DNA)
- Certificate in Competency Enhancement for Auxiliary Nurse Midwife (ANM)/Female Health Worker (FHW) (CCEANM)
- Certificate in Maternal and Child Health Care (CMCHC)
- Certificate in Newborn and Infant Care (CNIC)
- Certificate in Health Care Waste Management (CHC WM)
- Certificate in Diabetes Care for Community Worker (CDCW)
- Certificate Programme for Home Based Care Providers (CHBCP) ^

Programme To Be Launched

- Post Doctoral Certificate in Dialysis Medicine
- Post Graduate Diploma in HIV Medicine
- Post Graduate Diploma in Bio-Ethics
- Diploma in Critical Care Nursing
- Certificate in Adolescent Health and Counselling

3. CERTIFICATE PROGRAMMES

3.1 Certificate in AYUSH Nursing (Ayurveda) (CAY)

Sl. No.	Name of The Programme	Programme Code	Eligibility	Duration in the Years	
				Min.	Max.
1	2	3	4	5	6
1.	Certificate in AYUSH Nursing (Ayurveda)	CAY	In-Service, Auxiliary Nurse Midwives	6 Months	2 Years

Programme Fee*	Medium of Instruction	Name of the Programme Co-ordinator	Telephone No./e-mail address	Name of the School
7	8	9	10	11
Rupees 1500/- (subject to change).	English	Prof. Bimla Kapoor Ms. Neerja Sood	011-29533078/29572815/ 29532965 bkapoor@ignou.ac.in 011-29572805 neerjasood@ignou.ac.in	School of Health Sciences

Certificate in AYUSH Nursing (Ayurveda)

As per Government of India (GOI) report on Human Resource for Health Sector, there is no ANM trained in Ayurveda Nursing so far therefore Department of Ayurveda, Yoga, Unani, Siddha and Homeopathy (AYUSH), Government of India has planned to develop course for ANMs so that they can be certified to provide quality care to the patients undergoing treatment under Ayurvedic System of Medicine. Keeping in view the above and the vision and mission of Department of AYUSH, GOI, School of Health Sciences (SOHS), Indira Gandhi National Open University (IGNOU) took up the challenge in developing the Certificate in AYUSH Nursing (Ayurveda) for ANMs. Certificate programmes in Unani and Homeopathy will be developed later.

ANMs can provide basic health care in Ayurvedic System of Medicine after completing the Certificate in AYUSH Nursing (Ayurveda). As under NRHM Ayurvedic services are integrated in most of the hospitals, Community Health Centers, Primary Health Centres and Sub Centres all over the country.

Programme Objective

- Discuss current issues and trends in Ayurveda;

- Develop skills in giving nursing care to the patients under the treatment of Ayurveda system of medicine;
- Develop understanding and depth in performing skills, keeping in mind the principles of various Ayurveda medicine; and.
- Apply the knowledge of Ayurveda in various settings i.e., hospital and community.

Eligibility

- In-Service, Auxiliary Nurse Midwives

Programme Structure

Certificate in AYUSH Nursing (Ayurveda) is a 14 credit programme. It has 3 theory courses (240 hours) and 1 practical course (180 hours). It involves a total of 420 study hours i.e. $30 \times 14 = 420$, (30 student hours = 1 credit) for a learner. Learner can complete the programme in a minimum period of 6 months or take a maximum of 2 years to complete the programme. It has three theory course of 8 credits and one practical course of 6 credits.

Theory	8 Credits	240 Hours
Practical	6 Credits	180 Hours
Total	14 Credits	420 Hours

Theory Courses

S. No.	Title	Course Code	Credits	No. of Blocks	No. of Assignments	Counselling Sessions Hours	Self Activity (Hrs.)
1	Course 1 : Maulika Siddhanta	CNSAY001	2	Block 1 : Principles (Basics) of Ayurveda Block 2- Promotive Aspects of Health	2	30	30
2	Course 2: Aushadha and Rog Vigayana	CNSAY 002	2	Block 1- Ayurvedic Drugs Block 2 – Ayurvedic Diagnostics		30	30
3	Course 3: Chikitsa	CNS AY 003	4	Block 1 – Ayurvedic General Medicine Block 2 Ayurvedic Surgery, Eye, ENT, Dental Block 3 Maternal and Child Health		60	60
	Total		8		2	120	120

Counseling sessions will be held in programme study centres 75% attendance is compulsory.

Practical course

S. No.	Title	Course Code	Credits	No. of Blocks	Practical Contact Sessions Hours	Self Activities Hours
1	Skills in Ayurveda Nursing	CNSAYP004	6	Block 1 – Practical Manual	90	90

Practical Contact sessions will be conducted in Ayurveda Colleges/Hospitals. 90 percent attendance is compulsory.

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 their registration.

4.1 Educational Qualifications Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana a Aur Viniyam), Adhiniyam, 2002" are non-existent and cannot be considered for admission any of programme in IGNOU.

4.2 Validity of Degree for Admission

Master's Degree awarded without a first degree is not recognised for purposes of admission to IGNOU's Academic Programmes.

4.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), 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 up the relevant columns carefully and enclosed copies of all the required certificates duly attested by a Gazetted Officer. The Admission Form duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

4.4 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.

4.5 'Walk in Admission' for all Advertised Programmes

The University has introduced Walk-in-admission facility, with effect from July 2008 for all Programmes except for the Management & B.Ed. Programmes. The admission for these programmes will remain open round the year. Therefore, the candidates may submit the application forms as per the following general schedule to concerned Regional Centre.

For January Session:	Upto 31st October (without late fee) 1st November to 30th November (with late fee of Rs.200/-) (Check website also)
For July Session:	From 1st December upto 30th April (without late fee) 1st May to 31st May (with late fee of Rs.200/-) (Check website also)

4.6 Online Admission

Applicants can submit their admission/application

forms 'online' round the year. However, as indicated at Para 7.4 above, such online applications shall be processed for January/July session depending upon the date of submission by the student. Payment of programme fee can be made through Credit Card, Debit Card, Cash Challan, Demand Draft and any such other method in designated banks as specified in the online application form. All other schedules viz., the submission of Examination Form, Assignment(s) and Date(s) for Examination(s) will remain as notified by the University from time to time.

4.7 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

4.8 Re-Admission

The students who are not able to clear their

programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration Period	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 prorata fee for each incomplete course. The details of prorata 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 completed. For further details, please see the website. 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 prorata course fee for readmission.

4.9 Reservation

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

4.10 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates. The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the Office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where s/he stand

admitted/ registered for the programme, he/she applied for admission) for necessary certification by the Regional Director. After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

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

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes. The students taking admission for the agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

- All the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;
- The urban students below the poverty line may be given a 50% fee concession subject to production of an income certificate.

4.11 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.

4.12 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website:

www.ignou.ac.in. For non-receipt of study material students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

4.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the first year ONLY, on payment of Rs.200/- plus Rs.200/- per 2/4 credit course and Rs.400/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme it is Rs.200/- plus Rs.400/- per 2/4 credit course and Rs.800/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of "IGNOU" payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre only as per schedule.

4.14 Counselling and Examination Centres

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.

4.15 Change/Correction of Address and Study Centres

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

the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. In case a change of 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 their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

4.16 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.

4.17 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.

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.

4.18 Term-End Examination

The learner are instructed to refer to Page No. 13, para 1.10 Evaluation System sub-head 'Term-end Examination and Payment of Examination Fee' before submitting Examination Form for appearing in the June as well as December Term-end examination. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting re-registered/re-admission for the same. Otherwise, the result would be withheld in such cases.

4.19 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.100/- 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.300/-. (Refer page 59).

4.20 Result Declaration and Grade Card

Result is declared after the evaluation of answer script of TEE, final practical examination evaluation of self, supervised activities and assignment. Grade card and result can be viewed by the learner on the IGNOU WEBSITE. Provisional certificate is issued to the student after the successful completion of the programme with a requisite of a learner. Application form for issue of provisional certificate along with grade card is issued to the student after the successful completion of the programme

4.21 Rules and 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. Application form for re-evaluation of answer script is given in Appendix 10.
- 2) The date of declaration of result will be calculated from the date of 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 be 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 practical's/lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FROM FOR RE-EVALUATION OF ANSWER SCRIPTS'.

- 7) 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.

4.22 Rules and Regulations for Early Declaration of Results

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:

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.

The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

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

Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought: The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Application form for early declaration of result is given in Appendix 12.

4.23 Rules and Regulation for Obtaining Photocopy of the Answer Script

Photocopy (ies) of the answer script(s) shall be provided to the students from December, 2008 term-end examination (TEE), onwards.

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.

Application from without self attested photocopy of the identity card of the student will not be entertained.

Student's application from for photocopy (ies) of the answer script(s) shall reach the concerned authority (as mentioned below in the last para) long with 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 is later.

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 along with a copy of the answer script supplies to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

The students, who intend to apply for photocopies of the answer script (s), may simultaneously apply for-

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. Application form for obtaining photocopy of answer script is given in Appendix 13.

4.24 Disputes on Admission and other University Matters

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

4.25 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.)

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.

5. Prevention of Malpractice Notice for General Public

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.

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 is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the university has recently established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospective suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to campus_placement@ignou.ac.in. They are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

6. WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
4.	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
5.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 kramesh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
6.	Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in or rnjha@ignou.ac.in Ph.: 29535924 / Extn. : 1312, 1319, 1325
7.	Status of Project Reports of all programmes	Ph. : 011-5129532294 Ext. 1313/1320/1321 Email : projects@ignou.ac.in
8.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam.I), SED, Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. opbangia@ignou.ac.in Ph.: 29535438, 29535924-32
9.	Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
10.	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
11.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
12.	Academic Content	Director of the School concerned
13.	Approval of a Project Synopsis	Project Co-ordinator in the Concerned School
14.	Submission of Project Reports Except BCA & MCA	Despatch Section, SED, Block-12, Telephone Nos.: 29535924-32 Extn. : 2216
15.	Submission of BCA & MCA, Project Reports	Concerned Regional Centre
16.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in

APPENDICES

UNIVERSITY GRANTS COMMISSION
BAHAUDUR SHAH ZAFAR MARG
NEW DELHI-110 002

No.F.1-8/92(CPP)

February, 1992

The Vice-Chancellors/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

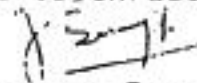
* Sub: Recognition of Degrees/Diplomas awarded by
Indira Gandhi National Open University, New Delhi.

Sir,

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide notification No.F.13-12/85-Dusk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

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.

Yours faithfully,


(Gurcharan Singh)
Under Secretary



एन ग्रेण्ट्स
विश्वविद्यालय आयोग, भारत
बाहुगंज नगर, नई
दिल्ली-110 002

GRANT'S UNIGRANTS
UNIVERSITYGRANTS.COM/1
BAHADUR SHAH ZAFAR M/
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel.No.3319659

D.O.No.F.1-25/03(CPP-11)

July, 1993

Dear Vice Chancellor,

28 JUL 1993

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 students among open universities and among the 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 arrangements 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,

R.P. Gangurde

(R.P. Gangurde)



F1-52/2000(CPP-II)

April, 2004

5 MAY 2004

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

Subject: Recognition of Degrees awarded by Open Universities.

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma 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 N.F.1-8/92(CPP) dated February, 1992 mentioning that the Certificate, 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.

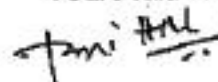
Attention is further invited to UGC circular No.F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open 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 Web site: www.ugc.ac.in

Contd...../-

May, I therefore request you to treat the Degrees /Diploma /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,



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

Encl : As above

Copy to: -

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001.
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002.
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)



(V.K. Jaiswal)
Under Secretary



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

Annexure-II

Phones : 3312305, 3313390
3310059, 3312429

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

The Registrar(s)

Member Universities.

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 flowing 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 Open Universities, 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 direct.

Thanking You,

Your faithfully,

Sd/-
(K.C.KALRA)
Joint Secretary



अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक शासकिय संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

DR. NAGIN CHAND
ADVISOR (PC/ACADEMIC)

F. No. AICTE/Academic/MOU-DEC/2005
May 13, 2005

To

The Secretaries/Directors,
Technical Education,
All State Governments/Union Territories.

**Subject: Recognition of MBA, MCA programmes awarded by
Indira Gandhi National Open University, (IGNOU) New Delhi.**

IGNOU, New Delhi has been established by sub-section (2) of section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85-Desk(U) dated September 19, 1985 issued by the Department of Education, Ministry of HRD, Government of India, New Delhi.

I am directed to say that the Master of Business Administration (MBA) and Master of Computer Applications (MCA) degrees awarded by IGNOU are recognized by AICTE.

Yours faithfully,


(Nagin Chand)

Copy to:

All Regional Officers, AICTE.

LIST OF STATE CODES

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

Banks and Branches designated to collect the fee in cash from IGNOU Students

A- INDIAN BANK

1. New Delhi
106. & 107 Aurbindo Place, Hauz Khas,
New Delhi-110016
011-26963543, 26562973.
G-27, DDA Community Centre, Near Sonia
Cinema, Vikas Puri, New Delhi-110018,
011-2597250
1336, Arya Samaj Road, Karol Bagh,
New Delhi-110005
011-25721486, 25739821
D-1/1, Rana Partap Bagh,
New Delhi-110007.
011-27002540, 27231401
33, Partap Nagar, Mayur Vihar, Phase-I,
New Delhi-110092
011-22750845, 22757391
2. Chennai
41-42, First Main Road, Gandhi Nagar,
Adyar, Chennai-600020
Ph.: 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, Maharashtra-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. Thiruvanthapuram
P.B. No. 45, Indian Bank Towers, M.G. Road,
Thiruvanthapuram, Kerala-695001
Ph.: 0471-2461058, 2471378
8. Pondichery
288, M.G. Road, Pondichery-605001
Ph.: 0413-2336403, 2221299
9. Ahmedabad
P.B. No. 275, Mission Road, Bhandra,
Ahmedabad-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, Lakhota, Guwahat, Kamrup Distt.,
Assam-781001
Ph.: 0361-2540529, 2548805
14. Lucknow
1-2, Ashok Mart, Lucknow, Uttar Pradesh-
462001
Ph.: 0522-2280496, 2280098
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. 717,3/1, R.N. Mukharjee Road, Shree
Ram Chambers, Koldata, West Bengal-700001
Ph.: 033-22482597, 22484325
18. Bhubneshwar
32, Janpath, Ashok Nagar, Unit-II,
Bhubneshwar, Khurda Distt., Orissa-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
Tel: 01628-334817
21. Shillong
G S. Road Burra Bazaar, Shillong, East Khasi
Hills, Meghalaya 793002
Tel: 0364-2243408
22. Agartala
Amulya Market, Mantribari Road, Agartala,
West Tripura Dist, Tripura
Tel: 0381-2326642
23. Siliguri
Hillcart 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, Sarraiki 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,
Uttanchal
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 Sirifort 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

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GUIDELINES FOR FILLING IN THE APPLICATION FORM

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

1. Programme Code : CAY
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 43. 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. 44.
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
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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 A1 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
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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	J	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	J	A						
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--

20. For (a) and (b), write the relevant code in the box. If A1, then fill the column 21(b) also.

21. Write the relevant code in the box.

22. Furnish the details of scholarship, if any received by you.

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 44.
- (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 45.

24. For fee details, refer to page 15 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.
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 Annex-V. 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.
26. Fill in your address for correspondence 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, pl. refer page no. 20. See section 4.17.
27. 28&29. 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).
 - ii) Experience certificate wherever required.
 - iii) Category certificate for SC/ST/PH/OBC (non-creamy layer) Minority candidates.
 - iv) Age certificate 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 through 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.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

Control No.

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Programme Code Region Code Bank & Branch Code Computerised No.
(To be filled in 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.

ANNEXURE I

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 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: _____

Tel./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

ANNEXURE II

AFFIDAVIT BY PARENT/GUARDIAN

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

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	pk Sinclair@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, SSC	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 Dy. Director, ID	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 DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

Serial
 No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. 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. Leave box blank 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 TEEs 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 Course			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
<i>1 March to 31 March</i>	<i>NIL</i>	<i>1 Sept. to 30 Sept.</i>	<i>NIL</i>	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
<i>1 April to 20 April</i>	<i>Rs. 300/-</i>	<i>1 Oct. to 20 Oct.</i>	<i>Rs. 300/-</i>	
<i>21 April to 30 April</i>	<i>Rs. 500/-</i>	<i>21 Oct. to 31 Oct.</i>	<i>Rs. 500/-</i>	
<i>1 May to 15 May</i>	<i>Rs. 1000/-</i>	<i>1 Nov. to 15 Nov.</i>	<i>Rs. 1000/-</i>	

Before submitting the examination form please ensure that:

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____

(Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) _____ (with STD code)

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

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

Centre Code _____

(Signature & Stamp of Co-ordinator/Incharge)

Date _____

Study Centre/PSC/PI/Community College



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Fee detail:-

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

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

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

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

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 or 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
STUDENT EVALUATION DIVISION
**APPLICATION FORM FOR RE-EVALUATION OF
ANSWER SCRIPTS**

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

1. **Name:**

2. **Programme:** **Enrolment No:**

3. **Address:**

.....

..... **Pin**

4. **Month and Year of the Examination:**

5. **Examination Centre Code :**

6. **Address of the Examination Centre :**

.....

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

.....

.....

.....

.....

.....

8. **Fee detail:-**

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

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

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

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION CLASS

1. Name : _____
2. Programme : Enrolment No:
3. Address: _____

Pin:

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

Total marks/Overall point grade obtained

Percentage obtained

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

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

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

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

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

Bank Draft No. **Date**

Issuing Bank

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

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

Examination Centre Code:..... **City/Town:**

.....

UNDERTAKING

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

Date

Signature:

Place

Name:

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

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

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


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 documentary evidence specifying the reason for early declaration)

5. Course(s) detail for early evaluation:

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

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

Exam. Centre Code: Address of Exam. Centre:

.....

.....

.....

7. Fee detail:-

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

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

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 December Term-end Exam.

1st September to 15th October for June Term-end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

..... Pin Code

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

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

(d) Course(s):

5. Fee details:-

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

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

Demand Draft No.: Date

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at the city of Evaluation Centre.
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 is later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. Application form duly filled-in may be sent to the following address except CPE & DPE programmes:

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

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



Indira Gandhi National Open University

Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.



Enrolment No. Name

Gender : ☐ M ☐ F

Age Group : ☐ Below 30 ☐ 31-40 ☐ 41-50 ☐ Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:
 STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

Blank

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

APPLICATION FORM FOR ADMISSIONS

(To be submitted only at the Concerned Regional Centre only)
(JANUARY/JULY SESSION)
(Strike out whichever is not applicable)

Application Number

Control Number

1. Programme Code		CAY	2. Enrolment No.		
(For office use only)					
3. Regional Centre Code		4. Study Centre Code		5. State Code	
6. Medium Code (Write their level code in the box) A1 - English B2 - Hindi C3 - Other If other please specify		7a. Are your registered with (IGNOU) (Write the relevant code in the box) A1 - Yes B2 - No		Affix your latest passport size photograph (4 cm x 5 cm) duly attested by a Gazetted Officer	
		7b. If yes write the Enrol. No. and Programme Code in the boxes below : Enrolment No. Programme Code			
8. Date of Birth Date Month Year			9. Nationality (Write the relevant code in the box) A1 - Indian B2 - Others		
10. Sex (Write the relevant code in the box) A1 - Male B2 - Female		11. Category (Write the relevant code in the box) A1 - GEN. C3 - ST B2 - SC D4 - OBC D4-A Creamy Layer D4-B Non-Creamy Layer		12. Territory Code (Write the relevant code in the box) A1 - URBAN B2 - RURAL C3 - TRIBAL	
13. Marital Status (Write the relevant code in the box) A1 - Married B2 - Unmarried			14. Religion (Write the relevant code in the box) A1 - Hindu D4 - Sikh G7 - Parsi B2 - Muslim E5 - Jain H8 - Jews C3 - Christian F6 - Buddhist I9 - Others		
15. Whether Minority : (Write the relevant code in the box) A1 - Yes B2 - No		16. Social Status (Write the relevant code in the box) A1 - Ex-service man B2 - Warwidow C3 - Not applicable		17. Whether Kashmiri Migrant ? (Write the relevant code in the box) A1 - Yes B2 - No	
18. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)					
19. Name of Father/Mother/Husband (Strike out whichever is not applicable)					
20(a). Whether a person with disability (Write the relevant code in the box) A1 - Yes B2 - No		20(b). If a person with disability (Nature of disability) (Write the relevant code in the box) A1 - Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Reading Disability E5 - Any other, Please specify		21. Employment Status (Write the relevant code in the box) A1 - Employed B2 - Unemployed C3 - IGNOU Regular Employee D4 - KVS Employee	
22. Details of Scholarship being received if any :					
(a) Annual Scholarship Amount		(b) Dept. Offering (Write the relevant code in the box) Scholarship A1 - Govt Deptt. B2 - Other		(c) Family income (yearly)	
(d) Below Poverty Line		(e) In case jain inmates			
A1 - Yes B2 - No		A1 - Yes B2 - No			

23. Relevant Qualifications : (Which makes you eligible for the programme)

(a) Qualification	(b) Main Subjects	(c) Year of Passing	(d) Division	(e) % of marks	(f) Board Code	(g) Experience
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">Code</p>		<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">(Last 2 Digits only)</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">(01, 02, 03 or 04 for pass)</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">(Do not use Decimals)</p>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">(Whereever required)</p>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">(In Years)</p>

24. Details of Fees:

(Write the relevant code in the box)

A1 - Cash Challan of Bank
B2 Bank Draft
25. Amount:

(Add Rs. 200/- in case of Late Fee)

DD/Challan No.

DD/Challan Date

Bank Name

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

City

District

State

Pin Code

27. Telephone Number (if any) with STD Code/Mobile No.

Mobile No.

28. Fax No. (if any) with STD Code

Telephone No.

29. E-mail address/ID (if any)
DECLARATION BY THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for PGDPPED programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date :

(Signature of the Applicant)

CHECK LIST**Tick the relevant boxes****Affix photograph and enclose the following attested copies**

- ☐ (i) Demand Draft/Challan Form for Programme fee/fee for 1st Year/1st Semester
- ☐ (ii) Certificates in support of your educational qualification(s).
- ☐ (iii) Experience Certificate wherever required. Fill up the attached form.
- ☐ (iv) Category Certificate for SC/ST/Non-creamy Layer of OBC/PH/Kashmiri Migrant/War Widow candidates wherever required.
- ☐ (v) Age Certificate wherever required.
- ☐ (vi) Student Card duly filled in along with photograph.
- ☐ (vii) Acknowledgement Card duly stamped.

**Experience Certificate
(CAY)**

This is to certified that Mr./Ms./Mrs. _____ is employed with this school/
institiution/Organisation/Office/Hospital as _____ since _____

Place : _____

Date : _____

Signature _____

Name _____

(In Block Letters)

Designation: _____

Name of School/Institution/Organisation/
Office/Hospital
(Seal/Stamp)

(Self employed professional may certify on their ownbehalf,
but should attach copies of their Registration Certificates)

Category Certificate (I)

(i) for SC/ST Candidates

This is to certify that Mr/Ms/Mrs..... son / daughter / wife of Shri
..... 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 lists (Modification) order, 1956.

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

Signature of Tehsildar/Commissioner/District Magistrate

Signature:

Place.....

Date.....

Saal /Stamp

Category Certificate (II)

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

This is to certify that Mr/Ms/Mrs..... son / daughter / wife of Shri
..... 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 and 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

Signature:

Place.....

Date.....

Saal /Stamp

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and 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. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
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

<p>Enrolment No. _____</p> <p>Name of the Programme _____</p> <p>Name _____</p> <p>Father's/Husband's Name _____</p> <p>_____</p> <p>Address (in Capital Letters) _____</p> <p>_____</p> <p>_____</p> <p>Pin Code _____</p> <p>Full Signature of the Candidate _____</p>	<div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p>PASTE</p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE</p> </div> <p>ATTESTED BY REGIONAL DIRECTOR _____ INDIRAGANDHI NATIONAL OPEN UNIVERSITY</p>
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<div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>From The Regional Director, IGNOU Regional Centre _____ _____</p> </div>	<p style="text-align: center;">To</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">PIN: <table border="1" style="display: inline-table; text-align: center; width: 100px;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table></p>							<div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>Affix Postage stamp for Rs 6/-</p> </div>