

# **PROGRAMME GUIDE**

## **CERTIFICATE IN ENVIRONMENTAL STUDIES (CES)**

**Please keep this Programme Guide  
safely till you complete the  
Programme. You will need to consult  
it while working on the Programme.**



**School of Social Sciences  
Indira Gandhi National Open University  
New Delhi- 110068**

**Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course has a Course Expert Committee with distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advises the students not to take recourse to such type of guides.**

### ***Important Information***

***“In case a student wants to have assignments, he/she 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](http://www.ignou.ac.in).”***

***“The students are specifically instructed to send Examination Forms to designated offices only and to no other place and they are also advised to submit the Registration/ Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms. Examination Forms at wrong places and there by misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation.”***

---

## **Print Production**

---

Mr. Manjit Singh  
Section Officer (Publication)  
SOSS, IGNOU, New Delhi

---

May, 2015 (Revised)

© Indira Gandhi National Open University, 2012

*All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the copyright holder.*

*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 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)*

Printed and published on behalf of Indira Gandhi National Open University, New Delhi by Director, SOSS, IGNOU.

Laser Composed by : Tessa Media & Computers, C-206, A.F.E-II, Jamia Nagar, Okhla, New Delhi

Printed at:

# CONTENTS

	<b>Page No.</b>
1. The University	7
2. Introduction to Programme	7
3. Programme Structure	8
4. Scheme of Study	8
5. Fee Structure	9
6. Instructional System	9
7. Medium of Instruction	12
8. Evaluation	12
9. Other Useful Information	16
10. Some Useful Addresses	18
11. Details of Courses	19
12. Some Forms for Your Use	22
13. Programmes Offered by the School of Social Sciences	46



**UNIVERSITY GRANTS COMMISSION**

Bahadur Shah Zafar Marg, New Delhi - 110002

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

February, 1992

The Vice Chancellor/Director's  
of all the Indian Universities/  
Deemed Universities/Institutions  
of National importance

.....

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

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F.13-12/85 Desk (U) dated 10.09.1985 issued by the Govt. of India, Ministry of Human Resource Development, (Department of Education), New Delhi and is competent to award its own degrees diplomas. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the Corresponding awards of the Universities in the country.

Yours faithfully,

Sd/-

(GURCHARAN SINGH)  
Under Secretary

**ASSOCIATION OF INDIAN UNIVERSITIES**

AIU House; 16, Kotla Marg, New Delhi - 110002

Phones: 3312305, 3313390  
3310059, 3312429

Gram: ASINGU  
Telex: 3166180 AIU IN  
Fax: 011-3315105  
No. EV/II(499)/94/176915-177115  
January 14, 1994

The Registrar(s)  
Member Universities

**Subject: Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

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

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

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

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)  
Joint Secretary

---

# 1. THE UNIVERSITY

---

Indira Gandhi National Open University was established in September, 1985 by an Act of Parliament, with a view to democratise education, so that it covers large segments of population. vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a university with a difference.

**The major objectives of the University are:**

- To promote the educational well-being of the community,
- To democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote and rural areas,
- To disseminate learning and knowledge through an innovative multi-media teaching-learning system,
- To provide high quality education at all levels,
- To coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

**The salient features of this system of education are:**

- study according to your own pace and convenience,
- study at your own chosen place,
- flexibility in choosing courses and combination of courses from a wide range of disciplines/subjects,
- use of modern and appropriate educational and communication technology.

Student support services are provided by the University through a network of study centres scattered all over the country. Study centres are the actual focal points to enable you to receive regular information and learning support. Each study centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counselling at study centres. The study centres are generally located in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each Study Centre is supervised by a Coordinator. Regional centres have been set up in different parts of the country to coordinate the functioning of Study Centres.

---

# 2. INTRODUCTION TO PROGRAMME

---

A basic knowledge of environment is today considered useful for all people. It would motivate them to understand the critical environmental concerns as well as enable them to cope with related developmental needs. The Certificate Programme in Environmental Studies reinforces

this basic education need for integrating ecological values of development with curricular environmental education.

Opportunities for acquiring this kind of knowledge are limited and a larger segment of our population may not have access to institutions offering environmental education as a regular programme of study. Moreover, at most of those places the courses on offer do not serve the essential purpose of environmental literacy; they are so designed as to cater to target groups seeking specific educational packages in environmental specialisations. The present programme aims at fostering environmental awareness and concern among the people in general and a better understanding of how environmental issues may be approached for initiating correctives.

### **Who May Offer the Programmes?**

The programme will be of use to:

- General Public at every age and at levels above 10+2 of formal and non-formal education;
- Occupational or Social Groups such as administrators and planners, engineers, industrialists, agriculturists, teachers, etc. The NGOs with their dissemination capabilities shall find it very useful.
- Professionals such as ecologists, hydrologists, foresters, landscape architects, etc.

---

## **3. PROGRAMME STRUCTURE**

---

The Certificate Programme in Environmental Studies consists of a total of 18 credits distributed as:

<b>Course-1</b>	<b>(AHE-01)</b>	<b>Human Environment</b>	<b>6 credits</b>
<b>Course-2</b>	<b>(TS-5)</b>	<b>Ecology, Environment and Tourism</b>	<b>8 credits</b>
<b>Course-3</b>	<b>(PES-01)</b>	<b>Project in Environmental Studies</b>	<b>4 credits</b>
			<b>18 credits</b>

**Duration:** Minimum 6 months; Maximum 2 years

**Eligibility:** 10+2 or its equivalent or BPP from IGNOU

---

## **4. SCHEME OF STUDY**

---

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. Through proper planning you can finish this programme according to your convenience and within the stipulated time frame.

Certificate in Environmental Studies (CES) is a 6 month programme but you are allowed a maximum of 2 years to complete it. As per our scheme of study you have to complete 18 credits worth of courses in 6 months and obtain Certificate in Environmental Studies. The study material will be sent to you in one despatch.



This programme also has a Project component which is compulsory. The details on Project Work are given in the Project Guide.

---

## 5. FEE STRUCTURE

---

The fee structure (including examination fee) for this programme is as follows:

**CES :** Rs. 2000/- to be paid along with the admission form.

---

## 6. INSTRUCTIONAL SYSTEM

---

The methodology of instruction in this University is different from that in the conventional universities. The Open University System is more learner-oriented, and the student is an active participant in the teaching-learning process. Most of the instruction is imparted through distance rather than face-to-face communication. The University follows a multimedia approach for instruction. It comprises:

- Self-instructional print material
- Audio and video-cassettes
- Face-to-face counselling at Study Centres by academic counsellors
- Assignments

### **Print Material and its Usage**

Print material is the primary form of instructional material, although there will be a few audio-vidco-programmes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we send to you. The printed material would be sufficient to prepare for the term end examinations.

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study by you. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In **Introduction**, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption **Check Your Progress**. Enough space is given for you to write your answers to the questions set in the self-check exercises. Hints to these exercises are given in the section **Answers to Check Your Progress Exercises** at the end of the Unit. **The Check Your Progress Exercises are only for your practice and you should not submit answers to these questions to the University.**

The section **Let Us Sum Up** summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key Words**. Some books for additional reading are suggested in the section **Some Useful Books**. For your reference purpose some of these books may be available in the Study Centre.

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. During the course of reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section Key Words or in a dictionary. Read the Unit again and again until you have understood the point. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer '**Check Your Progress**' questions. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the Check Your Progress Exercises given in the Units. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section 'Answers to Check Your Progress Exercises'.

### **Audio-Video Material**

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better.

Audio-video material will not be supplied individually but will be made available to you at the Study Centres. You can listen/watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from: Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068.

### **Counselling**

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **The counselling sessions are not compulsory.** However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow students, comprehend some of the complex ideas or difficult issues and get clarifications for your queries and discuss the **Activities** given in each Block.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as

personal) which you face while studying for this programme. In these sessions you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions. Try to get the maximum possible help from your counsellors.

Generally there will be 10 counselling sessions for an 8-credit course and 5 sessions for a 4 credit course. **The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.**

### **Study Centre**

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres is provided in this Programme Guide.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. Generally, as stated earlier, there will be 10 counselling sessions for an 8-credit course. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Assignments will be evaluated by the Counsellors at the Study Centre.
- 3) **Library:** For each course some of the books suggested under 'Some Useful Books' will be available in the Study Centre Library. All audio and video tapes are also available in the library.
- 4) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and video cassettes prepared for different courses.
- 5) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules; examination schedule, etc. You will also get guidance in choosing your courses.
- 6) **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.

**Please bring all your Units and list of problems to be discussed with your counsellor when you come for the counselling sessions.**

---

## 7. MEDIUM OF INSTRUCTION

---

The Certificate in Environmental Studies Programme is offered by the, University in both Hindi and English medium. Printed course is sent to you in Hindi or in English in accordance with the medium chosen by you. Likewise you can also do your Project Work in either Hindi or in English.

---

## 8. EVALUATION

---

The evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. For the final result all the assignments of a course carry 30% weightage while 70% weightage is given for term-end examination. The following is the scheme for awarding divisions and grades:

Division	Percentage Range	Grade	Point Grade
I	80% and above	A - Excellent	5
	60% to 79.9%	B - Very Good	4
II	50% to 59.9%	C - Good	3
Pass	40% to 49.9%	D - Satisfactory	2
<b>Unsuccessful</b>	Less than 40%	E - Unsatisfactory	1

You are required to score at least 40% marks at the term-end examination separately for all courses and the Project Work. In the overall computation too **you must get at least 40% marks** to claim the Certificate in Environmental Studies.

### Assignments

Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignment of a course carries 30% weightage. Therefore, you are advised to take your assignments seriously. A simple omission on your part may result in a loss to you.

**You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for the course.**

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and exploit your personal experience.

There is only one assignment for each course.

The assignments should be submitted to the Coordinator of the Study Centre assigned to you. After evaluation these assignments will be sent back to you with comments and marks.

Always make two copies of your assignments and keep one with you. Also take a receipt from the study centre on submission of the assignments.

The University/Coordinator at the Study Centre has the right to entertain or reject the assignments submitted after the due date. Hence, to avoid inconvenience submit the assignments well in time. Remember to collect the evaluated assignments and assessment sheet as the same will help improve your performance in the future. Keep a proper record of all the assignments submitted and evaluated. You may require them in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre so that the correct score is forwarded to the Student Registration Division at Headquarters.

Do not enclose or express doubts for clarification about study material along with the assignment. Send your doubts in a separate cover to the **Programme Coordinator – Environmental Studies, Room 144, Tagore Bhawan, School of Social Sciences, IGNOU, Maidan Garhi, New Delhi - 110068**. Give your complete enrolment number, name, address, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

### **SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMA)**

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

**Course Code and Assignment Code may be reproduced from the assignment**

The top of the first page of your response sheet should look like this:

---

	<b>ENROLMENT NO.:</b> _____
<b>PROGRAMME TITLE:</b> _____	<b>NAME:</b> _____
<b>COURSE CODE:</b> _____	<b>ADDRESS:</b> _____
<b>COURSE TITLE:</b> _____	_____
<b>ASSIGNMENT CODE:</b> _____	<b>SIGNATURE:</b> _____
<b>STUDY CENTRE:</b> _____	<b>DATE:</b> _____

---

All assignments are to be submitted at the study centre assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate Places.
- 6) Write the responses in your own hand. Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.

## **Term End Examination**

Term End Examination is the major component of the evaluation system and it carries 70% weightage in the final result.

The University conducts term end examinations twice a year, i.e., in June and in December. You can take the examination only after the submission of the Assignments.

In case you fail to get a pass score in the Term End Examination, you will be eligible to reappear at the next Term End Examination for that course as and when it is held, within the total span of the programme.

To be eligible to appear at the Term End Examination in any course, you are required to fulfil the following three conditions.

- 1) You should have paid the registration and programme fee.
- 2) You should have opted and pursued the prescribed course.
- 3) You should submit the examination form in time (which is explained later).

Examination date sheet (Schedule which indicates the date and time of examination for each course) is sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, normally, the date sheet for June examinations is released in the month of January and for December examinations in the month of July.

## **Examination Form**

**It is an essential pre-requisite for you to submit the Examination Form for taking examination.** The filled in examination form is to be submitted at the **concerned Regional Centre, Indira Gandhi National Open University.**

The examination form received after due dates or without late fee, wherever applicable, shall be rejected. .

After receiving the examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, you can take the examination by showing your Identity Card.

**Every student must bring identity card for appearing in term end examination along with the admit card. Students without Identity Cards shall not be permitted to enter the examination hall under any circumstances.**

Your Study Centre is normally your examination centre. The University at its discretion may allot you any examination centre other than your study centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered. For this student should apply one month in advance to Registrar, Student Evaluation Division at IGNOU.

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

It is your duty to check whether you are registered for that course and whether you are eligible to appear for that examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

**The University has now introduced a scheme for the re-evaluation of examination scripts, The students can apply in the prescribed form for re-evaluation and get the term-end examination scripts rechecked against payment of Rs. 500.00 per course by means of demand draft drawn in favour of IGNOU and payable at NEW DELHI within two months of the date of declaration of result. Requests received after due dates will not be entertained.**

**No student is allowed to reappear in an examination after successfully passing it for improving the marks/grade.**

Study Centre is the contact point for you. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination; please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

---

## **9. OTHER USEFUL INFORMATION**

---

### **IGNOU Newsletter**

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the newsletter.

### **Reservation of Seats**

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

### **Scholarships and Reimbursement of Fees**

Reserve categories viz., scheduled caste/scheduled tribe and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.



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

Similarly, for reimbursement of programme fees, SC/ST students have to submit their forms to the Directorate of the Social Welfare or Office of the Social Welfare Officer of the respective State Government through the concerned Regional Director of IGNOU.

### **Change of Medium of Instruction**

**Change of Medium** is permitted within one month of the first receipt of study material on payment of Rs. 300.00 per course plus Rs.600.00 per course of 8 credits and Rs.300.00 for 4 credits by Demand Draft favouring IGNOU, payable at New Delhi.

You should address your request for change to the Registrar, Students Registration Division, IGNOU, Maidan Garhi, New Delhi-110068 along with the draft for requisite fee.

### **Change or Correction in Address**

In case of any correction or change in your address, make use of the printed card for change/correction of address given in this programme guide. The request for change of address is to be sent to your Regional Centre. Normally, it takes about six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

### **Change of Study Centre**

The candidates are required to opt only such Study Centres which are activated for the programme. As far as possible the University will allot the study centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time.

For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration Division at the headquarters.

### **Change of Region**

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Registrar (SR&E), New Delhi. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Registrar (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

### **Issue of Duplicate Grade Card/Mark sheet**

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs. 150/- to be paid in favour of IGNOU, New Delhi. The form for the purpose is given in this Programme Guide.

### **Re-admission**

If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for re-admission. The form and the guidelines are available in the Programme Guide. Kindly fill and submit it as per the instructions.

### **Refund of Fees**

Fee once paid shall neither be refunded nor adjusted under any circumstances whatsoever. Programme fee may, however, be refunded if admission is not offered by IGNOU for any reason.

### **Disputes on Admission and other University Matters**

The place of jurisdiction for filing of a Suit if necessary will be only at New Delhi/Delhi.

---

## **10. SOME USEFUL ADDRESSES**

---

During the course of your study you might require some additional information about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters. The information about the suitable forms for specific purpose is also provided in this programme guide. Whenever, you need take a copy of the relevant form and send as per instructions given in the form.

- |   |  |
|---|--|
| 1. Examinations, examination centres, results, and other exam related matters.  | Registrar (Student Evaluation Division)<br>IGNOU, Maidan Garhi, New Delhi 110 068                        |
| 2. Non-receipt of study material, assignments and for fresh assignments, change of course/programme, admissions, fees, scholarships and Change of Address | Regional Director of your Region   |
| 3. Counselling and other problems relating to Study Centres   | Assistant Director (Student Affairs), Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110 068 |
| 4. Purchasing of Audio/Video Tapes  | Marketing Unit, EMPC, IGNOU.<br>Maidan Garhi, New Delhi - 110 068  |
| 5. Academic Matters   | Prof. Ravindra Kumar<br>School of Social Sciences<br>IGNOU, Maidan Garhi, New Delhi-110068               |

You are also advised to get in touch with the Co-ordinator of your Study Centre for timely information.

---

## 11. DETAILS OF COURSES

---

1) TS-5      **ECOLOGY, ENVIRONMENT AND TOURISM**      (08 Credits)

**Block 1      Environment - An Introduction**

Unit 1      Our Environment

Unit 2      Linkages in Nature

Unit 3      Biomes of the Worlds

Unit 4      Communities in Nature

**Block 2      Environment and Conservation Ethics**

Unit 5      Conservation through Ages

Unit 6      Environmental Parameters and Tourism

Unit 7      Indian Philosophy and Environment

**Block 3      Environmental Issues and Tourism Development**

Unit 8      Environment and Development

Unit 9      Concepts of Development

Unit 10      Responsible Tourism - Benefits

**Block 4      Environment, Community and Tourism**

Unit 11      Access, Infrastructure and Land Use - Basic Issues

Unit 12      Community and Regional Assets

Unit 13      Multiplier Effect: Benefits and Consequences

**Block 5      Tourism as a Tool for Conservation**

Unit 14      Practice and Potential

Unit 15      Site and Locational Planning

Unit 16      Uneven Regional/National Planning

Unit 17      Alternatives

<b>Block 6</b>	<b>Policy and Infrastructure</b>
Unit 18	Tourism Policy and its Impacts
Unit 19	Infrastructure
Unit 20	Environmental Degradation and Tourism
Unit 21	Acts and Laws
Unit 22	Politics and Environment

<b>Block 7</b>	<b>Pressures and Thresholds</b>
Unit 23	Identifying Pressures and Understanding Thresholds
Unit 24	Host/Local Population
Unit 25	Visitor Behaviour

<b>Block 8</b>	<b>Environmental Impacts - 1</b>
Unit 26	Vegetation and Wildlife
Unit 27	Mountain

<b>Block 9</b>	<b>Environmental Impacts - 2</b>
Unit 28	Wetlands
Unit 29	Island and Beach
Unit 30	Sports - Adventure, Golf, Water
Unit 31	Hotels and Resorts

**2) AHE-1 HUMAN ENVIRONMENT 6 Credits**

<b>Block 1</b>	<b>Environment</b>
Unit 1	Introduction to Human Environment
Unit 2	Climate and Resources
Unit 3	Description of Ecosystems
Unit 4	Non-Living and Living Components of Environment
Unit 5	Social Environment and Population of Man

**Block 2      Human Activities and Environment-I**

- Unit 6      Impact of Man on Environment
- Unit 7      Effects of Over-exploitation of Biological Resources
- Unit 8      Effects of Agriculture on Human Environment
- Unit 9      Effects of Urbanisation

**Block 3      Human Activities and Environment-II**

- Unit 10     Atmospheric Pollution
- Unit 11     Water Pollution
- Unit 12     Land Degradation
- Unit 13     Hazardous Waste Chemicals

**Block 4      Effects of Changed Environment on Man**

- Unit 14     Environment and Human Health-I
- Unit 15     Environment and Human Health-II
- Unit 16     Social Implications of Development Projects
- Unit 17     Economic Implications of Changed Environment

**Block 5      Management of Environment-I**

- Unit 18     Changes of Environmental Management
- Unit 19     Development Environment
- Unit 20     Environmental Conservation-I
- Unit 21     Environmental Conservation-II

**Block 6      Management of Environment-II**

- Unit 22     Environmental Quality Management
- Unit 23     Environmental Legislation
- Unit 24     Social Awareness about Environment
- Unit 25     Commonalities and Dissimilarities in Environmental Management

- Videos:**
- 1)    Biosphere at a Glance
  - 2)    Chilka Lake: A Case Study
  - 3)    Biomagnification
  - 4)    We the People: Man and Environment
  - 5)    We the People: The Price We Pay
  - 6)    We the People: Towards Sustainable Development

- Audios:**
- 1)    Radiation: A Fact of Life
  - 2)    Energy in Action

### 3) PROJECT (PES-01)

(04 Credits)

Every student has to do a Project which is for 04 credits.

#### **Project Guide**

The student is provided with a Project Guide which has guidelines for doing the project. It has also a number of suggested project topics from which the student can choose anyone.

---

## **12. SOME FORMS FOR YOUR USE**

---

In this Section we are enclosing the sample of some forms which are useful to you. Whenever you have to correspond with the University, **please get the photocopy of the relevant form**, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

1. Assignment Remittance-cum-acknowledgement Form; Change/Correction of Address/ Study Centre
2. Change of Medium of Study/Optional Courses
3. Term-end Examination Form
4. Intimation of non-receipt of study material/assignments
5. Form for Provisional Certificate
6. Form for Fresh Set of Assignments
7. Form for Re-Evaluation of Answer Script
8. Form for duplicate Grade Card/Mark Sheet
9. Form for Issue of Migration Certificate
10. Form for Application for Issue of a Duplicate Copy of University Diploma/Degree/Certificate
11. Form for Improvement in Division/Class
12. Form for Early Declaration Result
13. Obtaining Photocopy of Answer Scripts
14. Issuance of Official Transcripts

**In Environmental Studies course material activity exercises have been given at the end of each Block. It is suggested that you must do these activities in order to attain professional skills in the subject.**

Enrolment No. : <input type="text"/>	Programme : <input type="text" value="CES"/>
Name : <input type="text"/>	Medium : <input type="text" value="English/Hindi"/>
Course Code : <input type="text"/>	For Office Use Only
S.No.	Assignment No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature of dealing Accountant	Date of receipt from Evaluator : <input type="text"/>
Date : <input type="text"/>	

<b>INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b>	
Enrolment No. : <input type="text"/>	Programme : <input type="text" value="CES"/>
Name : <input type="text"/>	Medium : <input type="text" value="English/Hindi"/>
Course Code : <input type="text"/>	
S.No.	Assignment No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature of the Student	Signature of the receiver
Date : <input type="text"/>	Date : <input type="text"/>
	Seal
<b>FOR OFFICE USE ONLY</b>	
Sr. No. : <input type="text"/>	
Signature of the receiver	
Date : <input type="text"/>	

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.  
 2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

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

Programme of Study	<input type="text"/>
Enrolment Number	<input type="text"/>
Name	<input type="text"/>
New or Corrected Address including Pin	<input type="text"/>
New Study Centre Code	<input type="text"/>
Choice for Medium of Study	<input type="text"/>
Date of Change	<input type="text"/>

For change/correction of address and change of study centre the form should be mailed to :

**The Regional Director of your region.**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

Enrolment Number	<input type="text"/>	Programme Code	<input type="text"/>
Date Change effective from	<input type="text"/>		
Name	<input type="text"/>	Existing Study Centre Code	<input type="text"/>
New Address	<input type="text"/>		
Town	<input type="text"/>		
State	<input type="text"/>		
State Code	<input type="text"/>		
(See Code List 2. of Guide to Applicant)			
Signature :	<input type="text"/>	Date :	<input type="text"/>
		New Study Centre Code :	<input type="text"/>

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

To  
The Regional Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit  
and Rs. 800/- for 8 credit per course  
Change of Courses: Rs. 400/- for 4 credit per course  
Rs. 800/- for more than 4 credit per course.  
This is permitted within 30 days from receipt of first set  
of course material

Sub.:                   **1. Change of Medium of Study**  
                          **2. Change of Courses of Study**

Enrolment No.: 

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

1. Change of Medium: From \_\_\_\_\_ to \_\_\_\_\_
2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

**Fee Details:** Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Signature:

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone &

Email \_\_\_\_\_





# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

**EXAM FORM**

Serial No.	
------------	--

Control No.

<b>INSTRUCTIONS</b> 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																					
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		

Programme Code		Regional Centre Code		Study Centre Code	
----------------	--	----------------------	--	-------------------	--

Enrolment No.	Exam Centre Code <small>(Where you wish to appear in Exam)</small>
---------------	---

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

--

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


City	District
State	Pin Code
MOBILE NO.	

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

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

<b>FEE DETAILS</b> (Please write your Name & Enrolment No. at the back of the Draft)			
<b>Total No. of</b>		<b>Total Amount</b>	
Theory Courses	₹ × 60		
Practical Courses	₹ × 60		
Late Fee			
<b>TOTAL</b>			

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/   /

<b>SIGNATURE OF THE STUDENT</b> (within the Box only)	Issuing Branch _____ Payable at (Regional Centre under which your exam centre falls)
--	---

ISSUING BANK	
--------------	--

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.
- The enrolment number, programme code, course code are correctly filled in the examination form.

**In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

**PLEASE NOTE :**

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

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

(with STD code)

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

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

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

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

To  
The Regional Director

---

---

---

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

Enrolement No. 

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

Programme 

--

Medium of Study 

--

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

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

---

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

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

Signature : .....  
Date : .....

---

**For Official Use**

Date of despatch of study material/assignments to students .....



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No. 

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

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

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

Filled in Application Form should be sent to:

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

Date .....

.....

Signature

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum. ....

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

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

**REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS**

(Please Tick (✓) whichever is applicable)

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

Name and Address .....  
 .....  
 .....  
 ..... PIN

Signature .....  
 Date .....

**For Official Use Only :**

Date of Despatch of Assignments to student .....

## **INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS**

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

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



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

**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT**

Name : .....

Programme : .....

Enrolment No. 

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

Address: .....

.....

.....

PIN : 

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

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

Name of Exam Centre: .....

Centre Code : .....

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

**Fee detail:**

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

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

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

Issuing Bank: .....

Date: .....

**Signature of the student**

(P.T.O)

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at [www.ignou.ac.in](http://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.	<b>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</b>	<b>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</b>
2.	<b>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</b>	<b>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</b>
3.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2<sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</b>	<b>All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.</b>
4.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024</b>	<b>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</b>
5.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1<sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</b>	<b>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</b>
6.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</b>	<b>All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.</b>
7.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4<sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.</b>	<b>All Examination Centres in Kolkata, Darbhanga and Ranchi.</b>





Control No.....

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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name .....

Enrolment No. 

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

Address .....

.....

.....

.....

Pin 

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

Programme .....

Month and Year of the Exam. ....

Centre from where appeared at last examination .....

Bank Draft / IPO No. .... Dated .....

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

.....  
Signature

Dated.....

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

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

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





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
(To be submitted at the concerned Regional Centre)

## Application Form for Issue of Migration Certificate

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

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

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

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

<p><b>Draft Details</b>  Amount Rs. _____ D.D. No. _____ Date _____  Bank Name _____ Place of Issue _____</p>
---

(To be filled in by the Admissions Division)

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

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

Received the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Applicant

## INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

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



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

FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF  
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

**Note:** For Instructions, please see reverse.

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

**Sir,**

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): \_\_\_\_\_

(in Hindi) : \_\_\_\_\_

Father's Name (in Block Letters): \_\_\_\_\_

Programme :  Enrolment Number:

Examination Passed in Term End Examination - June/December, \_\_\_\_\_

Result: \_\_\_\_\_ Grade/Division \_\_\_\_\_

Name of the Study Centre : \_\_\_\_\_

Name of the Regional Centre : \_\_\_\_\_

& other particulars : \_\_\_\_\_

Full Permanent Address of student : \_\_\_\_\_

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

Yours faithfully.

Signature of the Student

Postal Address \_\_\_\_\_

Date: \_\_\_\_\_

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

**Signature of Regional Director**

**With Stamp**

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

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

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

I \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident of

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

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

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

Deponent

Signature \_\_\_\_\_  
Address \_\_\_\_\_

*Verification*

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

Deponent

SWORN BEFORE ME

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

## APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.  
1<sup>st</sup> to 31<sup>st</sup> October for December Term- end Exam.

1. Name: .....

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

3. Address: .....

.....

..... Pin 

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

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

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

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

5. Courses(s), in which improvement is sought: 

	COURSE CODE	COURSE CODE
--	-------------	-------------

- |          |  |          |
|----------|--|----------|
| 1. _____ |  | 4. _____ |
| 2. _____ |  | 5. _____ |
| 3. _____ |  |          |

6. **Fee details:**

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

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

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

Issuing Bank: .....

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

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

Exam. Centre Code..... City/Town .....

.....

### UNDERTAKING

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

Date:.....

Signature.....

Place: .....

Name:.....

## **RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS**

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
  - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2<sup>nd</sup> and 1<sup>st</sup> 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. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria.
  - a) The students mentioned at 1(a) above in June 2008.
  - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format along with fee @Rs.500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form, Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.





## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



## **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 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name : .....
2. Programme:  Enrolment No: 

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

--	--	--	--	--	--
4. Purpose for which: .....  
transcript is required .....
5. **Fee detail:**  
Fee for the official transcript:-  
Rs. 200/- per transcript, if to be sent to the student/institute in India.  
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.  
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): ..... 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.

### 13. PROGRAMMES OFFERED BY THE SCHOOL OF SOCIAL SCIENCES

Sl. No.	Name of the Programme	Programme Code	Eligibility	Minimum age on 1st Jan. of the Academic year	Duration in years		Programme Fee*	Medium of Instruction	Future Prospects
					Min.	Max.			
1.	Doctor of Philosophy (History, Pol. Science, Economics, Sociology, Public Admn., Library & Information Sciences, Gandhian Thought & Peace Studies, Psychology and Anthropology)	Ph.D.	An M.Phil. degree and a Post-Graduate degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher training;  OR Master's degree in a relevant discipline with minimum 55 per cent marks (50 per cent marks for SC/ST/PH candidates) or an equivalent grade from a University or a recognized institution of higher learning and five years of teaching/ industry/administration/ professional experience at senior level	No Bar	2 yrs	5 yrs	Rs.7000/-	English & Hindi	Teaching and Research in Institutions of higher learning, Universities and research institutes
2.	M.Phil programmes in Economics under face to face mode.	REC	Same	No Bar	1 1/2 yrs	4 yrs	Rs. 10,500/	English	Teaching, Research and Professional Economist
3.	M.A. Public Policy	MPP	For IAS probationers only.	-	-	-	-	-	-
4.	Master in Library and Information Science	MLIS	i) BLIS Degree from any recognized University or its equivalent. ii) Weightage will be given to the candidates having working experience in Libraries, information centres and other related organizations	No Bar	1 yr.	4 yrs.	Rs. 9000/-	English	To prepare professionals of different levels to take up employment in libraries and Information Centres in the - Govt. Departments, Universities & other Academic Institutions - Public Libraries, - Public Sector Undertakings, - Corporate Bodies, News & Advertising Agencies, - Consultancy - Information Broker
5.	Master of Arts (Political Science)	MPS	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Teaching and Research in Political Science
6.	Master of Arts (History)	MAH	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in History and job opportunities in museums, archives, archaeological Institutions
7.	Master of Arts (Psychology)	MAPC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 6500/- (1 <sup>st</sup> Year) Rs. 6500/- (2 <sup>nd</sup> Year)	English	1. Clinical Psychologist 2. Counselors 3. Human Resource Department 4. Teachings & Research

8.	<b>Master of Arts (Economics)</b>	MEC	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 6000/- (1 <sup>st</sup> Year) Rs. 6000/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Economics
9.	<b>Master of Arts (Public Admn)</b>	MPA	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Public Administration
10.	<b>Master of Arts (Sociology)</b>	MSO	Bachelor's Degree or a higher degree in any discipline from a recognized University	No bar	2 yrs	5 yrs	Rs. 4500/- (1 <sup>st</sup> Year) Rs. 4500/- (2 <sup>nd</sup> Year)	English & Hindi	Research and Teaching in Sociology
11.	<b>Bachelor Preparatory Programme</b>	BPP#	No formal qualification	No bar	2 yrs	5 yrs	Rs. 1000/-	English & Hindi	After completing BPP one may go for graduation/ BSW/BTS
12.	<b>Bachelor of Arts</b>	BA	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 2000/- (1 <sup>st</sup> Year) Rs. 2000/- (2 <sup>nd</sup> Year) Rs. 2000/- (3 <sup>rd</sup> Year)	English & Hindi	After completing BA one can go for Masters level programme in any institution of higher learning or B.Lib. or MA available in any discipline in IGNOU. Besides one can also go for a large number of Post Graduate Diploma Programme offered by the University.
13.	<b>Bachelor of Arts (Psychology)</b>	BAPC	10+2 or its equivalent or BPP from IGNOU	No bar	3 yrs	6 yrs	Rs. 7000/-	English	After completing BA one can go for Masters level programmes
14.	<b>Bachelor in Library and Information Science</b>	BLIS	i) Second Class Bachelor's Degree with 50% marks. OR ii) Bachelor's Degree with Diploma in Library Science. OR iii) Bachelor's Degree with two years of working experience in a Library and Information Centre. OR iv) Bachelor's Degree in a Professional area such as Engineering, Pharmacy, Law etc.	No bar	1 yr	4 yrs	Rs. 5000/-	English & Hindi	To prepare library professionals of different levels to take up employment in libraries and Information centres in the: - Govt. Departments - Universities & Other Academic Institutions - Public Libraries - Public Sector Undertakings - Corporate Bodies - News & Advertising Agencies
15.	<b>Post Graduate Diploma in Library Automation and Networking</b>	PGDLAN	Bachelor's Degree in Library and Information Science	No bar	1 yrs.	4 yrs	Rs. 15000/-	English & Hindi	This programme provides sufficient exposure and handsome experience on developing automated systems and providing the services in new form using ICT.
16.	<b>Post Graduate Diploma in Disaster Management</b>	PGDDM	Graduate in any discipline	No bar	1 yrs.	4 yrs	Rs. 5000/-	English & Hindi	Useful for PSU, Rural Dev. Functionaries and Social & Env. Workers.
17.	<b>Post Graduate Diploma in Participatory Management of Displacement, Resettlement and Rehabilitation</b>	PGDMRR	Graduate in any discipline	No bar	1 yrs.	4 yrs	Rs. 7000/-	English	Upgradation of Skills and knowledge for those working in R & R field including NGOs field staff, desk staff of govt. (Centre and State) and International agencies and also for those working in the Development sector.

18.	<b>Certificate in Disaster Management</b>	CDM	10+2 or its equivalent	No bar	6 mon ths.	2 yrs	Rs. 2000/-	English & Hindi	Aims at providing knowledge to the learners in the areas of disaster preparedness, prevention, mitigation, relief, reconstruction and rehabilitation
19.	<b>Certificate in Environmental Studies</b>	CES	BPP from IGNOU or 10+2 or its equivalent	No bar	6 mon ths.	2 yrs	Rs. 2000/-	English & Hindi	Environmental Studies is one of the fastest growing areas that cater to current issues of social and economic concern. Recent upsurge in academic interest in the issues of development and environmental conservation provide the raison d'être for this course.
20.	<b>Master in Anthropolgy</b>	MAAN	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs. 14000/-	English	This programme aims to develop professional competence in the light of perceivable need for trained anthropologists in academic and research, institutes, NGOs, government organisations and applied sciences.
21.	<b>Master of Arts (Gandhi and Peace Studies)</b>	MGPS	Graduate in any discipline	No bar	2 yrs	5 yrs	Rs. 9000/-	English & Hindi	This programme aims to provide an in-depth knowledge in the area of Peace and Conflict Resolution and enable the learners to specialize in Gandhian philosophy and thinking in peace studies, political theory and critical philosophical traditions.
22.	<b>Post Graduate Diploma in Gandhi and Peace Studies</b>	PGDGPS	Graduate in any discipline	No bar	1 year	3 yrs	Rs. 3500/-	English & Hindi	To impart knowledge particularly young people on the thoughts and ideas of Gandhi on Economics, social, political development and environment also to train in peace making and conflict resolution in real life situations.
23.	<b>Post Graduate Certificate in Gandhi and Peace Studies</b>	PGCGPS	Graduate in any discipline	No bar	6 months	2 yrs	Rs. 2000/-	English & Hindi	To promote the Gandhian vision of peace and non-violent activism and to understand Gandhi's concept of World Order for Global Peace and Security.

\* For may be revised from time to time by the University

# This programme is meant for those students who have not passed 10+2 and wish to do BA/B.Com. After successfully completing this programme students are admitted in B.A./ B.Com. and a number of other diploma/ certificate programmes.

@ Programme offered by the School of Social Sciences are also useful to the students of the formal system. There is no bar on learners of the formal system in joining these programmes even while pursuing regular College and University Courses.



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

1. Name of Student : .....

2. Enrolment No.

3. Programme Code:

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

General   SC  ST OBC

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

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

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

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

Ex-serviceman  War-widow  Not applicable

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

Unemployed      Employed      IGNOU Employee      KVS Employee

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

Hindu    Muslim    Christian    Sikh    Jain    Buddhist    Parsi    Jews    Others

(please specify \_\_\_\_\_)

11. Details of Scholarship being received, if any.

(a) Amount (Annually)

(b) Govt./Deptt.

(c) Family income (yearly)

Rs.

Rs.

## IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in). Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

<b>REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH) at Hqrs., IGNOU, RSD, Maidan Garhi, New Delhi-110 068</b>		
<b>S.No.</b>	<b>Names &amp; Department of the Committee Members</b>	<b>E-mail</b>
1	Dr. Indrani Lahiri, RSD, Chairperson	indranilahiri@ignou.ac.in
2	Dr. Seema Chandhok, L & DD	schandhok@ignou.ac.in
3	Ms. Nishi Saxena, NCIDE	nishi@ignou.ac.in
4	Ms. Neeru Sayal, RSD	neerusayal15@gmail.com
5	Ms. Mridula Tandon, External Member	

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

**For Complaints please write to:**

**Address at IGNOU (Hqrs.):**  
Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

**Email: [rsdcash@ignou.ac.in](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**  
Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

**Kind Attention: All Past and Present Students of IGNOU!**

**Now you rank our Performance...**

*Dear Student,*

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

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

Gender :  M  F

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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