

Student Handbook & Prospectus

M. Ed.

SPECIAL EDUCATION PROGRAMME

ADMISSION THROUGH ENTRANCE EXAMINATION, 2011-2012

**Collaborative Programme of
Indira Gandhi National Open University
&
Rehabilitation Council of India**



National Centre for Disability Studies
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Price: Rs. 500/- by cash at counter Rs. 550/- by Registered Post Rs. 550/- for downloaded application

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Further information on the Indira Gandhi National Open University Courses may be obtained from the University's Office at Maidan Garhi, New Delhi – 110 068.

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FOREWORD

Dear Learner,

It gives me great pleasure to welcome you to Indira Gandhi National Open University (IGNOU). I congratulate you for joining M. Ed Special Education which is a combined effort of IGNOU and Rehabilitation Council of India (RCI). Master of Special Education Programme through Distance Education mode has been designed and developed for professional development of Special Education Teachers, promoting research in special education and inclusive education as well.

The centrally sponsored scheme of Rashtriya Madhyamik Shiksha Abhiyan (RMSA) targets universal access of Secondary level education to all students by 2015 by providing a secondary school and universal retention by 2020 including children with disabilities through inclusive education. But, there is a little scope for higher education for the students with disabilities. However, different GO and NGOs have taken initiatives to open opportunity for higher education for the students with disabilities. But, the most challenging task is to orient and train all the secondary school/college in face to face mode to address to the special needs of the students with disabilities in regular classroom. At the same time, we don't have sufficient number of human resource in special education. Therefore, IGNOU has put an effort with RCI to offer this programme to meet the requirement of the human resource for higher education to effectively deal the student with disabilities at higher secondary level/college level.

It is with this objective to meet the above requirement Master of Education in Special Education is launched. This course is intended to prepare the master trainers and developing the required competencies. I wish you all good luck.

A handwritten signature in black ink, reading "V.N. Rajasekharan Pillai". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

V.N. Rajasekharan Pillai
Vice Chancellor

IMPORTANT DATES

Sale of Application Form	8 th December, 2010
Last date of submission of Application Form	7 th January, 2011
Date of Entrance Examination	6 th February, 2011
Declaration of merit list on IGNOU Website	End of March, 2011

IMPORTANT INSTRUCTION

1. Candidates can download the application from the IGNOU website www.ignou.ac.in and submit the filled in application form alongwith DD of Rs. 550/- drawn in favour of **IGNOU** payable at **New Delhi/concerned Regional Centre**.
2. The filled-in application must be submitted at the concerned Regional centre where the programme is in operation. No application will be accepted which is submitted at other office, Regional Centres, Special Study Centres and NCDS. Forms submitted other than the concerned Regional centres will be summararily rejected.
3. Candidates are instructed not to submit the programme fee alongwith the filled in application form. Programme fee will be remitted at the time of counselling at the respective Regional Centres.
4. Submission of application will not be treated as admission into the programme.

INTRODUCTION

The Master of Special Education programme is a collaborative initiative of Indira Gandhi National Open University (IGNOU) and Rehabilitation Council of India (RCI) which is being offered through distance education designed for in-service teachers of mainstream Schools. Presently this Programme is being offered in English.

The Persons with Disability Act 1995 has a provision of providing education to children with disability in the most appropriate environment. The centrally sponsored scheme of Rashtriya Madhyamik Shiksha Abhiyan (RMSA) targets universal retention by 2020 including children with disabilities through inclusive education. However, it is a great challenge to provide higher education to the students with disabilities. Similarly, it is challenging task to orient and train all the higher education teachers throughout the country in face to face mode. However, this cannot be achieved unless teachers are qualified to help such children and their parents. Master of Special Education has been developed to impart the competencies and skills to the teachers for dealing students with disabilities. It enables the teacher to imbibe knowledge, understanding, attitude and skills to impart quality education efficiently.

The course content of Master of Education in Special Education the endeavors to address the various issues and concerns related to education of children with disabilities. In order to realize the objectives, the programme is designed as a combination of print material-based learning and face-to-face contact sessions, which can be completed in two years. Though the print material is self-instructional in nature, to enable the learners to understand the printed study material as well as to provide individualized guidance and practical training regarding carrying out the various activities with the children with disabilities, face-to-face training programme will be organized by the Programme Study Centres.

The efforts of National Centre for Disability Studies (NCDS) for developing such an innovative programme of a comprehensive nature are indeed commendable. Let us all get into a knowledge partnership where we help and support each other to create a facilitating environment for Persons with Disabilities to become part and parcel of an inclusive society that we are aiming for in the near future.

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1. THE UNIVERSITY

1.1 Introduction

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

- ❖ democratizing higher education by taking it to the doorsteps of the learners.
- ❖ providing access to high quality education to all those who seek it irrespective of age, region, 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

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

1.3 Important Achievements

- ❖ Emergence of IGNOU as the largest Open University in the World.
- ❖ Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- ❖ Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all the 35 countries.
- ❖ 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.

- ❖ Launch of 'Edusat' videoconferencing channel (2 way video, 2 way audio)
- ❖ Launch of 'Gyan Vani' and other dedicated educational FM channels.

1.4 The Schools of Studies

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

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

Institutes and Centres at the University, which have core academic staff, are also involved in developing courses and academic programmes. They are:

- ❖ Staff Training and Research in Distance Education (STRIDE)
- ❖ Centre for Extension Education (CEE)
- ❖ National Centre for Innovation in Distance Education (NCIDE)
- ❖ National Centre for Disability Studies (NCDS)
- ❖ Other Units/Centres of the University.

1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas 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 fulfill 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. These materials are scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video 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 dispatched 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 counseling sessions, teleconference and writing assignment responses). Thus, a 6 credit course involves 180 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practical projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 58 Regional Centres and

Recognized 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). Each block which comes in the form of a booklet usually comprises 4 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 during the non-working hours of the host institutions where the study centres are located.
- d) **Contact Programme:** - The University organizes contact sessions for selected programmes to meet specific learners' needs. This also gives an opportunity for face-to-face interaction of students with the members of the faculty and other experts in the subject.
- e) **Teleconferencing:-** Live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channels as well as simulcasted on 'Edusat' channel from the University studios at EMPC, the schedule of which is made available at the study centres.
- f) **Interactive Radio Counselling (IRC):-** Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.
- g) **Distance Learning Facilitator:** - If the number of learners for a particular programme at a study centre falls below 10 (ten) then usual counseling sessions will not be conducted. The support services may be handled by a Distance Learning Facilitator (DLF).

- h) **Practical's / Project Work:** - Some Programmes have practical/project component also. Practicals 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 along with the study materials.
- i) **Practical Handbooks:** - The practical handbooks are specially prepared for the students who enroll for the programme and for the Resource Persons who are involved in the programme. These handbooks provide the complete information and guideline about the Practical Component of the Programme. These handbooks further explain the role and responsibility of the learners and the Resource Persons and other functionaries involved in the delivery of the programme.

1.10 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tire 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 (TEE)
4. Practical /Dissertation presentation and Viva-Voce

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 Tutor Marked Assignments (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 (SED) 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 learner's achievement

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

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

1.11 Term-End Examination

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 registration for the courses, in which they wish to appear is valid, minimum time to pursue these courses is elapsed and they have also submitted the required number of assignments, 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.

2. REHABILITATION COUNCIL OF INDIA

Rehabilitation Council of India is a Statutory Body of Ministry of Social Justice & Empowerment, set up by an act of Parliament in 1992 and charged with the responsibility of planning, developing, and standardizing the quality of training for sixteen categories of Rehabilitation professionals under its purview to meet the needs of the life span of persons with disabilities. This Act was further amended in the year 2001 to widen the responsibilities of the Council to include:

- ❖ **Standardization** of training courses for professional/personnel's needed for the special education or rehabilitation of persons with disabilities.
- ❖ **Regulation** of training policies, programmes and standards in the field of Special Education and Rehabilitation.
- ❖ **Recognition and Monitoring** of Institutions/Organizations/Universities offering courses for training of rehabilitation professionals.
- ❖ Maintenance of a **Central Rehabilitation Register (CRR)** of all qualified persons in the field of Special Education and Rehabilitation.

Under section 13 of the RCI Act, *no persons, other than the rehabilitation professionals/personnel who possess a recognized rehabilitation qualification and is enrolled on the Central Rehabilitation Register (CRR):*

1. *Shall hold office as rehabilitation professional or any such office (by whatever designation called) in Government or in any institution maintained by a local or other authority.*
2. *Shall practice as rehabilitation professional anywhere in India*
3. *Shall be entitled to sign or authenticate any certificate required by any law to be signed or authenticated by a rehabilitation professional;*
4. *Shall be entitled to give an evidence in any court as an expert under Section 45 of the Indian Evidence Act, 1872 on any matter relating to the handicapped:*

The Act further states that those who act in contravention of any provision of subsection (2) cited above shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees, or with both.

In implementing its responsibilities, over the last decade and more, the **Rehabilitation Council of India** has played a crucial role **in offering a better quality of life for persons with disabilities**. The Council has developed numerous need based training programmes for special education and rehabilitation of persons with disabilities. Further, RCI realized that in order to meet the huge need for trained manpower in the area

of special education in the country, the most viable option was through the distance mode of education, because of its flexibility and wide coverage, and thus extended the range of delivery of training by offering distance education courses.

Distance Education in itself is a growing field, as it offers the option of self study at the doorstep of the student, along with the support and guidance of trained faculty at the Study Centres close to home. It allows the student trainees flexibility of study hours and enables them to continue to work and study at the same time. Moreover the system of distance education has the potential to fulfill the enormous responsibility of *universalization and democratization of education*, as it holds the promise of checking the falling standards at reasonable costs, making the optimum use of media and technology and providing education relevant to the needs of the country.

The Rehabilitation Council of India visualizing the benefits of distance education in the area of disability rehabilitation and its potential for preparing professionals in the field of Special Education began to collaborate with Open Universities to promote and implement Special Education training programmes for the empowerment of a special target group of learners with disabilities.

2.1 MoU between IGNOU & RCI

IGNOU is offering need-based Special Education Programmes through Distance Education Mode in collaboration with Rehabilitation Council of India (RCI) within the framework of the Memorandum of Understanding (MoU) signed between the two on September, 2007. Under the provision of MoU, IGNOU has been recognized as the apex National Resource Centre for Special Education and Rehabilitation programmes through Distance Mode.

IGNOU will collaborate with RCI in design and development of Special Education and Rehabilitation programmes through Multimedia Distance Mode and will also facilitate delivery and certification of such programmes.

3. NATIONAL CENTRE FOR DISABILITY STUDIES

In order to achieve the goal of universalisation of education and also higher education (i.e., teaching, training, research, extension and good governance, as specified by the IGNOU Statute, the National Centre for Disability Studies (NCDS) was established to undertake plethora of academic, research, extension and awareness activities for empowering the persons with disabilities and create a society that is friendly for them. **NCDS has received the approval of Academic Council, IGNOU to start the programmes related to Disability Studies.**

The National Centre for Disability Studies has been set up with the following broad objectives:

1. To offer academic and research programmes through distance mode of learning on multitudinous aspects of disability with interdisciplinary perspectives;
2. To develop human and material resources for promotion of teaching and research in Disability Studies and allied areas;
3. To facilitate empowerment of the persons with disabilities by promoting capacity-building, entrepreneurship development and vocational rehabilitation services;
4. To Serve as a repository of official publications and documents of Government of India, State Governments and other governmental and non-governmental (national, regional and international) organizations / agencies;

5. To organize conferences, seminars, symposia and training workshops at national, regional and international levels on issues of contemporary significance for persons with disabilities and people who matter to them;
6. To publish monographs, journals, occasional papers, research studies, teaching and self instructional materials as well as an Indian encyclopedia on diverse aspects of Disability;
7. To promote and co-ordinate the teaching, research and extension programs on Disability in the universities, national institutes and academic institutions of higher education within India and in neighboring SAARC countries;

4. M. Ed. SPECIAL EDUCATION PROGRAMME

The M. Ed Special Education Programme designed and developed jointly by Indira Gandhi National Open University (IGNOU) and Rehabilitation Council of India (RCI), is a two years programme offered through open and distance learning (ODL) system. It is an innovative programme, utilizing self-learning materials (SLMs) and information and communication technologies (ICTs) along with an interactive personal contact programme component. To effectively impart instruction, the programme follows the multimedia approach, viz., print materials, audio-video components, teleconferencing, Interactive Radio Counselling (IRC), assignments, counselling sessions, personal guidance for research, workshops, individual and group activities, etc.

Teachers have crucial role to play in preparing young people not only to face the future with confidence but also to build it with purpose and responsibility. The importance of the teacher as an agent of change, promoting understanding and tolerance, has never been more obvious than today. It is more likely to become more crucial in the twenty first century. The need for change places enormous responsibility on teachers who participate in the moulding of the characters and minds of the new generation". In order to implement the four pillars of education viz learning to learn, learning to do, learning to live together and learning to be, the teachers need new perspectives. Therefore, M. Ed Special Education programme focuses on development of teachers and other personnels engaged in educational management and administration. M. Ed in Special Education is offered in the following disability areas:

- | | |
|---|----------------|
| 1. Master of Education in Special Education in Hearing Impairment- | MEDSEHI |
| 2. Master of Education in Special Education in Mental Retardation- | MEDSEMR |
| 3. Master of Education in Special Education in Visual Impairment- | MEDSEVI |
| 4. Master of Education in Special Education in Learning Disability - | MEDSELD |

4.1 Objectives of the Programme

- (i) To prepare teacher educators to work in various institutions offering courses in Education and Special Education at various levels.
- (ii) To prepare researchers to undertake independent research in the field of general Education and Special Education.
- (iii) To prepare educational Administrators and Managers to work as heads of teacher training institutions, project officers, consultants, counselors and coordinators.
- (iv) To develop specialized knowledge and understanding about the philosophical and sociological bases of education of children with special needs;

- (v) To develop ability to understand human behaviour and personality, and capability to apply this knowledge and understanding to guide the learners of special needs to learn efficiently and effectively;
- (vi) To develop national and international perspective about educational theory and practice to enable the learners of special needs to visualize the inter-linkages and dependency among different educational systems;
- (vii) To develop a working knowledge of ICTs and their application in formal and non-formal systems of education for children with special needs and for teacher empowerment;
- (viii) To develop knowledge and understanding of management, planning and financing of education; as also develop managerial and administrative capabilities and skills to effectively manage educational institutions;
- (ix) To develop knowledge and understanding of the process of educational research and aptitude for and skill in conducting research in specialized areas of education and thus generate knowledge or critically evaluate existing knowledge; and
- (x) To generate awareness and understanding of some specialized areas of education and human development like special needs of education, curriculum development, environmental education, vocational education, teacher education, elementary education, measurement and evaluation, value education and human responsibility so as to widen the horizon of understanding of modern educational practices and to develop critical thinking pertaining to issues related to education

4.2 Target Population

The programme is offered to:

- (i) In-service graduate/postgraduate teachers with B.Ed.(Special Education) or Equivalent degree working in primary, secondary or senior secondary schools/colleges/equivalent academic positions in Governments or NGOs or similar educational institutions.
- (ii) Headmasters/Principals and educational administrators/functionaries.

4.3 Eligibility

1. B. Ed. Special Education or equivalent degree approved by Rehabilitation Council of India with an aggregate of 50% marks in the respective disability area. (Please see the list of Programmes Equivalent to B. Ed. Special Education).
2. 2 years teaching experience/ professional experience.

or

2 years experience as Headmasters / Principals / Special Education functionaries.

(The experience must be from a Govt. School / Govt. recognized school/RCI recognized training centre/centre registered under PWD Act/NT Act.)

4.4 Intake

The number of seats in each SSC in each disability area of M. Ed Special Education is 20 only.

4.5 Admission Procedure and Criteria

M.Ed. Special Education Programme admissions will be made on the basis of entrance examination. The entrance examination will be held on 6th February, 2011.Hall ticket will be provided to the candidates

before 10 days of the entrance examination. In case of non-receipt of the hall ticket 3 days before the examination, the candidate can download the same from the IGNOU website www.ignou.ac.in. Provisional admission to the programmes shall be done subject to the merit rank in the entrance examination and the production of all relevant documents and programme fee. There shall be reservation of seats as per rules of the Central Government/IGNOU.

4.6 Medium of Instruction

The medium of instruction is English.

4.7 Duration and Weightage of the Programme

Total number of credits: 60 credits including Research Dissertation

Minimum period to complete the programme: 2 years

Maximum period to complete the programme: 4 years

4.8 Programme Fee

The Programme fee is Rs.36, 000/- for the entire programme of two years. The total fee is to be paid at the time of admission in the form of Demand draft drawn in favour of IGNOU, payable at concerned Regional Centre.

4.9 Course Details

M. Ed Special Education programme has 4 semesters in two years. As already mentioned, the programme can be completed in a minimum of two years and a maximum of four years duration. However, the theory courses and dissertation will be offered as given in Table 4.9.1. The detail structure of the programme is also given in table 4.9.2.

4.9.1 Course structure and Credit System for M. Ed Special Education Programme

Semester	Course Code	Title of the course	Study hour	Credit
		Core Courses		
Semester I	MMD-051	Foundations of Education	180	6
	MMD-052	Advanced Educational Psychology and Human Development	180	6
	MMDL-053	Practicum in Disability	60	2
Semester II	MMD-054	Methodology in Educational Research	180	6
		Elective Courses (Any One)		
	MMDE-055	(1) Management in Special Education	180	6
	MMDE-056	(2) Educational Technology & Special Education	180	6
	MMDE-057	(3) Curriculum Development & Special Education	180	6
	MMDL-058	Practicum in Disability	60	2

Semester III		Specialization Courses		
		(Any one disability area)		
	MMDE-065	1. Identification and assessment of children with Mental Retardation	180	6
	MMDE-066	2. Curriculum and Teaching Strategies for Children with Mental Retardation	180	6
	MMDL-067	3. Practicum in Specific Disability area	120	4
	MMDE-075	1. Aural Re/habilitation of Children with Hearing Impairment	180	6
	MMDE-076	2. Curriculum and Teaching Strategies for Children with Hearing Impairment	180	6
	MMDL-077	3. Practicum in Specific Disability area	120	4
	MMDE-071	1. Psycho- Social and Educational Implications of Children with Visual Impairment	180	6
	MMDE-072	2. Curriculum and Teaching Strategies for Children with Visual Impairment	180	6
	MMDL-073	3. Practicum in Specific Disability area	120	4
	*MMDE-061	1. Learning Disabilities: Assessment and Identification	180	6
	*MMDE-062	2. Learning Disabilities: Curriculum and Intervention	180	6
	*MMDL-063	3. Practicum in Specific Disability area	120	4
Semester IV	MMDP-059	Dissertation Guidance & Sessional work	360	12
	MMDL-064 /068/074/078	Practicum in Specific Disability area	120	4

Total Credits-60

4.9.2 Detail Structure of Theory Courses

Semester	Course Code	Title of the course/blocks	Credit
		Core Courses	
Semester I	MMD-051:	FOUNDATIONS OF EDUCATION	6
	Block 1	Philosophical Perspectives in Education	
	Block 2	Schools of Philosophy and Their Implications for Education	
	Block 3	Sociological Perspectives of Education	
	Block 4	Education, Society and School System	
	Block 5	Development in Special Education	
	MMD-052:	ADVANCED EDUCATIONAL PSYCHOLOGY AND HUMAN DEVELOPMENT	6
	Block 1	Psychological Perspectives of Education- Implications for Teachers	
	Block 2	Learning Theories and Approaches	
	Block 3	Individual Differences	
	Block 4	Educational Psychology Practical	
	Block 5	Psychological Implications of Disability	
Semester II	MMD-054:	METHODOLOGY OF EDUCATIONAL RESEARCH	6
	Block 1	Nature of Educational Research and Problem Selection	
	Block 2	Data Collection and Analysis	
	Block 3	Analysis and Interpretation of Data	
	Block 4	Methods of Research	
	Block 5	Research Report and Dissemination	
		Elective Courses (Any one)	

MANAGEMENT SPECIAL EDUCATION		MMDE-055: MANAGEMENT IN SPECIAL EDUCATION	6
	Block 1	Introduction to Management in Special Education	
	Block 2	Processes in Management	
	Block 3	Management Information Systems	
	Block 4	Human Resource Management	
	Block 5	Financial Management	
EDUCATIONAL TECHNOLOGY & SPECIAL EDUCATION		MMDE-056: EDUCATIONAL TECHNOLOGY & SPECIAL EDUCATION	6
	Block 1	Introduction to Educational Technology	
	Block 2	Instructional Design	
	Block 3	Applications of Educational Technology	
	Block 4	Development of Teaching-Learning Materials	
	Block 5	Agencies, Policies and the Future of Educational Technology	
CURRICULUM & DEVELOPMENT SPECIAL EDUCATION		MMDE-057: CURRICULUM DEVELOPMENT & SPECIAL EDUCATION	6
	Block 1	Introduction to Curriculum	
	Block 2	Curriculum Development	
	Block 3	Curriculum Transaction	
	Block 4	Curriculum Evaluation	
	Block 5	Approaches in curriculum development	
Semester III		Specialized Courses (Any One)	
MENTAL RETARDATION			
	MMDE-065: IDENTIFICATION AND ASSESSMENT OF CHILDREN WITH MENTAL RETARDATION		6
	Block 1	Overview of Mental Retardation	
	Block 2	Needs, Trends and Issues in the field	

	Block 3	Screening, Identification, Assessment and Diagnosis	
	Block 4	Using Assessment Information for Special education	
	Block 5	Therapeutic Application	
	MMDE-066: CURRICULUM AND TEACHING STRATEGIES FOR CHILDREN WITH MENTAL RETARDATION		6
	Block 1	Curriculum Development, Curricular Domains & Levels	
	Block 2	Teaching Strategies and Management	
	Block 3	Approaches, Methods and Materials for Teaching Persons with Mild, Moderate, Severe and Profound Retardation	
	Block 4	Techniques of Guidance and Counseling	
	Block 5	Adult Training and Vocational Placement, Family and Community Partnership	
HEARING IMPAIRMENT			
	MMDE-075 : AURAL RE/HABILITATION OF CHILDREN WITH HEARING IMPAIRMENT		6
	Block 1	Hearing and Auditory processes	
	Block - 2	Perception through Hearing Aids and Auditory Training and Evaluation of Hearing Aids	
	Block - 3	Introduction to Language and Theories of Language Acquisition	
	Block - 4	The Speech Process and Components of Speech	
	Block - 5	Speech Training	
	MMDE-076: CURRICULUM AND TEACHING STRATEGIES FOR CHILDREN WITH HEARING IMPAIRMENT		6
	Block 1	Curriculum and Teaching Methods in Education of Children with Hearing Impairment	
	Block 2	Modes of Communication used with HI Children/Persons	

	Block 3	Methods and Techniques of Teaching Languages Reading and Writing	
	Block 4	Mainstreaming and Inclusion	
	Block 5	Educational Assessment and Guidance	
VISUAL IMPAIRMENT			
	MMDE-071: PSYCHO- SOCIAL AND EDUCATIONAL IMPLICATIONS OF CHILDREN WITH VISUAL IMPAIRMENT		6
	Block 1	Eye and Eye car	
	Block 2	Implication of Visual Impairment	
	Block 3	Assessment of Visual Functioning	
	Block 4	Association of Visual Impairment with other Impairments	
	Block 5	Learning Characteristics of Visually Impaired Person	
	MMDE-072: CURRICULUM AND TEACHING STRATEGIES FOR CHILDREN WITH VISUAL IMPAIRMENT		6
	Block 1	Language Development	
	Block 2	Plus Curricular skills	
	Block 3	Method of Teaching	
	Block 4	Application of Technology and Role of Research	
	Block 5	Rehabilitation Services	
LEARNING DISABILITY			
	MMDE-061: LEARNING DISABILITY: IDENTIFICATION AND ASSESSMENT		6
	Block 1	Overview of Learning Disabilities	
	Block 2	Approaches and Techniques of Assessment	
	Block 3	Areas of Assessment	
	Block 4	Types of Assessment	
	Block 5	Contemporary Trends and Issues in Assessment	

	MMDE-062: LEARNING DISABILITY CURRICULUM AND INTERVENTION		6
	Block 1	Curriculum Development and Curricular Areas	
	Block 2	Approaches and Methods	
	Block 3	Strategies for Intervention	
	Block 4	Guidance and Counselling	
	Block 5	Program Planning	

4.10 Assignments

The assignments constitute an essential component of the instructional system in distance mode programme. Therefore, course-wise problems and issues will be given for writing the assignments. Based on the understanding, you need to critically examine or empirically verify the problem /issue and write the response. Each course will have one assignment which is compulsory. The grades will be reflected in the grade card. The assignment questions will be of three types;

- Essay / descriptive answer type
- Short answer type
- Practical / application type

The assignments will be discussed during the contact programmes. After completion of the assignments, you are required to submit the same to the study centre for evaluation and feedback. The assignments carry a weightage of 30% per course. While writing the assignment you are advised not to reproduce the text given in the Self-learning materials. You must integrate your knowledge, understanding and experiences. You may clarify your doubts / queries about assignments from your counsellors when you attend the Induction programme, contact programme. Further, the learners are advised to keep the following points in mind.

- Make your answer precise and synthetic
- Take care of the word limit in writing assignments
- You should write the assignments in your handwriting. If you typed it, put a signature in the bottom of each page.

4.10.1 How to send assignments

While sending the assignment-responses the following points should be taken care of:

- Write your enrolment number, name and full address at the right top corner of the first/ cover page of the assignment.
- Write the Title of the course, course code and assignment code. It should be written in capital letters in the top centre of the page. The top left corner should be kept blank for office use. However, the cover page of the completed assignment should look like this.

For Office Use

Course Title: ----- Enrolment No -----

Course Code ----- Name -----

Assignment No -----Address -----

Date of submission -----

(Note: You are advised to follow this format strictly.)

- You should send the assignment responses complete in all respects. Partial or incomplete assignments will not carry any credit.
- You should use A 4 size paper for writing the assignment and leave a margin of about 1 ½ on the left margin for writing tutor comments and for providing feedback.
- You should retain a copy of the assignment response with you till you successfully complete the programme.
- The assignments should be submitted to the Coordinator of the programme at the study centre on or before the last date of submission of assignment.
- The assignment responses may be submitted by hand to the concerned study centre or may be sent by registered post.
- If the last date for submission of assignment response falls on a holiday, the same to be submitted on the next working day.

5. DISSERTATION FRAMEWORK

The dissertation work constitutes an important component of the M. Ed Special Education programme. The basic purpose of the dissertation is to provide the learners with practical experience in the scientific process of research. For dissertation, you are required to prepare a synopsis under the guidance of an approved Research Supervisor. Therefore, you are required to identify a research problem which is empirical in nature. The *Dissertation Handbook* will facilitate you to complete your research work. You are advised to take the written consent of the Supervisor and get formal approval of your synopsis. After getting approval, you should start your research work and prepare your research report.

5.1 Research Supervisor

For becoming M. Ed Special Education research supervisor, any one of the following shall be considered:

- Any Professor or Reader in Special Education (Retired or In-service)
- Any Lecturer in Special Education working in the Dept. of Education of a University or a Post Graduation colleges of Education running M. Ed Special Education programme with atleast two years of experience with Ph. D or M. Phil in Education.
- Principal of a College of Education having Ph. D or M. Phil in Education.

6. EVALUATION

The University follows the following three types of evaluation:

- Continuous evaluation through assignments
- Term-End Examination
- Evaluation of Dissertation

6.1 Continuous Evaluation Through Assignments

For continuous evaluation, there is a provision of assignments which you have to complete and submit much before every Term End Examination. The assignments carry a weightage of 30% in each theory courses except Dissertation. This 30% weightage will be carried out to your grades/ scores by the University. 70% weightage will be given to the Term End Examination. However, the assignment grades/scores will be added to the grades/ scores of the Term-End Examination. The consolidated grade/ score will constitute your final grade/ score in the theory courses.

6.2 Term-End Examination

Term-End Examination is held for evaluation of the theory courses. Semester-wise examination will be held in the month of June and December. The examination datesheet will be communicated to you well before the commencement of the examination. The Term-End Examination carries a weightage of 70%. The assignments carry 30% weightage. To be eligible to appear in the term end examination, you should fulfill the following conditions:

- You should have opted for the courses and pursued the prescribed courses.
- You should have already completed your assignments relating to those courses and submitted the same to the university.
- You should have attended the contact programmes and completed all the tasks.
- You should have submitted the duly filled-in examination form on the time.

The filled in examination form are to be submitted to the university by 31st March for June Term and 30th September for December Term. The University may not be able to communicate each and everything direct to you individually. Important information about the learners or examination such as submission of assignment, examination schedule, submission of examination forms and datesheet etc. will be communicated to the Coordinator of the Programme Study Centres and Regional Directors. Therefore, you are advised to be in close contact with your Programme Study Centre and Regional Centre for these aspects.

Minimum Passing: The minimum passing mark is 45% in each theory course and 50% in aggregate.

6.3 Evaluation of Dissertation

Separate examiner will be appointed for evaluation of the dissertation. Your dissertation will be sent to the concerned examiner for evaluation and grading. S/he will evaluate the quality of your research report like significance of the problem, adequacy of objectives and hypotheses, sampling techniques, tools, analysis and interpretation of data, major findings and scope of research findings etc. After evaluating the quality of the dissertation in terms of the above criteria, the examiner will communicate the grades/scores to the university. The University will hold viva-voce examination of those candidates whose dissertations were evaluated.

Separate grade/score will be awarded for viva-voce. The University will add both the grades/scores of Report and viva-voce examination and then award the overall grade/score to the Dissertation.

The grades/scores for each course and for dissertation will be shown separately in your grade card. In each course you are required to obtain atleast C grade in both continuous and term-end examination separately. For successful completion of the programme also, you should obtain C grade in dissertation and an overall 'C' grade.

7. UNIVERSITY RULES

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

7.1 Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapane Aur Viniyaman), Adhinyam, 2002" are non-existent and cannot be made the basis of admission to higher studies with IGNOU. The qualification awarded by any University not recognized by UGC will not be made the basis of admission.

7.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the respective concerned Regional Centres or NCDS 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.

7.3 Validity of Admission

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

7.4 Simultaneous Registration

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

7.5 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	Re-admission Period
Certificates Programmes	6 Months	6 Months
Diploma Programmes	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to 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 pro-rata course fee for re-admission.

7.6 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. The certificates may be provided in the prescribed format as at Annexure – I and II.

7.7 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.

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

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

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.

7.8 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 by concerned Regional Centre.**

7.9 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, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** In case of non-receipt of study material students are required to write to concern Regional Centre, IGNOU.

7.10 Counselling and Examination Centre

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

7.11 Change of Elective/Course

Change in Elective/Course is permitted within 30 days from the receipt of first set of course material on payment of Rs. 200/- for a 4 credit course or part thereof, Rs. 400/- for a 8 credit course for undergraduate courses. For Master's Degree Programme it is Rs. 400/- for 2/4 credits and Rs. 800/- for 6/8 credits 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 Elective/Course should be addressed to the concerned Regional Centre only as per schedule.

7.12 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of performa 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 SRD Division, Maidan Garhi, New Delhi - 110068. **Requests received directly at SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre is desired, the learners are advised to fill the performa and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counseling facilities are available, for the subject he/she has chosen, at the new centre opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for.

Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Study Centre is not permissible in programmes where practical components are involved.**

7.13 Change of Region

Inter-Regional transfer is not permissible in the programme once the student is registered at a particular Regional Centre for MEDSE Programmes.

7.14 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.

7.15 Official Transcripts

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

7.16 Disputes on Admission & other University Matters

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

7.17 Recognition

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

MoU signed with RCI dated 18th September. 2007

7.18. Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Prof. Manohar Lal, Director, SOCIS	(Tele: 2953 6342)
2. Registrar/OSD,SRD	(Tele: 2953 2741)
3. Registrar (SED)	(Tele:2953 5828)
4. Director, RSD	(Tele: 2953 2118)
5. Director, SSC	(Tele: 2953 5714)
5. CPRO	(Tele: 2953 2321)
6. Security officer	(Tele: 2953 3237)
7. Dy. Registrar, SRD	(Tele: 2953 6215)

Alternatively complaints may be fixed on 29536588 or 29532312

E-mail: ignouregistrar@hotmail.com

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

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

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 endeavor of CPC is to enhance and facilitate the process of prospecting 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 campusplacement@ignou.ac.in. they are further advised to visit our home page www.ignou.ac.in for regular updates on placement related activities.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU)
Student Evaluation Division, Maidan Garhi, New Delhi-110 068
Entrance Examination for M.Ed Special Education Programmes (MEDSE)

8. INFORMATION HANDOUT FOR ENTRANCE EXAMINATION

Dear Candidate,

Entrance Test for admission to M.Ed Special Education Programmes, 2011 of this University will be held on 6th February, 2011. You will find a specifically designed OMR response sheet to be used in the examination hall.

8.1 Structure of Entrance Examination for M. Ed. Special Education Programmes

Maximum Marks allotted to the test is **100**. The composite time for the complete test is **Two Hours**. The broad area of the Entrance examination will consist of logical and analytical reasoning, Education, general Knowledge and Research Methodology. Besides, the majority of questions will be covered from Special Education and disability specialization area.

The test items will be given in a composite test booklet, which will be printed in English. You may attempt the test in any order you like. Since the questions in the test Booklet are objective type, answers are not required to be written in words or sentences. For each question, there are four answer choices suggested and only one of them is right. You have to select in right answer from amongst the given answer. **In case you find that none of the four alternatives is correct, you have to mark '0'.** Before sitting in the entrance examination you must be well acquainted with the OMR response sheet given in this handbook.

Entrance Exam will be conducted at the following places on 6th February 2011.

Patna	Raipur	Delhi	Ahmedabad
Chandigarh	Jammu	Ranchi	Cochin
Thiruvananthapuram	Mumbai	Pune	Nagpur
Bhubaneshwar	Ludhiana	Jaipur	Dehradun
Varanasi	Lucknow	Siliguri	Kolkata
Coimbatore	Chennai	Shimla	Guwahati
Hyderabad	Bhopal	Goa	Bangalore

8.2 How to Fill-up the Information on the Response Sheet

At the end of this handout a sample response sheet is given. You may fill up your own information in this answer sheet so that you may correctly fill up the actual examination answer sheet in the examination hall. While filling up the OMR response sheet you should follow the following guidelines:

- 1) Write your complete enrolment no. in 9 digits. This should correspond to the enrolment number indicated as on your Hall Ticket. Also write your correct name, address with pin code in the space provided. Put your signatures on the response sheet with date in ink. Ensure that The Invigilator in your examination hall also puts his signatures with date on the OMR response sheet at the space provided. You should use only HB pencil to mark the answers to the questions on the OMR response sheet.
- 2) **Do not use pen.** Do not make any stray marks on the response sheet.
- 3) Write correct information in numerical digit in Enrolment No. and exam. centre code columns. The corresponding rectangle should be dark enough and should be filled in completely. For example, suppose your enrolment number is 145786159. Examination Centre Code is 0101. This information is indicated in sample answer sheet.
- 4) Each question is followed by four probable answers which are numbered 1, 2, 3 & 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then .by using HB pencil, blacken the rectangle bearing the correct answer number against , the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question you should darken the rectangle 'O'.
- 5) If you wish to change your answer, ERASE completely the already darkened rectangle by using a good quality eraser and then blacken the rectangle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the eraser rectangle and the question will be read as having two answers by the Optical Mark Reader (OMR) and will be ignored for giving any credit.
- 6) No credit will be given if more than one answer is given for one question. Therefore, you should select most appropriate answers.
- 7) You should not spend too much time on any one question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.
- 8) There may be negative marking for wrong answers.

GENERAL INSTRUCTIONS

- 1) No calculators, books, slide-rules, foot-rules, note-books or written Notes etc. will be allowed inside the examination.
- 2) You should follow the instructions given by Centre Superintendent and by Invigilators at the examination venue. If you violate the instructions you will be disqualified.
- 3) Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
- 4) The test booklet and the OMR response sheet would be supplied to you by the Invigilators. After the exam is over you should hand over the OMR response sheet as well as the test booklet to the Invigilator before leaving the examination hall. Any candidates who do not return the response sheet and the test booklet will be disqualified and the University may take further action against him/her.
- 5) Candidates arriving late will not be permitted to enter the examination hall.

- 6) All rough work is to be done on the test booklet itself and not on any other paper. Scrap paper is not permitted. For arriving at answers you may work in the margins, make some markings or underline in the test booklet itself.
- 7) University reserves the right to cancel scores of any candidate who impersonates or uses malpractices. The examination is conducted under uniform conditions. The University would also follow a procedure to verify the validity of scores of all examinees uniformly. If there is substantial indication that your performance is not genuine, University may cancel your score.
- 8) University issues Examination Hall Ticket to the student's atleast one week before the Commencement of the entrance test. The same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, the student can download the hall ticket from the website and approach the exam centre for appearing in the exam.
- 9) Candidates should bring their hall tickets duly affixed with their latest photograph to appear in the test. **The photograph should be attested by a Gazetted Officer, failing which they will not be allowed to take examinations.** The hall ticket should be got signed by the Invigilator. In the event of his/her qualifying the Entrance Test, this hall ticket should be submitted to the Regional Director concerned with the Programme fee of Rs. 36,000/-for seeking admission in M.Ed Special Education Programmes. The fee received at the Regional Centre without hall ticket in original will be summarily rejected. The hall ticket will be attached with your original application form submitted by you with the Regional Director after due verification.

Learners must retain the Original Hall Ticket for admission without which admission will not be granted.

DECLARATION OF RESULT

Result will be uploaded in the IGNOU website www.ignou.ac.in Offer Letter for provisional admission will be issued/dispatched from concerned Regional Centre alongwith Offer Letter and the Student Registration forms.

Provisionally selected candidates have to report to concerned Regional Center with Result Card, Hall Ticket, Programme fee in the form of DD of Rs.36,000/- drawn in favour of IGNOU payable at the place of concerned Regional Center, Offer Letter, filled in Registration Form, attested photocopies of all documents(marksheets and certificates of graduation and B.Ed special Education or equivalent qualification), proof of RCI registration, category/social status proof, Acknowledge Card and student card duly filled and duly signed affidavit of student and parents.

The result will be available at concerned IGNOU Regional Center within 8 weeks from the date of examination and IGNOU website www.ignou.ac.in.

Relaxed qualifying standards would be applied to SC/ST/OBC, Non-Creamy layer & Persons with Disabilities, War Widows and Kashmiri Migrants. In case you have not indicated the reservation category you belong to, you will be considered as a general candidate. You will be responsible for the accuracy in information made by you in the MEDSE admission form and no review will be possible.

OMR Response Sheet for Entrance Examination (Sample)

bfnjk xkz/kh jk"Vh; ePr fo'ofok|ky;
vks, e-vkj- ijh{kk mUkj i"B

Indira Gandhi
National Open University
OMR Response Sheet

SHEET NUMBER 024001

fuEufyf[kr fooj.k dpy L; kgh l s Hkj;

Fill up following particulars with ink only

<p>COURSE PARTICULARS/i kB; Øe fooj.k Programme /dk; Øe Course Name/i kB; Øe uke.....</p>	<p>ijh{kk i = Hkjus l s i gys d'i ; k fuEufyf[kr funz kka d'k vo'; i <+yA iz ukUkj fpUg bl izdkj cuk; s <input type="checkbox"/> u fd <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>STUDENT PARTICULARS/fo kFkhz fooj.k Enrolment No. /vuØekad l a; k Name/uke Address/i rk City/' kgj Pin Code/fi u d'kM.....</p>	<p>Please read relevant instructions given below carefully before completing this form.</p> <p>Mark like <input type="checkbox"/> Not like <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Candidate's Signature/fo kFkhz ds gLrk{kj}</p> <p>Signature of Invigilator/vuph{kcd ds gLrk{kj}</p> <p>Date/fnukad</p>

fpfglR djus ds fy, funz k

INSTRUCTIONS FOR MARKING

- | | |
|--|---|
| <ol style="list-style-type: none"> 1- mUkj i"B dks Hkjrs l e; dpy , p-ch i sUl y dk iz, kx djA 2- mUkj i"B dks ekMuk@QkMuk ugha pkfg, A 3- dpy fu/kkFjr dkye eagh mUkj fpUgr djA ; fn dkbZ xyr d'klye fpfglR gks x; k gks rks jcm+ l s vPNh rjg feVkdj l gh d'klye dks HkjA 4- i kB; Øe dk l gh d'kM iz, kx djA %i zos k ijh{kk ijh{kkFkZ; k ds fy; ; i kB; Øe d'kM Hkjus dh vko'; drk ugha g% 5- i kB; Øe d'kM bl izdkj gA | <ol style="list-style-type: none"> 1. Use only H.b. Pencil for marking responses. 2. Do not mutilate/tear this response sheet. 3. Mark your answer in proper column. Erase clearly and completely to change any wrong markings, if any. 4. Use correct Course Code. (Entrance test candidates need not fill up Course Codes). 5. Course Codes are given below: |
|--|---|

PMT-1111/PSS-1112/PCO-1113

CIC1-2221/CIC2-2222/CIC3-2223/CIC4-2224/CIC5-2225

CNOCI-3331/CNOC2-3332/CNC3-3333/CN04-3334/CN065-3335-CWDM-4441

6- izos k ijh{kkFkZ; k ds fy, dk; Øe d'kM bl izdkj gA

6. Programme Codes for Entrance test Candidates are given below.

OPENMAT-555

D-Ed-666

BIT-777

ADIT-888

7- iR; d iz u ds pkj fodYi fn; s x; sgsvk; mueal s, d mUkj fodYi l gh gSftl svki mi; Pr d'klye eafpfglR djavk; dkyesfd; s x; s [kkus dh l a; k dks Aij cus d'klye eafy[kA ; fn vki l e>rs gafd fn; s x; s iz u eadkbZ Hkh fodYi l gh ugha gS rks ml dk mUkj "0" d'klye eafpfglR djA

7. Four choices are given for a question, out of which one option is correct. Mark correct answer in relevant column and also write your answer choice in numeral in rectangle above. If you find that none of the options given in a question is correct mark in column '0'.

8- viuk vuØekad] dk; Øe d'kM %dpy izos k ijh{kkFkZ; k ds fy, % ijh{kk d'klye d'kM i kB; Øe d'kM ekg , oa o"ki fpUgr djus ds fy, fuEufyf[kr mnkgj.k dk vupj.k djA

8. Please follow the examples given below to mark your Enrolment Number, Programme Code (For Entrance test candidates only). Exam Centre Code, Course Code, Month and Year.

ENROLMENT NUMBER vuØekad								
1	4	5	7	8	6	1	5	9
[0]	[0]	[0]	[0]	[0]	[0]	[0]	[0]	[0]
<input type="checkbox"/>	[1]	[1]	[1]	[1]	[1]	<input type="checkbox"/>	[1]	[1]
[2]	[2]	[2]	[2]	[2]	[2]	[2]	[2]	[2]
[3]	[3]	[3]	[3]	[3]	[3]	[3]	[3]	[3]
[4]	<input type="checkbox"/>	[4]	[4]	[4]	[4]	[4]	[4]	[4]
[5]	[5]	<input type="checkbox"/>	[5]	[5]	[5]	[5]	<input type="checkbox"/>	[5]
[6]	[6]	[6]	[6]	[6]	[6]	[6]	[6]	[6]
[7]	[7]	[7]	<input type="checkbox"/>	[7]	[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]	<input type="checkbox"/>	[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]	[9]	[9]	[9]	[9]	<input type="checkbox"/>

COURSE CODE i kB; Øe d'kM			
1	1	1	2
[0]	[0]	[0]	[0]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[1]
[2]	[2]	[2]	<input type="checkbox"/>
[3]	[3]	[3]	[3]
[4]	[4]	[4]	[4]
[5]	[5]	[5]	[5]
[6]	[6]	[6]	[6]
[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]

EXAM. CENTRE CODE ijh{kk d'klye d'kM			
1	2	4	6
[0]	[0]	[0]	[0]
<input type="checkbox"/>	[1]	[1]	[1]
[2]	<input type="checkbox"/>	[2]	[2]
[3]	[3]	[3]	[3]
[4]	[4]	<input type="checkbox"/>	[4]
[5]	[5]	[5]	[5]
[6]	[6]	[6]	<input type="checkbox"/>
[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]

COURSE CODE i kB; Øe d'kM		
5	5	5
[0]	[0]	[0]
[1]	[1]	[1]
[2]	[2]	[2]
[3]	[3]	[3]
[4]	[4]	[4]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[6]	[6]	[6]
[7]	[7]	[7]
[8]	[8]	[8]
[9]	[9]	[9]

MONTH ekl	
<input type="checkbox"/>	[0]
[1]	[1]
	[2]
	[4]
	[5]
	[6]
	[7]
	[8]
	[9]

YEAR o"ki			
[0]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[1]	[1]	[1]	[1]
<input type="checkbox"/>	[2]	[2]	[2]
[3]	[3]	[3]	[3]
[4]	[4]	[4]	[4]
[5]	[5]	[5]	[5]
[6]	[6]	[6]	[6]
[7]	[7]	[7]	[7]
[8]	[8]	[8]	[8]
[9]	[9]	[9]	[9]

di; k tkfu; sfd mi; Pr vcd vk; d'kM dpy mnkgj.k ds fy, gA vki viuk foj.k Bhd izdkj fyf[k; A

PLEASE NOTE THAT THE NUMBERS AND CODES GIVEN IN THE RESPECTIVE FIELDS ARE ONLY EXAMPLES.

9. WHOM TO CONTACT FOR WHAT

	FOR WHAT	TO WHOM
1	Identity Card, Fee receipt, Bonafied Certificate, Migration, Scholarship forms	Concerned Regional Centre
2 3	Non-receipt of study material and Assignments Schedule/information regarding Exam-form, Entrance test, Date-sheet, IGNOU Hall ticket	Concerned Regional Centre Asst. Registrar (Exam.II), SED, Block-12, Room No-2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sgoswami@ignou.ac.in Ph.29536743,29535924-32/Extn-2202,2209
4	Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam.III), SED, Block-12, Room No-1, IGNOU, Maidan Garhi, New Delhi-110068 E-mail kramesh@ignou.ac.in Ph.29536103,29535924-32/Extn. 2201,2211,1316
5	Non- reflection of Assignment Grades/ Marks.	Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-110068 E-mail assignments@ignou.ac.in or mjha@ignou.ac.in Ph.29535924,Extn-1312,1319,1325
6	Change of Elective medium/ opting of left over electives/ deletion of excess credits	Concerned Regional Centre
7	Readmission	Student Registration Division, Block no-3, IGNOU, Maidan Garhi, New Delhi-110068
8	Original Degree/ Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam.I), SED, block-9, IGNOU, Maidan Garhi, New Delhi-110068 E-mail opbangia@ignou.ac.in Ph.29535438,29535924-32/Extn-2224,2213
9	Student Grievances (SED)	Asst. Registrar (Student Grievance), SED, Block-3, Room No-13, IGNOU, Maidan Garhi, New Delhi-110068 E-mail sregrievance@ignou.ac.in Ph.29532294,29535924-32/Extn-1313
10	Purchase of Audio/Video tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
11	Academic Content	Director of the School concerned
12	Approval of M. Ed Special Education Synopsis	NCDS, 'G' Block, Hall-7 New Academic Complex, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 2953125,29531575,29531574 fax:91-11-29535125 E-mail:n.c.d.s.2008@gmail.com, ncds@ignou.ac.in
13	Status of Project Reports of all programmes	Ph.011-5129532294,Ext. 1313/1320/1321 E-mail projects@ignou.ac.in or sureshchugh@ignou.ac.in
14	Submission of M.Ed. Special Education Project Reports	NCDS, 'G' Block, Hall-7, New Academic Complex, IGNOU, Maidan Garhi, New Delhi-110068 Ph. 2953125,29531575,29531574 fax:91-11-29535125 E-mail:n.c.d.s.2008@gmail.com, ncds@ignou.ac.in
15	Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail ssc@ignou.ac.in Ph. 29535714,29533869,2953380 Fax-29533129

10. LIST OF REGIONAL CENTRE

S.NO	REGIONAL CENTRE	CODE	ADDRESS OF THE REGIONAL CENTRE TEL. FAX & E-MAIL	JURISDICTION
1	*BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR, BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KANNADA
2	*BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 / 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT
3	*HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470,40266471 040-40266479 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
4	*LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 0522-2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI, RC ALIGARH AND RC NOIDA) ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FATEHGARH, FATEHPUR, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNUAJ
5	*MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018 TAMIL NADU	DISTRICTS OF TAMILNADU COIMBATORE NILGRIS, ERODE, KARUR, TANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR,

S.NO	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
			0452-2380387,2380733 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in ignoumadurai@yahoo.co.in	TIRUNELVELI, TUTICORIN & TRICHI TIRUVARUR
6	*MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI -81 022-25633159 rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI, THANE, RAIGARH AND RATNAGIRI
7	*VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR,SKPVV HINDU HIGH SCHOOL, KOTHAPETHA VIJAYAWADA 520 001 ANDHRAPRADESH 0866-25535959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF SRIKAKULAM, VIZAINAGARAM, VISAKHAPTNAM, EAST ODAVARI, WEST GODAVARI GKHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLORE AND CHITTOOR

Note : *Indicates the Regional Centres in which MEDSE Programmes operate.

11. LIST OF SPECIAL STUDY CENTRE AND CODE

HEARING IMPAIRMENT (HI)

Sl. No.	Code	Location	Address of the Special Study Centre	Regional Centre
1	01126D	Secundrerabad, Andhra Pradesh	IGNOU SPECIAL STUDY CENTRE Sweekar Rehabilitation Institute for Handicapped, Upkaar Complex Secunderabad-500003 Ph : 040-27843338, 27841696, 27814089 Fax : 040-27810731 Email – sweekar@gmail.com , sweekar@yahoo.com , sweekar@hotmail.com	Hyderabad 01
2	49013D	Mumbai Maharashtra	IGNOU SPECIAL STUDY CENTRE Ali Yavar Jung National Institute for the Hearing Handicapped, Kishenchand Marg, Bandra (W), Mumbai-400050 Ph : 022-26422638, 26400215, Fax : 022-26404170 Email – ayjnihhmum@gmail.com	Mumbai 49
3	27180D	Lukhnow Uttar Pradesh	IGNOU SPECIAL STUDY CENTRE Dr. Shakuntala Mishra Rehabilitation University, Mohaan Road, Near Budheswar Crossing, Lucknow Pin- 226024 Ph : 0522-2998380, 3294434 Email: registrar.dsmru724@gmail.com Website – www.dsmru.org	Lucknow 27
4	43024D	Coimbatore Tamilnadu	IGNOU SPECIAL STUDY CENTRE Faculty of Disability Management and Special Education Ramakrishna Mission, Vivekanand University Ramakrishna Mission Vidyalaya, Coimbatore-641020 Ph : 0422-2692676 (O) Fax : 0422-2692582 Email : fdmedu@gmail.com , ihrdc@vsnl.net	Madurai 43

MENTAL RETARDATION (MR)

Sl. No.	Code	Location	Address of the Special Study Centre	Regional Centre
1	01110D	Secunderabad	IGNOU SPECIAL STUDY CENTRE Thakur Hari Prasad Institute of Research & Rehabilitation for the Mentally Handicapped, Vivekananda Nagar, Dilsukh Nagar, Hyderabad-500660 Ph : 040-24044735, 23240243, 24046733 & 24045454, Fax – 24045292 Email – thpihyd@hotmail.com , thakurhariprasad@yahoo.co.in	Hyderabad 01
2	01126D	Secunderabad	IGNOU SPECIAL STUDY CENTRE Sweekar Rehabilitation Institute for Handicapped, Upkaar Complex Secunderabad-500003 Ph : 040-27843338, 27841696, 27814089 Fax : 040-27810731 Email : sweekar@gmail.com , sweekar@hotmail.com	Hyderabad 01
3	43024D	Coimbatore Tamilnadu	IGNOU SPECIAL STUDY CENTRE Faculty of Disability Management and Special Education Ramakrishna Mission, Vivekanand University Ramakrishna Mission Vidyalaya, Coimbatore-641020 Ph – 0422-2692676 (O) Fax – 0422-2692582 Email – fdmedu@gmail.com ihrdc@vsnl.net	Madurai 43
4	27180D	Lucknow Uttar Pradesh	IGNOU SPECIAL STUDY CENTRE Dr. Shakuntala Mishra Rehabilitation University, Mohaan Road, Near Budheswar Crossing, Lukhnow Pin- 226024 Ph – 0522-2998380, 3294434 Email: registrar.dsmru724@gmail.com Website – www.dsmru.org	Lucknow 27
5	21152D	Orissa	IGNOU SPECIAL STUDY CENTRE Chetna College of Special Education, A/3, Institutional Area, Near Hotel Swosti Plaza, P.O-R.R.L Campus, Bhubaneswar-751013 Ph – 0674-2301675, 2581999 Fax – 0674-2300649 Email – chetanacollege@yahoo.co.in jewelsinternational@yahoo.com	Bhubaneswar 21

VISUAL IMPAIRMENT (VI)

Sl. No.	Code	Location	Address of the Special Study Centre	Regional Centre
1	43024D	Coimbatore	IGNOU SPECIAL STUDY CENTRE Faculty of Disability Management and Special Education Ramakrishna Mission, Vivekanand University Ramakrishna Mission Vidyalaya, Coimbatore-641020 Ph : 0422-2692676 (O) Fax : 0422-2692582 Email : fdmedu@gmail.com , ihrdc@vsnl.net	Madurai 43
2	43026D	Coimbatore	IGNOU SPECIAL STUDY CENTRE Avinashlingam University for Women, Institute of Home Science & Higher Education for women Coimbatore-641043, Tamilnadu Ph – 0422-2440241, 2435550 Fax – 0422-2438786, 2441252 Email – vc@avinuty.ac.in	Madurai 43
3	27180D	Uttar Pradesh	IGNOU SPECIAL STUDY CENTRE Dr. Shakuntala Mishra Rehabilitation University, Mahaan Road, Near Budheswar Crossing, Lukhnow, UP Pin- 226024 Ph – 0522-2998380, 3294434 Email: registrar.dsmru724@gmail.com Website – www.dsmru.org	Lucknow 27

Note: The list of SSCs for MEDSELD will be provided as a supplementary document once received from Rehabilitation Council of India, New Delhi.

12. LIST OF STATE CODES

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

13. PROGRAMME CODES

Sl. No	Name of the Programme	Programme Code
1	M.Ed. Special Education in Mental Retardation	MEDSEMR
2	M.Ed. Special Education in Visual Impairment	MEDSEVI
3	M.Ed. Special Education in Hearing Impairment	MEDSEHI
4	M.Ed. Special Education in Learning Disability	MEDSELD

14. DISABILITY AREA CODE AND NAME OF SPECIALIZATION AREA

DISABILITY AREA CODE	NAME OF SPECIALIZATION AREA
01	Visual Impairment
02	Mental Retardation
03	Hearing Impairment
04	Learning Disability

15. QUALIFICATION CODE

QUALIFICATION CODE	QUALIFICATION
005	Graduation or Equivalent
006	Post Graduation or Equivalent
007	B. Ed (Special Education) or Equivalent

16. ELECTIVE COURSE CODES

COURSE CODE	TITLE OF THE COURSE
MMDE-055	Management in Special Education
MMDE-056	Educational Technology & Special Education
MMDE-057	Curriculum Development & Special Education

17. LIST OF PROGRAMMES EQUIVALENT TO B. Ed. SPECIAL EDUCATION

- A. i. B. Ed. Special Education in disability area Visual Impairment/Hearing Impairment/Mental Retardation
- Or
- ii. B. Ed. –SEDE (B. Ed. Special Education through distance mode) in disability area Visual Impairment/ Hearing Impairment/ Mental Retardation
- B. i. B. Ed. (General) with Post Graduate Professional Diploma (PGPD)in disability area Visual Impairment/ Hearing Impairment/ Mental Retardation
- Or
- ii. Post Graduate Diploma in Special Education (Mental Retardation)
- Or
- iii. B.A, B. Ed. (Visual Impairment)
- Or
- iv. Graduation + Secondary level teachers training in Visual Impairment.
- Or
- v. B. Ed. Special Education (Locomotor Impairment and Cerebral palsy) Regular / Distance Mode + Post Graduate Professional Diploma (PGPD) in disability area Visual Impairment/ Hearing Impairment/ Mental Retardation
- Or
- vi. Post Graduate Diploma in Special Education (Multiple Disabilities Physical and Neurological) + Post Graduate Professional Diploma (PGPD) in disability area Visual Impairment/ Hearing Impairment/ Mental Retardation
- C. i. DSE (Special education) / D. Ed. (Special education) with B. Ed. in General Education
- Or
- ii. Senior Diploma in Teaching the Deaf
- Or
- iii. Senior level Teacher Training course in Visual Impairment
- Or
- iv. PG Diploma Course in Special education (Mental retardation)

Note: Admission in MEDSE programme in particular disability area depends upon the area of specialisation in B.Ed. specialisation or equivalent.

APPLICATION FORM: INSTRUCTIONS AND CODES

Please fill-up the form and submit through Speed Post/Registered Post to **the concerned Regional Centre where MEDSE programme is available.**

GUIDELINES FOR FILLING THE APPLICATION FORM

1. Select the IGNOU Regional centre in which your study centre falls. List of study centres is attached with it.
2. Select the Programme Code as per the specific disability area in which you have completed your requisite qualification (As per the eligibility criteria). Refer table for Programme Codes.
3. For State Code, refer table and write the relevant code in the appropriate box.
4. For Sl. No. 4– 9, 11 - 14 and 16 write the relevant code in the appropriate Boxes. For example, if you are male, put (A1) in box against Sl. No. 6.
5. For Sl. No-10, 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
---	---	---	---	---	---	---	---

6. Write the relevant code in the box for 15 (A). If you tick A1, then fill the column 15 (b) also and attach your **Disability Certificate**.
7. For sl. No 16 (a) and (b) - if you are already registered or have done a credit programme with IGNOU, please write the relevant code in the boxes if A1 then write the Enrol No. & Programme Code.
8. For the Sl. No 18, furnish the details of scholarship, if any received by you. For BPL Category, please enclose attested copy of Ration Card.
9. If your name is VIRENDER KUMAR HASIZA, then write as following in the boxes provided for at 19.

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

10. At Sl. No. 20, please write your Father's/Husband's/Mother's name. If the name is KEDAR NATH HASIZA, then write it as follows :

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

11. Note the following for filling-up of Sl. No 21.
 - a. Qualification code is in three digits e.g. 005, 006 and 007. You have to write only highest qualification code which could be found in this Handbook.
 - b. Fill in the year of completion in last two digit.
 - c. Write your main subjects of the qualification in short form.
 - d. Write down aggregate percentage obtained by you 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. Do not use the decimal for writing the % of marks.

- e. Write the name of University by from where you have possessed B.Ed. Special Education or equivalent degree.
12. Choose your elective subject code from the table and fill in sl.22.
13. The Disability Area Code and name of specialization area for Sl. No 23 and 24 are given in this handbook.
14. Choose the study centre as per your specialization area from the list and fill in sl.25.
15. Please fill in your address for correspondence where you would like to receive the admission related correspondence. Your address must be complete in all respects, as the University will correspond with you at this address. If you change your address, you should inform the Regional Centre and the Programme Study Centre about your new contact address. 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.
16. At Sl. No 27- 29, write down your landline telephone No., Fax No., Mobile No. and E-mail address, if any.
17. Fill-in your job experience in sl. 30.
18. Declaration form should be signed by the candidate. Incomplete forms without supporting certificates will not be accepted.
19. The envelop of your application must be superscribed as “Application form for _____ programme”.
20. Application submitted to any other office/ Regional Centre/Special Study Centre/NCDS will not be accepted.

CHECKLIST

Before sending the filled-in application form with declaration, please check whether you have:

- a) Affixed your recent **Photograph. (Two nos.)**
- b) Enclosed the attested photocopies of the following.
 - i. Certificates in support of your **educational qualification(s)**.
 - ii. **Category** certificate for SC/ST/PH/Non-creamy layer of OBC/Minority candidates, if applicable
 - iii. **Disability** certificate, if applicable.
 - iv. **RCI Registration Certificate**
- c) Experience Certificate from the Competent Authority, as applicable.
- d) DD of Rs.550/- for downloaded application drawn in favour of **IGNOU payable at New Delhi/ Concerned Regional Centre.**
- e) Affidavit given in annexure-I and II must be duly signed.
- f) Student Card duly filled-in alongwith photograph.
- g) Acknowledgement Card duly affixed with the postage stamp for Rs. 6/-.

APPLICATION FORM FOR MEDSE PROGRAMMES

(July 2011 session)

(Filled-in Application Form should be submitted at concerned Regional Centre where MEDSE programme is available)

Application Number

Control Number

Affix your latest
passport size
photograph
(4cm x 5cm)
duly attested
by you

1. Regional Centre

2. Programme Code

3. State Code

4. Category (Write the relevant code in the box)

A1 GEN C3 ST
B2 SC D4 OBC

(In case of OBC student, please
also indicate code either D4A or D4B)

(i) Creamy Layer D4A
(ii) Non-Creamy Layer D4B

5. Nationality (Write the relevant code in the box)

A1 Indian
B2 Others

6. Sex (Write the relevant code in the box)

A1 Male
B2 Female

7. Marital Status (Write the relevant code in the box)

A1 Married
B2 Unmarried

8. Whether Minority (Write the relevant code in the box)

A1 Yes
B2 No

9. Religion (Write the relevant code in the box)

A1 Hindu D4 Sikh
B2 Muslim E5 Jain
C3 Christian F6 Buddhist

G5 Parsi
H6 Jews
I9 Others

10. Date of Birth

Day Month Year

11. Social Status (Write the relevant code)

A1 Ex-serviceman
B2 War Widow
C3 Not applicable

12. Whether Kashmiri Migrant (Write the relevant code)

A1 Yes
B2 No

13. Territory (Write the relevant code)

A1 URBAN
B2 RURAL
C3 TRIBAL

14. Employment Status (Write the relevant code)

A1 Employed
B2 Unemployed
C3 IGNOU Regular Employee
D4 KVS Employee

15 (a) Whether a person with Disability (Write the relevant code)

A1 Yes
B2 No

15 (b) If yes (nature of disability) (Write the relevant code)

A1 Speech and Hearing Impairment
B2 Locomotor Impairment
C3 Visual Impairment
D4 Low Vision
E5 Any other, Please Specify

16 (a) Are you registered with IGNOU (Write the relevant code)

A1 Yes
B2 No

16 (b) If yes, write the Enrol. No. & Programme Code in the boxes below

Enrolment No.

Programme Code

17. Medium Code (Write the relevant code)

A1 English
B2 Hindi

18. Details of Scholarship being received, if any:

(a) Annual Scholarship Amount

(b) Deptt. Offering Scholarship

A1 Govt. Deptt.
B2 Other

(c) Family Income (yearly)

(d) Please indicate in case of below poverty line

A1 Yes
B2 No

(e) In case of Jail Inmate

A1 Yes
B2 No

EMPLOYMENT CERTIFICATE
(To be submitted at the time of Counselling)

This is to certified that Mr./Ms./Mrs. _____ has been working with the School/Insitution/Organization as _____ since _____

Place : _____

Signature : _____

Date: _____

Name : _____

Designation : _____

Name and Address of School/Institution/Organisation: _____

Registration No. under PWD Act _____

National Trust Act _____

Any Other, Please Specify _____

(Seal/Stamp)

DECLARATION BY THE CANDIDATE

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and 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.

Date: _____

Signature of Candidate

INSTRUCTIONS FOR THE CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the concerned Regional Centre under which MEDSE Programmes are in operation. Details of Regional Centre are given in the student handbook and prospectus.
2. Application form submitted to any other Regional Centre will not be entertained.
3. The last date for receipt of filled-in application form at the concerned Regional Centre is 7th January 2011. Application received after this date will not be accepted.
4. Please retain the photocopy of the filled-in application form for your future reference.
5. Application form received without employment certificate will be rejected.

CATEGORY CERTIFICATE

Annexure I

(i) SC/ST Candidates

This is to certify that Mr./Ms./Mrs. _____ son/daughter/wife
of Shri _____ of Village _____ Town
_____ Distt. _____ State/U.T. _____ belongs to
_____ Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution
(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956)

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

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : _____

Signature : _____

Date : _____

Seal/Samp

Annexure II

CATEGORY CERTIFICATE

(ii) OBC candidates (only non-cremy layer)

This is to certify that Mr./Ms./Mrs. _____ son/daughter/wife
of Shri _____ of Village _____ Town
_____ Distt. _____ State/U.T. _____ belongs to
_____ Caste who are eligible for availing the benefits as per central list of 5 to
13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice & Empowerment as modified from
time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).
(Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956)

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

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : _____

Signature : _____

Date : _____

Seal/Samp

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, the authority would expel him from the University.

Annexure III

AFFIDAVIT BY THE STUDENT

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

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) on this the _____ (day) of _____ (month) _____ (year)

Signature of deponent

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

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

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

- 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 my ward in case he/she is 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) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward 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, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward 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 conspiracy to promote ragging and further affirm that in case the declaration is found to be untrue the admission of my ward 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) on 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

INFORMATION REGARDING IGNOU POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT AGAINST SEXUAL HARASSMENT OF WOMEN

The Indira Gandhi national Open University, in adherence with the guidelines of the supreme court of India has evolved a specific policy and procedures to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court judgment, IGNOU adopts this policy to prevent, prohibit and punish sexual harassment of women at the workplace. IGNOU is committed to providing for all women who fall within its jurisdiction, including its academic, non-academic staff and students, a place of work and study free from sexual harassment, intimidation and exploitation.

For further information regarding the policy, definition of sexual harassment, rules and procedures approved by IGNOU, students may visit the IGNOU website www.ignou.ac.in. In case of any incidents of sexual harassment, students may contact any member of the Committee Against Sexual Harassment (ICASH) at the headquarters in New Delhi, the Regional Services Division Committee Against Sexual Harassment (RSDCASH-overseeing committee for all Regional Centres) or the Regional Centre Committee Against Sexual Harassment (RCCASH) at their nearest Regional Centre. The ACASH (Apex Committee against Sexual Harassment) will serve as the final appellate body for all complaints. Further contact information and administrative assistance may also be sought from the CPRO and security Office of IGNOU.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in
Regional Services Division Committee against Sexual Harassment (RSDCASH)	
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, 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 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

To

The Regional Director

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

Sub : Intimation of Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

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

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

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

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material/assignments to students

Student Registration and Evaluation Division
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

 Re-admission form for all programmes
 (other than MP & MPB - Details as shown in Table-A)

Dates for submissions:
1st Aug to 31st Oct.
 or
1st Feb. to 20th April

 1. Name & Address of the student

 2. Programme Code :

 3. Enrol. No. :

 4. Regional Centre Code :

 5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought. :

Sl. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs .	

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

 8. Total Fee (Col.No. 6+7) Rs. enclosed vide Demand Draft No.
 Date of (Name of Bank)
 (DD should be drawn in favour of "IGNOU" payable at New Delhi.

 Mail this Re-admission Form along with DD to Registrar, SED
 Division, IGNOU, Maidan Garhi, New Delhi-110068 on or before
 the last date mentioned above.

Signature of the Student

Note: Please retain a copy of this form for any future reference.

Please read the Instructions overleaf before filling up this form.

Annexure-VII



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km.

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

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

Please for request for fresh set of assignments

(Please Tick (✓) whichever is applicable)

1. Assignments nor received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address
.....
.....
.....
.....
.....
.....
..... Pin

Signature
Date

For Official Use Only:

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Please mail this form to:

The Assistant Registrar (Despatch) (MPDD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating :

Programme of Study
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

For change/correction of address and or change of study centre the form should be mailed to the Director of your concerned Regional Centre.

**INDIRA GANDHINATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF STUDY CENTRE**

Enrolment Number	Programme Code
Date effective from	Date Change
Name	
New Address	
Existing Study Centre Code	
Town	Pin
State	
State Code	(See Code List 2 of Guide to Applicant)
Signature :	Date :
	New Study Centre Code :

NOTE: TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI
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): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required

Demand Draft No.: Date:

Issuing Bank:

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

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

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

Date:..... (Signature of the student)

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

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division**

**APPLICATION FORM FOR EARLY DECLARATION OF TERM-END
EXAMINATION**

1. Name: _____

2. Programme: Enrolment No:

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

4. Reason for early declaration of result: _____

(Enclose a copy of the documentary evidence specifying the reason for early declaration)

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

S. No.	Course Code	Date of Examination
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

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

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name:.....

2. Programme: Enrolment No.

3. Address:

.....

PIN:

4. Month and Year of the Exam:.....

5. Examination Centre Code :

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

.....

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

8. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS 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 pf 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 and 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), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , 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 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (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 -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkatta-700091	



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

APPLICATION FORM FOR IMPORVEMENT IN DIVISION/CLASS

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): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required

Demand Draft No.: Date:

Issuing Bank:

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

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

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

Date:.....

(Signature of the student)

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

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

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

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have 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.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form, Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'.
11. Application form must reach within the prescribed dates at the following address:-

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

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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

(Rules & regulations are mentitned 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:

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3. Address :

Pin Code

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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:

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 - (c) Exam Centre Address :

 - (d) Course(s)
5. Fee details:-
 (The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre).
 No. of Course(s) : X Rs. 100/- Total Amount:
 Demand Draft No. : Date :
 Issuing Bank :
6. Self attested photocopy of the Identity Card : Issued/Not attached issued by the University.

UNDERTAKING

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

Date :
Place :

Signature
Name :

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and 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), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , 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 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410016	All Examination Centres in Gujarat, 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 -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkatta-700091	

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
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name

Enrolment No.

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Address

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Pin

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Programme

Month and Year of the Exam.

Centre from where appeared at last examination

Bank Draft / IPO No. Dated

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

.....

Signature

Dated

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

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

The Registrar (SED)
 Indira Gandhi National Open University
 Maidan Garhi,
 New Delhi-110 068

INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre City.
2. At the time of submission of the application for issue Migration Certificate the applicant should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident
of hereby solemnly declare that the
Migration Certificate No.....dated.....issued
to me by theto enable me to join..... University has
been lost and I did not join any other University on the basis of the same nor have I submitted the same for joining
any other University”.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

Regional Centre

Name

Father's Name

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

Mailing Address:
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.....

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

Filled in Application Form should be sent to:

**Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Date

.....
Signature

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 Feb to 31 March	NIL	1 Aug to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

*During these dates submit the examination form with late fees to the concerned Regional Centre (Outside Delhi). For Delhi, submit to the Registrar (SED).

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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.)
10. 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.

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. 100/- 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.



STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

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

To be filled in by the Student.

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

Enrolment No. _____

Name of the Programme _____

Name _____

Father's/Husband's/Mother's Name _____

Address (in Capital Letters) _____

Pin Code _____

Full Signature of the Candidate _____

PASTE

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

ATTESTED BY
REGIONAL DIRECTOR _____
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Please mention your full postal address at the space allocated

Affix
Postage
stamp for
Rs 6/-

To

CITY: _____

STATE: _____

From
The Regional Director,
IGNOU Regional Centre

PIN:

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