

**Certificate in Korean Language & Culture**

# **PROGRAMME GUIDE**

**School of Foreign Languages**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi-110068 [www.ignou.ac.in](http://www.ignou.ac.in)**

**PROGRAMME CODE: CKLC (FOR DISTANCE MODE)**  
**PROGRAMME GUIDE FOR DISTANCE MODE STUDENTS**

The University reserves the right to change the rules and procedures described in this Programme Guide. Please check from time to time with the University to get updates. Also read IGNOU Newsletter in which updates are given.

**RECOGNITION**

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## Message from the Programme Coordinator

Dear Learners,

Welcome to IGNOU SOFL,

This Self Learning Material or SLM which you have received from IGNOU has been specifically designed for the learners of Certificate in Korean Language & Culture. This SLM is being prepared keeping in mind the requirement and needs of today's learner. The SLM along with the Audio Visual Material or AVM will help you understand the basics of the Korean language and Culture. Since both SLM and AVM are integral in nature, which will enable you in Reading, Writing, Listening and Speaking Korean in a better way. In the AVM we have included some more interesting activities for practicing oral communication in Korean. By doing this you will be able to become more conversant in Korean language. Further, dialogues and texts have been given to make you understand the common Korean words and expressions more efficiently.

Throughout the SLM you will find various activities with “Listen, read and learn; Listen and repeat; Listen and speak; Listen and pronounce” etc. captions. Look for the media sign like this  which means the same activity can be listened to through the Audio Visual Material or AVM (provided to you separately in the form of CD ) if you go directly to the designated activity number (bearing same block and unit number in the AVM). For simplicity, all blocks and units (both SLM and AVM) have been indicated with similar activity number so that you face no difficulty in listening to the activities. We strongly recommend you to listen to all activities given in the audio/visual format for better comprehension and understanding of the SLM. In this regard, your academic counselor at the designated Regional Centre/ Study Centre will guide you further. We also strongly advise you to attend all your counselling sessions regularly.

I wish you all the best!

Mr. Shivaji Bhaskar

Programme Coordinator

Certificate in Korean Language & Culture (CKLC)

# CONTENT

|  | <b>Page No.</b> |
|--|-----------------|
| 1. About the University                        | 7               |
| 2. School of Foreign Languages (SOFL)          | 8               |
| 3. About the Programme                         | 8               |
| 4. Scheme of Study                             | 9               |
| 5. Scheme of Student Assessment and Evaluation | 10              |
| 6. Scheme of Examination                       | 11              |
| 7. Address for All Queries                     | 14              |
| 8. Syllabus                                    | 15              |
| 9. Ignou Regional Centres                      | 17              |
| 10. Some Essential Forms for Use               | 36              |

# 1. ABOUT THE UNIVERSITY

## Introduction

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

- i. Democratizing higher education by taking it to the doorsteps of the learners.
- ii. Providing access to high quality education to all those who seek it irrespective of age, region, religion and gender.
- iii. Offering need-based academic programmes by giving professional and vocational orientation to the courses.
- iv. Promoting and developing distance education in India.
- v. Setting and maintaining standards in distance education in the country as an apex body.

## Prominent Features

IGNOU has certain unique features such as:

- i. International jurisdiction
- ii. Flexible admission rules
- iii. Individualized study : flexibility in terms of place, pace and duration of study.
- iv. Use of latest information and communication technologies
- v. Nationwide student support services network
- vi. Cost-effective programmes
- vii. Modular approach to programmes
- viii. Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- ix. Socially and academically relevant programmes based on students need analysis.
- x. Convergence of open & conventional education systems

## Important Achievements

- i. Emergence of IGNOU as the largest Open University in the World.
- ii. Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- iii. Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- iv. Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- v. Student enrolment has almost doubled in four years from 1.5 million to over 2.7 million.
- vi. UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- vii. On spot delivery of study material to students.
- viii. Largest network of learning support system.
- ix. Declaration of Term-End-Examination result within 45 days.

## 2. SCHOOL OF FOREIGN LANGUAGES (SOFL)

The School of Foreign Languages (SOFL) is one of the 21 Schools of Studies at IGNOU, established in 2007.

Aim of the school is:

To offer innovative, flexible and cost-effective foreign language programmes to learners from all sections of the society.

To offer programmes based on the specific needs of the learners.

To promote communication across borders and countries.

In view of the existing demand due to its multiple practical applications, the study of foreign languages is gaining lots of importance in today's globalized world and the demand is growing continuously.

### Programme Delivery

The University provides multi-channel, multiple media, teaching/learning packages for instruction and self-learning.

This programme will be delivered through ODL mode.

## 3. ABOUT THE PROGRAMME

### Certificate in Korean Language & Culture

#### School of Foreign Languages (SOFL)

Certificate in Korean Language & Culture aims at people who want to acquire basic level communication skills in Korean Language along with understanding of Korean Culture. This programme aims at acquainting the beginners with essentials of the Korean language and phonetics gradually and systematically inculcates in them an ability to read, write and speak Korean language. The programme is bilingual (Korean/English) in medium and has Self Learning material integrated with Audio-Visual components, which will further enhance the learning capacity. The Programme will enable learners to speak and write Korean with confidence in their daily communications.

**Eligibility** : 18 years of age and above.

**Medium of Instruction** : Korean and English

**Qualification** : 10+2

**Duration** : Minimum six-month and Maximum 2 years; offered in both January and July cycle of admissions.

**Fee Structure** : Rs. 2500/- for full programme.

#### Programme Details:

| Course Code          | Title of the Course   | Credits   |
|----------------------|-----------------------|-----------|
| BKL-001              | Basics of Korean - I  | 8         |
| BKL-002              | Basics of Korean - II | 8         |
| <b>Total Credits</b> |                       | <b>16</b> |

Programme Coordinator : Mr. Shivaji Bhaskar, shivajibhaskar@ignou.ac.in Ph. 011-29571640

## 4. SCHEME OF STUDY

CKLC is a tightly structured multi-media integrated programme where each component is important to successfully complete the programme. It involves:

**Self-learning phase** with SLMs and Audio Visual CDs.

**Self-learning phase** is the most important phase as you will be able to benefit from counseling sessions much better if you prepare yourself with your queries and related issues.

### 2. Counselling Session

There will be contact classes on week-ends spanning over the entire duration of the course. These contact classes would cover all the units. Each contact class will cover on an average 1-2 unit. The following activities are likely to form part of a counselling session:

Feedback test

Review

Preview

Activities/exercises – discussion

Homework correction

Remedial teaching/exercises

Reinforcement worksheets

Language games

Speech and pronunciation practice

Dictation

Reading comprehension

Tips on learning strategies and time management

You will benefit from the contact classes much more if you go prepared for them. They form an important aspect of the programme. You will be helped by the counselors to learn the language skills including the speaking skills by a judicious combination of above mentioned activities and further improvisation. You will also be assessed during these sessions. So, attending counseling sessions is a must. As the counseling sessions are sequentially planned, missing, these sessions will hamper your progress.

### Distribution of Material

The material will be handed over to the students by the respective Regional Centre on the first day of counseling/induction programme (to be notified). You will be introduced to the Open and Distance Learning system (ODL). A Detailed discussion on the entire programme will also take place.

## 5. SCHEME OF STUDENT ASSESSEMNT AND EVALUATION

The evaluation for Certificate in Korean Language & Culture consists of two parts:

1. **Continunous Assessment**
2. **Term End Examination (TEE)**

### 1. **Continunous Assessment**

Continuous assessment will be done during the study of the programme. It will consist of two parts:

- I) Written competence through assignment, weightage 30% and
- II) Oral competence.

The overall weightage of continuous assessment will be 30%

### **Theory Assignments**

There will be 2 assignments, one each after completion of courses I and II. Students can do the assignments at their home and submit to their Counselor at the designated Regional Centre/ Study Centre.

### **Practical Assignments (Oral)**

Students will have to do 2 practical assignments after completion of courses I and II.

The practical assignments will be conducted by counselors.

### **Pass Percentage**

Every student will have to obtain at least 35% marks in continuous assessment and term end examination separately in order to pass the course/programme.

### 2. **Term End Examination (TEE)**

Term end examination for each course will be held in June and December. Only those students will be eligible to appear in the TEE who has submitted their assignments. The TEE will have a weightage of 70% in overall assessment scheme.

## 6. SCHEME OF EXAMINATION

There will be written TEE for the following two courses:

| Course Title                | Course Code    | Paper      | Duration | Max. Marks |
|-----------------------------|----------------|------------|----------|------------|
| <b>Basics of Korean - I</b> | <b>BKL-001</b> | Paper – I  | 3hrs     | MM 100     |
| <b>Basics of Korean -II</b> | <b>BKL-002</b> | Paper – II | 3hrs     | MM 100     |

### **Examination Fee**

Student will have to pay **Rs. 120/-** for each paper as examination fee. In case a student fails to secure pass marks in any of the courses, s/he will have to reappear in that course again after paying the fee @ **Rs. 120/-** per paper.

### **Examination Date Sheet**

Examination Date Sheet (Schedule which indicates the date and time of examination for each course) is put on the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) well in advance.



## Examination Centre

Normally the study center is the examination center. 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 wishes to take examination at a particular centre, the code of the chosen centre is to be filled up as examination centre code. However, examination centre chosen by a student, if it is not activated, the University will allot another examination centre under the same Region.

## Examination Form

Filling up of examination form is compulsory for taking term-end examination. All eligible learners need to fill the examination to fill the examination form online only. You can access it from website i.e. [ignou.ac.in](http://ignou.ac.in).

| June, TEE                                       | December, TEE                                 | Late FEE    | Where to Submit the Form   |
|---|---|-------------|--|
| 1 <sup>st</sup> March to 31 <sup>st</sup> March | 1 <sup>st</sup> Sept to 30 <sup>th</sup> Sept | NIL         | Online<br>( <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> ) |
| 1 <sup>st</sup> May to 15 <sup>th</sup> May     | 1 <sup>st</sup> Nov to 15 <sup>th</sup> Oct   | Rs. 1,000/- |  |

## Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-end Examination. The same could also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in).

## Eligibility for Examination

Before taking examination a student should meet the following conditions:

- i) Submitted the assignments prescribed for that course
- ii) Submitted the examination form within prescribed dates
- iii) Submitted the examination fee as prescribed

## Specific Instructions for Assignments

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

---

Enrolment No. ....Programme Title: CKLC

Course Code ..... Assignment No .....

Course Title: .....

Student's Name: .....

Address: .....

Signature with date: .....

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

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

3. Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
4. Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
5. Write the responses in your own hand. Do not print or type the answers.
6. Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
7. Write each assignment separately. All the assignments should not be written in continuity.
8. Write the question number and the question with each answer.
9. The completed assignment should be submitted to counsellor of your respective centres. Under any circumstances do not send the tutor marked response sheets to the Student Registration and Evaluation Division at the Head Quarters for evaluation.
10. After submitting the assignments, get the acknowledgment from the counsellor on the prescribed assignment remittance-cum-acknowledgement card.

**Admit Card**

After receiving the Examination forms from you, the University will send admit card to you before the commencement of examination. If you do not receive the admit card 15 days before the commencement of examinations, you may contact the Regional Director of your Region. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received admit card or misplaced it, you can take the examination by showing your Identity Card (Student Card) to the examination centre superintendent.

**Every student must bring IGNOU identity card for appearing in Term End Examination along with the Admit Card.**

**Examination Centre**

The University at its discretion may allot you any examination centre. Change of examination centre is not generally permitted. In exceptional cases change of centre may be considered.

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

**Declaration of Result**

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

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

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

## 7. ADDRESS FOR ALL QUERIES

### Administrative Matters

Regional Director of your  
Respective Region

Prof. Shivaji Bhaskar  
Room No.9, SOFL  
Block 15D,  
IGNOU, Maidan Garhi,  
New Delhi-110068  
Email:  
shivajibhaskar@ignou.ac.in  
Tel: 011-29571639, 29571640

### Academic Matters

Ms. Mira Kwak  
CKLC  
R.No. 5, SOFL, Block 15D,  
IGNOU, Maidan Garhi,  
New Delhi-110068  
Email:  
miraignou@gmail.com  
Tel: 011-29571635, 29571640

## 8. SYLLABUS 16 CREDITS

The programme has been divided into two courses as follows:

|   |  |
|---|--|
| <p><b>(BKL-001)</b></p> <p><b>Basics of Korean Language – I</b><br/><b>Credit – 08 (Print)</b></p> <p><b>Block 1: Reading and Writing</b></p> <p>Unit 1 Introduction to <b>Hangeul 1</b><br/>Unit 2 Introduction to <b>Hangeul 2</b><br/>Unit 3 Hello and Good Bye<br/>Unit 4 Daily Life<br/>Unit 5 Finding an Item</p> <p><b>Block 2 : Reading and Writing</b></p> <p>Unit 1 Members of My Family.<br/>Unit 2 My Relatives.<br/>Unit 3 Introduction to Family Members.<br/>Unit 4 Celebrations in the Family.<br/>Unit 5 Description of Family Members.</p> <p><b>Block 3 : Reading and Writing</b></p> <p>Unit 1 My Friends<br/>Unit 2 Leisure Time with Friends-1<br/>Unit 3 Leisure Time with Friends-2<br/>Unit 4 Shops in Neighbourhood<br/>Unit 5 Building in Neighbourhood</p> <p><b>Block 4 : Reading and Writing</b></p> <p>Unit 1 Parts of the Bbody<br/>Unit 2 At the Doctor<br/>Unit 3 Healthy Food<br/>Unit 4 Excercises<br/>Unit 5 Recreational Activities</p> | <p><b>(BKL-002)</b></p> <p><b>Basics of Korean Language – II</b><br/><b>Credit – 08 (Audio Visual)</b></p> <p><b>Block 1 : Listening and Speaking</b></p> <p>Unit 1 Mode of Transportation<br/>Unit 2 Famous Tourist Places in Korea<br/>Unit 3 Planning for Vacation<br/>Unit 4 During Vvacation</p> <p><b>Block 2 : Listening and Speaking</b></p> <p>Unit 1 How to order food in Korean<br/>Unit 2 Description of Food<br/>Unit 3 Korean dining Etiquettes<br/>Unit 4 My favorite Korean Food</p> <p><b>Block 3 : Listening and Speaking</b></p> <p>Unit 1 Preparing for the Interview<br/>Unit 2 The Interview<br/>Unit 3 First day at Office<br/>Unit 4 Talking about your Work</p> <p><b>Block 4: Listening and Speaking</b></p> <p>Unit 1 Famous Person of Korea<br/>Unit 2 Festivals of Korea<br/>Unit 3 Korean Arts<br/>Unit 4 Understanding Korea</p> <p><b>Listening and Speaking</b><br/>(Supplementary Material in the form of various Dialogues and Texts as lessons and Vocabulary)</p> |
|---|--|

## 9. IGNOU REGIONAL CENTRES

| TENTATIVE LIST OF EXAMINATION CENTRES |        |         |                       |
|---------------------------------------|--------|---------|-----------------------|
| SL.NO.                                | CENTRE | RC CODE | EXAM CITY             |
| 1.                                    | 0103   | 33      | Vijayawada            |
| 2.                                    | 0109   | 84      | Visakhapatnam         |
| 3.                                    | 01131  | 01      | Hyderabad             |
| 4.                                    | 0159   | 33      | Tirupati              |
| 5.                                    | 0301   | 03      | Itanagar              |
| 6.                                    | 0401   | 04      | Guwahati              |
| 7.                                    | 0410   | 37      | Jorhat                |
| 8.                                    | 0505   | 82      | Bhagalpur             |
| 9.                                    | 0513   | 32      | Ranchi                |
| 10.                                   | 0516P  | 05      | Patna                 |
| 11.                                   | 0522   | 46      | Darbhanga             |
| 12.                                   | 0601   | 06      | Chandigarh            |
| 13.                                   | 07102  | 07      | South Extn. Delhi     |
| 14.                                   | 0769   | 29      | Shahdara              |
| 15.                                   | 0775P  | 38      | Naraina Vihar         |
| 16.                                   | 0801   | 08      | Comba                 |
| 17.                                   | 0901   | 09      | Navranpura, Ahmedabad |
| 18.                                   | 1007   | 07      | Faridabad             |
| 19.                                   | 1064P  | 10      | Karnal                |
| 20.                                   | 1101   | 11      | Shimla                |
| 21.                                   | 1104   | 11      | Hamirpur              |
| 22.                                   | 1105   | 11      | Dharamshala           |
| 23.                                   | 1201   | 12      | Jammu                 |
| 24.                                   | 1209   | 30      | Srinagar              |
| 25.                                   | 1301   | 13      | Bangalor              |
| 26.                                   | 1302   | 13      | Mangalore             |
| 27.                                   | 1305   | 13      | Mysore                |
| 28.                                   | 1310   | 85      | Bellary               |
| 29.                                   | 1402   | 14      | Cochin                |
| 30.                                   | 1403   | 83      | Kozhikode             |
| 31.                                   | 1441   | 40      | Thiruvananthapuram    |
| 32.                                   | 1501   | 15      | Bhopal                |
| 33.                                   | 1502   | 41      | Jabalpur              |

**TENTATIVE LIST OF EXAMINATION CENTRES**

| SL.NO. | CENTRE | RC CODE | EXAM CITY          |
|--------|--------|---------|--------------------|
| 34.    | 1504   | 15      | Gwalior            |
| 35.    | 1505   | 35      | Bilaspur           |
| 36.    | 1529P  | 15      | Indore             |
| 37.    | 1601   | 49      | Vidyavihar, Mumbai |
| 38.    | 1603   | 49      | Vileparle-E        |
| 39.    | 1605   | 16      | Satara             |
| 40.    | 1607   | 36      | Nagpur             |
| 41.    | 1608   | 16      | Nasik              |
| 42.    | 1609A  | 36      | Amravati           |
| 43.    | 1610   | 16      | Aurangabad         |
| 44.    | 1638   | 16      | Pune               |
| 45.    | 1701   | 17      | Imphal             |
| 46.    | 1801   | 18      | Shillong           |
| 47.    | 1901   | 19      | Aizawl             |
| 48.    | 2101   | 21      | Bhubaneswar        |
| 49.    | 2103   | 21      | Rourkela           |
| 50.    | 2110   | 44      | Koraput            |
| 51.    | 2205   | 22      | Amritsar           |
| 52.    | 2206   | 22      | Ludhiana           |
| 53.    | 2320   | 23      | Jaipur             |
| 54.    | 2321   | 88      | Jodhpur            |
| 55.    | 2501   | 25      | Chennai            |
| 56.    | 2636   | 26      | Agartala           |
| 57.    | 2702   | 47      | Agra               |
| 58.    | 2705   | 31      | Dehradun           |
| 59.    | 2706   | 27      | Kanpur             |
| 60.    | 2708   | 48      | Varanasi           |
| 61.    | 2711   | 31      | Haldwani           |
| 62.    | 2718   | 39      | Ghaziabad          |
| 63.    | 2720   | 27      | Lucknow            |
| 64.    | 2739   | 39      | Noida              |
| 65.    | 2804   | 28      | Park St. Kolkata   |
| 66.    | 3603   | 32      | Dhanbad            |
| 67.    | 38027  | 38      | Gurgaon            |

## Regional Centres

| S.N. | REGIONAL CENTRE, CODE AND NO OF LEARNER SUPPORT CENTRES | ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL   | JURISDICTION   |
|------|---|---|--|
| 1.   | AGARTALA<br>RC CODE : 26                                | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>M.B.B. COLLEGE COMPOUND<br>P.O. AGARTALA COLLEGE TILLA<br>AGARTALA - 799 004<br>TRIPURA<br>0381-2519391<br>0381-2516714<br>0381-2516266<br>rcagartala@ignou.ac.in                                   | STATE OF TRIPURA (DISTRICT:<br>DHALAI, NORTH TRIPURA, SOUTH<br>TRIPURA, WEST TRIPURA,<br>GOMATI, KHOWAI, SEPAHIJALA,<br>UNOKOTI)   |
| 2.   | AHMEDABAD<br>RC CODE : 09                               | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>OPP. NIRMA UNIVERSITY<br>SARKHEJ-GANDHINAGAR HIGHWAY<br>CHHARODI<br>AHMEDABAD - 382 481<br>GUJARAT<br>02717-242975-242976<br>02717-241579<br>02717-256458<br>02717-241580<br>rcahmedbad@ignou.ac.in | STATE OF GUJARAT (DISTRICT:<br>AHMEDABAD, ANAND,<br>BANASKANTHA, BHARUCH,<br>DAHOD, GANDHINAGAR,<br>MEHSANA, PATAN, SABARKANTHA,<br>SURAT, VADODARA, VALSAD,<br>DANG, KHEDA, NARMADA,<br>NAVSARI, PANCHMAHAL, TAPI,<br>ARAVALLI)<br>DAMAN & DADRA NAGAR HAVELI<br>(U.T.) |
| 3.   | AIZWAL<br>RC CODE : 19                                  | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>HOUSE NO. YC-10<br>ROPHIRA BUILDING<br>CHALTLANG DAWRKAWN<br>AIZAWL - 796 012<br>MIZORAM<br>0389-2391692 / 2395260<br>0389-2391789<br>rcaizwal@ignou.ac.in  | STATE OF MIZORAM (DISTRICT:<br>AIZAWL, LUNGLEI, KOLASIB,<br>MAMIT, SERCHHIP, SAIHA,<br>CHAMPHAI, LAWNGTLAI)  |
| 4.   | ALIGARH<br>RC CODE : 47                                 | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>3/310<br>MARRIS ROAD<br>ALIGARH - 202 001<br>UTTAR PRADESH<br>0571-2700120 / 2701365<br>0571-2402147<br>rcaligarah@ignou.ac.in  | STATE OF UTTAR PRADESH (DIS-<br>TRICT: ALIGARH, BUDAUN, ETAH,<br>ETAWAH, FIROZABAD, KASHIRAM<br>NAGAR/KASGANJ, MAHAMAYA<br>NAGAR/HATHRAS, MAINPURI)  |
| 5.   | BANGALORE<br>RC Code: 13                                | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>NSSS KALYANA KENDRA<br>293, 39TH CROSS, 8TH BLOCK   | STATE OF KARNATAKA (DISTRICT:<br>BANGALORE, BANGALORE RURAL,<br>CHIKBALLAPUR, CHITRADURGA,<br>DAVANAGERE, KOLAR,<br>RAMANAGARA, SHIMOGA,   |

|     |                             |   |  |
|-----|-----------------------------|---|--|
|     |                             | JAYANAGAR<br>BANGALORE - 560 070<br>KARNATAKA<br>080-26654747/26657376<br>080-26639711<br>080-26644848<br>rcbangalore@ignou.ac.in   | TUMKUR, RAMANAGARA,<br>CHAMARAJANAGAR &<br>CHIKMAGALUR<br>DAKSHINA KANNADA, HASSAN,<br>KODAGU, MANDYA, MYSORE,<br>UDUPI)   |
| 6.  | BHAGALPUR<br>RC CODE: 82    | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>3RD FLOOR, SUMAN PLAZA<br>CENTRAL JAIL ROAD, TILKAMANJHI<br>BHAGALPUR<br>BHAGALPUR<br>BIHAR 812001<br>0641-2610055/2610066<br>0641-2610077<br>rcbhagalpur@ignou.ac.in | STATE OF BIHAR (DISTRICT:<br>BHAGALPUR, BANKA, MUNGER)   |
| 7.  | BHOPAL<br>RC CODE : 15      | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>12, ARERA HILLS<br>BHOPAL<br>BHOPAL - 462 011<br>MADHYA PRADESH<br>0755-2578455/2578452<br>0755-2762524<br>0755-2578454<br>rcbhopal@ignou.ac.in                       | STATE OF MADHYA PRADESH<br>(DISTRICT: ALIRAJPUR, BHIND,<br>DATIA, HARDA, KHANDWA,<br>MANDSAUR, NEEMUCH, RAJGARH,<br>SHAJAPUR, BAWANI, BHOPAL,<br>DEWAS, GUNA, HOSHANGABAD,<br>JHABUA, KHARGONE, MORENA,<br>RATLAM, SHEOPUR,<br>VIDISHA, ASHOK NAGAR, BETUL,<br>BURHANPUR, DHAR, GWALIOR,<br>INDORE, RAISEN, SEHORE,<br>SHIVPURI, UJJAIN, AGAR-MALWA) |
| 8.  | BHUBANESHWAR<br>RC CODE: 21 | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>C - 1, INSTITUTIONAL AREA<br>BHUBANESHWAR - 751 013<br>ODISHA<br>0674-2301348 / 2301250<br>0674-2301352<br>0674-2371457<br>0674-2300349<br>rcbhubaneswar@ignou.ac.in  | STATE OF ODISHA (DISTRICT:<br>ANGUL, BHADRAK, BARAGARH,<br>BALASORE, CUTTACK, DEOGARH,<br>DHENKANAL, GANJAM,<br>GAJAPATI, JHARSUGUDA, JAJPUR,<br>JAGATSINGHPUR, KHORDHA,<br>KEONJHAR, KANDHAMAL,<br>KENDRAPARA, MAYURBHANJ,<br>NAYAGARH, PURI, SAMBALPUR,<br>SUNDERGARH)   |
| 9.  | BIJAPUR<br>RC Code : 85     | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>ANANDA MAHAL<br>OLD ZP OFFICE<br>(EX OFFICE OF MP)<br>BIJAPUR -586103<br>KARNATAKA<br>08352-260006<br>9482311006<br>rcbijapur@ignou.ac.in                             | STATE OF KARNATAKA COVER-<br>ING (DISTRICTS BAGALKOT,<br>BIJAPUR, BIDAR, GULBARGA,<br>KOPPAL, RAICHUR, YADGIR,<br>HAVERI, GADAG, BELLARY,<br>BELGAUM, DHARWAD) STATE OF<br>MAHARASHTRA (DISTRICTS<br>SOLAPUR, LATUR)   |
| 10. | CHANDIGARH<br>RC Code : 06  | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>SCO 208<br>SECTOR 14<br>PANCHKULA - 134 109<br>HARYANA<br>0172-2590277, 2590278<br>0172-2590208<br>0172-2590279<br>rcchandigarh@ignou.ac.in                           | STATE OF PUNJAB (DISTRICT:<br>PATIALA, MOHALI, RUP NAGAR,<br>FATEHGARH SAHEB), STATE OF<br>HARYANA (DISTRICT: AMBALA,<br>PANCHKULA), CHANDIGARH<br>(U.T.)  |



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| 11. | CHENNAI<br>RC Code : 25   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>PERIYAR THIDAL<br>84/1 EVK SAMPATH SALAI<br>VEPERY<br>CHENNAI-600007<br><a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a><br>044-26618438   | STATE OF TAMILNADU (DISTRICT:<br>CHENNAI, THIRUVALLUR,<br>KANCHIPURAM, VELLORE,<br>THIRUVANNAMALAI, KRISHNAGIRI,<br>DHARMAPURI, SALEM, NAMAKKAL,<br>VILLUPURAM, CUDDALORE,<br>PERAMBALUR, NAGAPATTINAM),<br>PUDUCHERRY (U.T.)  |
| 12. | COCHIN<br>RC CODE : 14    | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>KALOOR COCHIN-682017,KERALA<br>Ph. 0484-2340203/2348189/2330891<br>Fax: 0484-2340204<br>E-MAIL : <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a>  | STATE OF KERALA (DISTRICT:<br>ALAPPUZHA, ERNAKULAM,<br>IDUKKI, KOTTAYAM, PALAKKAD,<br>THRISSUR, LAKSHADWEEP (U.T.)   |
| 13. | DARBHANGA<br>RC CODE : 46 | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>LALIT NARAYAN MITHILA<br>UNIV. CAMPUS, KAMESHWAR<br>NAGAR, NEAR CENTRAL BANK<br>DARBHANGA - 846 004<br>BIHAR<br>06272-251862<br>06272-251833<br>06272-253719<br><a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a>             | STATE OF BIHAR (DISTRICT:<br>BEGUSARAI, DARBHANGA, EAST<br>CHAMPARAN, GOPALGANJ,<br>SHEOHAR, SITAMARHI,<br>SAMASTIPUR, MADHUBANI,<br>MUZAFFARPUR & WEST<br>CHAMPARAN)  |
| 14. | DEHRADUN<br>RC CODE : 31  | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>NANOOR KHERA, TAPOVAN<br>RAIPUR ROAD<br>DEHRADUN - 248 008<br>UTTARAKHAND<br>0135-2789200<br>0135-2789205<br>0135-2789190<br>0135-2789180<br><a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a>                                  | STATE OF UTTARAKHAND (DIS-<br>TRICT: DEHRADUN, PAURI,<br>CHAMOLI, TEHRI, UTTARAKASHI,<br>RUDRAPRAYAG, HARIDWAR,<br>NAINITAL, ALMORA,<br>PITHORAGARH, US NAGAR,<br>CHAMPAWAT, BAGESHWAR)  |
| 15. | DELHI 1<br>RC CODE : 07   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>PLOT NO J-2/1 BLOCK - B 1<br>MOHAN COOPERATIVE INDUSTRIAL<br>ESTATE, MATHURA ROAD<br>NEW DELHI - 110 044<br>DELHI<br>011-26990082 /26990082-83<br>011-26058354<br>011-26990084<br><a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a> | STATE OF DELHI (COVERING AREAS<br>OF MEHRAULI, CHANAKYAPURI,<br>LODHI COLONY, SOUTH EXTEN-<br>SION, R.K. PURAM, VASANT KUNJ,<br>SAKET, GREEN PARK, LAJPAT<br>NAGAR, G.K., MALVIYA NAGAR,<br>BHO GAL, ASHRAM, HAUZ KHAS,<br>MUNIRIKA, OKHLA, SANGAM<br>VIHAR, FRIENDS COLONY,<br>BADARPUR), STATE OF HARYANA<br>(DISTRICT: FARIDABAD, PALWAL)                 |
| 16. | DELHI 2<br>RC CODE - 29   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>GANDHI SMRITI & DARSHAN<br>SAMITI, RAJGHAT<br>NEW DELHI - 110 002<br>DELHI<br>011-23392374/23392376/23392377/<br>23392737<br>011-26493257<br>011-23392375<br><a href="mailto:rcdelhi2@ignou.ac.in">rcdelhi2@ignou.ac.in</a>                      | STATE OF DELHI (COVERING AREAS<br>OF KARALA, PRAHLADPUR,<br>BANAGAR, LIBASPUR, RAMA<br>VIHAR, RANI BAGH, SULTAN PURI,<br>BUD VIHAR, MANGOLPURI,<br>PITAMPURA, JAHANGIR PURI,<br>JHARODA MAJA, BURAI, DR.<br>MUKHERJEE NAGAR, MODEL<br>TOWN, SHAKURPUR, COLONY, GTB<br>NAGAR,<br>ASHOK VIHAR, SHASTRI NAGAR,<br>CIVIL LINES, YAMUNA VIHAR,<br>NAND NAGRI BHR) |

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| 17. | DELHI 3<br>RC CODE : 38   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>F-634-636 PALAM EXTENSION<br>SHAHEED RAMPHAL CHOWK<br>(NEAR SECTOR 7) DWARKA<br>NEW DELHI - 110 077<br>DELHI<br>011-25088964<br>011-25088939<br>011-25088944<br>011-25088983<br>rcdelhi3@ignou.ac.in | STATE OF DELHI (COVERING<br>AREAS OF MUNDKA, NANGLOI<br>JAT, PEERAGARHI, PUNJABI<br>BAGH, BAKARWALA, MEERA<br>BAGH, MOTI NAGAR, TILAK<br>NAGAR, TILANGPUR KOTLA,<br>VIKASPURI, SUBHASH NAGAR,<br>UTTAM NAGAR, JANAKPURI,<br>NAJAFGARH, MAHAVIR ENCLAVE,<br>SAGARPUR, DWARKA, PALAM,<br>PALAM FARMS, KAPASERA,<br>DHAULA KUAN, NARAINA,<br>MAHIPALPUR, MANSAROVAR<br>GARDEN), STATE OF HARYANA<br>(DISTRICTS: GURUGRAM, MEWAT) |
| 18. | DEOGHAR<br>RC CODE : 87   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>MANDAKINI SADAN<br>BASUWADIH, ROHINI ROAD<br>DEOGHAR, JASIDIH<br>JHARKHAND 814142<br>06432-34448, 9234455958-957-975<br>rcdeoghar@ignou.ac.in  | STATE OF JHARKHAND COVERING<br>(DISTRICTS DEOGHAR, GODDA,<br>SAHIBGANJ, PAKUR, DUMKA,<br>JAMTARA & GIRIDIH)   |
| 19. | GANGTOK<br>RC CODE : 24   | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>5TH MILE TADONG<br>NH-10-A BELOW CENTRAL REFERRAL<br>HOSPITAL, EAST SIKKIM<br>GANKTOK - 737 102 SIKKIM<br>0359-231102/270923, 0359-231103<br>rcgangtok@ignou.ac.in                                   | STATE OF SIKKIM (DISTRICT: EAST<br>SIKKIM, WEST SIKKIM, NORTH<br>SIKKIM, SOUTH SIKKIM)  |
| 20. | GUWAHATI<br>RC CODE : 04  | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>HOUSE NO 71, GMCH ROAD<br>CHRISTIAN BASTI, GUWAHATI<br>GUWAHATI,<br>ASSAM 781005<br>0361-2343771 / 2343785<br>0361-2343786<br>0361-2343784<br>rcguwahati@ignou.ac.in                                 | STATE OF ASSAM (DISTRICT: KARBI<br>ANGLONG (EAST), KARBI ANGLONG<br>(WEST), MORIGAON, DARRANG,<br>KAMRUP, KAMRUP METROPOLITAN,<br>NALBARI, BARPETA, BONGAIGAON,<br>DHUBRI, SOUTH SALMARA-<br>MANKACHAR, GOALPARA,<br>KOKRAJHAR, BAKSA, UDALGURI,<br>CHIRANG, DIMA HASAO, CACHAR,<br>HAILAKANDI, KARIMGANJ)  |
| 21. | HYDERABAD<br>RC CODE : 01 | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>PLOT NO 207, KAVURI HILLS<br>PHASE II, NEAR MADHAPUR PS,<br>JUBILEE HILLS (P.O.)<br>HYDERABAD - 500 033<br>TELANGANA<br>040-23117550-53<br>040-27152527, 040-23117554<br>rchyderabad@ignou.ac.in     | STATE OF TELANGANA (DISTRICT:<br>ADILABAD, HYDERABAD, KARIM<br>NAGAR, KHAMMAM, MEDAK,<br>MAHABOOB NAGAR, NALGONDA,<br>NIZAMABAD, RANGA REDDY,<br>WARANGAL)  |
| 22. | IMPHAL<br>RC CODE : 17    | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>ASHA JINA COMPLEX<br>NORTH A.O.C.<br>IMPHAL - 795 001<br>MANIPUR<br>0385-2421190 / 2421191<br>0385-2421192<br>rcimphal@ignou.ac.in   | STATE OF MANIPUR (DISTRICT:<br>BISHNUPUR, CHURACHANDPUR,<br>CHANDEL, IMPHAL EAST, IMPHAL<br>WEST, SENAPATI, TAMENGLONG,<br>THOUBAL, UKHRUL, KAKCHING,<br>TENGNOUNPAL, KAMJONG,<br>KANGPOKPI, JIRIBAM, NONEY,<br>PHERZAWL)   |

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| 23. | ITANAGAR<br>RC CODE : 03 | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>'HORNHILL COMPLEX'<br>'C' SECTOR (NEAR CENTRAL SCH.)<br>NAHARLAGUN, PAPUM PARE<br>ITANAGAR - 791 110<br>ARUNACHAL PRADESH<br>0360-2351705/2247536<br>0360-2247538<br>0360-2350990<br>rcitanagar@ignou.ac.in | STATE OF ARUNACHAL PRADESH<br>(DISTRICT: ANJAW, CHANGLANG,<br>EAST KAMENG, EAST SIANG,<br>KURUNG KUMEY, KARADADI,<br>LONGDING, LOHIT, LOWER<br>DIBANG VALLEY, LOWER<br>SUBANSIRI, PAPUM PARE,<br>TAWANG, TIRAP, UPPER DIBANG,<br>UPPER SUBANSIRI, UPPER SIANG,<br>WEST KAMENG,<br>WEST SIANG) |
| 24. | JABALPUR<br>RC CODE: 41  | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>2ND FLOOR, RAJSHEKHAR BHAVAN<br>RANI DURGAVATI VISHVAVIDYALAYA<br>CAMPUS, PACHPEDHI<br>JABALPUR - 482 001<br>MADHYA PRADESH<br>0761-2600411 /2609896<br>0761-2609919<br>rcjabalpur@ignou.ac.in              | STATE OF MADHYA PRADESH<br>(DISTRICT: ANNUPUR, BALAGHAT,<br>CHHINDWARA, DINDORI,<br>JABALPUR, KATNI, MANDLA,<br>NARSHINGAPUR, SEONI,<br>SHAHDOL, SIDDHI, SINGRAULI,<br>UMARIA, DAMOH, PANNA,<br>SAGAR, CHHATTARPUR, REWA,<br>SATNA, TIKAMGARH)  |
| 25. | JAIPUR<br>RC CODE: 23    | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>70/79, SECTOR - 7<br>PATEL MARG, MANSAROVAR<br>JAIPUR - 302 020 RAJASTHAN<br>0141-2785730 /2785427<br>0141-2396427, 0141-2785763<br>0141-2784043<br>rcjaipur@ignou.ac.in                                    | STATE OF RAJASTHAN (DISTRICT:<br>AJMER, ALWAR, BARAN,<br>BHARATPUR, BHILWARA, BUNDI,<br>CHITTORGARH, CHURU, DAUSA,<br>DHOLPUR, HANUMUNGARH,<br>JAIPUR, JHALAWAR, JHUNJHUNU,<br>KARAULI, KOTA,<br>SAWAIMADHEPUR, SIKAR,<br>SRIGANGANAGAR & TONK)   |
| 26. | JAMMU<br>RC CODE: 12     | REGIONAL DIRECTOR,<br>IGNOU REGIONAL CENTRE,<br>GOVT. SPMR COLLEGE OF<br>COMMERCE<br>AUROBINDO BLOCK, 1ST FLOOR<br>CANAL ROAD<br>JAMMU - 180 001<br>JAMMU & KASHMIR<br>0191-2579572 /2546529<br>0191-2502921, 0191-2585154<br>rcjammu@ignou.ac.in           | STATE OF JAMMU & KASHMIR<br>(JAMMU REGION - DISTRICT:<br>DODA, JAMMU, KATHUA,<br>KISHTWAR, POONCH, RAJOURI,<br>RAMBAN, REASI, SAMBA,<br>UDHAMPUR)   |
| 27. | JODHPUR<br>RC CO DE:88   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE,<br>PLOT NO. 439<br>PAL LINK ROAD<br>OPP. KAMALA NAGAR HOSPITAL<br>JODHPUR<br>RAJASTHAN 342008<br>0291-2755424, 0291-2751524<br>0291-2756579<br>rcjodhpur@ignou.ac.in<br>studentsrcjodhpur@ignou.ac.in           | STATE OF RAJASTHAN COVERING<br>(DISTRICTS: JODHPUR, BARMER,<br>JAISALMER, RAJASMAND,<br>UDAIPUR, BIKANER, JALORE,<br>SIROHI, NAGOUR, DUNGARPUR,<br>PALI, PRATAPGARH, BANSWARA)  |
| 28. | JORHAT<br>RC CODE: 37    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>JANAMBHUMI BUILDING<br>TULSHI NARAYAN SARMAH PATH<br>NEAR NEHRU PARK<br>JORHAT - 785001 ASSAM<br>0376-2301116, 0376-2301115/2301114<br>rcjorhat@ignou.ac.in   | STATE OF ASSAM (DISTRICT:<br>NAGAON, GOLAGHAT, JORHAT,<br>SIVASAGAR, DIBRUGARH,<br>TINSUKIA, LAKHIMPUR, DHEMAJI,<br>SONITPUR, BISWANATH,<br>CHARAIDEO, HOJAI & MAJULI)  |

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| 29. | KARNAL<br>RC CODE: 10  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>06 SUBHASH COLONY<br>NEAR HOME GUARD OFFICE<br>KARNAL - 132 001<br>HARYANA<br>0184-2271514 / 2260075<br>0184-2254621, 0184-2255738<br>rckarnal@ignou.ac.in  | STATE OF HARYANA (DISTRICT:<br>BHIWANI, FATEHABAD, HISAR,<br>JHAJJAR, JIND, KAITHAL, KARNAL,<br>KURUKSHETRA, MAHENDRAGARH,<br>PANIPAT, REWARI, ROHTAK, SIRSA,<br>SONIPAT, YAMUNANAGAR)   |
| 30. | KHANNA<br>RC CODE: 22  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>I.T.I. BUILDING<br>BULEPUR<br>(DISTRICT LUDHIANA)<br>KHANNA - 141 401 PUNJAB<br>01628-229993 / 237361<br>01628-238632, 01628-238284<br>rckhanna@ignou.ac.in   | STATE OF PUNJAB (DISTRICT:<br>GURDASPUR, AMRITSAR, TARN<br>TARAN, KAPURTHALA,<br>JALANDHAR, HOSHIARPUR, SBS<br>NAGAR/NAWANSHAHAR, BARNALA,<br>SANGRUR, BATHINDA, MANSA,<br>MUKTSAR, LUDHIANA,<br>FEROZEPUR, FARIDKOT, MOGA)  |
| 31. | KOHIMA<br>RC CODE: 20  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NEAR MOUNT HERMON SCHOOL<br>DON BOSCO HR.SEC SCHOOL ROAD<br>KENUOZOU<br>KOHIMA - 797 001 NAGALAND<br>0370-2260366 / 2260167<br>0370-2241968, 0370-2260216<br>rckohima@ignou.ac.in                           | STATE OF NAGALAND (DISTRICT:<br>KOHIMA, DIMAPUR, WOKHA,<br>MOKOKCHUNG, ZUNHEBOTO,<br>TUENSANG, LONGLENG, KIPHIRE,<br>MON, PEREN, PHEK)   |
| 32. | KOLKATA<br>RC CODE: 28 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BIKASH BHAWAN, 4TH FLOOR<br>NORTH BLOCK<br>SALT LAKE, BIDHAN NAGAR<br>KOLKATA - 700 091 WEST BENGAL<br>033-23349850<br>033-23592719 / 23589323 (RCL)<br>033-24739393, 033-23347576<br>rckolkata@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT:<br>KOLKATA, NORTH 24 PARAGANAS,<br>SOUTH 24 PARAGANAS, PURBA<br>MEDINIPUR, PASCHIM MEDINIPUR,<br>BANKURA, HOWRAH, HOOGHLY,<br>PURULIA, BURDWAN, NADIA)   |
| 33. | KORAPUT<br>RC CODE: 44 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>DISTRICT AGRICULTURE OFFICE RD<br>BEHIND WOMEN'S COLLEGE<br>AT/PO/DISTT.-KORAPUT<br>764 020 ODISHA<br>06852-251535<br>06852-251535, 06852-252503<br>rckoraput@ignou.ac.in                                   | STATE OF ODISHA (DISTRICT:<br>KORAPUT, MALKANGIRI,<br>RAYAGADA, NABARANGPUR,<br>KALAHANDI, NUAPADA,<br>BOLANGIR, SONEPUR, BOUDH)   |
| 34. | LUCKNOW<br>RC CODE: 27 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>5-C/INS-1, SECTOR - 5<br>VRINDAVAN YOJNA, TELIBAGH<br>LUCKNOW<br>226 029<br>UTTAR PRADESH<br>0522-2442832<br>rclucknow@ignou.ac.in  | STATE OF UTTAR PRADESH (DIS-<br>TRICT: AMETHI, AURAIYA,<br>BAHRAICH, BALRAMPUR, BANDA,<br>BARABANKI, BAREILLY, BASTI,<br>CHITRAKUT, FAIZABAD,<br>FARUKHABAD (FATEHGARH),<br>FATEHPUR, GONDA, HAMIRPUR,<br>HARDOI, JALAUN(ORAI), JHANSI,<br>KANNAUJ, KANPUR RURAL, KANPUR<br>URBAN,<br>KAUSHAMBI, LAKHIMPUR(KHERI),<br>LALITPUR, LUCKNOW, MAHOBA,<br>PILIBHIT, RAEBAREILY,<br>SHAHJANANPUR, SHRAVASTI,<br>SIDHARTHANAGAR, SITAPUR, UNNAO) |

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| 35. | MADURAI<br>RC CODE: 43 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SIKKANDAR CHAVADI<br>ALANGANALLUR ROAD<br>MADURAI 625 018<br>TAMIL NADU<br>0452-2380775 / 2380733<br>0452-2380588<br>rcmadurai@ignou.ac.in   | STATE OF TAMIL NADU (DISTRICT:<br>COIMBATORE, DINDIGUL, ERODE,<br>KARUR, MADURAI, NILGIRIS,<br>PUDUKKOTTAI,<br>RAMANATHAPURAM,<br>SIVAGANGA, THANJAVUR, THENI,<br>THIRUVARUR, TIRUCHIRAPPALLI,<br>TIRUPUR, VIRUDHUNAGAR,<br>ARIYALUR)   |
| 36. | MUMBAI<br>RC CODE: 49  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2nd AND 3rd FLOOR<br>KAPPEESH BUILDING, M. G. ROAD<br>OPP TO MULUND RLY. STATION<br>MULUND (WEST), MUMBAI- 400 080<br>MAHARASHTRA<br>022-25925540 / 25923159<br>022-25925411<br>rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA<br>(DISTRICT: MUMBAI, THANE,<br>RAIGAD, RATNAGIRI, PALGHAR,<br>MUMBAI SUBURBAN)  |
| 37. | NA GPUR<br>RC CODE: 36 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>"GYAN VATIKA"<br>14, HINDUSTAN COLONY<br>AMARAVATI ROAD<br>NAGPUR - 440 033<br>MAHARASHTRA<br>0712-2536999, 2537999<br>0712-2022000<br>0712-2538999<br>rcnagpur@ignou.ac.in                          | STATE OF MAHARASHTRA<br>(DISTRICT: AKOLA, AMRAVATI,<br>BHANDARA, BULDHANA,<br>CHANDRAPUR, GADCHIROLI,<br>GONDIA, HINGOLI, NAGPUR,<br>NANDED, PARBHANI, WARDHA,<br>WASHIM, YAVATMAL)   |
| 38. | NOIDA<br>RC CODE: 39   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>C-53 SECTOR 62<br>INSTITUTIONAL AREA<br>NOIDA - 201 305<br>UTTAR PRADESH<br>0120-2405012 / 2405014<br>0120-2405013<br>rcnoida@ignou.ac.in  | STATE OF UTTAR PRADESH<br>(DISTRICT: GAUTAM BUDH NAGAR,<br>GHAZIABAD, MEERUT, BAGHPAT,<br>BULANDSHAHR, HAPUR,<br>SAHARANPUR, MUZAFFARNAGAR,<br>BIJNOR, SHAMLI, AMROHA,<br>MORADABAD, SAMBHAL RAMPUR,<br>AGRA, MATHURA)<br>STATE OF DELHI (MAYUR VIHAR<br>PH- I & II, MAYUR VIHAR EXTN.,<br>VASUNDHARA ENCLAVE, EAST<br>DELHI) |
| 39. | PANAJI<br>RC CODE: 08  | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>H. NO. 1570<br>NEAR P&T STAFF QUARTERS<br>ALTO PORVORIM P.O.<br>403 521 GOA<br>0832-2414553, 0832-2414550<br>rcpanaji@ignou.ac.in  | STATE OF GOA (DISTRICT: NORTH<br>GOA, SOUTH GOA), STATE OF<br>KARNATAKA (DISTRICT:<br>UTTARA KANNAD), STATE OF<br>MAHARASHTRA (DISTRICT:<br>SINGHDHURG)   |
| 40. | PATNA<br>RC CODE: 05   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR, BISCOMAUN TOWER<br>WEST GANDHI MAIDAN,<br>PATNA - 800 001<br>BIHAR<br>0612-2219539 / 2219541<br>0612-2687042<br>0612-2219538<br>rcpatna@ignou.ac.in                                       | STATE OF BIHAR (DISTRICT:<br>ARWAL, BHOJPUR, BUXAR,<br>JEHANABAD, LAKHISARAI,<br>NALANDA, PATNA, SHEIKHPURA,<br>VAISHALI, SIWAN, SARAN,<br>ROHTAS, KAIMUR, NAWADA,<br>GAYA, AURANGABAD, JAMUI )   |



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| 41. | PORT BLAIR<br>RC CODE: 02        | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>KANNADA SANGHA BUILDING<br>NEAR SYNDICATE BANK<br>18, TAGORE ROAD, MOHANPURA<br>PORT BLAIR - 744 101<br>ANDAMAN & NICOBAR ISLANDS<br>03192-242888 / 230111, 03192-230111<br>rportblair@ignou.ac.in  | ANDAMAN & NICOBAR ISLANDS<br>[U.T.] (DISTRICT: NORTH & MIDDLE<br>ANDAMAN, SOUTH ANDAMAN,<br>NICOBAR)  |
| 42. | PUNE<br>RC CODE: 16              | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>MSFC BUILDING, 1ST FLOOR<br>270, SENAPATI BAPAT ROAD<br>PUNE - 411 016<br>MAHARASHTRA<br>020-25671867 / 25651321<br>020-25880091, 020-25671864<br>rpune@ignou.ac.in                                 | STATE OF MAHARASHTRA (DIS-<br>TRICT: NANDURBAR, DHULE,<br>JALGAON, AURANGABAD, NASIK,<br>JALNA, AHMADNAGAR, BEED,<br>PUNE, OSMANABAD, SANGLI,<br>SATARA, KOLHAPUR)  |
| 43. | RAGHUNATH<br>GANJ<br>RC CODE: 50 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>BAGAN BARI<br>NEAR DENA BANK, FULTALA<br>MURSHIDABAD<br>RAGHUNATHGANJ<br>WEST BENGAL-742 225<br>03483-271555 / 271666<br>03483-271666, 03483-271666<br>rcraghunathganj@ignou.ac.in                  | STATE OF WEST BENGAL (DIS-<br>TRICT: MURSHIDABAD, BIRBHUM,<br>MALDA)  |
| 44. | RAIPUR<br>RC CODE: 35            | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>IGNOU COMPLEX<br>HOUSING BOARD COLONY,<br>KACHNA<br>POST: SADDU<br>RAIPUR - 492 014<br>CHHATTISGARH<br>0771-2428285 / 5056508<br>0771-2445839<br>0771-2583578, 0771-2445839<br>rcraipur@ignou.ac.in | STATE OF CHHATTISGARH (DIS-<br>TRICT: BILASPUR, DHAMTARI,<br>DURG, JANJGIR-CHAMPA, JASHPUR,<br>KANKER, KAWARDHA, KORBA,<br>KORIYA, MAHASAMUND, RAIGARH,<br>RAIPUR, RAJNANDGAON,<br>SURAJPUR, SARGUJA, BALOD,<br>BALODBAZAR, BALRAMPUR,<br>BEMETARA, GARIABANDH,<br>MUNGELI, DANTEWADA,<br>BASTAR, KONDAGAON,<br>NARAYANPUR, BIJAPUR, SUKMA) |
| 45. | RAJKOT<br>RC CODE: 42            | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SAURASHTRA UNIVERSITY CAMPUS<br>RAJKOT<br>360 005<br>GUJARAT<br>0281-2572988<br>0281-2561449, 0281-2571603<br>rcrajkot@ignou.ac.in  | STATE OF GUJARAT (DISTRICT:<br>RAJKOT, KACHCHH, JAMNAGAR,<br>PORBANDAR, JUNAGADH, AMRELI,<br>BHAVNAGAR, SURENDRANAGAR,<br>DEV-BHOOMI DWARKA, GIR-<br>SOMNATH, BOTAD, MORBI), DIU<br>(U.T.)  |
| 46. | RANCHI<br>RC CODE: 32            | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>457/A, ASHOK NAGAR<br>RANCHI - 834 022<br>JHARKHAND<br>0651-2244688 / 2244699<br>0651-2244677<br>0651-2244400<br>rcranchi@ignou.ac.in   | STATE OF JHARKHAND (DISTRICT:<br>RANCHI, LOHARDAGA, GUMLA,<br>SIMDEGA, LATEHAR, WEST<br>SINGHBHUM, SARAİKELA,<br>KHARASAWAN, EAST SINGBHUM,<br>HAZARIBAGH, CHATRA,<br>KODERMA, KHUNTI, RAMGARH,<br>BOKARO, DHANBAD, PALAMU,<br>GARHWA)  |

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| 47. | SAHARSA<br>RC CODE: 86    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NAYA BAZAR<br>SAHARSA<br>852201<br>BIHAR<br>06478-219014, 219015<br>06478-219018<br>rcsaharsa@ignou.ac.in  | STATE OF BIHAR COVERING<br>(DISTRICTS: KHAGARIA, SAHARSA,<br>SUPAUL, MADHEPURA, KATI HAR,<br>ARARIA, KISHANGANJ & PURNIA)  |
| 48. | SHILLONG<br>RC CODE: 18   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>UMSHING<br>MAWKYNROH<br>NEHU CAMPUS<br>SHILLONG - 793 022<br>MEGHALAYA<br>0364-2550088/2550102 / 2550015<br>0364-2551010<br>rcshillong@ignou.ac.in   | STATE OF MEGHALAYA (DISTRICT:<br>EAST GARO HILLS, EAST JAINTIA<br>HILLS, EAST KHASI HILLS, NORTH<br>GARO HILLS, RI BHOI, SOUTH<br>GARO HILLS, SOUTH WEST GARO<br>HILLS, SOUTH WEST KHASI HILLS,<br>WEST GARO HILLS, WEST JAINTIA<br>HILLS, WEST KHASI HILLS) |
| 49. | SHIMLA<br>RC CODE: 11     | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>CHAUHAN NIWAS BUILDING,<br>KHALINI<br>SHIMLA 171 002<br>HIMACHAL PRADESH<br>0177-2624612 / 2624613<br>18001808055 (TOLLFREE)<br>0177-2620125, 0177-2624611<br>rcshimla@ignou.ac.in               | STATE OF HIMACHAL PRADESH<br>(DISTRICT: BILASPUR, CHAMBA,<br>HAMIRPUR, KANGRA, KINNAUR,<br>KULLU, LAHUL & SPITI, MANDI,<br>SHIMLA, SIRMAUR, SOLAN, UNA)  |
| 50. | SILIGURI<br>RC CODE: 45   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>17/12 J. C. BOSE ROAD<br>SUBHAS PALLY<br>SILIGURI<br>SILIGURI - 734 001<br>WEST BENGAL<br>0353-2526818/2526819<br>0353-2526829, 0353-2526829<br>resiliguri@ignou.ac.in<br>RCSILIGURI45@GMAIL.COM | STATE OF WEST BENGAL (DIS-<br>TRICT: COOCHBEHAR,<br>JALPAIGURI, DARJEELING, UTTAR<br>DINAJPUR, DAKSHIN DINAJPUR,<br>ALIPURDUAR)  |
| 51. | SRINAGAR<br>RC CODE: 30   | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>NEAR LAWRENCE VIDHYA BHAWAN<br>KURSU RAJ BAGH<br>SRINAGAR - 190 008<br>JAMMU & KASHMIR<br>0194-2311251, 0194-2311258<br>0194-2421506, 0194-2311259<br>rcsrinagar@ignou.ac.in                     | STATE OF JAMMU & KASHMIR<br>(SRINAGAR REGION - DISTRICT:<br>ANANTNAG, BANDIPORE,<br>BARAMULLA, BUDGAM,<br>GANDERBAL, KARGIL, KULGAM,<br>KUPWARA, LEH, PULWAMA,<br>SHOPIAN, SRINAGAR)   |
| 52. | TRIVANDRUM<br>RC CODE: 40 | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>RAJADHANI COMPLEX<br>OPP PRS HOSPITAL<br>KILLIPALAM, KARAMANA P.O.<br>THIRUVANANTHAPURAM - 695 002<br>KERALA<br>0471-2344113/2344120<br>0471-2344115, 0471-2344121<br>retrivandrum@ignou.ac.in   | STATE OF KERALA (DISTRICTS:<br>PATHANAMTHITTA, KOLLAM,<br>THIRUVANANTHAPURAM),<br>STATE OF TAMIL NADU (DIS-<br>TRICTS: KANYAKUMARI,<br>TIRUNELVELI, THOOTHUKUDI)   |

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| 53. | VARANASI<br>RC CODE: 48      | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>GANDHI BHAWAN<br>B.H.U. CAMPUS<br>VARANASI<br>221005<br>UTTAR PRADESH<br>0542-2368022 / 2368622<br>0522-2364893<br>0542-2369629<br>rcvaranasi@ignou.ac.in   | STATE OF UTTAR PRADESH<br>(DISTRICT: AMBEDKAR NAGAR,<br>AZAMGARH, BALLIA,<br>CHANDAUJI, DEORIA, GHAZIPUR,<br>GORAKHPUR, JAUNPUR,<br>KUSHINAGAR, MAHARAJGANJ,<br>MAU, MIRZAPUR, SANT KABIR<br>NAGAR, SANT RAVIDAS NAGAR,<br>SONEBHADRA, VARANASI,<br>ALLAHABAD, PRATAPGARH,<br>SULTANPUR) |
| 54. | VATAKARA<br>RC CODE: 83      | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>MADHAVI BUILDING, 2ND FLOOR<br>NUT STREET (PO), VATAKARA<br>KOZHIKODE<br>673104<br>KERALA<br>0496-2525281, 0496-2516055<br>0496-2515413<br>revatakara@ignou.ac.in   | STATE OF KERALA (DISTRICT:<br>KANNUR, KASARAGOD,<br>WAYANAD, KOZHIKODE,<br>MALAPPURAM), [MAHE-<br>PUDUCHERRY(UT)]  |
| 55. | VIJAYAWADA<br>RC CODE: 33    | REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>SKPVV HINDU HIGH SCHOOL<br>PREMISES, KOTHAPET<br>VIJAYAWADA<br>520 001<br>ANDHRA PRADESH<br>0866-2565253 / 2565959<br>0866-2565253<br>0866-2565353  | STATE OF ANDHRA PRADESH<br>(DISTRICT: KRISHNA, GUNTUR,<br>PRAKASHAM, NELLORE,<br>CHITTOOR, KADAPA, KURNOOL,<br>ANANTAPUR)  |
| 56. | VISAKHAPATNAM<br>RC CODE: 84 | revijayawada@ignou.ac.in<br>REGIONAL DIRECTOR<br>IGNOU REGIONAL CENTRE<br>2ND FLOOR VUDA COMPLEX<br>SECTOR-12, MVP COLONY<br>USHODAYA JUNCTION<br>VISAKHAPATNAM - 530017<br>ANDHRA PRADESH<br>0891-2511200<br>0891-2511300<br>rcvisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH<br>COVERING (DISTRICTS: EAST<br>GODAVARI, WEST GODAVARI,<br>VISAKHAPATNAM,<br>VIZIANAGARAM &<br>SRIKAKULAM), [YANAM-<br>PUDUCHERRY(UT)]  |



## IGNOU – Army Recognized Regional Centres

| Sl. No. | Recognized RC Name Area | Code | Address  | Operational                 |
|---------|-------------------------|------|--|-----------------------------|
| 01      | IAEP - KOLKATA          | 51   | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION, FORT WILLIAM<br>HQ EASTERN COMMAND<br>C/O 99 APO<br>KOLKATA - 908 542<br>WEST BENGAL<br>033-22222668 (CIVIL)<br>2670(MILITARY)<br>033-22222668<br>rcarmy51@ignou.ac.in | EASTERN<br>COMMAND<br>AREA  |
| 02      | IAEP -<br>CHANDIMANDIR  | 52   | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL.EDUCATION(G.S.EDU.BRANCH)<br>HQ WESTERN COMMAND<br>CHANDIMANDIR -134107<br>HARYANA<br>0172-2589355,(CIVIL) 2670 (MILITARY)<br>0712-2589355<br>iaeprc52@rediffmail.com              | WESTERN<br>COMMAND<br>AREA  |
| 03      | IAEP - LUCKNOW          | 53   | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>IAEP HQ.CENTRAL COMMAND-<br>GS (EDN)<br>LUCKNOW - 226002 UTTAR PRADESH<br>0522-2482968(CIVIL); 2670(MIL)<br>iaepcc53@yahoo.co.in   | CENTRAL<br>COMMAND<br>AREA  |
| 04      | IAEP - PUNE             | 54   | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION<br>H Q SOUTHERN COMMAND<br>HRDC-1 BEG & CENTRE<br>C/O 56 APO - 908 791<br>020-20265568 CIVIL); 3019(MILITAR<br>020-26102670<br>armypunerc54@yahoo.com                   | SOUTHERN<br>COMMAND<br>AREA |
| 05      | IAEP - UDHAMPUR         | 55   | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG. REG. CENTRE<br>COL. EDUCATION<br>UTTAR KAMAN MUKHYALAYA 908545<br>C/O 56APO, HQ NORTHERN COMMAND<br>UDHAMPUR<br>JAMMU & KASHMIR<br>01992-242486, 01992-242486<br>iaeparmy55@rediffmail.com            | NORTHERN<br>COMMAND<br>AREA |

|   |                         |    |   |                                    |
|---|-------------------------|----|---|------------------------------------|
| 06  | IAEP - JAIPUR           | 56 | REGIONAL DIRECTOR<br>IGNOU ARMY RECOG REG CENTRE<br>EDUCATION BRANCH<br>HQ SOUTHERN WESTERN COMMAND<br>C/O 56 APO 908546<br>JAIPUR, RAJASTHAN<br>0141-6640 (MILITARY)<br>swciaep@gmail.com  | SOUTH<br>WESTERN<br>COMMAND        |
| <b>IGNOU – Assam Rifles Recognized Regional Centres</b> |                         |    |   |                                    |
| 01  | IAREP - SHILLONG        | 81 | REGIONAL DIRECTOR<br>IGNOU ASSAM-RIFLES RECOG. R.C.<br>DIRECTORATE GENERAL ASSAM<br>RIFLES (DGAR), LAITUMUKHRAH<br>SHILLONG - 793 011 MEGHALAYA<br>0364-2705181, 0364-2705184<br>iarrc_81@yahoo.com   | COMMAND<br>AREA                    |
| <b>IGNOU – Navy Recognized Regional Centres</b>         |                         |    |   |                                    |
| 01  | INEP - KOCHI            | 74 | REGIONAL DIRECTOR<br>IGNOU NAVY RECOG REG CENTRE<br>NAVAL BASE<br>HQ SOUTHERN NAVAL COMMAND<br>KOCHI - 682 004 KERALA<br>0484-266210, 2662515, 0484-2666194<br>inepkochi_10@rediffmail.com  | HQ<br>SOUTHERN<br>NAVAL<br>COMMAND |
| 02  | INEP - MUMBAI           | 72 | REGIONAL DIRECTOR<br>IGNOU NAVY RECOG REG CENTRE<br>HQ. WESTERN NAVAL COMMAND<br>SHAHID BHAGAT SINGH MARG<br>MUMBAI - 400 023<br>MAHARASHTRA<br>022-22752245, 022-22665458<br>inepm@rediffmail.com  | HQ<br>WESTERN<br>COMMAND           |
| 03  | INEP - NEW DELHI        | 71 | REGIONAL DIRECTOR<br>IGNOU NAVY RECOG REG CENTRE<br>DIRECTORATE OF NAVAL EDUCATION<br>INTEGRATED HQS. MINISTRY OF DEF<br>WEST BLOCK.5, IIND FLR, WING-II<br>RK PURAM, NEW DELHI - 110 066 DELHI<br>011-26194686, 011-26105067<br>inepdelhi@rediffmail.com | NAVAL<br>HQS                       |
| 04  | INEP -<br>VISAKHAPATNAM | 73 | CAPTAIN A G SELVAM<br>REGIONAL DIRECTOR<br>IGNOU NAVY RECOG REG CENTRE<br>HQ EASTERN NAVAL COMMAND<br>VISAKHAPATNAM - 530 014<br>ANDHRA PRADESH<br>0891-2812669, 0891-2515834<br>rc73@ignou.ac.in   | HQ<br>EASTERN<br>NAVAL<br>COMMAND  |

## SUB-REGIONAL CENTRES

| Sl No. | SUB-RC                          | SRC Address   | Operational Area   |
|--------|---------------------------------|---|--|
| 1      | <b>TIRUPATI</b><br>Vijayawada   | DR. B. PRASAD BABU<br>ASSISTANT REGIONAL DDIRECTOR<br>IGNOU SUB-REGIONAL CENTRE<br>OPERATING FROM MENTOR RC   | ANANTPUR, CHITTOOR,<br>KADAPA, KURNOOL                   |
| 2      | <b>KANDHAMAL</b><br>Bhubaneswar | DR. P. K. JENA<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB-REGIONAL CENTRE<br>GOVT. COLLEGE CAMPUS<br>PHULBANI<br>ODISHA  | KANDHAMAL, BOUDH,<br>GAJAPATI, BOLANGIR,<br>SONEPUR      |
| 3.     | <b>PITHORAGARH</b><br>Dehradun  | DR. RAJEEV KUMAR<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB REGIONAL CENTRE<br>L.S.M. GOVT. P.G COLLEGE<br>PITHORAGARH<br>UTTARAKHAND-262502<br>05964-264077                   | BAGESHWAR, CHAMPAWAT,<br>ALMORA, NAINATL                 |
| 4.     | <b>DARJEELING</b><br>Siliguri   | DR. PRAVEEN PRALAYANKAR<br>ASSISTANT REGIONAL DIRECTOR<br>IGNOU SUB REGIONAL CENTRE<br>C/O RAMESH GUPTA<br>LASA VILLA<br>H. C. ROAD<br>DARJEELING<br>WEST BENGAL<br>08116903933 | DARJEELING, KALIMONG,<br>KURSEONG, MIRIK<br>SUB-DIVISION |

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## **11. SOME ESSENTIAL FORMS FOR YOUR USE**

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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 sent as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed:

1. Assignment Remittance-Cum-Acknowledgment Form.
2. Change/Medium of Study/Courses Study
3. Application form for Issue of Provisional Certificate
4. Obtaining Photocopy of the Answer Script
5. Early Declration of Result of Term-End-Examination
6. Re-Evaluation of Answer Script
7. Improvement in Division/CLass
8. Application Form for Issue of Offical Transcript
9. Obtaining Duplicate Grade Card/Marksheet
10. Term-end Examination Form and Instructions.
11. Non-Receipt of Study Material & Assignments
12. Requesition for Fresh Set of Assignments
13. Application Form for Issue of Migration Certificate

|   |  |
|---|--|
| Enrolment No. : <input type="text"/>            | Programme : <input type="text"/>                         |
| Name : <input type="text"/>                     | Medium : <input type="text"/>                            |
| Course Code : <input type="text"/>              | For Office Use Only                                      |
| S.No. <input type="text"/>                      | Assignment No. <input type="text"/>                      |
| <input type="text"/>                            | Sr. No. : <input type="text"/>                           |
| <input type="text"/>                            | Date of Receipt : <input type="text"/>                   |
| <input type="text"/>                            | Name of Evaluator : <input type="text"/>                 |
| <input type="text"/>                            | Date of Despatch to the Evaluator : <input type="text"/> |
| <input type="text"/>                            | Date of receipt from Evaluator : <input type="text"/>    |
| Sig. of dealing Accountant <input type="text"/> |  |
| Date : <input type="text"/>                     |  |

|  |                                     |
|--|-------------------------------------|
| <b>INDIRA GANDHINATIONAL OPEN UNIVERSITY<br/>ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM</b> |                                     |
| Enrolment No. : <input type="text"/>   | Programme : <input type="text"/>    |
| Name : <input type="text"/>  | Medium : <input type="text"/>       |
| Course Code : <input type="text"/>   |                                     |
| S.No. <input type="text"/>   | Assignment No. <input type="text"/> |
| <input type="text"/>   | Sr. No. : <input type="text"/>      |
| <input type="text"/>   | Signature of the receiver           |
| <input type="text"/>   | Date : <input type="text"/>         |
| Signature of the Student <input type="text"/>  | Seal                                |
| Date : <input type="text"/>  |                                     |

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

### CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study   
Enrolment Number   
Name   
New or Corrected Address including Pin   
New Study Centre Code   
Choice for Medium of Study : English   
Date of Change

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

**The Regional Director of your region.**

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

### INDIRA GANDHINATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

To  
The Regional Director

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

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

Enrolment No.: 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

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

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

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

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

Dated \_\_\_\_\_

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

-----

Signature:

Name \_\_\_\_\_

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

-----

-----

Phone & Email \_\_\_\_\_



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Student Evaluation Division  
Maidan Garhi, New Delhi-110 068**

**APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE**

Enrolment No. 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled-in Application Form should be sent to:

**The Registrar (SED),  
IGNOU,  
Maidan Garhi,  
New Delhi-110068**

Date .....

.....  
Signature







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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

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

1. Name.....
2. Programme:  Enrolment No:
3. Address:.....  
.....  
..... Pin Code
4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
  - a) Term-end examination: June/December.....
  - b) Exam Centre Code: .....
  - c) Exam Centre Address: .....
  - .....
  - .....
  - d) Course(s): .....
5. **Fee details:**  
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)  
No. of Course(s): ..... × Rs. 100/- = Total Amount: .....  
Demand Draft No.: ..... Date: .....  
Issuing Bank: .....
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

**UNDERTAKING**

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

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

Place: ..... Name: .....

P.T.O.

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

| <b>Sl. No.</b> | <b>Address of Evaluation Centre</b>   | <b>Jurisdiction of Evaluation Centre</b>  |
|----------------|---|---|
| 1.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Kaloor, Cochin-682 017<br>Kerala  | Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.  |
| 2.             | Deputy Registrar<br>Regional Evaluation Centre<br>Block-5, IGNOU, Maidan Garhi<br>New Delhi-110068  | Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any. |
| 3.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Sunny Lodge, Nongthymmi,<br>Nongshilliang Shillong-793014<br>Meghalaya                | Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.  |
| 4.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>C/1, Institutional Area,<br>Bhubaneswar-751013<br>Orissa                              | Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deogarh.   |
| 5.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Opp. Nirma University Sarkhej-<br>Gandhi Nagar Highway<br>Chharodi, Ahmedabad-382 481 | Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur  |
| 6.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>12, Arera Hills, Bhopal-462 011<br>Madhya Pradesh                                     | Bhopal, Jabalpur, Raipur, Ranchi  |
| 7.             | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>B-1/33, Sector-H, Aliganj,<br>Lucknow-226 024   | Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.  |

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

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

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

1. Name : .....

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

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

4. Contact No. (Mobile No.) : ..... Landline No. ....

5. Reason for early declaration of result: .....  
 .....  
 (Enclose a copy of the documentary evidence specifying the reason for early declaration)

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

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

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

Exam. Centre Code:

Address of Exam. Centre: \_\_\_\_\_  
 \_\_\_\_\_

8. **Fee detail:**  
 (The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. 1000/- or ..... = Total Amount: .....

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

Issuing Bank: .....

Date:..... (Signature of the student)  
P.T.O.

## **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.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Kaloor, Cochin-682 017<br>Kerala  | Kochi, Trivandrum, Vatakara, Chennai, Madurai,<br>Hyderabad, Vijayawada, Visakhapatnam, Bangalore,<br>Bijapur, Panaji, Port Blair.   |
| 2.      | Deputy Registrar<br>Regional Evaluation Centre<br>Block-5, IGNOU, Maidan Garhi<br>New Delhi-110068  | Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres,<br>Units & Institutes at Headquarters, International Division<br>and answer scripts received from other Evaluation Centre/<br>Sources if and when any. |
| 3.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Sunny Lodge, Nongthymmi,<br>Nongshilliang Shillong-793014<br>Meghalaya                | Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala,<br>Gangtok, Kohima, Aizwal.  |
| 4.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>C/1, Institutional Area,<br>Bhubaneswar-751013<br>Orissa                              | Bhubaneswar, Koraput, Kolkata, Siliguri,<br>Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa,<br>Deoghar.  |
| 5.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Opp. Nirma University Sarkhej-<br>Gandhi Nagar Highway<br>Chharodi, Ahmedabad-382 481 | Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur,<br>Jaipur  |
| 6.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>12, Arera Hills, Bhopal-462 011<br>Madhya Pradesh                                     | Bhopal, Jabalpur, Raipur, Ranchi   |
| 7.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>B-1/33, Sector-H, Aliganj,<br>Lucknow-226 024   | Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh,<br>Khanna, Dehradun, Jammu, Srinagar, Shimla.  |



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

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

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

1. Name : .....

2. Programme:  Enrolment No:

3. Address: .....

.....Pin

4. Contact No: (Mobile No.)..... Landline No:.....

5. Month and Year of the Examination: .....

6. Examination Centre Code:

7. Address of the Examination Centre: .....

.....

|  |                           |                                    |
|--|---------------------------|------------------------------------|
| 8. Courses, in which<br>Re-evaluation is sought: | <b><u>COURSE CODE</u></b> | <b><u>MARKS/GRADE OBTAINED</u></b> |
|  | .....                     | .....                              |
|  | .....                     | .....                              |
|  | .....                     | .....                              |
|  | .....                     | .....                              |
|  | .....                     | .....                              |

9. Fee details:-  
(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): ..... × Rs. 750/- or ..... = Total Amount: .....

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

Issuing Bank: .....

Date:.....

(Signature of the student)

**P.T.O.**

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

- 1) The request for re-evaluation by the student must be made within one month of declaration of his/her results.
- 2) The date of declaration of result will be calculated from the date on which the result(s) 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](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'

- 7) The application form duly filled-in may be sent to the following address except CPE\* & DPE\* programmes.

**8) Application form must reach within the prescribed dates at the following address:**

| Sl. No. | Address of Evaluation Centre  | Jurisdiction of Evaluation Centre  |
|---------|---|--|
| 1.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Kaloor, Cochin-682 017<br>Kerala  | Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.   |
| 2.      | Deputy Registrar<br>Regional Evaluation Centre<br>Block-5, IGNOU, Maidan Garhi<br>New Delhi-110068  | Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/Sources if and when any. |
| 3.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Sunny Lodge, Nongthymmi,<br>Nongshilliang Shillong-793014<br>Meghalaya                | Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.   |
| 4.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>C/1, Institutional Area,<br>Bhubaneswar-751013<br>Orissa                              | Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.  |
| 5.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>Opp. Nirma University Sarkhej-<br>Gandhi Nagar Highway<br>Chharodi, Ahmedabad-382 481 | Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur   |
| 6.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>12, Arera Hills, Bhopal-462 011<br>Madhya Pradesh                                     | Bhopal, Jabalpur, Raipur, Ranchi   |
| 7.      | Deputy Registrar<br>Regional Evaluation Centre<br>IGNOU Regional Centre Building<br>B-1/33, Sector-H, Aliganj,<br>Lucknow-226 024   | Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.   |



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

**APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS**

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

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

**1<sup>st</sup> to 31<sup>st</sup> October for December Term-end Exam.**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin

4. Contact No: (Mobile No.)..... Landline No:.....

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

6. Total marks/Overall point grade obtained Percentage obtained

.....

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

7. Courses(s), in which improvement is sought: **COURSE CODE** **COURSE CODE**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_

8. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

No. of Course(s): ..... × Rs. 750/- or..... = Total Amount: .....

Demand Draft No.: ..... Date: ..... Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

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

Exam. SCentre Code..... City/Town .....

.....

**UNDERTAKING**

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

Date:.....

Signature.....

Place: .....

Name:.....

P.T.O.

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

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

**The Registrar,  
Student Evaluation Division,  
Indira Gandhi National Open University,  
Block-12, Maidan Garhi,  
New Delhi-110068**





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

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

**IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE**

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

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

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|
4. Contact No: (Mobile No. )..... Landline No: .....
5. Purpose for which, transcript is required:.....  
.....

**6. FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT  
DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI)**

7. **No. of Transcript(s) required:** ..... × Rs.300/- or Rs.500/- or ..... = **Total Amount:** Rs.....  
Demand Draft No.: ..... Date:..... Issuing Bank: .....
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-  
.....  
.....  
.....
10. **If, the Transcript is required to collect Personally : Name**.....  
**Mobile No.**.....(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/  
MARKSHEET**

1. Name .....
2. Programme .....
3. Enrolment No. 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
4. Complete Address .....  
.....  
.....  
..... Pin 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|
5. Contact No.(Mobile No.) ..... Landline No. ....
6. Month and Year of the Exam. ....
7. Centre from where appeared at last examination .....
8. Bank Draft/IPO No. .... Dated .....  
for Rs. 200/- or .....in favour of "IGNOU" payable at New Delhi.

Date.....  
Signature

**Note :** Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

**The Registrar  
(Student Evaluation Division)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068**

*(You are advised to use the photocopy of this proforma)*



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

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

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

**PLEASE NOTE :**

- |                                      |   |
|--------------------------------------|---|
| Examination fee per course is        | - ₹ 120/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at  | - Regional Centre under which your examination centre falls                     |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form                  |

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

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

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

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

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

(with STD code)

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

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

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

Date \_\_\_\_\_

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



## Form for Non-receipt of Materials

**The Regional Director**  
**Concerned Regional Centre**  
.....

**Subject: Non-receipt of Study Material**

Enrolment No. ....

Programme ..... Medium of Study.....

I have not received the Study Materials in respect of the following:

| <u>Sl.No.</u> | <u>Course Code</u> | <u>Blocks</u> |
|---------------|--------------------|---------------|
|---------------|--------------------|---------------|

---

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 .....

---

### 1. For Official Use

---

Date of dispatch of study material to student .....

*Fill this form online from IGNOU Website*



Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

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

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

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

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

(Please Tick (✓) whichever is applicable)

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

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

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

**For Official Use Only :**

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

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

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

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





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

**APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE**

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

- Name : .....
- Father's/Husband's Name : .....
- Address .....
- .....Pin .....
- Particulars of last examination .....

| Examination Passed<br>(Programme) | Year of Passing | Enrolment No. | Marks Obtained | Grades Obtained |
|-----------------------------------|-----------------|---------------|----------------|-----------------|
|                                   |                 |               |                |                 |

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

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

(To be filled in by the Admissions Division)

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

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

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

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

Signature of the Applicant

## INSTRUCTIONS

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

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



# Indira Gandhi National Open University

## 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](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

Vice-Chancellor, IGNOU.

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

Gender:  M  F

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

Programme of Study .....

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

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

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

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

*After filling cut out this questionnaire and mail it to:*

Programme Coordinator, M.Sc.(CFT) & PGDCFT, SOCE, G-Block, IGNOU, Maidan Garhi, New Delhi-110 068

## 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](http://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:

| <b>Apex Committee Against Sexual Harassment (ACASH)</b>   |              |                             |
|---|--------------|-----------------------------|
| Prof. Anju Sahgal Gupta, Chairperson, SOH   | 011-29572776 | anjusgupta7@gmail.com       |
| Ms. Ghazala Parveen, Prod. Asstt., EMPC   | 011-29573286 | ghazala.syed.mail@gmail.com |
| Ms. Kailash Saluja, A.R., MPDD  | 8800736002   | kailashsaluja@ignou.ac.in   |
| Prof. Jyantika Dutta, Lady Irwin College  |              |                             |
| <b>IGNOU Committee against Sexual Harassment (ICASH)</b>  |              |                             |
| Prof. Uma Medury, Chairperson, SOSS   | 011-29572741 | umamedury@ignou.ac.in       |
| Dr. Gurmeet Kaur, Associate Professor, SOL  | 011-29572984 | gurmeetkaur@ignou.ac.in     |
| Dr. Neera Singh, Associate Professor, SOH   | 011-29572790 | neerasingh@yahoo.com        |
| Dr. Rakhi Sharma, Associate Professor, SOET   | 011-29572923 | rakhis@ignou.ac.in          |
| Mr. Raveendran P. T. , AR, F&A  | 011-29571211 |                             |
| Ms. Renu Katyal, AR, SOA  | 011-29572977 | renu@ignou.ac.in            |
| Ms. Rashmi Sarpal, PS, SOSS   | 011-29572702 | rashmisarpal@ignou.ac.in    |
| Ms. Parineeta, Assistant, SOTHSM  | 011-29571758 |                             |
| Ms. Swati Pal, Ph.D in Chemistry  |              |                             |
| Dr. Taisha Abraham, Associate Professor   |              |                             |
| Ms. Naina Kapoor, Director (Sakshi, NGO)  |              |                             |
| <b>Regional Services Division Committee against Sexual Harassment (RSDCASH)</b>   |              |                             |
| Dr. Bini Toms, Chairperson, Dy. Director, RSD   | 011-29572407 | binitoms@ignou.ac.in        |
| Dr. G. Mythili, Dy. Director, STRIDE  | 011-29572614 | gmythili@ignou.ac.in        |
| Ms. Azra Arshad, Maintenance Engineer, EMPD   |              |                             |
| Ms. Neeru Sayal, EA, RSD  | 011-29572417 | neerusayal115@mail.com      |
| Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University  |              |                             |
| <b>RCCASH for Regional Centres</b>  |              |                             |
| Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor. |              |                             |

