

PROGRAMME GUIDE

**Certificate
in
Water Harvesting and Management
(CWHM)**



**School of Agriculture
and
Regional Centre Delhi-2**

**Indira Gandhi National Open University
New Delhi - 110 068**

AS A DISTANCE LEARNER DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. AS SUCH, YOU ARE ADVISED TO GO THROUGH THE PROGRAMME GUIDE THOROUGHLY TO UNDERSTAND THE PROGRAMME AS ALSO VARIOUS OTHER RELATED MATTERS

Important Information

Please keep this Programme Guide safely till you complete the Programme. You will need to repeatedly consult it while pursuing the Certificate Programme, as this guide carry information pertaining to structure, course and units; guidelines for operationalization of the programme and formats required for different purposes to correspond with the University.

Printed self instructional study material is backbone of Open and Distance Learning System. The study material is prepared by teams of experts keeping in view the requirements, understandings and interest of the learners. The material is developed through an expert committee who are distinguished academics and professionals in respective disciplines. The course material is written in such a manner that you can study yourselves with little assistance from our Academic Counsellors at the Learner Support Centres. Further you may also refer to text books and reference books, as per your requirement. These are available with select libraries attached to the Study Centres and Regional Centres.

The Concerned IGNOU Regional Centre will send you the study material and assignments by registered post or may be handed over in person. If you do not receive the same for any reason, it may be immediately reported to your Regional Centre, for verification and necessary action. Further, in case you do not receive assignments, you may obtain a copy of the same from the Study Centre or Regional Centre with which you are attached or may download it from the IGNOU website- www.ignou.ac.in.

Remember you are eligible for Term-end-examination in June/December, depending upon the cycle of your admission i.e. January/July, till you have valid registration upto maximum period of 2 years.

PROGRAMME COORDINATORS

Dr. Sanjeev Pandey, Regional Director, IGNOU Regional Centre, Delhi-2

Er. Mukesh Kumar, School of Agriculture, IGNOU Maidan Garhi, New Delhi

1. ABOUT IGNOU

1.1 Introduction

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

- providing access to high quality education to all those who seek for it irrespective of age, region or formal qualifications
- offering highly quality, innovative and need-based academic programmes by giving professional and vocational orientation to the courses
- reach out to the disadvantaged by offering programmes in all parts of country at affordable costs
- promoting and developing distance education in India and
- setting and maintaining standards in distance education in the country, as an apex body for the purpose.

1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction
- flexible admission rules
- individualized study : flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- an effective and integrated nationwide student support services network
- cost-effective Programmes
- modular Programmes based on credit system
- multiple media instructional packages
- socially and academically relevant Programmes based on students' need analysis and
- resource sharing, collaboration and networking with conventional universities, open universities and other institutes/organisations.

1.3 The Schools of Studies

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

1. School of Agriculture (SOA)	12. School of Journalism and New Media Studies (SOJNMS)
2. School of Computer & Information Sciences (SOCIS)	13. School of Law (SOL)
3. School of Continuing Education (SOCE)	14. School of Management Studies (SOMS)
4. School of Education (SOE)	15. School of Performing and Visual Arts (SOPVA)
5. School of Engineering and Technology (SOET)	16. School of Sciences (SOS)

6. School of Extension and Development Studies (SOEDS)	17. School of Social Sciences (SOSS)
7. School of Foreign Languages (SOFL)	18. School of Social Work (SOSW)
8. School of Gender and Development Studies (SGDS)	19. School of Tourism and Hospitality Service Sectoral Management (SOTHSSM)
9. School of Health Sciences (SOHS)	20. School of Translation Studies and Training (SOTST)
10. School of Humanities (SOH)	21. School of Vocational Education and Training (SOVET)
11. School of Inter-disciplinary and Trans-disciplinary Studies (SITS)	

1.4 Academic Programmes

The University offers a wide range of programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfil the learner's needs for :

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment, and
- diversification and updation of knowledge.

1.5 Course Preparation

Learning material is specially prepared by teams of experts drawn from different universities and specialized institutions in the area concerned from all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Study Centres and telecast through Gyan Darshan.

1.6 Credit System

The University follows the 'Credit System' for most of its Programmes. Each credit is equivalent to 30 hours of learner study comprising all learning activities i.e. reading and comprehending the print material, listening to audio, watching video, attending to counselling sessions, teleconference and writing assignment responses. For example a four-credit course in the Certificate in Water Harvesting and Management involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course.

1.7 Support Services

To provide support to learners and to help them gainfully initiate the learning package, the University has a broad array of support services. These are provided through Regional Centres, a large number of Study Centres and Programme Study Centres throughout the country. At the

Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to audio/video cassettes/CDs and interact with the staff of the Study Centre on administrative and academic matters. The list of Regional Centres is given in this handbook.

1.8 Programme Delivery

The methodology of instruction in this University is different from that of the Conventional Universities. The Open University System is more learner-centric wherein the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instruction is imparted through distance education methodology rather than face-to-face communication. Thus, the University follows a multiple media approach for instruction, which comprises:

- i) **Self Learning Material:** The printed study material (written in self-learning style) for both theory and practical components of the Programmes is supplied to the students in the form of booklets called Blocks for every course. Normally, a programme consists of few courses, comprising blocks and blocks consist of units. In the Certificate programme in Water Harvesting and Management, there are four Courses-three Theory and one practical. Each course has two/three booklets with specified number of units and one practical manual.
- ii) **Audio-Visual Programmes:** The learning package of these audio-video Programmes will contain audio and video cassettes, which will be produced by the University to enhance the understanding of the course material given to the student. The audio tapes are run and video cassettes are screened at the Study Centres during specific sessions, which will be duly notified by Study Centres for the benefit of the students. Audio and video Programmes are being developed/procured and the same will be sent to Study Centres and Gyan Darshan/Gyan Vani as soon as they are ready.
- iii) **Academic Counselling:** Counselling sessions are held as per the schedule drawn by the Study Centres. These are mostly held during the non-working hours of the host institutions where the Study Centres are located.
- iv) **Gyan Darshan Educational Channel :** A collaboration between MHRD, Prasar Bharti, IGNOU and other organisations has resulted in launching the Gyan Darshan (GD), the Educational channel of India. The channel is providing educational programmes from the EMPC studios on a variety of subjects for 24 hours a day to enhance the learning process. Gyan Darshan has now expanded into a bouquet of channels namely GD-1, GD-2, GD-3 'Eklavya' and GD-4 'Vyas'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organisations in the country. These programmes are simultaneously telecast on 'Edusat' national channel in which 2 way video-2 way audio teleconferencing facility is available.
- v) **Gyan Vani :** IGNOU coordinates Gyan Vani, a 'Radio Coperative' the only FM channel in the country developed exclusively to education. EMPC is the nodal agency for implementing the project. At present 26 FM Radio stations at Allahabad, Ahmedabad, Aurangabad, Bangalore, Bhopal, Chennai, Coimbatore, Delhi, Guwahati, Hyderabad, Indore, Jabalpur, Jaipur, Kolkata, Kanpur, Lucknow, Mumbai, Mysore, Nagpur, Patna, Panaji, Raipur, Rajkot, Shillong, Varanasi and Vishakhapatnam are broadcasting educational Programmes. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons.

- vii) **Interactive Radio-Counselling:** Interactive Radio counselling is provided on radio by subject experts in the discipline. Students can ask questions right from their homes over telephone. These sessions are conducted for an hour on all Sundays. What they need is a transistor/radio for listening and telephone/mobile for interaction. A toll-free telephone number 1800112345 has been provided for this purpose from selected cities.

The detailed schedule for Gyan Darshan, Teleconferencing, Radio counselling, FM broadcasts, etc. can be accessed at IGNOU EMPC-Gyan Darshan website [http://www.ignou.ac.in/gyandarshan %scindex.html](http://www.ignou.ac.in/gyandarshan%scindex.html)

2. SCHOOL OF AGRICULTURE

School of Agriculture has been established with a mission to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and allied sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR), Commonwealth of Learning (COL) and Consultative Group on International Agricultural Research (CGIAR).

Objectives

- Develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;
- Make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- Establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance education for institutional benefits;
- Provide equity, quality and relevance of education through principle of distance education.

2.1 Programmes on Offer

a) Ph.D. in Agriculture Extension

b) PG Programme

- i. Post Graduate Diploma in Food Safety and Quality Management
- ii. Post Graduate Diploma in Plantation Management
- iii. Post Graduate Certificate in Agriculture Policy

c) Diploma Programme

- i. Diploma in Value Added Products from Fruits and Vegetables
- ii. Diploma in Dairy Technology
- iii. Diploma in Meat Technology
- iv. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds

d) Certificate Programme

- i. Certificate in Organic Farming
- ii. Certificate in Sericulture
- iii. Certificate in Water Harvesting and Management

e) Awareness Programme

- i. Awareness Programme on Dairy Farming for Rural Farmers
- ii. Awareness Programme on Value Added Products from Fruits & Vegetables

2.2 Programmes under Development

(a) PG Programme

1. Post Graduate Diploma in Agriculture Policy

(b) Vocational and Entrepreneurial Programmes

1. Diploma in Watershed Management
2. Diploma in Value Added Fish Products
3. Certificate in Bamboo Use, Technologies & Enterprise Development
4. Certificate in Rattan Use, Technologies & Enterprise Development

(c) Collaborative Programmes

2. Certificate in Poultry Farming
3. Certificate in Beekeeping

3. REGIONAL CENTRE DELHI-2

The Regional Centre Delhi-2 was established in the year 1998-99 after bifurcation of Delhi region into Delhi-1 & Delhi-2. It covers North, East and parts of West Delhi, and adjoining district of Ghaziabad, Gautam Budh Nagar (Noida & Greater Noida), Meerut and Baghpat district of U.P. Beginning with 12 Study Centres and student enrolment of few thousands, RC Delhi-2 has emerged as one of the largest Regional Centres in the country in terms of annual student enrollment which is more than 40 thousand and more than 75 Learner Support Centres which have been activated for various programmes of studies. The Certificate Programme of Water Harvesting with Management has been developed in collaboration with School of Agriculture, as per the recent initiative of the University for offering Need Based Academic Programmes.

4. CERTIFICATE IN WATER HARVESTING AND MANAGEMENT

About the Programme

Over the years with consistent increase in population, growing urbanization and industrialization, increasing demand for agriculture produce, has led to phenomenal increase in demand for water. This has also resulted in over exploitation of limited surface as well as ground water resources, and as a consequence consistently and continuously depleting ground water table. The situation in urban areas is even more serious. Accordingly, there is an urgent need for not only conservation of water resources but also its augmentation through effective strategies and management, particularly in view of ever rising demand for water from various competing sectors. Rainwater harvesting essentially means collection and storage of the rainwater from rooftop or from a surface catchments for future use. This takes care of the ever growing requirement for water, increases soil moisture level thereby enhancing urban greenery, increase in the ground water table through

artificial recharge and also improves quality of ground water. Town planners and civic authorities all over the country have introduced by laws for encouraging rainwater harvesting.

Despite various initiatives including legislative measures, very little rainfall is conserved and harvested. There is a tremendous possibility for harnessing the rain water for augmenting the existing water resources. This calls for an immediate requirement of generating mass awareness and dissemination of skills through trained human resources, about rain water harvesting techniques and management for the optimal use of harvested water by all concerned. This programme would especially be useful for those living in water scarce and also drought prone areas.

4.1 Objectives

- To sensitize and educate learners on augmentation & utilization of water resources.
- To impart necessary skills and expertise to understand water harvesting techniques.
- To enable learners to act as trainers and organizers at household and community levels for efficient water management in terms of its usage and also for water conservation.

4.2 Programme Structure

In order to be eligible for the award of the Certificate, a student has to complete the following 3 theory courses and also under go fifteen days practical training at a specified Programme Study Centre water harvesting agency.

Sl. No.	Course Code	Title of the Course	Credits
1.	ONR-001	Introduction to Water Harvesting	2 Credits
2.	ONR-002	Basics of Hydrology	4 Credits
3.	ONR-003	Water Harvesting, Conservation	6 Credits
4.	ONRL-001	Practical Training at Water Harvesting Agency	4 Credits

4.3 Course Outline

Course 1 Introduction to Water Harvesting Code: ONR-001

Sl. No.	Block & Unit
Block –1	Basic Concepts
Unit 1	Water Resources
Unit 2	Rain Water Harvesting
Block –2	Watershed Management
Unit 3	Need and Scope of Watershed Management
Unit 4	Planning of Watershed Projects

Course 2 Basics of Hydrology Code: ONR-002

Sl. No.	Block & Unit
Block –1	Elementary Hydrology
Unit 1	Introduction to Hydrology
Unit 2	Hydrological losses
Block –2	Rainfall and Runoff Measurement
Unit 3	Rainfall and Its Measurement
Unit 4	Measurement and Estimation of Runoff
Block –3	Water Quality

Unit 5	Water Pollution
Unit 6	Quality Parameters
Unit 7	Basic Treatment Measures

Course 3 Water Harvesting, Conservation and Utilization

Code: ONR-003

Sl. No.	Block & Unit
Block –1	Water Harvesting Techniques
Unit 1	Methods of Water Harvesting
Unit 2	Rain Water Harvesting Systems
Unit 3	Water Harvesting for Crop Production
Unit 4	Artificial Groundwater Recharge
Block –2	Water Storage, Conservation and Utilization
Unit 5	Storage of Harvested Water
Unit 6	Water Conservation Techniques

Course 4 Practical Training at Water Harvesting Agency

Code: ONRL-001

Practical Manual

Sl. No.	Name of Experiment
1.	Roof Top Water Harvesting - Household
2.	Roof Top Water Harvesting - Group Housing Societies
3.	Storage Capacity of Water Storage Structure
4.	Discharge measurements
5.	Rainfall measurements
6.	Pan Evaporation
7.	Groundwater Level
8.	Bulk Density of Soil
9.	Soil Moisture
10.	Field Visits

4.4 Eligibility for Admission

- 10th pass

Or

- Bachelor Preparatory Programme (BPP) from IGNOU. The minimum age for admission to the BPP programme is 18 years. Therefore, the minimum age for 10th pass students taking simultaneous admission for the BPP and Diploma programme is 18 years.

Name of the Programme	Prog. Code	Eligibility	Min. age as on 1st Jan. of the Academic Year	Duration in months		Program me Fee, Rs.	Medium of Instruction
				Min.	Max.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Certificate in Water Harvesting and Management	CWHM	10 th Pass	18 years	6	24	2400/-	English & Hindi
		BPP (Under IGNOU)	18 years	6	24	1200/-	

4.5 Medium of Instruction

The Certificate programme is offered by the University in English and Hindi languages. Gradually the programme will be offered in regional languages.

4.6 Target Group

Residents of urban and rural areas particularly youth, house wives, social workers, volunteers working with NGOs, Government functionaries dealing with Water Harvesting projects.

4.7 Duration

Minimum duration of the programme is six months. However, the students are allowed a maximum period of the two years to complete the programme from the date of registration. After this, the students have to apply for readmission after paying the pro-rata fee for each incomplete course of theory for a further period of six month only.

4.8 Programme Fee

The programme fee for the Certificate is Rs. 2400/-. The fee for the BPP programme is Rs. 1200/only.

The programme fee should be paid only by way of demand draft drawn in favour of IGNOU and payable at the city of the concerned Regional Centre. The name of the student (in capitals), and Programme Code on the back of Demand Draft should also be given to ensure proper credit to bank account.

The Fee can also be remitted in cash in the branches of Indian Bank or IDBI Bank. The list of branches which are authorized for fee collection are given in student handbook and prospectus. For this Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

5. PROGRAMME DELIVERY

5.1 Study Material

Well planned self-instructional print material both for the theory and practical components is the main part of the Certificate Programme in “Water Harvesting and Management”. The study material prepared by the University is self-instructional in nature divided in booklets called Blocks. Each block contains few capters which are called units in the theory component, are well structured to facilitate self-study. The practicals have been structured for self-guidance during the practical work experience.

5.2 How to Study Print Material?

a) Theory

Each course has been divided into 2-3 blocks of 4 credit course. Each block has 2-3 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The first page of each block indicates the numbers and titles of the units comprising the block. Further, the first block of each course starts with the course introduction followed by a brief introduction to the block.

Each unit has an introduction dealing with the contents of the units. The objectives of the unit to be achieved are outlined followed by the main body of the unit which is divided into various sections and sub-sections. Each unit ends by a summary, recalling the main points etc.

In each unit, there are “Check Your Progress” which are meant to help the student to assess his/her understanding of the subject.

b) Practical Manual

In the Practical Manual, each course has been divided into a number of experiments. Based on the theory courses of each subject, a number of practicals/experiments are given under each course of practical. The Practical Manual is prepared to provide the students guideline to study and practice these skills/experiments when they are placed in the Laboratory/ Processing Hall/Centre for practical experience/work.

5.3 Audio-Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at your programme study centre. The audio and video programmes help the students to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 a.m. in the morning and evening 8.00-8.55 p.m. **Timings are subject to change which can be checked with the Programme Study Centre.**

Audio-video material will not be supplied individually but made available at the Programme Study Centres. These programmes can be watched during counselling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068.

5.4 Academic Counselling

The Programme Study Centre will organise academic counselling sessions for all courses of study. The students can take help from the counselors. The counselling sessions are not meant to be classroom lectures. The students must study the material and try to assimilate it, prior to coming for counselling. Whatever problems are faced with, students must consult their counsellor for clarifications and help.

There will be 18 theory counselling sessions and 15 days Practical Training at Water Harvesting Agency for conducting practical session (two sessions of 4 hr each per day) for the entire programme at the selected Programme Study Centres. These programmes often supplement your course material. The detailed programme of the counselling sessions will be prepared by the Coordinator/Programme-Incharge of the Programme Study Centre. Exact dates of counselling sessions will be announced by the Study Centres concerned. The counsellors will also organise sessions to listen to/view audio-video programmes.

During the counselling sessions, there will be ample opportunity to interact with fellow students which will help students formulate self-help groups. The students are advised to bring all the blocks/units as per the schedule during the counselling sessions/practical sessions

5.5 Practical Sessions

The practicals are an integral and compulsory part of the Certificate programme. The practical component of the programme has been designed to build on the theory text, giving students an exposure of practical experience and knowledge in various aspects of Water Harvesting Management. This will help students to improve their skills, knowledge and competence. Subsequently, the learners act as trainers and organizers at household and community levels for efficient Water Management in terms of its usage and also for water conservation. Remember that practical sessions would be held in a spell of 10-12 days after completing the theory sessions.

75% attendance for practical work is compulsory for becoming eligible continuous to appear in the Term-End Examinations.

5.6 Teleconferencing and Interactive Radio-Counselling

- **Teleconferencing:** Teleconferencing Sessions for various courses of Certificate Programme will be held between February –May and August-November. These sessions are held on the weekends as well as weekdays. You can attend teleconferencing sessions from the nearest IGNOU Regional Centre/ Study Centre where such facilities are available.
- **Radio Counselling:** As mentioned earlier IGNOU organizes Radio Counselling through its FM Radio Stations located across the country. It also organizes Interactive Radio Counselling (IRC) on every Sunday from 4:00 to 5:00 p.m. through its FM Radio Stations across the country. Similarly, it also organizes IRC from 5:00 to 6:00 p.m. every Sunday and every Tuesday through Gyan Vani the FM Radio Station, of the concerned Regional Centre. A toll free telephone number 1800 112345 has been provided for this purpose from selected cities.

5.7 Study Centres

To provide effective support, IGNOU has set up a large number of Study Centres and their variants all over the country. Programme Study Centres (PSCs) which are programme specific, have been set up in select institutions for Certificate Programme in Water Harvesting and Management. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you by the concerned Regional Centre after confirmation of your admission. The practical sessions of the programme will be held at the Programme Study Centres.

As mentioned earlier, major support for academic and other related matters would be provided at your Study Centre. This will mainly include the following.

- Information counselling and advice on your programme as well as other academic programmes offered by the University.
- Induction Programme for the newly enrolled students where the students are oriented about the open and distance education system in general and about the Certificate Programme in particular. You will be interacting with the officials from the Regional Centre, Academic Experts/Teachers from the Study Centre. A brief overview would be given about the structure of the programme; instructional system; academic counseling; assignments; various components of assignments and evaluation system.
- Please note that Induction Meeting/Programme is a very important programme, which is organized only once for you, on enrolling for the first time. As such, you must attend the programme, without fail.
- Distribution of Academic Counselling schedule
- Provision of audio-video teleconferencing, radio counseling facilities for supplementing the counseling sessions.
- Submission and evaluation of assignments, evaluated assignments would be returned back to you with marks and feedback.
- Support about other academic and administrative queries pertaining to the conduct of programme and other procedural requirements.

- Provide information on evaluation and assignment system followed by the University including term end examination.

Study Centre is the contact point for you. The University cannot send all communications to all the students individually. All the important communications are sent to the Coordinator of the Study Centres and concerned Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for your benefit. You are, therefore, advised to check the notice board of the Study Centre and also get in touch with your Coordinator about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

So far as possible, the programme study centers will be allocated to the students near their workplace or residence.

6. ASSIGNMENTS

Assignments constitute an integral component of this programme. You are given certain course wise problems/questions for writing assignments. You are advised to write your response for these assignments based on your understanding of Self Learning Material pertaining to course, discussions and interactions you have had with academic counsellors, and fellow learners. Each course (other than ONRL-004) will have one assignment. You are required to submit assignment responses of every course at the Study Centre allotted to you within the stipulated time frame. Every assignment marks will be counted for the final marking for each course.

The assignment questions will be two/three types:

- Long answer type
- Short answer type
- Practical/reflective/application/Activity oriented type

Course-wise questions for assignments prepared by the faculty are sent to you along with the study material. You are given enough time (see the assignment schedule/operation schedule supplied to you) to go through the study material, refer books, discuss/interact with Academic Counsellors and fellow learners to develop an understanding and comprehending before you attempt actual assignment response preparation. After completing the assignments, you should submit the same to the Study Centre with which you are attached, for assignment evaluation and feedback. The evaluator will carefully evaluate the assignment response and provide you feedback in the form of teaching comments on the strengths and weakness of each of the assignment response for your benefit. Remember, the assignment carry a weightage of 30 per cent per course, which will be added to the final grade in the concerned course.

(ii) Rationale of Assignments

Since assignment forms essential part of the programme, you must allocate enough time for preparing and writing assignment responses as per the guidelines of the University and submit them to the Study Centre.

Please make sure that you **write assignment responses on your own which will improve your understanding, knowledge and skills about the course curriculum**. At the same time you are also advised not to reproduce the course material given in the units or assignments responses of others. Any learner, found indulging into such practice, may be penalized by awarding “Zero” marks”. Your sincere efforts in writing assignment responses will enable you to integrate your knowledge, understanding, and skills and provoke you to think on your own to test your comprehension of content and competencies in applying the concept.

(iii) Steps to be followed for Assignment Preparation

While writing assignment responses, you may follow the guidelines given below which will facilitate for preparing better assignment responses:

- read assignment question very carefully and identify the block(s) unit(s) to which it relates.
- make your answer precise, concise and systematic, which is relevant to assessment question.
- supplement your response with examples, illustrations and real life situations, as per requirement, which will help you in acquiring better knowledge and skill.
- Stick to the word limit, if indicated, in the assignment, by drafting, re-drafting assignment responses till you arrive a final draft response,
- Remember, you have to write answer in your own handwriting, as such, do not send typed assignment response.

Further guidelines, if required, to write the assignments, may be obtained from your Academic Counsellor(s) attached with the Study Centre.

(iv) Submission of Completed Assignment Responses

Always submit your assignments with in the specified time limit;

- Write your enrolment number, name and full address at the right hand corner of the 1st page of your assignment response.
- Submit your assignment response only to the Study Centre with which you are attached. Please do not submit/forward your assignments to any other Centre/institution.
- The course for which the assignment has been done, its course code no. and Assignment Code should be written in capital letters in the centre of the top of the 1st page of the response sheets. The top left hand corner should be kept for office use.
- The format given below may be used:

Course Title.....
Course Code.....
Assignment Code.....
Enrolment No.....
Name:.....
Address:.....
.....
Telephone.....
E-mail:.....
Date of Submission:.....

Instructions for submitting/sending Assignment Responses

- Send assignment responses complete in all respects. Incomplete assignments will not carry any credit.

- Use-A-4 size paper for writing your response and leave a margin of about 2 ½ on the left side for writing tutor comments and providing feedback
- **Always retain a copy of the assignment response with you as a precautionary measure. In case the assignment response submitted is lost in transit or otherwise, you may be asked to send another copy. As such, retain a photocopy of the assignment response till you successfully complete the Programme.**
- The assignment should be submitted to the Coordinator/Programme-Incharge of the Study Centre on or before the last date indicated, as per the schedule of assignments, given by the University.
- Always procure a set of new assignment questions, which are on offer if you have not cleared them in previous year(s).

Once you have obtained pass marks in an assignment, you cannot resubmit assignment response, for improvement of grade/mark. Assignments are not subject to re-evaluation except for factual errors, if any.

7. EVALUATION SYSTEM AND TERM-END EXAMINATION

7.1 Evaluation System

The evaluation system consists of three components:

- 1) Check your progress, as given in various units of the study material.
- 2) Continuous evaluation through Assignments for courses ONR-001 to ONR-003.
- 3) Term-end Examination. It is organized twice a year i.e in .the months of June and December, every year. In the final result, Assignment (continuous evaluation) carries 30% weightage for course ONR-001 to ONR-003, while Term-end Examination carries 70% weightage for the same.
- 4) Evaluation of ONR-004 Practical consists of practical experiments with 100% weightage, (Weightage of Guided Practical 70% and Un-guided Practical 30%).

7.2 Weightage to Continuous Evaluation and Term-End Evaluation

The system of evaluation in IGNOU is also different from that of conventional universities. The assessment system of the programme is given below:

i) Theory

For theory, the weightage of the term-end examination will be 70% and 30% of continuous assessment. There will be one assignment for each course i.e. total three assignments for the programme. Each assignment will be of 50 marks to be ultimately converted to have weightage of 30% of theory.

The theory term end examination will be of 100 marks for 4 or 6 credit courses and 50 marks for 2 credit courses. The minimum pass marks in term end examination will be 35% i.e. 35 for 100 marks and 17.5 for 50 marks theory term-end examination, respectively. The marks obtained by the students in the term-end examination will be converted to have weightage of 70 per cent in theory courses.

ii) Practical

The practical evaluation is divided under two components: (i) guided experiments and (ii) unguided experiments. The guided experiments shall be performed during the counselling sessions under the guidance of the counsellors. The unguided experiment shall be undertaken by the students in the last session. For unguided experiment, student shall not be provided any guidance while performing the experiment(s).

Both the components will be evaluated and weightage of 70% and 30% assigned to guided and unguided experiments respectively. The performance of the students would be assessed in each experiment by the counsellors on the basis of manipulative skills, observation and their understanding of the basic concepts related to the experiment.

Weightage: Practical

Component	Weightage, %
Guided Experiments	70
Un-guided Experiments	30
Total	100

7.3 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 35% marks in all the components of the course-theory (term end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term end examination (ii) assignment ; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

7.4 Modalities for Theory and Practical Examination Criteria

Theory: Term-End Examination: 70% and Continuous Assessment: 30%

The examination shall be held twice in a year i.e. the month of the June and December.

Practical: Term-Guided Experiments: 70% and Unguided Experiments: 30%

(i) Evaluation- Guided Experiments

The students will be evaluated for performing the experiments by the counsellor. For a particular experiment, break up of marks may be broadly on the following lines:

S. No	Component	Weightage, %
a	Actual performance of experiment and observation (psychomotor and manipulative skills)	40
b	Reporting(Problem solving skills)	20
c	Viva-voce	20
d	Record	20

(ii) Evaluation of Assigned Unguided Experiments

It will be conducted in the last session of the laboratory work. The students are not provided any guidance while performing this experiment. For this experiment 30% marks are allotted, split up of marks may be broadly on the following lines:

S. No	Component	Weightage, %
a	Actual performance of experiment and observation (psychomotor and manipulative skills)	50
b	Reporting (Problem solving skills)	25
c	Viva-voce	25

There shall be one internal and one external examiner. The internal examiner will be from the same study centre and the external examiner will be the counsellor of another IGNOU Study Centre of other District/State. The course-writer/faculty members of SOA/editors could also be act as external examiners.

7.5 Preparation of Consolidated Mark List

The consolidated mark list of all students shall be prepared by the Programme Study Centre. This mark list shall be directly sent to the Regional Director of the concerned State/region within seven days after completion of the practical counselling session.

7.6 Participation and Attendance for Practical

Practicals are essential component of the programme. For successful completion of the programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre. Students falling short of attendance (less than 75%) will have to apply a fresh to the concerned PSC for accommodating him/her with next batch of students.

7.7 Pass Percentage for the Programme

The students will have to secure 35% marks in all the courses on individual basis and on aggregate basis in all the four courses for successful completion of the programme.

7.8 Term-End Examination (TEE)

The University conducts Term-end Examination twice a year in the month of June and December, every year. Students will be permitted to appear in Term-end Examination, subject to the condition, that registration for the courses in which they wish to appear is valid. Further, maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) by the due date. Thus, the students can take the term end examinations after the completion of the course. The first examination can be taken in June/December, depending upon the cycle of admission i.e. January/July. In other words, student admitted in January session will be eligible to take first term-end examination in June and those admitted in July can take in December same year. Thereafter, the examination can be given in June or December, of subsequent eighteen months, within the total span of the programme.

To be eligible to appear at the term-end examination in any course, students are required to fulfill the following conditions:

- 1) Should pursue the prescribed course and should have valid registration at the time of submission of examination form
- 2) Should complete 75% of attendance in practical course.
- 3) Should submit the examination form before stipulated date.

• Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

It is an essential pre-requisite for you to submit the examination form for taking examination in any course. A copy of the examination form is enclosed here in the Programme guide (see section 14, Format for Learners Use). Only one form is to be submitted for all the courses in one term-end examination. The filled in examination form is to be submitted to either The **Registrar, SED,**

Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 or at the concerned Regional Centres. University has also facility of online submission of examination form during the period when no late fee is charged.

- (i) **The date of submission of Examination form without late fee** is 31st March for June Term-end Examination and 30th September for December Term-end Examination are mentioned below:

For June TEE	1st February to 31st March
For December TEE	1st August to 30th September

- (ii) **Examination forms with late fee** are accepted as given below:

i) **For June TEE** :

- 1st April to 20th April (Rs. 60 Examination fee per course + late fee of Rs.300/-)**
- 21st April-15th May (Rs. 60 Examination fee per course + late fee of Rs. 500/-*)**
- 16th May-28th May (Rs. 60 Examination fee per course + late fee or Rs. 1000/-*)**

ii) **For December TEE** :

- 1st October to 20th October (Rs. 60 Examination fee per course + late fee or Rs. 300/-)**
- 21st October-15th November (Rs. 60 Examination fee per course + late fee of Rs. 500/-*)**
- 16th November-28th November (Rs. 60 Examination fee per course + late fee of Rs. 1000/-*)**

- * During the extended late fee period, the exam form along with requisite late fee should be submitted at the **Regional Centre only. Examinations for these students will be invariably conducted in the city of Regional Centres.**
For Study centres in Delhi regions, these are to be submitted to Registrar, SED, IGNOU Maidan Garhi, New Delhi.

Examination fee as well as late fee is payable in the form of a Demand Draft drawn from any nationalised bank in favour of IGNOU, New Delhi. **The examination form received after due dated with or without late fee, wherever applicable, shall be rejected.**

- **Examination Centre**

Normally, the study centre is the examination centre. It could also be another Study Centre in the district, activation for examination. However, a student is required to fill the exam centre code in the examination form. For the purpose students 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 be filled up as examination centre code. However, examination centre chosen by a student, if is not activated, the university will allot another examination centre under the same District/Region.

- **Date of Submission of Examination Forms**

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

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

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

Examination Date Sheet and schedule which indicate the date and time of examination for each course is sent to all the Regional Centres approximately 5 months in advance. The same is also notified through IGNOU **News Letter** from time to time. Normally, the date sheet for June examinations are sent in the month of January and for December Examination in the month of July. The date sheet is also available on the IGNOU website www.ignou.ac.in.

• **Issue of Examination Hall Ticket**

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

- Change of examination centre is permitted in exceptional cases for which you have to make a request to the Registrar, SED at least one month before the commencement of the examination as per University norms.
- Your enrolment number is your Roll Number for the examination. Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will result in non-declaration of result.
- If you do not get the hall ticket, check the list of students registered for examination at the Examination Centre or on the IGNOU website www.ignou.ac.in. If your name is in the list, you shall be permitted in the examination by showing your Identity Card (Student Card)/downloaded Intimation Slip to the Examination Centre Superintendent.

7.11 Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs. 500/- per course in the form of Demand Draft drawn in favour of IGNOU and payable at New Delhi, in the prescribed application form available on the University website. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

Application for re-evaluation must be made before 31st March for the term-end examination held in December, and 30th September for the term-end examinations held in June, or within one month of the declaration of results, whichever is later. The date of declaration of results will be calculated from the date on which the results of relevant course were placed on the IGNOU website.

After the re-evaluation, the better of the two scores of the original marks and re-evaluation marks will be considered. Marks so revised shall be incorporated in your record and the revised marks sheet shall be sent to you within one month from the receipt of the application.

Application form for re-evaluation of Answer Scripts is placed in this book. (See section 14-Formats for students use).

7.12 Declaration of Result

Although all efforts are made to declare the result in time, however, it will be not binding on the University to declare the results of the last examination before commencement of next

examination due to unforeseen/unavoidable reasons. You are, therefore, advised to fill up the term-end examination form without unnecessarily waiting for the result and get it canceled at a later date, if so required.

Always quote your, name, enrollment number, name of the programme and complete address for any correspondence with the university (including Regional Centre and Study Centre). In absence of such details, we may not be able to attend to your problems.

No student is allowed to reappear in an examination or re-submitting assignment for improving the marks/grade after successfully passing it.

7.13 Early Declaration of Results

The university has the provision of early declaration of term-end examinations results. The application for early declaration of results shall be entertained only if you have been selected for any post or applied for further studies, wherein mark-sheet/certificate for qualifying examination is required to be submitted to the institution by a particular date, which may be before the date of declaration of university result. You must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of your result.

It may be noted that early declaration of result is allowed only in respect of theory courses. **This facility is not applicable for practical/lab courses, project, workshop, assignments, seminar, etc. based courses. The application for early declaration of results shall be entertained for final year courses or maximum of four backlog courses only.** Prescribed fee @ Rs. 700/- per course, shall be payable by Demand Draft in favour of 'IGNOU' and payable at New Delhi. Application form along with required amount of fee must be submitted to the Registrar, S.E. Division, IGNOU, Maidan Garhi, New Delhi-110068 before the date of the commencement of term-end examination i.e., before 1st June and 1st December respectively. Application form for Early Declaration of Results is placed in this book. (See section 14 – Formats for Students use.)

8. UNIVERSITY RULES

Educational Qualifications Awarded By Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "Chhattisgarh Niji Kshetra Vishwavidyalaya (Sthapana Aur Viniyaman), Adhiniyam, 2002" are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

Validity of Admission

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

Re-admission

The students who are not able to clear their Programme within the maximum duration shall be allowed to take Re-admission for additional six month for the Certificate Programme, in continuation of the earlier duration. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres for the courses which student has not been able to complete.

Scholarships and Reimbursement of Fee

Reserved categories, viz. Scheduled Castes (SC), Scheduled Tribes (ST), Physically Handicapped students and other regional categories are to pay full fee at the time of admission to the University along with other general category candidates. Physically Handicapped students admitted to

IGNOU Programmes are eligible for Government of India scholarships. They are advised to collect Scholarship Forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in form to them through the concerned Regional Centre of IGNOU.

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

Change/Correction of Address and Study Centres

Printed Cards Formats are placed in the Programme Guide for change/correction of address/change of Study Centre, which is dispatched along with the study material. In case there is any correction/change in address, the student is advised to make use of proformas provided in the Programme Guide and sent it to the concerned Regional Director, IGNOU Regional Centre who will forward the request after verifying the student's signature to SR Division, Maidan Garhi, New Delhi-110068. Request for **change of Study Centre is normally accepted subject to availability of seats in a particular region city and seat for the Programme at the new Study Centre asked for.**

Allotment of Study Centres for Students

Depending on actual number of students or due to other operational reasons, the University may de-activate a Study Centre/Programme Study Centre and the students of the deactivated Centre will be attached to another Centre. The Regional Centre will inform the concerned student about the change after admissions are finalized. **Similarly, the University will have the right to allot a particular Study under a particular Regional Centre taking into account the availability and other facility needed for operationalisation of the programme.**

Change of Regional Centres/Study Centres

Change of Regional Centre and Study Centre are allowed as per University rules.

However, change of Study Centre is permitted from one centre to another centre subject to availability of the following at the Study Centre.

- Vacant seat at a particular Study Centre.
- Availability of requisite infrastructure for conduct of the programme.
- No Objection Certificate from the Regional Centre to which he/she would like to get transferred.

Students are advised not to seek transfer during the academic session as this programme has number of compulsory components such as academic counseling, practicals and Viva-voce. Seeking transfer in between may lead operational difficulties in arranging timely practicals and seats in a particular study centre in the new location.

Official Transcripts

The University provides the facility of official transcripts on requests made by the student on plain paper addressed to Registrar, S.E. Division, IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs. 200/- per transcript payable through DD in favour of IGNOU, New Delhi if it is to be sent to the students/institutions in India. The fee is Rs. 400/- per transcript, if it is to be sent outside India.

Dispute on Admission & other University Matters

The Place of Jurisdiction of filing of suit, if necessary, will be only at New Delhi/Delhi.

Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5, 2004, AIU Circular No. EV/B (449/94/176915-177115 dated January 14, 1994 and AICTE/Academic/Nov-Dec/2005 dt. May 13, 2005. (See Annexure I, II & III).

IGNOU Newsletter

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to you free of cost. All the important information relevant to you is published in the newsletter. You are advised to read the Newsletter for updating yourself.

Issue of Duplicate Marksheet

A Duplicate Grade card is issued after a request is made on the prescribed form alongwith a demand draft of Rs. 200/- drawn in favour of IGNOU, New Delhi. The form for the purpose is given in the Programme Guide.

Simultaneous Registration

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

Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. Programme fee may, however, be refunded if admission is not offered by IGNOU for any reason.

Migration Certificate

For migration certificate, requisition may be sent to the Regional Director (concerned) along with the following documents:

- i) Application can be obtained from the Headquarter or photocopy of the one given in Programme Guide can be used.
- ii) Attested copy of the mark-sheets
- iii) Fee of Rs. 200/- in the form of Demand Draft drawn in favour of IGNOU payable at the city where concerned Regional Centre is located.

Samples of various forms currently used in the University are provided in the Programme Guide. Whenever you need any of these, please take a photocopy, fill it and send it to use.

Walk in Admission

The University has Walk-in-admission facility, with effect from July 2008 for all Programmes. The admission for these programmes will remain open round the year, therefore, the candidates may get/submit the application forms as per the following schedule to concerned Regional Centre.

For January Session : From 1st June

Upto 31st October (without late fee)
 1st November to 30th November (with late fee of
 Rs.200/-)

For July Session : From 1st December
 Upto 30th April (without late fee)
 1st May to 31st May (with late fee or Rs. 200/-)

How to approach the University

During the course of your study, you might require some further information or knowledge about rules and regulations. You must know whom to contact for specific information. We are providing you information about these matters in Section 11 under the heading ‘Whom to Contact for what’.

The information about the suitable forms for specific purpose is also provided in Section 14 ‘Formats for Students’ of this programme Guide. Whenever you need, take a copy of the relevant form and send it as per instructions given in the form.

9. SOME USEFUL INFORMATION

9.1 Some Useful Addresses

WHOM TO CONTACT FOR WHAT		
1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Concerned Regional Centre (as per the confirmation letter)
2.	Non-receipt of study material and assignments	Concerned Regional Centre
3.	Examination, Date-sheet	Asstt. Registrar (Exam-II), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-1100 068 Tele No. 29536743
4.	Result-rechecking, Grade Card, Provisional Certificate, Transcripts	Dy. Registrar (Exam-II), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 29536103
5.	Non-reflection of Assignment Marks	Asstt. Registrar (Assignment), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068.. Tele No. 29532294 or Concerned Regional Centre
6.	Change of elective/medium/opting of left over electives/ deletion of excess credits.	Concerned Regional Centre
7.	Original Degree/Diploma/Convocation	Dy. Registrar (Exam-I), Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tele No. 29535438
8.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
9.	Academic Information about Programme	Director, School of Agriculture, Zakir Hussain Bhawan, New Academic Complex, Block – G, IGNOU, Maidan Garhi, New Delhi – 110068 or Regional Director and Programme Coordinator, IGNOU RC Delhi-2, Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi-110 002.
10.	Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
11.	Student Registration and Evaluation	Asstt. Registrar (Grievances)

	Division, Grievance Cell	Tele No. 29532294 E-mail: sregrievance@ignou.ac.in
12.	Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Telephone Nos.: 2953 3869, 2953 3870 Fax: 2953 5714

Caution to Students

IGNOU admissions are made strictly on the basis of merit requirements of the programme. Only those learners who satisfy the eligibility criteria laid down by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individual or institution. If they do so they will be personally liable for such act. The University will not be responsible in any way.

9.2 Online Facilities

The University offers a major support through its website www.ignou.ac.in. all relevant information about the admission cycles, programmes on offer, new initiatives of the university, status of various of matters concerning learners etc are available. Students are advise to regulary check the IGNOU website and also the web site of the concerned regional centre as well as school.

10. SOME FORMS FOR YOUR USE

- Appendix I Form for Change/Correction of Address
- Appendix II Form for Non-receipt of Materials
- Appendix III Form for Re-evaluation of Result of Term-end Examination
- Appendix IV Form for obtaining Duplicate Grade Card/Marksheet
- Appendix V Application Form for Issue of Migration Certificate
- Appendix VI Re-admission Form

Form for Change/Correction of Address

Application for Change of Address

Date: _____

To
Registrar,
SR Division
IGNOU
Maidan Garhi
New Delhi-110 068.

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

City _____ Pin _____

State _____

Old Address

City _____ Pin _____

State _____

Signature of Student

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

Form for Non-receipt of Materials

The Regional Director
Concerned Regional Centre,
Indira Gandhi National Open University
Concerned City and State

Subject: Non-receipt of Study Material & Assignments

Enrolment No.

ProgrammeMedium of Study.....

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

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>	<u>Assignments</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
	
	

For Official Use

Date of dispatch of study material/assignments to students

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



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

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPT

Name:

Enrolment No.

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

Address
.....
.....
.....

PIN:

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

Month and Year of the Exam:

Name of Exam. Centre:

Centre Code:

Courses, in which	Course Code	Name of the Course
Re-evaluation is
sought

Total amount paid Rs:
(Rs.300/- per course/paper)

Bank Draft No..... (Issuing Bank).....

Date:

Signature of the student

Note:

The request for re-evaluation by the students must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the student record and the revised Grade card/Marks sheet shall be sent to the students within one month from the receipt of the application.

Re-evaluation is not permissible for the Projects, Practicals, Assignments, Seminar etc.

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

Dy. Registrar (Exam-III)

(SE Division)

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Form for Obtaining Duplicate Grade Card/Marksheet

Control No.....



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name:

Enrolment No.

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

Address

.....

.....

.....

PIN:

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

Programme:

Month and Year of the Exam.:

Name of Exam. Centre:.....

Centre Code:.....

Bank Draft No.:

Bank Draft/IPO No.

dated:.....

For Rs.25/- in favour of IGNOU, New
Delhi.....

.....
Signature

Date:

Note: Fee for duplicate grade card Rs.25/-. The duplicate grade card/marksheet will be sent by Registered post.

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

Registrar (S.E Division.)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068

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



Indira Gandhi National Open University
(To be submitted to the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

1. Name
2. Father's Name
3. Address
4. Particulars of last examination

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached

6. Name of the University to which the candidate wants to migrate

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____
Bank Name & _____ Place of Issue _____

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer _____

Instructions

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

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



Student registration and evaluation division
Indira Gandhi National Open University
 Maidan Garhi, New Delhi-110 068

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

Re-admission form for all programmes

(other than MP & MPB – Details as shown in Table-A)

1. Name & Address of the student _____

2. Programme Code :

3. Enrol. No. :

4. Regional Centre Code :

5. Study Centre Code :

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

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

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

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

8. Total Fee (col.no.6+7) Rs. _____ enclosed vide Demand Draft No. _____

Date _____ of _____ (Name of Bank)

(DD should be drawn in favour of “IGNOU” payable at New Delhi_

Dated : _____

Mail this Re-admission Form along with DD to Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.
--

Signature of the Student

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

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months - for all Certificate Programmes of six months duration**
 - b) **One year - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**
 - c) **Two Years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

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