

CAFE-DAFE

STUDENT'S PROGRAMME GUIDE

For

Certificate in HIV and Family Education

And

Diploma in HIV and Family Education



**School of Social Work
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

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 Development Committee headed by the Vice-Chancellor and other 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 advised the students not to take recourse to such type of guides.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it throughout the duration of the Programme.

IMPORTANT INFORMATION

“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

“In case a student wants to have assignments, he/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”

“The students are specifically instructed to send Examination Forms to Registrar (SED) 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 thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

Programme Coordinator

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Further information about the School of Health Sciences and Indira Gandhi National Open University courses may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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1. ABOUT THE UNIVERSITY

Dear Student,

Welcome to the Programmes of study in HIV and Family Education. You must be eager to know more about the Open University you have joined. Let us, therefore, begin by talking about IGNOU.

Established in 1985 by an Act of Parliament, the Indira Gandhi National Open University provides access to higher education to a large number of students all over the country.

IGNOU caters to those who:

- missed regular education
- are working and cannot attend a conventional institution
- live in remote areas and are looking for educational opportunities
- want to utilise their free time purposefully
- want to upgrade their skills, competence and qualifications while working
- want to enrich their creative and vocational interests

Some features of the open and distance education system currently practised at IGNOU are:

- Relaxed entry rules
- Equal opportunity of admission
- Learning at your own pace and place
- Flexibility in choosing courses
- Use of modern education and communication technology
- Self-instructional print and audio/video course materials
- Network of student support services throughout the country

SCHOOLS OF STUDY

The following Schools of Study conduct academic programmes in the University:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)

- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing & Visual Arts (SOPVA)

The degrees and diplomas of IGNOU are recognised and have the same status as those of any other Central or State University in India.

INSTRUCTIONAL SYSTEM

The University follows a multi-media approach for instruction. The instructional package comprises:

- Self-instructional printed course material
- Assignments for feed-back and assessment
- Audio and video cassettes
- Face-to-face interaction with academic counsellors at study centres
- Project work
- Telecast of Video programmes on the National network of Doordarshan/Gyan Dharshan
- Broadcast of audio programmes by All India Radio
- Teleconferencing sessions

CREDIT SYSTEM

IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a four credit course involves 120 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course.

2. GENERAL INFORMATION

Role of Education in Addressing Issues such as HIV/AIDS and Sexuality

HIV/AIDS is not only a biomedical phenomenon but a social reality rooted in human behaviour. It is a product of human actions in social contexts. The actions and their circumstances are shaped by larger cultural and social structures. Therefore to have a significant impact on the epidemic, education interventions must be rigorously designed according to best practices and adapted to local needs.

Among the Indians, sexual norms are still to abide by the life-long rule of monogamy, while, in most societies severely hit by the HIV/AIDS epidemic, the norms have been 'change of partners'. Virginity before marriage is still highly valued among most Indians and families have by and large greater control over the behaviour of children at least until they are married and settled.

However, with India's shift from a predominantly agricultural, low subsistence and low consumption economy and a community based social structure, to an industrially developing nation with urbanization, migration and break down of rural economies, joint family system and communities, there have been shifts in social values and world views. The degree and nature of this impact has been various across different sections. The weakening controls have allowed greater individual freedom and releasing the stifling controls on young people.

High consumption life-styles have raised aspirations of others and increased the consumption gap between the top and bottom sections. Along with the increasing value placed on material consumption, there has also been an increase in perception of sexuality as a commodity to be 'consumed' for pleasure. The gap between material aspirations and socio-economic status has led to distortions such as the spread of promiscuity, corruption, growth of the Mafia, drug trafficking etc. All these factors have also contributed to the spread of HIV/AIDS in the sub-continent.

Why We Need a Programme on HIV and Family Education

There is a need for professionally trained and skilled personnel certified by a competent authority (like an institution of higher education) such as a university.

There is no cure for HIV/AIDS at the moment and no vaccine for prevention. The only way to prevention is education and behavior modification.

There is lot of misconception, misinformation and inaccurate information on the subject of HIV/AIDS. A carefully planned curriculum will seek to provide accurate, complete and authentic information on the subject.

There is resistance from parents and teachers to schools going for education on these sensitive topics such as HIV/AIDS and sex education. We need to create awareness, provide knowledge and skills so that the trainers of trainees (TOTs) can skillfully handle such topics.

What we require today is to manage the illness through indigenously developed prevention strategies and not relying on materials prepared for people belonging to other social and cultural settings.

There should be adequate in-put in terms of our traditional, cultural, social, moral and religious values.

There is stigma attached to the HIV/AIDS disease which forces the infected to hide. Education with appropriate information will help people to provide better home care and emotional support.

There is a demand for a formal programme of study on these topics from those who are involved in work related to HIV/AIDS, substance and family crisis management.

Objectives of this Programme

The programmes of study on 'HIV and Family Education' aim to develop in the learners the knowledge and skills needed for healthy human relationships, effective communication, and responsible decision-making behaviour that will protect themselves and others from HIV/STD responsible and optimize health. The goals of these programmes include promoting behaviours that prevent the transmission of HIV/STD, fostering attitude and behaviour that will prevent discrimination against those who are infected with HIV/STD and promoting solidarity among them.

It is intended that the candidates completing these programmes of study should be able to:

- Understand the nature of HIV/AIDS/STDs and its transmission
- Understand the nature and consequences of substance abuse
- Have accurate and complete information about facts of life
- Develop appropriate communication skills
- Make informed decisions about behaviour that protect them from HIV/AIDS/STDs and drug addiction
- Understand the symptoms of HIV/AIDS/STDs and seek appropriate medical care when needed
- Value their own health and relationships free from HIV/AIDS and substance abuse
- Behave personally and socially in ways that eliminate the risk of spreading HIV infection and becoming addict
- Reject biased information and myths relating to facts of life and HIV infection
- Develop positive attitude towards those who are infected with HIV and addicted to drugs
- Increase the level of knowledge about the impact of HIV/AIDS and substance abuse on the community, society, economy of the country etc.
- Develop skills in initiating action-oriented programmes for the prevention and control of HIV/AIDS and substance abuse, sensitizing people, initiating teaching, research and extension programmes etc.
- Develop modules and teaching aids for use at grassroots level.

Who Can Benefit from these Programmes?

The programme of study will be highly beneficial to a number of people. The specific target learners for this programme of study are:

- Teachers (schools, colleges and universities)
- Persons working with Non Governmental Organisations (NGOs)

- Health Care workers including physician, nurses, hospital administrative staff and other para-medicals
- Personnel and welfare officers from corporate sectors
- Young people who are yet to get married
- Newly married couples
- College and university students
- Parents of adolescent children
- Workers in social and social welfare institutions such as prisons, orphanages, rescue homes, hostels, boarding houses, rehabilitation homes, etc.
- People working among sex workers and street children
- Staff in de-addiction centres
- Legal officers
- Religious leaders
- Journalists and media professionals
- Persons employed in armed force and para-military personnel
- People involved in counselling services for family, youth, drug addicts, hospitals etc.

3. CERTIFICATE IN HIV AND FAMILY EDUCATION (CAFÉ)

The certificate programme in HIV and Family Education provides comprehensive knowledge about the what, why and how of the problems of HIV/AIDS, how it can be prevented and controlled, and how to take care of those who are already infected with HIV. The programme contents are designed to impart an integrated understanding to learner about the crucial dimensions of the problems and issues associated with HIV/AIDS, substance abuse (i.e. abuse alcohol and drugs) and human behaviour. The programme also introduces the learner to the fundamental aspects of family life education including sexual health education.

The certificate programme of study on HIV and Family Education has the following Six courses.

- BFE : 101** Basics of HIV/AIDS (Compulsory)
- BFEE : 101** Elective on HIV/AIDS (Optional)
- BFE : 102** Basics of Family Education (Compulsory)
- BFEE : 102** Elective on Family Education (Optional)
- BFEE : 103** Alcohol, Drugs and HIV (Optional)
- BFEE : 104** Communications and Counselling in HIV (Optional)

You are required successfully complete the two compulsory courses, namely BFE:101 and BFE:102 and any of the two optionals, from the four electives, namely BFEE:101, BFEE:102, BFEE:103 and BFEE:104.

Credit Requirement for a Certificate

For a certificate, you need to have 16 credits (4 courses \times 4 credits). You can earn 4 credits each from the two compulsory courses ($4 \times 2 = 8$ credits) and 4 credits each from any two of the four optionals ($4 \times 2 = 8$ credits).

4. DIPLOMA IN HIV AND FAMILY EDUCATION (DAFE)

The Diploma in HIV and Family Education comprises 7 courses. There are six courses of 4 credits each and a project work of 8 credits. Thus the Diploma consists of 32 credits. The seven courses are:

- BFE-101** Basics of HIV/AIDS (4 credits)
- BFEE-101** Elective on HIV/AIDS (4 credits)
- BFE-102** Basics of Family Education (4 credits)
- BFEE-102** Elective on Family Education (4 credits)
- BFEE-103** Alcohol, Drugs and HIV (4 credits)
- BFEE-104** Communication and Counselling in HIV (4 credits)
- BFEP-101** Project Work (8 credits)

Some of you may find difficulty in completing the seven courses within the maximum period of 4 years for one or another reason. In such cases, you can re-register and complete the course by making payment for the remaining courses. However, if you wish to discontinue after successfully completing the two compulsory courses (BFE-101 and BFE-102) and any two of the four electives (BFEE-101, BFEE-102, BFEE-103 and BFEE-104), you can apply for a certificate in 'HIV and Family Education'.

5. INFORMATION ON PROGRAMME PACKAGES

The main learning material is provided to you in print. The audio and video materials are intended to supplement the print material, and improve your knowledge and understanding. They will help you in writing your assignments and preparing for the final examination. Viewing of video and listening to audio programmes of the courses is, however, not compulsory. We would, nonetheless, advise you to attend the audio/video programmes at the study centres. Apart from being available at your Study Centre, video programmes are also telecast on National Network and Enrichment channel of Doordarshan (Gyan Darshan). All India Radio broadcasts audio-programmes on several of its selected stations. Students can confirm dates for the CAFE programme from the study centre. The information is also provided through National Newspapers and IGNOU Newsletter sent regularly to the students.

Eligibility: A person who has successfully completed 10+2 (higher secondary) is eligible for enrolment in the Certificate Programme in HIV and Family Education as well as for the Diploma in HIV and Family Education.

Medium of Instruction

We offer the Programme in HIV and Family Education in the medium of English and Hindi. In other words, the print materials as well as the audio and video programmes are in both English and Hindi. You can, therefore, choose any one of these languages to write your assignments, project proposals, project reports only for Diploma and Term-End examination.

Change of Medium

Change in Medium is permitted within one month of the receipt of study materials on payment of Rs. 200/- for 2-4 credit course & Rs. 400/- for 8 credit courses by Demand Draft drawn in favour of IGNOU payable at Delhi. Address your letter to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

Duration

- i) This Certificate Programme is of six months duration. However, in case you are unable to complete the programme in six months, you can complete the same within a maximum period of two years.
- ii) This Diploma in HIV and Family Education is of one year duration. However, you can complete the programme within a maximum period of four years.

In an extreme case, if a learner is unable to complete the programme even within two years, there is provision for re-admission on payment of dues for leftout course on pro rata basis for Certification Programme duration is six month and for Diploma Programme is one year. Such learners may contact Director SRD Division, IGNOU for procedural details and more information regarding re-registration.

Programme Fee and Scholarships

The Programme fee of Rs. 1200/- and 2400/- for the Certificate and Diploma Programme respectively inclusive of examination fee, is to be paid in lumpsum at the time of admission along with the filled in application form. The programme fee is to be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Fee once paid will not be refunded under any circumstances.

Reserved categories viz. Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped Students have to pay the fee at the time of admission to the University along with other students.

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India Scholarships. You are advised to collect scholarship form from the Directorate of Social Welfare Officer of your State Government. The filled-in form may be submitted back to the concerned State Department through the Regional Director, IGNOU. This will also facilitate the reimbursement of programme fee.

Block and Unit Structure

Each Course comprises three to four blocks. Each block is printed as a separate booklet and has a specific theme. Each block has four to five units. You may think of unit as a lesson.

The schematic representation of the unit is as follows:

Unit – X*

Contents

- X.0 Aims and Objectives
- X.1 Introduction
- X.2 Section 1 (Main Theme)

X* stands for the Unit Number

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

Check Your Progress

X.2 Section 2 (Main Theme)

X.2.1 Sub-section 1 of Section 2

X.2.2 Sub-section 2 of Section 2

Check Your Progress

X.n Let Us Sum Up

Key Words

Suggested Readings

Model Answers

As the schematic pattern suggests, the Units are divided into several sections and sub-sections for easy reading and comprehension. Each section is indicated distinctly by bold capitals and each subsection by relatively smaller but bold typeface, so as to make it easier for you to locate and identify them. For purposes of maintaining uniformity we have employed the same pattern of presenting the text throughout the Course.

Section 'X.0' i.e., Aims and Objectives in each Unit tells you briefly:

- The content presented in the Unit, and
- What we expect you to learn once you complete the Unit.

The last section of each Unit is 'Let Us Sum Up'. For purposes of recapitulation and ready reference, we summarize the text of the whole Unit in this section.

Model answers to 'Check Your Progress' are given at the end of each Unit. In certain cases we have listed a few activities to be taken up by the learners.

Study Centres

To provide academic support to the learners, the University has established large number of study centres throughout the country. These study centres are co-ordinated by the Regional Centres.

You can avail of the following facilities at IGNOU's Study Centres:

- Counselling Sessions
- Library Facilities
- Audio-Video Programmes
- Discuss administrative and academic matters with the Co-ordinator.

Get in touch with the Coordinator of your Study Centre for seeking information and time-table related to counselling sessions of this programme.

Academic Counselling Sessions

The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your Counsellor. During such sessions you can discuss problems relating to the instructional material and other important matters. This will also give you an opportunity to meet your peers.

Attending counselling sessions, though not compulsory, is useful in several respects. Direct interaction with your counsellor and fellow learners will enable you to share views on the subject. The Counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions. **So please attend them.**

The broad schedule of counselling sessions is provided at ANNEXURE-I.

Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content-areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the Counsellor does all the talking. Therefore, you may first go through the units and blocks so that you can seek clarification and clear your doubts from the academic counsellors during the counselling sessions.

Evaluation

Evaluation will be done on the basis of: (a) continuous assessment of assignments (25 per cent of total weightage) (b) a term-end written examination (75 per cent of the total weightage).

Evaluation will be done on a five point scale using the letter grades A,B,C,D,E. The notional correlates of the letter grades and point grade range are given below:

Grading System

Notional Correlates	Grade	Grade Point	Point Grade Range
Excellent	A	5	4.50 and above
Very Good	B	4	3.50 and below 4.50
Good	C	3	2.50 and below 3.50
Satisfactory	D	2	1.50 and below 2.50
Unsatisfactory	E	1	0.50 and below 1.50

As stated earlier, evaluation in each course has following two components:

Term-end Examination and Continuous Assessment

A student must score at least 'D' in the Continuous Assessment as well as the term-end examination. **BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE AT LEAST 'C' GRADE IN EACH COURSE, TO QUALIFY FOR A CERTIFICATE.** The minimum grade which must be obtained in the Project Report is also 'C'. Thus, it is necessary for the student to score overall at least 'C', in each of the seven courses of the Diploma programme.

6. INFORMATION REGARDING ASSIGNMENTS

You must have received a set of assignments for CAFE and DAFE along with the set of print materials sent to you. In case you have not received it, please send your request in prescribed form to:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi – 110 068

You have to do one assignment for each course. Thus, in the Certificate Programme you will have to work on

four assignments for four courses. All the four of the assignments are ‘Tutor Marked Assignments’ (TMAs). This means you will have to do one TMA for each course.

For the Diploma in HIV and Family Education, you will have to do six assignments for the Six Courses i.e. 6 TMAs. For the Project Work there are no assignments.

Are you wondering what we expect from you in these assignments?

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in an examination hall. It is, however, equally important as grades are assigned to an assignment. As mentioned earlier, the assignments of a course in the Programme of Study on HIV and Family Education carry 25 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your comprehension of the learning material you receive from the university. The information given in the printed course material is normally considered sufficient for answering the assignments. Please do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience.

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text/books/journals, you must give the reference. You can pick up ideas from whatever sources you may have. However, plan and use them in your own words when you write the answers to the assignments.

The following norms have to be strictly practised when you work on the assignments:

- The answer should be precise, well documented and relevant to the question.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- Whenever you receive a set of assignments, check them immediately. If there are some missing pages, ask for them from:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi – 110 068.

- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you poor grades.

- You must submit your assignments according to the schedule indicated in the assignments. The University/ Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignment or within the due date given in this schedule whichever is later.
- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying grade 'D', you have to collect, attempt and submit the assignments meant for the next batch of students. The request for new assignments in prescribed form may be addressed during the months of May and June or November and December to:

Registrar
Material Production & Distribution Division (MPDD)
IGNOU, Maidan Garhi
New Delhi – 110 068.

In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card; you are advised to contact the coordinator of your study centre with a request to forward correct authenticated award list to the Registrar (SED) IGNOU.

- 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. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.
- Do not enclose or express doubts for clarification, if any, alongwith the assignments. Send requests for seeking clarifications in a separate cover to:

Registrar (SE Division), IGNOU
Maidan Garhi, New Delhi – 110 068.

When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment, etc., on the top of your letter.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 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 Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:

PROGRAMME TITLE	ENROLMENT NO.
PROGRAMME CODE	NAME
COURSE CODE	ADDRESS
.....
.....
COURSE TITLE	
ASSIGNMENT CODE	SIGNATURE
STUDY CENTRE	DATE

- 3) Read the assignments carefully and follow specific instructions, if any, given along with the assignments.
- 4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate 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 thin paper.** Allow a 4 cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) Write the responses to assignments in your hand writing. Typed assignments are also acceptable.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Answers to each assignment should be written on a separate set of papers.
- 9) Write the question number and the question before writing the answer.
- 10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you.
- 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 Tutor Marked Assignments **only to the Study Centre that has been allotted to you by the University.**

Schedule for Submission of Assignments

The schedule for assignment submission is given in your Assignment Booklet, for January-June session and July-December session of the certificate programme separately. For the Diploma programme the assignment submission dead lines one given separately.

7. INFORMATION REGARDING EXAMINATION

To be eligible to appear at the term-end examination, you are required to fulfil the following conditions:

- 1) **All the required assignments have been submitted within the due dates.**
- 2) **The fee has been fully paid.**
- 3) **You have opted and pursued the prescribed courses.**
- 4) **The examination form has been submitted 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 sufficiently in advance. The same is also notified through IGNOU News Letter from time to time.

It is an essential pre-requisite for you to submit the **Examination Form** for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres SED at Headquarters. A Copy is also enclosed in this programme guide at you can take a photocopy of this form and use it. Only one form is to be submitted for all the courses in one term-end examination. The examination fee is Rs.50/- per course.

The filled in examination form is to be submitted to the SED, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The last date for submission of examination forms are 1st February to 31st March for the examination to be held in June, and 1st August to 30th September for examinations to be held in December. The last dates for receipt of examination forms after the due date with a late fee are as under:

For June Fee	For December Fee	Late Fee
1st February to 31st March	1st August to 30th September	No Late Fee
1st April to 20th April	1st October to 20th October	Rs. 300/-
21st April to 15th May*	21st October 15th November*	Rs. 500/-
16th May to 28th May*	16th November to 28th November*	Rs. 1000/-

* During these dates, submit the exam form with the requisite fee to the concerned Regional Centre for outside Delhi. For Delhi Region, submit to the Registrar, SED, New Delhi

• **Early Declaration of Results**

In order to facilitate the students who have got offer of admission and/or selected for employment etc. and are required to produce marks-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs.700/- per course through Bank Draft in favour of IGNOU alongwith the attested photocopy of the offer of admission/employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from date of examination.

- **Re-evaluation of Answer Scripts**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs.500/- per course in the prescribed application form available on the University website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

- **Term-end Examination**

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

- **Examination Fee**

Examination fee of Rs.50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The Examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

June, Fee	December Fee	Late Fee	Where to Submit the Form
1 st March to 31 st March	1 st Sept. to 30 th Sept.	NIL	IGNOU, Maidan Garhi, New Delhi For outside Delhi Students (Concerned Regional Centre) For Delhi Students (IGNOU, Maidan Garhi, New Delhi)
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs.300/-	
21 st April to 15 th May*	21 st Oct. 15 th Nov.*	Rs.500/-	
16 th May to 28 th May*	16 th Nov. to 28 th Nov.*	Rs.1000/-	

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

- 1) remain in touch with your Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;

- 2) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
- 3) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 4) retain proof of mailing/submission of examination form till you receive examination hall ticket;

- **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student's atleast two week before the commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication should be sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination forms, date-sheet, and 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 problem.

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form which will not cost you anything except the postage. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

8. PREPARATION FOR EXAMINATION

We understand that adult learners will have many domestic and social commitments demanding their attention. But it is possible to find some time for your study. Convince your colleagues and family members that you need some privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment-responses.

For obvious reasons, printed material will be the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. **Please try to attend as many counselling sessions as possible so as to get the best out of the programme.**

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions.

Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called ‘Self-Check’ questions. They will enhance your comprehension of the subject-matter. If you are not satisfied with your answers, do not get worried. You can compare your answers with the model answers given in the text and see where you have gone wrong. (At times, it is possible you may have a better answer than the one we presented. We welcome your suggestions.) In any case, the model answers will help you to reinforce the information/knowledge acquired by your first reading of the text.

9. TERM-END EXAMINATION

There is a term-end examination for the Certificate Programme at the end of six months and Diploma Programme at the end of one year. Dates and the venue of the examination will be intimated to you in time by the Registrar (SR&E Division) of the University.

There is one term-end paper for each course. In other words, you will have to appear for four papers. Each paper is of three hours duration. Each paper carries 70 per cent of the total weightage and the remaining 30 per cent is covered by your assignment-responses. For example, the term-end examination paper for Course BFE: 101 of 100 marks will have 70 per cent weightage in the computation of Grades. The rest 30 per cent weightage will be given for the assignments of the same course. Final grading of your performance in each of the four courses is computed along these lines. Since BFEP: 101 is project work, it is treated as one complete paper carrying 100 per cent weightage, and is graded accordingly (only for Diploma).

Students may appear for one or more courses at a time. Please note that normally examinations in all the six courses BFE: 101, BFEE: 101, BFE: 102, BFEE: 102, BFEE: 103 and BFEE: 104 will be held twice a year – first in the month of June and again in December. For those appearing for the Diploma, the first Term-end Examination will be in December.

If you fail to clear all the subjects in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. **However, you must clear all the courses within two years of your admission for a certificate and four years for a Diploma.**

To qualify in the continuous assessment (on the basis of assignments) you must take note of the following points:

- i) You are required to attempt one assignments for each course.

The score for successful completion in the continuous evaluation of each course is Grade ‘D’. If you fail to make this score, (either because you were not able to submit the required minimum number of assignment-responses or because of not being able to score the minimum average qualifying grade i.e. ‘D’) then you will be re-submit them as per the schedule for the second batch of that particular year. For those enrolled for the certificate programme, the assignments for January-June and July-December batches are same. However, the dates for submission are different. You may kindly follow the schedule given in the Assignment booklet. In case you could not submit the assignments in a particular year, you are required to apply for a new set of assignment (meant for the following year) on prescribe form given in programme guide.

- ii) Those enrolled for the DAFE will have to apply for a fresh set of assignments meant for the following year (if in case could not submit the assignments on time.) It may be noted that the assignments submission dates for CAFÉ and DAFE are different. The request for the new set of assignments should be addressed to:

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

- iii) Except as stated under item (ii) above, there is no provision for redoing assignments for the purpose of just improving upon the grades scored, they can be re-evaluated for the factual errors.
- iv) The lowest successful completion score at the term-end examination is also 'D'. In case one fails to make this score, one is eligible to reappear in the next term-end examination as and when it is held within the total span of four years permitted for the programme. No extra fee is charged for such reappearance except examination fee. For Project Report, however, one has to score grade 'C' for successful completion.
- v) **If one fails to score overall 'C' in each COURSE (putting the average score on assignments and the term-end examination together), one has the option to score the lowest qualifying grade 'C' either by appearing at the next term-end examination or by working on a new set of assignments meant for the particular year. For example:**
- a) If a student in a particular Course, say BFE : 101 scores a 'C' grade for the term end examination and 'D' grade for the Continuous Evaluation, then he/she will be considered as having passed in that Course.
- b) If a student scores a 'D' grade for the term-end examination and a 'D' grade for the Continuous Evaluation, then he/she will be considered as failed in that course.
- c) If a student scores a 'D' grade in the term-end examination, he/she will have an option either to score at least 'B' grade in at least two assignments of that course by submitting fresh assignments (not exceeding two in a course) or may reappear in the term-end examination to improve the score so as to get overall minimum qualifying 'C' grade.

Queries about dates and venues of counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given in programme guide.

- i) Queries related to admission, change of option, registration, re-registration, change of centre, identity card, fee receipt and bonafide certificates may be addressed to your Regional Centre. However, copies of the request for change of regional centre may also be marked to regional centre where the student would be transferred and to:

The Registrar (SE Division)
IGNOU, Maidan Garhi
New Delhi – 110 068.

- ii) Queries about the non-receipt/despatch of the course materials, assignments missing page(s)/Unit(s) should be addressed to:

Registrar
Material Printing & Distribution Division
IGNOU, Maidan Garhi
New Delhi – 110 068.

- iii) For queries related to examination, datesheet, result grade cards, re-evaluation write directly to:

Registrar
SE Division
IGNOU, Maidan Garhi
New Delhi – 110 068.

- iv) Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:

- 1) Application on a prescribed form obtainable from your Regional Centre or SE Division, IGNOU, Maidan Garhi, New Delhi – 110068.
- 2) Attested copy of the Grade Card.
- 3) A fee of Rs. 300/- in the form of demand draft / IPO drawn in favour of IGNOU payable at the city where Regional Centre is located.

10. PROJECT WORK (ONLY FOR DIPLOMA PROGRAMME)

Course BFEP-101 of the Diploma programme in HIV and Family Education is a Project work.

Once you are admitted for the DAFE, you need to keep in touch with your coordinator at the Study Centre for assigning a Project Work Supervisor. You have to take necessary guidance from your supervisor to initiate and complete all the formalities for the project work. For more your information, please read the Project Work Manual (BFEP-101) and accordingly complete the project work.

You are expected to submit a properly typed (double-space) and bound report of about 50 pages in A-4 size (20×20 cm) paper. Please show your project report to your supervisor and seek his/her guidance before you go for final typing and binding work.

You should submit a Declaration which should form a part of the Report that the work is original and has not been submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study. A specimen copy of declaration is provided at ANNEXURE-II. You will also attach a Certificate from the Supervisor before binding the project work. The project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is provided at ANNEXURE-III.

You should also include the approved project proposal (original) given to you by the Supervisor before binding the project work. The Project Report should also indicate the Enrolment No., Programme of Study, Name and Address of the student.

You should keep a copy of the Project Report including a copy of the approved project proposal. The project Report submitted to IGNOU will not be returned to the student.

If any Project Report is received in the absence of the above, the same is liable to be rejected or returned to the student for compliance. A typed and bound copy of the Project Report is to be sent by the Registered Post to:

Registrar, Student Evaluation Division
IGNOU, Maidan Garhi
New Delhi – 110068

Your completed Project Report should reach the Student Evaluation Division latest by 30th November for December Term-end result and 30th May for June Term-end result.

Supplementary Reading Book

You will find a supplementary Reading Book mailed to you along with your course material. This block will provide some useful information on various topics. Since information on HIV/AIDS keep increasing day by day, the university will try to provide you with such useful information through the supplementary Reading Book(s).

However, you should not become too much concerned about this block for preparing for your examination. There will not be any question from the Supplementary Reading Book for your Assignment or Term-end Examination.

11. DETAILED PROGRAMME STRUCTURE

Programme of Study in Hiv and Family Education

Course Code BFE – 101 : Basics of HIV/AIDS (Compulsory): 4 Credits

Block 1: Basic Facts of HIV/AIDS

1. Global and National Scenario of HIV/AIDS
2. HIV/AIDS Disease Profile
3. Misconceptions of HIV/AIDS/STDs
4. History of HIV/AIDS

Block 2: HIV Transmission and Testing

1. Transmission of HIV through Sex
2. Transmission of HIV through Blood
3. Mother to Child Transmission of HIV
4. HIV Testing and Issues Involved
5. Moral Issues on HIV Testing

Block 3: HIV/AIDS Prevention: Socio-ethical Issues

1. HIV/AIDS Prevention and Control: Government Initiatives
2. HIV/AIDS Prevention and Control: Personal Aspects
3. Continuum of Care
4. Societal Influence on HIV/AIDS Transmission and Prevention
5. HIV/AIDS and Ethical Issues
6. Life Skills in the Context of Adolescent Education

Course Code BFEE - 101 : Elective on HIV/AIDS (Optional): 4 Credits

Block 1: HIV/AIDS and Vulnerable Population

1. HIV/AIDS and Women
2. HIV/AIDS Children
3. HIV/AIDS and Substance Abuse
4. STDs and their Management
5. HIV/AIDS and Workplace

Block 2: HIV/AIDS Education and Care

1. HIV/AIDS and its Implications for Individual, Family and Community
2. HIV/AIDS Education and Behaviour Modification
3. Care of the Person with HIV/AIDS
4. Care of the Terminally

Block 3: AIDS, Law and Human Rights

1. HIV/AIDS and Law
2. Rights of People Living with HIV/AIDS
3. HIV/AIDS Related International Legislations

Course Code BFE-102: Basic of Family Education (Compulsory) : 4 Credits**Block 1: Education on Family**

1. Concept of Family Life
2. Family Life Education – Concept and Meaning
3. Importance of Family Life Education
4. Role of Home, School and Religion in Imparting Family Life Education
5. Development of Personality and Moral Values in Life

Block 2: Sexual Health Education

1. Basic Concepts of Sexual Health Education
2. Understanding Man and Woman
3. Sexual Health Education : Concept and Objectives
4. Sexual Health Education : Role of Home, School and Media

Block 3: Process of Growing Up

1. Male Reproductive System and Functioning
2. Female Reproductive System and Functioning
3. Early Stages of Human Growth : Biological, Social, Psychological and Developmental Aspects
4. Later Stages of Human Growth : Biological, Social, Psychological and Developmental Aspects
5. Youth and their Concerns

Course Code BFEE-102: Elective on Family Education (Optional) : 4 Credits

Block 1: Social Institution of Marriage

1. Marriage and Family: Choosing Life Partner
2. Marriage in India
3. Society, Culture, Religion and Family Values
4. Marital Life and Role Expectations

Block 2: Policies and Programmes for Family Welfare

1. Indian Family in Transition
2. Family Planning Policies
3. Family Planning Methods and Spacing between Live Births
4. Medical Termination of Pregnancy and Issues Associated with it

Block 3: Major Problems in Marital Life

1. Psycho-social Effects of Divorce, Separation and Migration
2. Dowry Demands and Dowry Deaths
3. Legal Issues Involved in Marriage

Course Code BFEE-103: Alcohol, Drugs and HIV (Optional) : 4 Credits

Block 1: Factual Information on Substance Abuse

1. Relevance of Substance Abuse and HIV/AIDs
2. Commonly Used Drugs and Target Groups
3. Extent of Prevalence of Substance Abuse and Trafficking in India
4. The Drugs Scenario-global, Regional and National

Block 2: Substance Abuse and Its Implications

1. Link between Alcohol, Drugs, STDs, and HIV – Its Relevance in the Present Day Context
2. Consequences of Substance Abuse on the Individual
3. Impact of Substance Abuse on Family and on National Development
4. The Narcotic Drugs and Psychotropic Substances Act 1985, (NDPS Act, 1985)
5. Drug Demand and Supply Reduction

Block 3: Prevention and Treatment of Alcohol and Drugs

1. Treatment of Alcohol and Drug Dependence
2. Empowering through Education, Counselling, Referral Services and Community Responses
3. Role of NGOs, National and International Bodies on Prevention and Control
4. Developing Skills and Competencies for Intervention Strategies

Course Code BFEE-104: Communication and Counselling in HIV (Optional) : 4 Credits

Block 1: Basics of Communication

1. Importance and Relevance of Information, Education and Communication (IEC) for HIV
2. Communication – Concepts, Types and Process
3. Traditional and Modern Media of Communication
4. Interpersonal, Group and Mass Communication
5. Use of Media of Promotion of HIV/AIDS and Family Education

Block 2: Basics of Counselling

1. Introduction to Counselling
2. Processes Involved in Counselling
3. Supportive and Behavioural Techniques in Counselling
4. Cognitive and Psychoanalytical Techniques in Counselling
5. Practical Issues Involved in Counselling

Block 3: Counselling in HIV and Family Matters

1. STD and HIV/AIDS Counselling
2. Family and Pre-marital Counselling
3. Counselling on Sexuality and Sensitive Issues
4. Existing Trends in Counselling Services in India

Course Code BFEP-101: Project Work (Only for Diploma) : 8 Credits

Options

- I) Small Project Work Based on Data Collection.
OR
- II) i) Case Study of an Individual/Family
ii) Case Study of an Institution in Your Locality
iii) Survey Report of Health Care Facilities in your Block/District/Town
OR
- III) i) Report of an Exposure/Field Visit
ii) Directory of Local Non-Governmental Organisations (NGOs)
iii) A Write up on Relevant with Appropriate References
OR
- IV) Report of a Community Organization Programme on Health Related Issues
OR
- V) Development of an Awareness Package through an Innovative Intervention Strategy or Method.
OR
- VI) Preparation of an Education Aid/Kit.

SCHEDULE FOR COUNSELLING SESSIONS

Course No.	No. of Counselling Sessions
BFE : 101	4
BFEE : 101	4
BFE : 102	4
BFEE : 102	4
BFEE : 103	4
BFEE : 104	4
BFEP : 101	6

- * The exact dates for the counselling sessions will be fixed by the Coordinator of the Study Centre. The counselling sessions which could not be held in their respective period may be held in the next period along with other sessions.

DECLARATION

I hereby declare that the project work entitled

.....
(write the title in Block letters) submitted by me for the partial fulfilment of the Diploma Programme in HIV and Family Education to the School of Social Work, Indira Gandhi National Open University, (IGNOU) New Delhi is my own original work and has not been submitted earlier either to IGNOU or to any other institution for the fulfillment of the requirement for any course of study. I also declare that no chapter of this manuscript in whole or in part is lifted and incorporated in this report from any earlier work done by me or others.

Place :

Signature

Date :

Enrolment No.

Name

Address

CERTIFICATE

This is to certify that Mr./Miss/Mrs. student of DAFE from Indira Gandhi National Open University, New Delhi was working under my supervision and guidance for his/her Project Work for the Course BFEP-101. His/her Project Work entitled which he/she is submitting, is his/her genuine and original work.

Place :

Signature

Date :

Name

Address of the Supervisor

13. 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.



**Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Please see instructions overleaf

Application for Credit Transfer

Enrolment No.

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Programme of Study :

--

Name & Address

Details of Credit Transfer Fee paid:

D.D.No. Date Amount

Drawn on (Bank & Branch)
Payable in favour of IGNOU, New Delhi (fee is Rs.100/- per course or a part thereof)

Details of courses applied for Credit Transfer:						IGNOU Credit Equivalence desired			
S.No.	Subject(s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits	

All of the Information provided above is true to the best of my knowledge
(For Office use only)

Student Signature & Date:

Recommendations of Schools:										
Credit Transfer Recommended for the following						Credit Transfer for the following courses not recommended				
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER

1. Read the instructions given in your Programme Guide carefully.
2. For BSW Credit Transfer is allowed only for foundation courses and language age courses.
3. Enclose the attested copies of the following alongwith the form:
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute /University.
 - Prospectus issued by the accredited Institute/University
4. Pay the credit transfer fee at the rate of Rs.100/-per course or part thereof through a crossed Demand Draft in favour of 'Indira Gandhi National Open University' payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address:

Registrar (SRD)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- 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 PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

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

1. Change of Programme : From to
2. Change of Medium : From to

Change of courses of study as per following details:

Courses Offered	From	To

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature

Name

Address

.....

.....

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 Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km.

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

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

Please for request for fresh set of assignments

(Please Tick (✓) whichever is applicable)

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

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

Signature
Date

For Official Use Only:

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

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

Please mail this form to:

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

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

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

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

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

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

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.

The Registrar
Materials Production and Distribution Division
Indira Gandhi National Open University
New Delhi-110 068

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

Programme

Medium of Study

I have not received the study Material/Assignment in respect of the following:

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

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

Name and Address : Signature :

..... Date :

.....

For Official Use

Date of despatch of study material/assignments to students

Control No.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK-SHEET

Name :

Enrolment No.

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Address:

.....

.....

PIN :

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Programme

Month and Year of the Exam :

Centre from where appeared at last examination :

Bank Draft/IPO No. dated
for Rs.25 in favour of IGNOU, New Delhi

.....
Signature

Date :

Note : Fee for duplicate grade card is 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:
Registrar (SED)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

1. Name :
2. Father's Name:
3. Address:
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 to which the candidate attached
.....
6. Name of the University to which the candidate wants to migrate
.....

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

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/SRE Division)

1. The information furnished by Shri/Smt./Km. is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for

Date Dealing Assistant Section Officer

INSTRUCTIONS

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

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(SED)
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title

Regional Centre

Name :

Father's Name

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

Address:

.....

.....

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

**Registrar (SED)
IGNOU
Maidan Garhi,
New Delhi-110 068**

Date

.....
Signature



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name

2. Programme: Enrolment No:

3. Address :

.....

.....Pin Code

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

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

(c) Exam Centre Address :

.....

.....

(d) Course(s)

5. Fee details:-

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

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

Demand Draft No. : Date :

Issuing Bank :

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

UNDERTAKING

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

Date :

Signature

Place :

Name :

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

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 RE-EVALUATION OF
ANSWER SCRIPT**

1. Name:.....

2. Programme: Enrolment No.

3. Address:

.....

PIN:

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

5. Examination Centre Code :

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

.....

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

8. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division

APPLICATION FORM FOR EARLY DECLARATION OF
TERM-END EXAMINATION

1. Name: _____
2. Programme: Enrolment No:
3. Address:
.....
.....Pin
4. Reason for early declaration of result: _____

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

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

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

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

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

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

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

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Veperiy, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

14. LIST OF REGIONAL CENTRES

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	Regional Director IGNOU Regional Centre M.B.B. College Compound P.O. Agartala College, Agratala-799004 Tripure 0381-2516715/25162660381-2516714 rd_agratala@rediffmail.com; rcagartala@ignou.ac.in	State Of Tripura
2.	AHMEDABAD	09	Regional Director IGNOU Regional Centre , Opp. Nirma Instt of Technology Sarkhej-Gandhinagar Highway Chharodi, AHMEDABAD - 382481 GUJARAT 02717-242975 02717-241579 02717-241580 rcignouahd@yahoo.com, rcahmedbad@ignou.ac.in	State of Gujarat, Union Territory of Daman, Diu, Dadra & Nagar Haveli
3	AIZWAL	19	Regional Director IGNOU Regional Centre , Lalbulai Building M.G. Roadkhatla, (Near Central Yma Off.) Aizwal-796001 Mizoram, 0389-2311693, 0389-2311692, 0389-2311789 rd_aizwal@rediffmail.com rcaizawl@ignou.ac.in	State of Mizoram
4	ALIGARH	47	Regional Director Ignou Regional Centre , 3/310 Marris Road Aligarh-202001, Uttar Pardesh 0571-2700120, 2701365 ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	District of Uttar Pardesh Etah, Kasganj, Firozabad, Rampur, Aligarh, Hathras Badaun, Agra, Bulandsahar, Moradabad, Manपुरi, Etawah, Mathura & J P Nagar
5	BANGALORE	13	Regional Director IGNOU Regional Centre Nsss Kalyana Kendra 293, 39th Cross, 8th Block Jayanagar, Bangalore - 560 070 Karnataka 080-26654747 / 26657376080-26639711 080-26644848 ignourcblr@gmail.com, rcbangalore@ignou.ac.in	State of Karnataka Except The Districts Dharwad, Belgam & Uttara Karnataka
6	BHOPAL	15	Regional Director IGNOU Regional Centre Sanchi Complex, 3rd Floor Opp. Board Of Secondary Edn., Shivaji Nagar Bhopal - 462 016, Madhya Pradesh 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com, ignou_bhopal@yahoo.com, rcbhopal@ignou.ac.in	State of Madhya Pradesh Except For Districts Mentioned Under Regional Centre Jabalpur
7	BHUBANESHWAR	21	Regional Director IGNOU Regional Centre C-1, Institutional Area , Bhubaneswar-751013 Orissa 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	State Of Orissa (Except The Districts Mentioned Under RC Koraput & Gajapati)
8	CHANDIGARH	06	Regional Director IGNOU Regional Centre ignouch@gmail.com rchandigarh@ignou.ac.in Pradesh Operated By RC Khanna	Chandigarh U.T. District Rupnagar, Patiala, Mohali And Fatehgarh Sahib of Punjab And District Una of Himachal

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
9	CHENNAI	25	Regional Director IGNOU Regional Centre C.I.T. Campustaramani CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727044-22542121 044-22542828 rgnldirector@yahoo.in, rcchennai@ignou.ac.in	State of Tamilnadu The Following Districts And Union Territory of Pondicheery, Chennai, Kanchipuram, Vellore, Chengaiapat, Cuddalore, Villuppuram, Salem, Namakkal, Perambalu & Tiruvallore
10	COCHIN	14	Regional Director IGNOU Regional Centre Kaloore Cochin - 682 017 Kerala 0484-2340203,2348189,230484-2533021 0484-2533021,23308910484-2340204 igrc14@vsnl.net, rccochin@ignou.ac.in	State Of Kerala Excluding Districts Mentioned Under Rc Trivandrum
11	Darbhangha	46	Regional Director (I/C) Sub Regional Centre Lalit Narayan Mithla University, Campus Kameshwaranagar, Near Central Bank Darbhanga-846004, Bihar Ph.: 06272-253719 Fax: 06272-251833 Email: sredarbhangha@yahoo.com	Paschim Champaran, Gopalganj, Siwan, Saran Purbi Champaran, Sheohar, Muzaffarpur, Madhubani, Darbhanga, Samastipur, Begusarai, Supaul, Saharsa, Khagaria, Mad, Vaishali, Sitamarhi
12	Dehradun	31	Regional Director IGNOU Regional Centre Nanooor Khera, Tapovan, Raipur Road Dehradun-248 001 Uttaranchal Ph.: 0135-2789200/2789180 Fax: 0135-2789190 E-mail: ignoudn@sancharnet.in	State of Uttaranchal & State of Uttar Pradesh (Districts Of Bijnor, Moradabad, Rampur, Saharanpur & Muzaffarnagar)
13.	Delhi-1	107	Regional Director (I/C) IGNOU Regional Centre Plot No. J-2/1, Block-b1 Mohan Cooperative Industrial Estate, Mathura Road, New Delhi 110 044 011-26990082, 26990083 Fax : 26990084 Email: rcdelhi1@ignou.ac.in Website: www.ignourcdelhi1.ac.in	South Delhi, West Delhi, District Faridabad of
14.	Delhi 2	29	Regional Director-2 IGNOU Regional Centre-2 Gandhi Smriti & Darshan Samiti Rajghat, New Delhi - 110 002 011-23392375 / 23392376 / 23392377 011-23392374011-23392373 ignourd2@gmail.com rcdelhi2@ignou.ac.in	North-east Delhi, East Delhi, North Delhi & Central Delhi
15.	Delhi 3	38	Regional Director IGNOU Regional Centre F-634-636, Palam Extn, Ramphal Chowk, Near Sector 7, Drawka, New Delhi-110045 rcdelhi3@ignou.ac.in	West Delhi and District of Gurgaon Of Haryana, Operated From RC Delhi -1

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
16	Gangtok	24	Regional Director (I/C) IGNOU Regional Centre Gairigaon Tadong Po Shumbuk House Gangtok – 737102 Sikkim 03592-2311102,270923 03592-270364 03592-212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	State Of Sikkim
17	Guwahati	04	Regional Director IGNOU Regional Centre House No. 71, Gmc Road Christian Basti Guwahti-781003, Assam 0361-2662879 grcignou@sanchamet.in rcguwahti@ignou.ac.in	State of Assam
18	Hyderabad	01	Regional Director IGNOU Regional Centre Rahul Chamber House No. 3-5-909 Himayat Nagar Main Road, Himayat Nagar Hyderabad-500 029, Andhra Pradesh Ph.: 040-23221254, 23221255 Fax: 040-23221260 E-mail: hyd2_ignourch@sancharnet.in	State of Andhra Pradesh Except District Srikakulam & Vijaynagar
19	IMPHAL	17	Regional Director IGNOU Regional Centre Asha Jina Complex North, Aoc Imphal – 795001 Manipur 0385-24211910385-2421192,385-2421192 ignouimphal@rediffmail.com rcimphal@ignou.aci.inignouimp@man.nic.in	State of Manipur
20	ITANAGAR	03	Regional Director IGNOU Regional Centre Hornhill Complex 'C' Sector (Near Central Sch.) Naharlagun, Itanagar – 791110 Arunachal Pradesh 0360-2247536 / 22475380360-2247537 rd_itanagar@rediffmail.com, ignou_itanagar@yahoo.com, rd_itanagar@rediffmail.com	State of Arunachal Pradesh
21	JABALPUR	41	Regional Director IGNOU Regional Centre 2 nd Floor, Rajshekhar Bhavan, Rani Durgavati Vishvavidyalaya Campurs, Pachpedhi, Jabalpur – 482001 Madhya Pradesh 0761-2609269,65335690761-2600411 0761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website: www.ignoujabalpur.in	State of MP Covering Districts of Jabalpur, Narsimhapur, Chhindwaea, Seoni, Balaghat, Mandla, Dindori, Shahdoli, Umaria, Katni, Sidhi, Singrauli & Anuppur
22	JAIPUR	23	Regional Director IGNOU Regional Centre 70/79, Sector-7 Patel Marg, Mansarovar Jaipur - 302 020 Rajasthan 0141-2785750 0141-2274292 0141-2784043 ignou-raj@.nic.in, rcjaipur@ignou.ac.in	State of Rajasthan

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
23	JAMMU	12	Regional Director IGNOU Regional Centre SPMR College Of Commerce Canal Road, Jammu – 180 001 , Jammu & Kashmir 0191- 25465290191 – 25795720191 – 2546995 jammurc12@rediffmail.com rcjammu@agnou.ac.in	State of Jammu & Kashmir (Jammu Region)
24	KARNAL	10	Regional Director IGNOU Regional Centre Old Govt. College Campus, Railway Station Road, Karnal – 132 001, Haryana 0184-1514 0184-22600750184-2255738 ignourck10@bsnl.in rckamal@ignou.ac.in	State of Haryana (Except The Districts of Panchkula And Ambala)
25	KHANNA	22	Regional Director IGNOU Regional Centre I.T.I Building Bulepur (District Ludhiana) Khanna – 141401 Punjab 01628-229994/229993/237361/238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	State of Punjab (Except Districts Rupnagar, Patialal, Mohali And Fatehgarh Sahib)
26	KOHIMA	20	Regional Director IGNOU Regional Centre NH-39, Opp.Dzuvuru (Mhon Khola) I.O.C. Kohima – 797001 Nagaland 0370-2241903 /22419040370-2241905 rd_kohima@rediffmail.com rckohima@ignou.ac.in	State of Nagaland
27	KOLKATA	28	Regional Director IGNOU Regional Centre Bikash Bhawan, 4th Floor, North Block, Salt Lake, Bidhan Nagar, Kolkata - 700 091 West Bengal 033-23349850 / 23592719/ 23589323, (RCL) 033-23347576 ignourd28@yahoo.com, rd28cal@rediffmail.com rckolkata@ignou.ac.in	State of West Bengal (Except The Districts Mentioned Against RC Siliguri)
28	KORAPUT	44	Regional Director IGNOU Regional Centre District Agriculture Office Rd Behind Panchayat Bhavan Koraput – 764020 Orissa 06852 – 252982 06852-251535 ignou_koraput@rediffmail.com rckoraput@ignou.ac.in	Koraput, Nabarangpur, Rayagada, Malkanagiri, Balangir, Sonapur, Kalahandi, Nuapada, Boudh, Phulbani (Part of Orissa)Gajapati, Srikakulam (Part Of Ap), Dantewada, Bastar (Part Of Cg)
29	LACKNOW	27	Regional Director IGNOU Regional Centre B-1/33, Sector – Haliganj Lacknow -226 024 Uttar Pradesh 0522-2745114, 09417966540522-2762410 (RCL/ 2364453 0522-2364889 ignoulko@sanchamet.in rclucknow@ignou.ac.in	State Of Uttar Pradesh (Except The Districts Under Rc Varanasi, RC Aligarh And Rc Noida)

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
30	MADURAI	43	Regional Director IGNOU Regional Centre Csi Institutional Campus Tpk Road (Nh – 7)Paumaalai Madurai- 625004 Tamil Nadu 0452-2380733,2380387, 0452-2370588 ignoumadurai@yahoo.in rcmadurai@ignou.ac.in	Following Districts of Tamil Nadu Coimbatore, Nilgris, Erode, Karur, Thanjavur, Madurai, Dindigul, Teni, Virudunagar, Ramnathapuram, Sivaganga, Pudukkuttai, Thiruppur Tirunelveli, Tuticorin & Trichi
31	MUMBAI	49	Regional Director IGNOU Regional Centre Om Leva Vikas Niketan, Nanepada Road, Mulund (E) Mumbai – 400081 Maharashtra 022- 25633159 ignouurcmumbai@gmail.com rcmumbai@ignou.ac.in	Four Districts of Maharashtra Mumbai, Thane, Raigarh And Ratnagir.
32	NAGPUR	36	Regional Director IGNOU Regional Centre Gurunanak Bhawan Near Nagpur University Amaravati Road, Nagapur 440033 Maharashtra 09657339936 (MOB) rcnagir@ignou.ac.in	State of Maharashtra Covering Districts Amravati, Buldhana, Akola Washim, Hingoli, Parbhani, Nanded, Yavatmal, Wardha, Chandrapur, Nagpur, Bhandara, Gondia, Gadchiroli (14 Districts)
33	NOIDA	39	Regional Director IGNOU Regional Centre rcnoida@ignou.ac.in	Noida, Greater Noida, Ghaziabad, G.B. Nagar, Meerut & Bagpat of Uttar Pradesh Operated From RC Delhi-2
34	PANJI	08	Regional Director IGNOU Regional Centre Behind Chodankar Hospital, Near P & T Staff Quarters Of Mapusa- Panji, Road, Povorim- 403521 Goa 0-9444024242 MOB0832-2462315 msparthasarathy@yahoo.com	State of Goa & Three Adjoining Districts of Karnataka I.E Dharward, Belgaum, Uttara Kannad & Sindudurg (Districts of Maharashtra)
35	PATNA	05	Regional Director IGNOU Regional Centre 2 nd Floor , Biscomaun Tower West Gandhi Maidan, Patna- 800 001 Bihar 0612-2221538/22215410612-2221539 rcpatna@gmail.com rc05patna@gmail.com ignourcpatna@gmail.com	State of Bihar Except for the Districts Under Jurisdiction of RC-Darbhanga
36	PORT BLAIR	02	Regional Director IGNOU Regional Centre JNRM Campus, Port Blair-744104 Andaman & Nicobar Islands 03192-242888,230111 rc_portblair@rediffmail.com rcportblair@ignou.ac.in	Andaman & Nicobar Islands

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
37	PUNE	16	Regional Director IGNOU Regional Centre 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune – 411016 Maharashtra 020-256671867, 020-25671864 innourcpune@vsnl.net rcpune@ignou.ac.in	State of Maharashtra Nandurbar Dhule, Jalgaon, Aurangabad, Nasik, Jalna, Ahmadnagar, Bid, Pune, Osmanabad, Solapur, Sangli, Satara & Kolhapur (14 Districts)
38	RAIPUR	35	Regional Director IGNOU Regional Centre Rest House & E.M. Office Hall Sector – 1, Shankar Nagar Raipur– 492007 Chattisgarh 0771-2428285 / 5056508 0771-2445839 0771-2445839 rrgignou@cg.nic.in , rcraipur@ignou.ac.in	State of Chhattisgarh Except Districts Of Dantewada & Bastar
39	RAJKOT	42	Regional Director IGNOU Regional Centre Saurashtra University Campur Rajkot – 360005 Gujrat Ph: 0281-2572988 subrcrajkot@yahoo.co.in, rcrajkot@ignou.ac.in website: www.ignourajkot.org	State of Gujrat Cervering The Districts of Rajkot, Kachchh Jamnagar, Porbader, Junagadh, Amereli, Bhavnagar Surendranagar & Din
40	RANCHI	32	Regional Director IGNOU Regional Centre 457/A, Ashok Nagar, Ranchi – 834022 Jharkhand 0651-2244688, 2244400 oignouranchi@yahoo.com, rdranchi@ignou.ac.in	State of Jharkhand
41	SHILLONG	18	Regional Director IGNOU Regional Centre Sunny Lodge Nongthymmai Non Shilliang Shillong – 793 003 Meghalaya 0364-2521117 0364-2521271 0364-2521271 ignou18@sanchamet.in rd_shillong@rediffmail.com	State of Meghalaya
42	SHIMLA	11	Regional Director IGNOU Regional Centre Chauhan Niwas Building, Khalini Shimla-171 002 Himachal Pradesh 0177-2624613, 2624611, 2625843/ 2624612 0177-2624611 sml_ignoures@sancharnet.in, dbnegi@gmail.com rcshimla@ignou.ac.in	State of Himachal Pradesh (Except District Una)
43	SHIMLA	11	Regional Director IGNOU Regional Centre Chauhan Niwas Building, Khalini Shimla-171 002 Himachal Pradesh 0177-2624613, 2624611, 2625843/ 2624612 0177-2624611 sml_ignoures@sancharnet.in, dbnegi@gmail.com rcshimla@ignou.ac.in	State of Himachal Pradesh (Except District Una)

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
44	SILIGURI	45	Regional Director IGNOU Regional Centre Netaji More Subhas Pally Siliguri – 734001 West Bengal 0353-2526818 0353-2526819 ignourcsiliguri@yahoo.com, rcsiliguri@ignou.ac.in	State of West Bengal Covering Districts of Jalpaiguri, Darjiling, Kochbihar, Uttar Dinajpur, Dakshin, Dinajpur, Maldah (Part of Wb)
45	SRINAGAR	30	Regional Director IGNOU Regional Centre Mantoo House, Raj Bagh Near Masjid Al-Farooq, Sri Nagar- 190 008 Jammu & Kashmir 0194-2311251 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	State of Jammu & Kashmir (Sri Nagar & Ladakh Region)
46	TRIVADRUM	40	Regional Director IGNOU Regional Centre Mepram Mansion, Chekkalamukku Sreekariyam, Trivandrum – 695017 Kerala 0944750581 (MOB) ignouurctrivandrum@gmail.com rctrivandrum@ignou.ac.in	Kanyakumri, District of Tamilnadu & Trivuvantrapuram Kollam & Pathanamthitta (Districts of Kerala)
47	VARANASI	48	Regional Director IGNOU Regional Centre Gandhi Bhawan, B.H.U. Campus Varanasi-221005 Uttar Pradesh 0542-2368022,23686220522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	Districts of Ambedkar Nagar Santkabirnagar, Mahargan Jaumpur, Ballia, Azamgarh Gorkhpur, Deoria, Kushinagar Sant Ravidas Nagar, Mirzapur Varanasi, Ghazipur, Maunathbhanjan, Chandaul, Sonbhadra
48	VIJAYAWADA	33	Regional Director IGNOU Regional Centre 1 st Floor, Skpvv, Hindu High School Kothapetha, Vijaywada 520 001 Andhra Pradesh 0866-256595 0866-2565253 0866-2565353 ignourcvijaywada@gmail.com rcvijaywada@agnou.ac.in	State of Andhra Pradesh Covering The Districts of Vizainagaram, Visakhaptnam East Godavari, West Godavarikhammam, Krishna, Guntur, Prakasham, Nellor, Shrikakulam And Chittoor
49.	RAGHUNATHGANJ	50	Regional Director IGNOU Regional Centre Amiyabala Bhawan Vill Sanyasidanga PO Barala PS Raghunathganj Dist Murshidabad, West Bengal 09434731514, 05222364889 srajarao@ignou.ac.in	District Murshidabad Malda and Birbhum

IGNOU CITI CENTRE

1.	Delhi (Connought Place)	50	New Delhi YMCA Tourist Hotel, 1, 1, Jai Singh Road, Connaught Place New Delhi-110001 Ph. : 011-23344914, 23344915 E-mail : kdprasadd@ignou.ac.in citycentre@ignou.ac.in	
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Army Recognized Regional Centre

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	Kolkata	51	Regional Director IGNOU Army Recog. Reg. Centre Col. Education Fort William Hq Eastern Command, Kolkata - 700021 West Bengal 033-2222668 rc51army_ec@yahoo.co.in	Eastern Command Area
2	Chandimandir	52	Regional Director IGNOU Army Recog. Reg. Centre Col. Education Hq Western Command Chandimandir-134107 Haryana 0172-2589423 (Civil)0712-2589423 iaeprc52@rediffmail.com	Western Command Area
3	Lucknow	53	Regional Director IGNOU Army Recog. Reg. Centre Brig-(Edn)Iaep, Hq Central Command Lucknow - 226002 Uttar Pradesh 0522-2482968/2292670 iaeprc53@yahoo.co.in	Central Command Area
4	Pune	54	Col Arun Sarin Regional Director IGNOU Army Recog. Reg. Centre Col. Educationh Q Southern Command C/O 56 APO 020-26102668020-26102670	Southern Command Area
5	Udhampur	55	Regional Director IGNOU Army Recog. Reg. Centre Col. Education, Uttar Kaman Mukhyalaya C/O 56APO, Hq Northern Command, Udhampur, Jammu & Kashmir 01992-242486	Northern Command Area
6	Jaipur	56	Regional Director IGNOU Army Recog Reg. centre Education Branch, Jaipur, Rajasthan 0141-2386 Etn 2668	South Western Command

Navy Recognized Regional Centres

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONALAREA
1	New Delhi	71	Regional Director (I/C) IGNOU Navy Recog. Reg. Centre Directorate Of Naval Education Integrated Hqs.ministry Of Def West Block.5,Iind Flr,Wing-ii, Rk Puram, New Delhi - 110066 Delhi 011-26194686, 26185299011-26105067 inepdelhi@rediffmail.com	Naval Hqs
2	Mumbai	72	Regional Director IGNOU Navy Recog. Reg. Centre Hq. Western Naval Command Shahid Bhagat Singh Marg Mumbai - 400023 Maharashtra 022-22688245022-22665458 inepm@rediffmail.com	Hq Western Naval Command
3	Visakhapatnam	73	Regional Director IGNOU Navy Recog. Reg. Centre Hq Eastern Naval Command Visakhapatnam - 530014 Andhra Pradesh 0891-28122840891-2515834 inepu@hotmail.com	Hq Eastern Naval Command
4	Kochi	74	Regional Director IGNOU Navy Recog. Reg. Centre Naval Basehq Southern Naval Command, Kochi - 682004 Kerala 0484-2662515,266221026610070484-2666194 inepk@rediffmail.com	Hq Southern Naval Command

Assam-rifles Recognized Regional Centres

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONALAREA
1	Shillong	81	Regional Director IGNOU Assam-rifles Recog. R.c. Directorate General Assamrifles (Dgar)Laitumukhrah, Shillong - 11 Meghalaya 0364-705530/ 7055640364-705564 hqdgar@hotmail.com	Command Area

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pk Sinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasinh@ignou.ac.in



Indira Gandhi National Open University

Student Satisfaction Survey

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

Dear Student,

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

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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