

PROGRAMME GUIDE

Diploma in Dairy Technology (DDT)

**A collaborative Programme with the Ministry of the
Food Processing Industries, Government of India**



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

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MAKE THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

This booklet contains relevant information in brief about the Programme on “Diploma in Dairy Technology” and the entire admission and examination procedures.

RECOGNITION

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110068 or the official website of IGNOU at www.ignou.ac.in.

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1.0 ABOUT THE UNIVERSITY

1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners;
- 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;
- promoting and developing distance education in India; and
- setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- international 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;
- socially and academically relevant programmes based on student's need analysis;
- resource sharing, collaboration and networking with conventional universities, open universities and other institutes/organizations; and
- convergence of open and conventional educational systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World. UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Nodal agency for Educational Channels 'Gyan Darshan'.
- Largest network of learners' support system.
- Declaration of Term-end examination results within 45 days.
- Respectability and Acceptability to the ODL (Open and Distance Learning) System.

1.4 The Schools of Studies

The University has established twenty one Schools of Studies to plan, supervise, develop and organize its academic Programmes and courses in coordination with the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of programmes and courses at different levels. The Schools of Studies, established by the University, are as follows:

1. School of Agriculture (SOA)
2. School of Computer & Information Sciences (SOCIS)
3. School of Continuing Education (SOCE)
4. School of Education (SOE)
5. School of Engineering and Technology (SOET)
6. School of Extension and Development Studies (SOEDS)
7. School of Foreign Languages (SOFL)
8. School of Gender and Development Studies (SOGDS)
9. School of Health Sciences (SOHS)
10. School of Humanities (SOH)
11. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Law (SOL)
14. School of Management Studies (SOMS)
15. School of Performing and Visual Arts (SOPVA)
16. School of Sciences (SOS)
17. School of Social Sciences (SOSS)
18. School of Social Work (SOSW)
19. School of Tourism and Hospitality Service Sectoral Management (SOTHSSM)
20. School of Translation Studies and Training (SOTST)
21. School of Vocational Education and Training (SOVET)

The University has also established few Centres/Units such as National Centre for Disability Studies (NCDS) for development of specific need based programmes.

1.5 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,
- diversification and updating knowledge, and
- empowerment.

1.6 Course Preparation

Self Learning/Instructional Study Materials (SLMs), as we call in distance mode of education, 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.

1.7 Credit System

The University follows the 'Credit System' for most of its Programmes. Each credit is equivalent to 30 hours of learner's self 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 Diploma in Dairy Technology involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of assignments, term-end examination and practical (guided and unguided) of each course in the programme.

1.8 Student 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 and Study Centres/Programme Study Centres (PSC) throughout the country. At the Programme 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 Centres/PSC on administrative and academic matters.

The University's website (www.ignou.ac.in) has a special section marked as "**Student Zone**" to facilitate various student support services, from admission to results, to the students and covers - **registration details, queries about admission, re-registration, results; catalogue for print media and audio video; download facilities for assignment; library; question papers; material despatch details; address checking; registration for SMS alerts; convocation; term-end date sheet; examination form; campus placement and prospectus and application form.** The students are requested to access the Student Zone of the IGNOU website- www.ignou.ac.in. The link is <http://www.ignou.ac.in/ignou/studentzone>. The learners may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, write to your Regional Centre.
- ii) For non-receipt of study material and assignments, write directly to your Regional Centre.
- iii) For SMS alert you can registered at <https://admission.ignou.ac.in/changeadmdata/UpdateMobile.asp>
- iv) For queries relating to assignments, examination date sheet, result grade cards, re-checking, etc., write directly to the Registrar, Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110 068.
- v) For Migration Certificate, requisition may be sent to the Regional Director along with the following documents:
 - 1) Application (can be obtained from the Head Office and Regional Centres).
 - 2) Attested copy of the Mark sheet.
 - 3) A fee of Rs. 300/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the Programme Study Centres (PSCs) taking into consideration his place of work or residence. However, each study centre can handle only a limited number of students, and despite our best efforts, it may not always be possible to allot the study centre of the choice to learners. The particulars regarding the Study Centre to which he is assigned will be communicated to him. The list of programme study centres (PSCs) is provided separately.

Every Study Centre has a Coordinator to coordinate different activities at the centre, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.8.1 Major Functions of the Study Centres/ Programme Study Centres (PSC)

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres/ Programme Study Centres. Generally there will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the Coordinator of the Study Centre.
- 2) **Library:** For each course a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.
- 3) **Information and Advice:** At the Study Centre, the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
- 4) **Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
- 5) **Tele-counselling Facility:** Some of the Programme study centres are equipped with the teleconference reception facilities. You can participate in tele-counselling session at your study centre.

1.9 Instructional System

The University follows multimedia approach in imparting instruction to its learners. It comprises:

- Self learning/Instructional study material (SLM) in print form.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres and depending on programme requirement at work centres.
- Practical at designated institutions.
- Project Work in some programmes.
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan and Gyandarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

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

- a) **Self Learning/Instructional Course Material:** The printed study material (written in self-learning style) for both theory and practical components of the Programmes is given 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 this Diploma in Dairy Technology programme, there are eight courses. Each course has three/four booklets with specified number of units and one practical manual.
- b) **Audio-Visual Materials:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres

during the hours of the counselling sessions. The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. The video programmes can be seen at the following link <https://www.youtube.com/user/ignousoa/videos>

Some of the selected stations of All India Radio are also broadcasting the audio programmes. The students can confirm the scheduled dates for broadcast/ telecast of the programmes from their Study Centres/ Regional Centre/IGNOU website.

- c) **Counselling Sessions:** Normally, counselling sessions are held as per the schedule drawn before hand by the Programme In-charge of the study centre allotted to you. The counselling sessions are mostly held outside the regular working hours of the host institution where the Programme Study Centre are located. They are held on weekends, that is to say, Saturday and Sunday of the week.
- d) **Gyan Darshan – Bouquet of Educational TV Channel:** A collaboration between MHRD, Information and Broadcasting Ministry, Prasar Bharti and IGNOU resulted in Gyan Darshan (GD) – the bouquet of TV Educational Channels in the country. The Gyan Darshan uses C-Bond transponder of INSAT-3C and is fully digitized. The channels are Gyan Darshan I (Educational Channel), GD II (Interactive Channel), GD III (Eklavya) and GD IV (Vyas). The Gyan Darshan signals can be accessed all over the country. The GD-I and II are available on DD Free Dish (Doordarshan’s Direct-To-Home platform) and on other DTH network. The educational programmes are telecast and the schedule may be checked on IGNOU website please.
- e) **Teleconferencing Sessions:** The teleconferencing sessions are telecast from GD II channel. The current status of the channels and teleconferencing sessions are available on the IGNOU website. The toll free number is 1800112345 and other numbers are 011-29532844, 29532845, 29536134, 29573221, 29573224. The programme can also be viewed from IGNOU website <http://www.ignouonline.ac.in/Broadcast/>
- f) **Gyan Vani FM Radio:** Gyan Vani (GV) is an educational FM Radio channel operating through several FM stations from various cities in the country. At present, 37 FM stations are operational. The educational programmes are broadcast in English, Hindi and the regional languages by involving national and local resource experts.
- g) **Interactive Radio-Counselling (IRC):** Interactive Radio-Counselling (IRC) and other phone in programmes are being broadcast by Gyan Vani stations to enable the students to interact with the faculty, academic counsellors and students support staff. The detailed schedule can be accessed at IGNOU-EMPC website. The toll free number of the Gyan Vani studio is 1800112346 and other numbers are 011-29533103, 29536131, 29533207. Gyan Vani, Delhi is available on DD Free Dish (Direct-To-Home platform of Doordarsan), and is webcast through the University’s website.
- h) **Edusat Studio:** The contact numbers for Edusat Studio are: 1800112347, 29532381, 29533581 and 29573258.

The current status and the schedule for Gyan Darshan, Gyan Vani, Teleconferencing, Radio counselling, etc. can be checked at IGNOU-EMPC website:

<http://www.ignou.ac.in/ignou/aboutignou/icc/empc/introduction>

2.0 UNIVERSITY RULES

The rules given in the “Common Prospectus” will be applicable. The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration. The students are advised to check the current “Common Prospectus” for the University rules. The common prospectus is also available at IGNOU website on the link given below:

<http://www.ignou.ac.in/ignou/studentzone/adminssionannouncement/1>

3.0 SCHOOL OF AGRICULTURE

The School of Agriculture (SOA) was established in 2005 with a mission to improve and sustain the quality of human life and productivity of agriculture and allied sectors through Open and Distance Learning System (ODL). 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 has developed programmes in collaboration with various national and international organisations like Ministry of Agriculture & Cooperation, Ministry of Food Processing Industries, Department of Land Resources, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA) and Central Silk Board.

Objectives

- To strengthen the human resource in agriculture and allied sectors through ODL;
- To provide equitable quality education in agriculture to marginalized and disadvantaged groups;
- To enhance knowledge, skills and entrepreneurial capabilities for livelihood security;
- To use ICT for improving outreach and effectiveness of distance education in agriculture;
- To conduct research in emerging areas for effective technology transfer and adoption;
- To establish national and international linkages in agriculture education and knowledge management for sustainable development; and
- To develop and maintain an open repository of agricultural education resources.

3.1 Programmes on Offer

a) PG Programmes

- 1) Ph.D. in Agriculture Extension (PHDAGE)
- 2) Ph.D. in Dairy Science and Technology (PHDDR)
- 3) PG Diploma in Food Safety and Quality Management (PGDFSQM)
- 4) PG Diploma in Plantation Management (PGDPM)
- 5) PG Diploma in Food Science and Technology (PGDFT)
- 6) PG Certificate in Agriculture Policy (PGCAP)

b) Diploma Programmes

- 1) Diploma in Value Added Products from Fruits and Vegetables (DVAPFV)
- 2) Diploma in Dairy Technology (DDT)
- 3) Diploma in Meat Technology (DMT)
- 4) Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds (DPVCPO)
- 5) Diploma in Fish Products Technology (DFPT)
- 6) Diploma in Watershed Management (DWM)

c) Certificate Programmes

- 1) Certificate in Organic Farming (COF)
- 2) Certificate in Sericulture (CIS)
- 3) Certificate in Water Harvesting and Management (CWHM)
- 4) Certificate in Poultry Farming (CPF)
- 5) Certificate in Beekeeping (CIB)

d) **Awareness Programmes**

- 1) Awareness Programme on Dairy Farming for Rural Farmers (APDF)
- 2) Awareness Programme on Value Added Products from Fruits & Vegetables (APVPFV)
- 3) Certificate Programme in Integrated Pest Management Technology in Potato Cultivation (CIPMT)
- 4) Training Programme on Betel Vine for farmers (TPBV)

3.2 Programmes under Development

a) **PG Programmes**

- 1) Masters in Agri-Business Management
- 2) PG Diploma in Agriculture Policy

b) **Diploma and Certificate Programmes**

- 1) Diploma in Horticulture
- 2) Diploma in Animal Husbandry

4.0 DIPLOMA IN DAIRY TECHNOLOGY

The Diploma in Dairy Technology aims to develop technician level human resource for the dairy industry. Upgrading the technical proficiency of lower level workers/ technicians already working in the dairy and allied sectors is also intended. The focus is to develop competencies in procurement of milk, fluid milk processing, production of value added products and quality control aspects in dairy plants. It also imparts development of skills for entrepreneurship to encourage self employment in dairy processing activities. The knowledge imparted shall facilitate hygiene and good manufacturing practices in the processing sector. The quality milk and milk products produced will have good market and export potential. The target group includes: youth, workers/ technicians working in the dairy/ food industry, dairy and food processors in unorganized sector, personnel working in dairy cooperatives, state dairy departments and dairy science institutions, small and medium entrepreneurs, NGO functionaries/ trainers and dairy farmers.

The Salient features of the Diploma Programme

- Focus on clean milk production and processing of milk and milk products
- Courses and study material designed & prepared by the professional experts
- Video films an important component of programme
- Strong students support services
- Opportunity to interact with leading experts through teleconferencing

4.1 Objectives

Develop technician level human resource for dairy industry.

Upgrade the technical proficiency of existing and lower level workers/ technicians working in the dairy and allied sectors.

Develop young entrepreneurs for self-employment through dairy technology and associated activities.

Impart knowledge and technical proficiency in:

- Clean milk production and handling
- Processing of milk
- Manufacture of western and indigenous dairy products
- Testing and quality control of milk and milk products
- Marketing and economical aspects
- Managing small and medium enterprises

4.2 Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following eight Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Title of the Course	Credits (T+P)*
BPVI-011	Milk Production and Quality of Milk	4 Credits (2+2)
BPVI-012	Dairy Equipment and Utilities	4 Credits (2+2)
BPVI-013	Milk Processing and Packaging	4 Credits (2+2)
BPVI-014	Dairy Products - I	4 Credits (2+2)
BPVI-015	Dairy Products - II	4 Credits (2+2)
BPVI-016	Dairy Products - III	4 Credits (2+2)
BPVI-017	Quality Assurance	4 Credits (2+2)
BPVI-018	Dairy Management and Entrepreneurship	4 Credits (2+2)

T : Theory, P : Practical

4.3 Unitwise Syllabus of the Programme

1. COURSE 1: BPVI-011 MILK PRODUCTION AND QUALITY OF MILK

S.No.	Block & Unit
Block 1	Dairy Development and Cooperative System
Unit 1	Dairy Development in India
Unit 2	Dairy Cooperatives
Unit 3	Government Policies and Incentives
Block 2	Milk Production
Unit 4	Milch Breeds
Unit 5	Animal Husbandry Practices and Healthcare
Unit 6	Clean Milk Production
Unit 7	Milk Procurement and Modes of Payment
Block 3	Fundamentals of Dairy Chemistry
Unit 8	Milk Composition, its Constituents and Nutritional Importance
Unit 9	Physico-Chemical Properties of Milk
Unit 10	Thermal Processing of Milk
Unit 11	Preservatives, Neutralizers and Adulterants in Milk and their Detection
Block 4	Fundamentals of Dairy Microbiology
Unit 12	Introduction to Microbiology
Unit 13	Milk in Relation to Public Health
Unit 14	Factor Affecting Growth of Micro-Organisms
Unit 15	Control of Microbial Spoilage

PRACTICAL MANUAL

Experiment No.	Name of Experiment (A) Milk Production
Experiment 1	Identification of Different Milch Breeds of Cattle, Buffaloes, Goats and External Anatomy of Dairy Animals
Experiment 2	Judging of Dairy Animals
Experiment 3	Identification of Various Feeds and Fodders for Dairy Animals
Experiment 4	Preparations of Balanced Rations, Calf Starters, Milk Replacer and Feeding of Calves
Experiment 5	Housing of Animals and Maintenance of Hygienic Conditions at Farm
Experiment 6	Clean Milk Production
Experiment 7	Field/Farm Visits

Experiment No.	Name of Experiment (B) Quality of Milk
Experiment 1	Preparation of Standard 0.1N Sodium Hydroxide Solution
Experiment 2	Preparation of Standard 0.1N Hydrochloric Acid
Experiment 3	Preparation of Gerber Acid for Determination of Fat in Milk
Experiment 4	Sampling of Milk
Experiment 5	Platform Test - (i) Colt - On - Boiling Test
Experiment 6	Platform Test - (ii) Alcohol Test
Experiment 7	Platform Test - (iii) Sediment Test
Experiment 8	Determination of Fat in Milk by Gerber Method
Experiment 9	Determination of Solid - Not - Fat (SNF) in Milk
Experiment 10	Determination of Total Solid (TS) in Milk
Experiment 11	Specific Gravity of Milk
Experiment 12	Determination of Titratable Acidity of Milk
Experiment 13	Determination of Milk pH
Experiment 14	Detection of Starch in Milk
Experiment 15	Detection of Cane Sugar in Milk
Experiment 16	Detection of Glucose in Milk
Experiment 17	Detection of Urea in Milk
Experiment 18	Detection of Ammonium Sulphate in Milk
Experiment 19	Detection of Sodium Carbonate or Bicarbonate as Neutralizer
Experiment 20	Resazurin Reduction Test
Experiment 21	Methylene Blue Reduction (MBR) Test
Experiment 22	Preparation of Microbial Media
Experiment 23	Demonstration of Presumptive Coliform test
Experiment 24	Demonstration of Standard Plate Count Method
Experiment 25	Staining Methods

2. COURSE 2: BPVI-012 DAIRY EQUIPMENT AND UTILITIES

S.No.	Block & Unit
Block 1	Dairy Equipment and their Maintenance
Unit 1	Materials, their Characteristics and Selection of Equipment
Unit 2	Dairy Equipment for Fluid Milk Processing
Unit 3	Dairy Equipment for Milk Products Processing
Unit 4	Preventive Maintenance of Dairy Plant and Machineries
Block 2	Refrigeration System
Unit 5	Basic Principles and Components of Refrigeration System
Unit 6	Different Cooling Systems for Milk and Milk Products
Unit 7	Cold Storage and Insulation
Unit 8	Maintenance and Repair of Commercial Refrigeration System
Block 3	Steam Generation and Boilers
Unit 9	Basic Principles of Steam Generation and Different Types of Boilers
Unit 10	Controls and Safety Devices for Boilers
Unit 11	Steam Supply Line Accessories and Energy Conservation
Unit 12	Instruments for Measuring of Process Parameters
Block 4	Electrical Engineering and Safety Devices
Unit 13	Safety Precautions, Wires and Cables, Function of Fuses and Relays
Unit 14	Single Phase and three Phase Wiring
Unit 15	A.C. Motors, Starters and D.G. set
Unit 16	Sub-station, Transformer, Distribution System and Power Factor
Block 5	Water Supply & Dairy Effluent System
Unit 17	Tube Well, Water Storage and Supply
Unit 18	Water Quality, Water Treatment and Purification
Unit 19	Waste Water Treatment, Reuse and Disposal
Unit 20	Water Conservation and Rain Water Harvesting

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	To Learn Elementary Layout Drawings of Utilities
Experiment 2	Study of Various Workshop Tools
Experiment 3	Study of Different Sanitary S.S. Pipes, Fittings and Gaskets
Experiment 4	Dismantling and Assembling of Milk Pumps
Experiment 5	Study and Sketch the Details of Milk Tanker, Storage Tanks and Silos

Experiment 6	To Study Different Types of Thermometers, Pressure Gauge and Flow Meters
Experiment 7	Study of Refrigeration System: Compressor (Reciprocating), Condensers (Shell & Tube, Atmospheric) and Expansion Devices/Valve (Thermostatic/Capillary Tube)
Experiment 8	Study of Parts and Operation of a Cold Storage Plant and an Ice Bank Unit
Experiment 9	Study Different Parts and Learn the Operation of Plate Chiller and Bulk Milk Cooler
Experiment 10	Study of Water supply System and Water Softening Plant
Experiment 11	Study the Constructional Details of Fire Tube and Water Tube Boilers
Experiment 12	Study of a Dairy Effluent Plant
Experiment 13	To Study the Different Parts of Single-Phase and Three Phase Induction Motors
Experiment 14	Starting of 3 Phase Squirrel Cage Induction Motors by Direct on Line and Star-Data Starter
Experiment 15	Study of Different Safety Measures to be Adopted in a Dairy Plant
Experiment 16	To Study the Control and Safety Mountings of a Steam Boiler

3. COURSE 3: BPVI-013 MILK PROCESSING AND PACKAGING

S.No.	Block & Unit
Block 1	Milk Reception
Unit 1	Milk Collection and Transportation
Unit 2	Milk Reception at the Dairy Dock
Unit 3	Milk Chilling and Storage
Block 2	Processing of Milk
Unit 4	Clarification, Separation, Bactofugation and Standardization
Unit 5	Pasteurization
Unit 6	Homogenization
Unit 7	Sterilization and Ultra-high-temperature Processing
Unit 8	Preparation of Designated and Special Milk
Block 3	Packaging and Distribution
Unit 9	Packaging – Materials, Process and Machinery
Unit 10	Operational Details of Common Packaging Systems for Fluid Milk
Unit 11	Storage and Distribution Systems
Block 4	Cleaning and Sanitization
Unit 12	Types of Detergents and Sanitizers
Unit 13	Methods of Cleaning and Sanitization
Unit 14	Types of Can Washers and their Operational Details
Unit 15	Cleaning-in-place (CIP)

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Reception of Milk
Experiment 2	Straining, Filtration & Clarification of Milk
Experiment 3	Chilling & Storage of Milk
Experiment 4	Study of Cream Separator
Experiment 5	Study of Separation of Milk
Experiment 6	Standardization of Milk
Experiment 7	Study of Batch Pasteurizer and High Temperature Short Time (HTST) Pasteurizer
Experiment 8	Pasteurization of Milk
Experiment 9	Determination of Efficiency of Pasteurization
Experiment 10	Study of Homogenizer, Homogenization of Milk and Determination of Homogenization efficiency
Experiment 11	Study of Milk Sterilizer, Sterilization of Milk and Determination of Sterilization Efficiency
Experiment 12	Study of Packaging System of Milk
Experiment 13	Preparation of Flavoured Milk, Reconstituted Milk, Toned and Double Toned Milk
Experiment 14	Cleaning of Equipment
Experiment 15	Sanitization of Equipment
Experiment 16	Assessment of Cleaning and Sanitization efficiency

4. COURSE 4: BPVI-014 DAIRY PRODUCTS–I

S.No.	Block & Unit
Block 1	Cream
Unit 1	Definition, Composition, Standards and Processing of Cream
Unit 2	Preparation of Different Types of Cream
Unit 3	Packaging, Storage and Common Defects in Cream
Block 2	Butter
Unit 4	Definition, Standards and Principles of Butter Making
Unit 5	Methods of Manufacture of Butter
Unit 6	Packaging, Storage and Common Defects in Butter
Block 3	Ghee, Butter-oil and Fat-rich Products
Unit 7	Definition, Composition and Standards of <i>Ghee</i> and Butter Oil
Unit 8	Principles and Methods of Manufacture of <i>Ghee</i> and Butter Oil
Unit 9	Packaging, Storage, Keeping Quality Extension and Adulteration of <i>Ghee</i>
Unit 10	Low Fat Spreads

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Preparation and Standardization of Cream
Experiment 2	Preparation of Sterilized Cream
Experiment 3	Preparation of Butter Starter
Experiment 4	Preparation of Cream for Butter Making
Experiment 5	Construction and Operation of Power Churn
Experiment 6	Construction and Operation of Butter Packaging Machine
Experiment 7	Preparation of <i>Desi</i> Butter (<i>Makkhan</i>), Table Butter and Cooking Butter by Hand Operated Churn
Experiment 8	Study of Manufacture of Table Butter by Power Churn.
Experiment 9	Preparation of <i>Ghee</i>
Experiment 10	Agmark Grading of <i>Ghee</i>
Experiment 11	Visit to a Small Scale Dairy Plant Involved in Production of Agmark Grade of Butter and Ghee

5. COURSE 5: BPVI-015 DAIRY PRODUCTS-II

S.No.	Block & Unit
Block 1	Heat Desiccated Products
Unit 1	Definition, Composition and Standards of <i>Khoa</i> , <i>Rabri</i> and <i>Basundi</i>
Unit 2	Methods of Manufacture and Factors Affecting Quality of Products
Unit 3	<i>Khoa</i> Based Sweets
Unit 4	Packaging, Shelf Life and Storage of <i>Khoa</i> and <i>Khoa</i> Based Sweets
Block 2	Paneer and Chhana
Unit 5	Definition, Composition, Standards and Factors Affecting Quality of <i>Paneer</i> and <i>Chhana</i>
Unit 6	Method of Manufacture of <i>Paneer</i> and <i>Chhana</i>
Unit 7	<i>Chhana</i> Based Sweets
Unit 8	Packaging, Storage, Common Defects, Shelf Life and Preservation of <i>Paneer</i> and <i>Chhana</i>
Block 3	Concentrated Milks
Unit 9	Definition, Standards and Nutritive Value and Principle of Evaporation
Unit 10	Methods of Manufacture and Uses of Sweetened Condensed and Evaporated Milks
Unit 11	Packaging, Storage and Common Defects in Condensed Milks

Block 4	Dried Milks
Unit 12	Definition, Composition, Classification, Standards and Principles of Drying
Unit 13	Engineering Aspects of Roller Drier, Spray Drier, Fluid bed Drier and Tray Drier
Unit 14	Method of Manufacture of Spray and Roller Dried Milk Powder and Value-Added Products
Unit 15	Packaging, Storage Quality Attributes and Common Defects of Dried Milks

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Preparation of <i>Khoa</i>
Experiment 2	Preparation of <i>Gulabjamun</i>
Experiment 3	Preparation of <i>Peda</i>
Experiment 4	Preparation of <i>Burfi</i>
Experiment 5	Preparation of <i>Rabri</i>
Experiment 6	Preparation of <i>Kalakand</i> and <i>Milk Cake</i>
Experiment 7	Preparation of <i>Kheer</i>
Experiment 8	Preparation of <i>Chhana</i>
Experiment 9	Preparation of <i>Rasogolla</i>
Experiment 10	Preparation of <i>Sandesh</i>
Experiment 11	Preparation of <i>Rasmalai</i>
Experiment 12	Preparation of <i>Channa-Murki</i>
Experiment 13	Preparation of <i>Paneer</i>
Experiment 14	Study of Vacuum Pan/Double Effect/Triple Effect of Evaporator
Experiment 15	Study of Manufacture of Spray Dried Milk Powder
Experiment 16	Preparation of Value Added Products from Dried Milk-Dairy Whitener
Experiment 17	Visit to a Dairy Product Manufacturing Plant

6. COURSE 6: BPVI-016 DAIRY PRODUCTS–III

S.No.	Block & Unit
Block 1	Fermented Products
Unit 1	Starter Cultures and Nutritional Importance of Fermented Milks
Unit 2	Methods of Manufacture of Fermented Dairy Products
Unit 3	Packaging, Storage and Common Defects of Fermented Milks

Block 2	Cheese
Unit 4	History, Definition, Composition and Classification
Unit 5	Principle and Method of Manufacture of Cheddar Cheese
Unit 6	Principle and Method of Manufacture of Mozzarella Cheese
Unit 7	Principle and Method of Manufacture of Pasteurized Processed Cheese Products (PCPs)
Block 3	Frozen Dairy Products
Unit 8	Definition, Composition, Classification and Standards
Unit 9	Principle and Method of Manufacture
Unit 10	Packaging, Hardening, Storage, Transportation and Common Defects
Unit 11	Softy and Novelties – Definition, Composition, Legal Standards, Method of Manufacture
Block 4	By-Products
Unit 12	Skim Milk – Casein and Caseinates
Unit 13	Whey – Whey Beverages, Whey Powder, Lactose and Whey Protein Concentrates
Unit 14	Buttermilk and Ghee Residue
Unit 15	New Technologies in By-product Utilization (Membrane Processing – Reverse Osmosis and Ultra Filtration)

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Preparation of Starter Culture
Experiment 2	Preparation of <i>Dahi</i>
Experiment 3	Preparation of <i>Mishti Dahi</i>
Experiment 4	Preparation of <i>Lassi</i>
Experiment 5	Preparation of Yoghurt
Experiment 6	Preparation of <i>Shrikhand</i>
Experiment 7	Preparation of Cheddar Cheese from Cow Milk
Experiment 8	Preparation of Mozzarella Cheese
Experiment 9	Preparation of Processed Cheese
Experiment 10	Preparation of Processed Cheese Spread
Experiment 11	Calculation of Ingredients for Ice Cream Mix
Experiment 12	Preparation of Ice-Cream Mix
Experiment 13	Preparation of Ice Cream and Determination of Overrun
Experiment 14	Visit to Ice-Cream Factory
Experiment 15	Visit to Cheese Factory

Experiment 16	Preparation of Softy
Experiment 17	Manufacture of <i>Kulfi</i>
Experiment 18	Manufacture of Casein
Experiment 19	Study of Manufacture of Lactose

7. COURSE 7: BPVI-017 QUALITY ASSSURANCE

S.No.	Block & Unit
Block 1	Quality
Unit 1	Quality-Definition and Importance
Unit 2	Quality Control Management System
Unit 3	Good Manufacturing Practices, Good Hygienic Practices and HACCP
Unit 4	Laboratory Equipment and Instruments
Block 2	Chemical and Microbiological Analysis of Dairy Products
Unit 5	Rule and Regulation Governing Dairy Industry
Unit 6	Sampling of Milk and Milk Products
Unit 7	Chemical Analysis of Milk and Milk Products
Unit 8	Microbiological Analysis of Milk and Milk Products
Block 3	Sensory Evaluation
Unit 9	Definition, Application of Sensory Quality Parameters and Sensory Lab Requirements
Unit 10	Selection and Training of Sensory Panellists and Methods of Sensory Evaluation
Unit 11	Judging of Milk and Milk Products
Block 4	Packaging Materials and Other Common Ingredients
Unit 12	Packaging Materials and Specifications
Unit 13	Testing of Packaging Materials
Unit 14	Standards for Food Ingredients
Unit 15	Testing of Common Ingredients.

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Familiarization with Laboratory Equipment and Instruments
Experiment 2	Listing of Quality Control Agencies at National and International Level
Experiment 3	Standards Specification (Chemical and Microbiological) of Milk and Milk Products
Experiment 4	Determination of Fat in <i>Milk, Cream, Butter, Khoa, Paneer, Ice Cream, Milk Powder</i>

Experiment 5	Determination of Titratable Acidity and pH of Milk and Milk Products
Experiment 6	Determination of Solubility of Milk Powder
Experiment 7	Determination of Acid Value in <i>Ghee</i>
Experiment 8	Microbiological Analysis of Milk Products
Experiment 9	Microbiological Analysis of Air and Water
Experiment 10	Tests for Sanitation of Dairy Equipments (Rinse Solution and Swab Contact Methods)
Experiment 11	Judging Milk
Experiment 12	Judging of Table Butter
Experiment 13	Judging of <i>Ghee</i>
Experiment 14	Judging of <i>Dahi</i>
Experiment 15	Judging of Ice Cream
Experiment 16	Judging of <i>Khoa</i> (Pindi Type)
Experiment 17	Judging of <i>Paneer</i>
Experiment 18	Judging of Cheddar Cheese
Experiment 19	Judging of Milk Powders
Experiment 20	Judging of <i>Shrikhand</i>

8. COURSE 8: BPVI-018 DAIRY MANAGEMENT AND ENTREPRENEURSHIP

S.No.	Block & Unit
Block 1	Dairy Plant Management
Unit 1	Milk Losses
Unit 2	Managing Productivity
Unit 3	Human Resources (Manpower Planning for the Dairy/Plant)
Unit 4	Dairy Plant Design and Layout
Block 2	Book-keeping and Accountancy
Unit 5	General Principles of Book-keeping and Accountancy, Single and Double Entry System
Unit 6	Maintenance of Accounts and Working Capital Management
Unit 7	Product Costing
Block 3	Marketing and Logistics Management
Unit 8	Fundamentals of Marketing, Understanding Consumers, Market Survey, Sale Forecasting and Assessment
Unit 9	Concept in Price and Cost Analysis
Unit 10	Market Information System and Logistics Planning

Block 4	Entrepreneurship and Organization Building
Unit 11	Entrepreneurial Skills and Delegation
Unit 12	Development of Business Plan
Unit 13	Managing and Operating a Small Business
Unit 14	Performance Evaluation of a Small Enterprise

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Identification of Sources for Milk Losses during Processing of Milk and Preparation of Milk Products. Preparation of Check list for Controlling the Losses.
Experiment 2	Identification of Parameters for Production Efficiency
Experiment 3	Study of Working of a Cooperative Society
Experiment 4	Calculation of Milk Payment Based on Fat and Two Axis Pricing Policy
Experiment 5	Designing of Milk Collection Route
Experiment 6	Preparation of Ledger, Trial-balance and Balance-sheet of DCS
Experiment 7	Identification of Entrepreneurial Skills
Experiment 8	Preparation of a Project Report to Set up a Small Dairy Plant
Experiment 9	Assessment of Strengths and Weaknesses of Milk and Milk Product Marketing
Experiment 10	Preparation of check-list of Problems in Procurement and Distribution of Milk.
Experiment 11	Study of Storekeeping Practices, Inventory Control and Maintenance of Various Records
Experiment 12	Preparation of Check-list for Evaluation of Performance of a Dairy Plant
Experiment 13	Steam Load Estimation of a Dairy Plant
Experiment 14	Refrigeration Load Estimation of Dairy Plant
Experiment 15	Electrical Load Estimation of Dairy Plant

4.4 Eligibility for Admission

- 10+2 Pass-outs
- BPP (Under IGNOU / OLS Mode)
- 10th pass may enroll simultaneously for the BPP and Diploma programme. 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.

Brief Information about the DDT Programme

S. No.	Name of the Programme	Prog. Code	Eligibility	Min. age as on 1st Jan. of the Academic Year	Duration in years		Programme Fee	Medium of Instruction
					Min	Max		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Diploma in Dairy Technology	DDT	10+2/ Senior Secondary Pass Outs BPP (Under IGNOU/ OLS Mode) 10 th Pass may enroll simultaneously for the BPP and Diploma	No Bar As per Univ. norms for BPP As per Univ. norms for BPP	1 Year 1 Year 1 Year	4 Years 4 Years 4 Years	Rs. 12,000/- Rs. 12,000/- Rs. 13,000/-*	English/ Hindi/ Telugu**
<p>* The fee for BPP is Rs. 1000/- and thus the programme fee for the students enrolling for 10th and BPP programme is Rs. 13000/-</p> <p>** The programme shall be offered in Telugu language after printing of the study material in Telugu language and the same is under printing process. It is likely to be offered in Telugu language from the Academic Session, July 2015 and onwards.</p>								

4.5 Medium of Instruction

The Diploma Programme in Dairy Technology is offered by the University in English, Hindi and Telugu languages. The study material in Telugu language is under printing; and the programme is likely to be offered in Telugu language from July 2015 academic session and onwards.

4.6 Target Group

Rural youth, senior secondary pass-outs, skilled workers in food industries, small and medium entrepreneurs involved in processing of milk and milk products.

4.7 Duration

The minimum duration of the programme is one year. However, the students are given a maximum period of the four years to complete the programme from the date of registration. After which the student have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of one year only.

4.8 Job Opportunities

The job opportunities for the pass outs of this programme include: Secretary of Dairy Cooperative Society, Milk Procurement Supervisor, Milk Tester, Dairy Plant Operator/Technician/ Supervisor, Product Technician (Ice Cream/Cheese/Butter/Indigenous Dairy Products Unit), Dairy Assistant, Chilling Centre Supervisor, Quality Control Assistant, Packaging Assistant, Marketing Assistant, Distribution Assistant, Retail Supervisor, Store Assistant, Extension Assistant, Trainer, and Self Entrepreneur as Milk Contractor, Transporter, Dairy Products Manufacture (indigenous and western), Owner of Milk Parlour/Milk Booth/Ice Cream Parlour, Wholesale Distributor, Retailer and Exporter of Milk and Milk Products.

4.9 Programme Fee

The programme fee for the Diploma is Rs. 12,000/-. The fee for the BPP programme is Rs. 1,000/ only. The students getting enrolled for the DDT and BPP together would have to pay Rs.13,000/- as the fee amount.

Please see current “Common Prospectus” for present fee details.

4.10 Programme Study Centre

The Programme Study Centres (PSCs) will be allocated to the students near to their workplace or residence depending upon their availability. About 30-35 students would be allocated to each PSC for quality counselling. There could be two or more batches if number of the students are more subject to concurrence of the host institution. For details of the PSC, Please see Annexure–I or **visit IGNOU website or Regional Centre website.**

4.11 Change of Medium

Change of medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of Rs.300/- plus Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course of undergraduate courses. Payment should be made by way of a Demand Draft drawn in favour of “**IGNOU**” payable at the place of concerned Regional Centre. All such requests for change of medium should be addressed to the concerned Regional Centre only as per schedule.

4.12 Other Useful Information

The Common Prospectus covers the following:

- a) Information about the University like, prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, programme delivery, evaluation and associate studentship, etc.
- b) Information regarding the rules of the University like re-registration, re-admission, reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition, official transcripts, early declaration of result, duplicate grade card and change of programme, etc.
- c) Link for Regional Centres details: <http://www.ignou.ac.in/ignou/aboutignou/regional/website>
- d) Information regarding “Whom to contact for what”.

The students are requested to refer to the “Common Prospectus” for detailed information about the university rules.

5.0 STUDY MATERIAL

Well planned self learning/instructional study material (SLM), in print form both for the theory and practical components, is the main part of the Diploma Programme in “Dairy Technology”. The study material prepared by the University is self-instructional in nature and is divided in booklets called Blocks. Each theory block contains three-four chapters which are called units. The practical exercises have been structured to facilitate self-guidance during the practical counselling sessions/work experience.

5.1 How to Study Print Material?

5.1.1 Theory

While going through the syllabi of courses, you must have noted that each course has been divided into 3-4 blocks for a four (4) credit course. Each block has 3-4 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.

As explained the course material provided to you is in the form of well designed printed booklets called block. Each booklet is a block containing units. 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. Each unit outlines a list of objectives which we expect you to achieve working throughout the unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its contents to enable you to recall the main points.

The “Check Your Progress” exercises given in each unit are meant to help the learner to assess his/her understanding of the subject.

5.1.2 Practical Manual

While, going through the Practical Manual you will note that each course has been divided into a number of experiments. The number of practical exercises is based on the theory component of the courses. The Practical Manual has been prepared with the objective of providing you a guidelines to study and practice these skills/experiments when you are placed in the Laboratory/ Processing Hall/ Programme Study Centre/ Work Centre for practical experience/work.

5.2 Audio-Video Material

In addition to the print material, the 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. The video programmes are also available at <https://www.youtube.com/user/ignousoa/videos>

Timings are subject to change which can be checked with the Programme Study Centre/ Regional Centre/ IGNOU Website (www.ignou.ac.in). Please check the status and schedule of Gyan Darshan and Gyan Vani on IGNOU website.

Audio-video material will not be supplied individually but made available at the Programme Study Centres. These programmes can be watched during counselling sessions. The students desirous of buying the audio-video tapes can procure them from the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.

5.3 Academic Counselling

The Programme Study Centre will organise academic counselling sessions for all courses of study. The counselling sessions are mostly held outside the regular working hours of the host institutions where the Programme Study Centres are located. The students can take help from the counsellors. 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. The students must consult their counsellors for clarifications and help in solving the problems being encountered by them.

There will be 25 theory counselling sessions (2 hours each) and, 80 Practical counselling sessions (4 hours each) for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the programme study centre. The exact dates of counselling sessions will be announced by the concerned Study Centres/ Programme Study Centre.

The counsellors may also organise sessions to listen/view to audio/video programmes. These programmes often supplement your course material. The exact dates of these audio-video based counselling shall be announced by the concerned Study Centres.

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

5.4 Practical Sessions

The participation in practical session is an integral and compulsory part of the Diploma programme. The practical component of the programme has been designed to explain the theory text and provide hands-on-experience to processing of milk and milk products. This will help you to improve your skills, knowledge and competence that you will need to practice as a competent Diploma holder with University education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional.

Your practice is, therefore, an integral and compulsory part of the Diploma programme. 75% attendance in the practical counselling sessions is compulsory for becoming eligible to appear in the Term-End Examinations.

We hope that in addition to developing new skills and competencies, you will be able to reflect on what you do, how well you do it and consider the ways you might do it better.

5.5 Teleconferencing

The teleconferencing sessions are telecast from GD II channel. The current status of the channels and teleconferencing sessions are available on the IGNOU website. The toll free number is 1800112345 and other numbers are 011-29532844, 29532845, 29536134, 29573221, 29573224. The programme can also be viewed from IGNOU website <http://www.ignouonline.ac.in/Broadcast/>

5.6 Interactive Radio-Counselling

Interactive Radio-Counselling (IRC): Interactive Radio-Counselling (IRC) is being done by the Gyan Vani stations. The current status of Gyan Vani and the detailed broadcast schedule of IRC can be seen at the IGNOU website. The toll free number of the Gyan Vani studio is 1800112346, and other numbers are 011-29533103, 29536131, 29533207.

5.7 Study Centres/Programme Study Centres

To provide effective support, IGNOU has set up a large number of Study Centres and their variants all over the country. The Programme Study Centres (PSCs) which are programme specific, have been set up in select institutions for Diploma Programme. Each PSC will be handling about 30-35 students. The counselling sessions are coordinated by the Programme Incharge and is your contact person at the PSC. 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 PSCs.

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

Information, counselling and advice on your programme as well as other academic aspects including other programmes offered by the University.

Induction Programme for the newly enrolled students, where in the students, are oriented about the open and distance education system in general and about the Diploma in Dairy Technology 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 counselling; 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 counselling facilities for supplementing the counselling 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/Programme Study Centre is the contact point for you. 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. Please give your feedback to the Regional Director or to the Programme Coordinator.

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

6.0 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 will have one assignment. You are required to submit assignment responses of every course at the Study Centre (PSC) allotted to you within the stipulated time frame. Every assignment marks will be counted for the final marking for each course.

Course-wise questions for assignments prepared by the faculty are sent to you along with the study material. It can also be downloaded from the IGNOU website i.e. available at <https://webservices.ignou.ac.in/assignments/>.

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 (PSC) 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 20% per course, which will be added to the final grade in the concerned course.

6.1 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/ Programme 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 mark”. 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.

6.2 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, may be obtained from your Academic Counsellor(s) attached with the Study Centre/ Programme Study Centre.

6.3 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/ Programme 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 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:

Programme Code

Programme Title

Course Title

Course 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 2½ inch 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/ PSC 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.

7.0 EVALUATION

The system of evaluation in IGNOU is different from that of conventional universities. In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are eight courses in “**Diploma in Dairy Technology**” Programme. For successful completion of the programme, you will have to secure pass marks in all the eight courses. The assessment system of the programme is given below:

7.1 Weightage to Theory and Practicals

The weightage to theory and practical is 50% each for all the eight integrated courses, i.e.- BPVI-011 to BPVI-018.

7.2 Weightage to Term-End Examination (Final Theory Examination) and Continuous Evaluation (Assignments)

7.2.1 Theory

For theory, the weightage to the term-end examination (Final theory examination) will be 80% and for continuous assessment (assignment) it will be 20%. The continuous assessment is in form of Assignments. There will be one assignment for each course. Each assignment will be of 50 marks which will ultimately be converted to have weightage of 20% of theory.

Assignments have to be submitted to the Programme Incharge of programme study centre and instruction for formatting the assignments and date of submission of the same are given in the assignment section of the Programme Guide.

You have to submit all the assignments before submission of the TEE Examination Form and it is essential/compulsory to get the authentication (signature) of the Programme Incharge in the TEE exam form that you have submitted all the assignments for appearing in the Term-End Exams.

The term-end examination will be of 50 marks. The minimum pass marks in term-end examination will be 25. The marks obtained by the students in the term-end examination will be converted to have weightage of 80% in theory courses.

7.2.2 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 the weightage of 70% and 30% is 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%

7.3 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 50% marks in all the components of the course on individual basis 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: 80% and Continuous Assessment: 20%

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

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

i) Evaluation-Guided Experiments

The students will be evaluated based on their performance by the counsellor. For a particular experiment, split up of marks may be broadly done 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%

(Please see and use Evaluation Form No.1 for BPVI-011 to BPVI-018 separately for each course)

ii) Evaluation of Unguided Experiments

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

(Please see and use Evaluation Form No.2 for BPVI-011 to BPVI-018 separately for each course)

There shall be one internal and one external examiner. The counsellor conducting the practical counselling sessions for the course shall be the internal examiner. The external counsellor could be either one of the counsellor from the same study centre or other study centre or an approved external examiner. The course-writer/editors/faculty members of the SOA could also act as external examiners.

7.5 Preparation of Consolidated Award List

The consolidated award list for assignments, and practicals of all students shall be prepared by the Programme Study Centre. This award list shall be directly sent to the Regional Director of the concerned State/Region as per the specified schedule for assignments and within seven days after completion of the practical counselling session for practical marks. The evaluation forms to be used are as follows:

- Consolidation of Practical Marks: Evaluation Form No. 3 is used for consolidation of marks.**
- Please use Evaluation Form No. 3 for BPVI-011 to BPVI-018 separately for each course. The all proformas are given at the end of Programme guide as Evaluation Form No. 1, 2 and 3.**

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 the Programme Study Centre. A student will not be eligible to appear in Term-end examination if the percentage of attendance in practical session (Programme Study Centre) falls below 75%.

7.7 Distribution of Marks

Every course is considered as an independent unit. Each integrated course will have 50 marks for theory and 50 marks for practical. The course-wise distribution of marks is given below in the table:

Course-wise Distribution of Marks

Course Code	Theory		Practical	Total mark obtained out of 100
	Continuous	Term-end Assessment	Total Guided and Unguided Experiment	
BPVI-011	10(5)	40 (20)	50(25)	100(50)
BPVI-012	10(5)	40 (20)	50(25)	100(50)
BPVI-013	10(5)	40 (20)	50(25)	100(50)
BPVI-014	10(5)	40 (20)	50(25)	100(50)
BPVI-015	10(5)	40 (20)	50(25)	100(50)
BPVI-016	10(5)	40 (20)	50(25)	100(50)
BPVI-017	10(5)	40 (20)	50(25)	100(50)
BPVI- 018	10(5)	40 (20)	50(25)	100(50)

The marks in bracket indicate minimum pass marks.

7.8 Pass Percentage for the Programme

The students will have to secure 50% marks in all the courses on individual basis and on aggregate basis in all the eight courses for award of the Diploma.

7.9 Result and Certification

The final Diploma shall be made on a five point scale and grade point average as approved by the university vide item no. 19.6 of the Academic Council standing Committee is as follows:

Letter Grade	Point Grade	Range	% of Marks	Division
A	5	4.50 and above	80 and above	1 st Division with Dist.
B	4	3.50 to 4.49	60 to 79.9	1 st Division
C	3	2.50 to 3.49	50 to 59.9	2 nd Division
D	2	1.50 to 2.49	40 to 49.9	Fail
E	1	0 to 1.49	Below 40	Fail

7.10 Term-End Examination (TEE)

The University conducts Term-end Examination twice in year in the month of June and December. The 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 and have 75% attendance under the practical counselling sessions. The first examination can be taken in June/December, after completion of one year, depending upon the cycle of admission i.e. July/January. In other words, student admitted in January session will be eligible to take first term-end examination in December and those admitted in July session can take exam in next June. Thereafter, the examination can be given in June or December, within the total span of the programme. To be eligible to appear at the term- end examination in any course, the 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 courses/ practical counselling sessions.
- 3) Should submit the examination form before stipulated date.
- 4) Should have submitted all the assignments of various courses.

7.10.1 Examination Fee

The examination fee of **Rs. 60/- per course** is required to be paid through **Bank Draft** in favour of **“IGNOU”** and payable at **Regional Centre under which your exam centre falls**. 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. Submission of the examination form is pre-requisite for you to take examination in any course. A copy of the examination form is enclosed here in the Programme guide. 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 the IGNOU Regional Centre under which your exam centre falls.

The university has also facility of online submission of examination form during the period when no late fee is charged.

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 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

For latest information regarding Programme fee, Exam fee, Late fee etc., you are requested to contact concerned PSC or Regional Centre or consult the latest Prospectus or see the website please (www.ignou.ac.in).

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 cities of Regional Centres. You can download the Term-End-Exam form from <http://ignou.ac.in/userfiles/form.pdf>

Examination fee as well as late fee is **payable in the form of a Demand Draft drawn from any nationalized bank in favour of IGNOU, payable at the city of the concerned Regional Centre.** The examination form received after due date with or without late fee, wherever applicable, shall be rejected.

7.10.2 General Guidelines

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 they receive examination hall ticket; and
- 5) 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 **Newsletter** 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.

7.10.3 Examination Centre

Normally, the study centre is the examination centre. However, it could also be another Study Centre in the district/adjoining district. A student is required to fill the same Study Centre Code as exam centre code in the examination form. For this purpose the 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 study centre, the code of the chosen centre be filled up as examination centre code. However, in case the examination centre chosen by a student, is not activated, the university will allot another examination centre under the same District/Region.

Please remember that the University reserves the right for allocation of the Examination Centre.

7.10.4 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. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, he/she can download the Hall Ticket from the IGNOU website and approach the exam centre for appearing in the examination. The student should carry his Identity Card (Student Card) also.

Change of examination centre is permitted only 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 the University norms.

Always remember your Enrolment Number is your Roll Number for the term-end-examination (theory paper). Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will lead to 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 to appear at the examination by showing your Identity Card (Student Card)/downloaded Hall Ticket to the Examination Centre Superintendent.

7.11 Declaration of Results

Although all efforts are made to declare the result in time. The University may not be able to declare the results of the last examination before commencement of next examination, however, due to unforeseen/unavoidable reasons.

You are, therefore, advised to fill up the term-end examination form for next term-end examination without waiting for the result of previous term-end examination. In such case(s), the examination fee of Rs. 60.00 per course is not required to be paid.

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 re-appear in an examination or re-submit assignment responses for improving the marks/grade after successfully completing it.

7.12 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 the University results. 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 Appendix-V)

<http://www.ignou.ac.in/ignou/studentzone/forms/1>

7.13 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 result declaration i.e. the date on which the results are made available on the University website on payment of Rs. 500/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars, etc.

7.14 Issue of Official Transcript

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/ Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':

- 1) Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
- 2) Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at <http://www.ignou.ac.in/ignou/studentzone/forms/1> on University's website www.ignou.ac.in.

7.15 Photocopy of the Evaluated Answer Script

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply the prescribed application form from 1st March to 15th April for June Term-end Examination and from 1st September to 15th October for December Term-End Examination along with the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Common Prospectus and also made available at <http://www.ignou.ac.in/ignou/studentzone/forms/1> on University's website www.ignou.ac.in.

8.0 SOME USEFUL INFORMATION

8.1 Some Useful Addresses

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to Regional Director of your region.**

WHOM TO CONTACT FOR WHAT

1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2.	Non-receipt of study material and assignments	Concerned Regional Director
3.	Registrar's Secretariat (Student Evaluation Division)	Contact No. Phone No: 011-29535828 2482/6743/5438 Intercom No. 29572204/2205 FAX No.011-29534429 sed@ignou.ac.in
4.	Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: convocation@ignou.ac.in Ph. 011-29535438, 29572224/6, 29572213
5.	Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29572202, 29572209
6.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Deputy Registrar (Exam-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: npsingh@ignou.ac.in or Ph. 011-29536103, 29572201, 29572211, 29571525
7.	Non-reflection of Assignment Grades/ Marks	Assistant Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: assignments@ignou.ac.in or Ph. 011-29532294, 29571312, 29571319, 29571325
8.	Change of elective/medium/opting of left over electives/deletion of excess credits	Concerned Regional Centre
9.	Student Grievances (online)	Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sregrievance@ignou.ac.in Ph. 011-29532294, 29571313, 29572211/2218
10.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068 Ph. 011-29573210
11.	Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block - G, IGNOU, Maidan Garhi, New Delhi - 110 068 Ph. 011-29533167, 29572976, 29534773 e-mail: soa@ignou.ac.in

12.	Information Regarding Counselling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
13.	Status of Project Report	Phone No: Intercom No.29571324, 29571320, 29571321 E-mail: projects@ignou.ac.in;
14.	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: ssc@ignou.ac.in Ph. :011-29535714, 29533869, 29533870, 29572513/ 2514/2516 Fax: 011-29533129
15.	Front Office (May I help you) (Students' General Enquiries) IGNOU Telephone Exchange Number	Phone No:011-29572218, 29572210, 29572211, 29572208, 29572216, 295722092 29571000
16.	Public Information Center (PIC)	PH: 29533715, 29572508

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed 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 individuals or institution.

You are also advised to get in touch with the Programme Incharge of your Study Centre.

8.2 Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

- a) **Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available. The link is <http://www.ignou.ac.in/ignou/aboutignou/school/soa/introduction> and gives the details of programmes.
- b) **For students:** The University's website (www.ignou.ac.in) has a special section marked as "Student Zone" to facilitate various student support services, from admission to results, to the students and covers- registration details, queries about admission, re-registration, results; catalogue for print media and audio video; download facilities for assignment; library; question papers; material despatch details, address checking; registration for SMS alerts; convocation; term-end date sheet; examination form; campus placement and prospectus and application form. The students are requested to access the Student Zone of the IGNOU website- www.ignou.ac.in. The link is <http://www.ignou.ac.in/ignou/studentzone>

For SMS alert you can registered at <https://admission.ignou.ac.in/changeadmdata/UpdateMobile.asp>

- c) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
 - i) **Student Registration Division** - This link will give you information about admission and re-admission. <http://admission.ignou.ac.in/changeadmdata/AdmissionStatusNew.ASP>
 - ii) **Student Evaluation Division** - This link give information about term-end examination, grade card status, results, hall ticket etc.
<http://www.ignou.ac.in/ignou/studentzone/results/2>
 - iii) **MPDD: The link** <http://www.ignou.ac.in/upload/price%20catale.pdf> and registarmpdd@ignou.ac.in / mpdd@ignou.ac.in gives the Price Catalogue of the Study Material.
 - iv) **Electronic Media:** You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form. Please check with empc@ignou.ac.in/ directorempr@ignou.ac.in or edusat-empc@ignou.ac.in

8.3 List of Activated Programme Study Centres (PSCs)/Study Centres (SCs) for the Programme - Diploma in Dairy Technology (DDT)

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
1.	SC/PSC under IGNOU Regional Centre, Ahmedabad	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI, AHMEDABAD-382 481, GUJARAT 02717-242975-242976 02717-241579 02717-256458, 02717-241580 rcahmedbad@ignou.ac.in	Anand/0984 Dr. Shivmurti Srivastav Programme Incharge IGNOU Programme Study Centre A.D. Patel Institute of Technology B/H IV Phase, GIDC, PO-Box 52, Vitthal Udyog Nagar, New Vallabh Vidya Nagar, Dist. Anand-388121, Gujarat Tel.: 02692-233680 Email: ignou0984@ignougujarat.org
2.	SC/PSC under IGNOU Regional Centre, Aizwal	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. C-4/5R. HAUTLUANGA BUILDING, UPPER REPUBLIC AIZAWL-796001, MIZORAM PH.OFF : 0389-2311693, 2311692 FAX : 0389-2311789 E-MAIL : rcaizwal@ignou.ac.in	Aizwal/1921* Dr. Daniel Chianghnuna Programme Incharge IGNOU Programme Study Centre Directorate of Animal Husbandary & Veterinary (Govt. of Mizoram) Khatla, Dist. Aizwal, Aizwal-796 001, Mizoram Tel.: 0389-2334395, 2333847 Email: ignouazl_07@rediffmail.com * Kept in abeyance
3.	SC/PSC under IGNOU Regional Centre, Aligarh	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202 001, UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	Agra/27112 Dr. Apoorva Behari Lal Programme Incharge IGNOU Programme Study Centre (27112) Raja Balwant Singh College Raja Balwant Singh Engineering Technical Campus, Bichpuri, Agra-282 105, Uttar Pradesh Tel.: 0562-2520075, 2858616, 2636675 Mob.: 9412166332, Email: ablal20@rediffmail.com
4.	SC/PSC under IGNOU Regional Centre, Chandigarh	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR-14 PANCHKULA-134 109, HAYRANA 0172-2590277, 2590278 0172-2590279 rcchandigarh@ignou.ac.in	Ropar/2235P Mr. Harpreet Singh Programme Incharge IGNOU Programme Study Centre Dairy Training & Extension Centre Chatamali, Ropar, Dist. Ropar, Punjab Tel.: 0160-2660300, Mob. No.: 08283805640 Email: harpreetsingh122@yahoo.com

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
5.	SC/PSC under IGNOU Regional Centre, Darbhanga	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARA NAGAR DARBHANGA-846 004 NEAR CENTRAL BANK, BIHAR 06272-251833, 251318, 253719 rcdarbhanga@ignou.ac.in	Sitamarhi/46019 Dr. Ram Eshwar Prasad Programme Incharge, IGNOU Programme Study Centre Krishi Vigyan Kendra Vill. & P.O. Balha, Madhusudan via Janakpur Road, Pupari, Sitamarhi-843 320, Bihar Tel.: 06228-313766
6.	SC/PSC under IGNOU Regional Centre, Dehradun	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN-248 001 0135-2789205, 0135-2789200 0135-2789190 rcdehradun@ignou.ac.in	Pant Nagar/3715 Dr. Vir Singh Coordinator, IGNOU Study Centre G.B. Pant University of Agriculture & Technology Pant Nagar, Dist. U. S. Nagar-263145, Uttarakhand Tel.: 05944-233579
7.	SC/PSC under IGNOU Regional Centre, Hyderabad	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.), HYDERABAD-500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	Hyderabad/ 01112 Dr. B. Giri Prasad Programme Incharge, IGNOU Programme Study Centre Vijaya Training Centre The A.P. Dairy Development Co-operative Federation Ltd Lalapet, Hyderabad-500017, Andhra Pradesh Tel.: 040-27019851-856 Email: vijayatrainingcentre@gmail.com
8.	SC/PSC under IGNOU Regional Centre, Jaipur	
	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR-7, PATEL MARG MANSAROVAR, JAIPUR-302 020, RAJASTHAN 0141-2785730 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	(i) Jaipur (Durgapura)/2359P Dr. Devendra Choudhary Programme Incharge, IGNOU Programme Study Centre State Institute of Agriculture & Management Durgapura, Jaipur-302018, Rajasthan Tel.: 0141-2723408, Email: davendra_2008@rediffmail.com

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
		(ii) Jaipur (Jobner)/23121P Dr. S.R. Naga Programme Incharge, IGNOU Programme Study Centre Sri Karan Narendra Agriculture University Jobner, Jaipur-303329, Rajasthan Tel.: 01425-254039, Email: info@sknau.ac.in
9.	SC/PSC under IGNOU Regional Centre, Jodhpur	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE EDUCATION & WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR JODHPUR-342008 RAJASTHAN PH.OFF : 0291-2012986, 2012987 E-MAIL : rcjodhpur@ignou.ac.in	Bikaner/88001 Dr. R. N. Kachwaha Programme Incharge, IGNOU Programme Study Centre College of Veterinary & Animal Science Rajasthan University of Veterinary & Animal Sciences, Bikaner-334 001, Rajasthan Tel.: 0151-2543419
10.	SC/PSC under IGNOU Regional Centre, Karnal	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG NEAR HOME GUARD OFFICE KARNAL-132 001, HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	Karnal/1039P Dr. G. R. Patil Programme Incharge, IGNOU Programme Study Centre National Dairy Research Institute (NDRI) Karnal-132 001, Haryana Tel: 0184-2259007, 2254751, M: 09466149003 Email: grpndri@yahoo.co.in
11.	SC/PSC under IGNOU Regional Centre, Nagpur	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR-440 033, MAHARASHTRA 0712-2536999, 2537999, 2538999, rcnagpur@ignou.ac.in	(i) Amravati/36025 Sh. Omshing Lalshing Shekhawat Programme Incharge IGNOU Programme Study Centre Krishi Vigyan Kendra, Durgapur (Badnera) Dist. Amravati-444701, Maharashtra Tel.: 0721-2681430, Mob.: 08275217132 Email: olshekhawat@gmail.com (ii) Yavatmal/1648* Dr. Shrikant Deorao Kalyankar Programme Incharge IGNOU Programme Study Centre

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
		<p>College of Dairy Technology At-Warud, Ta-Pusad, PO-Moha, Dist. Yavatmal-445 200, Maharashtra Tel.: 07233-247268 * Not Active</p>
		<p>(iii) Parbhni/1663* Dr. Pawar Vasant Programme Incharge IGNOU Programme Study Centre Marathwada Agriculture University Dept. of Animal Products Technology College of Food Technology Parbhani-431403, Maharashtra Tel.: 02452-223801, E-mail : olshekhawat@gmail.com * Not Active</p>
12. SC/PSC under National Capital Region of Delhi (NCR, Delhi)		
	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA-201 305, UTTAR PRADESH 0120-2405012, 2405013, 2405014 rcnoida@ignou.ac.in</p>	<p>(i) Baraut, Baghpat/27120P Dr. Devesh Gupta Programme Incharge IGNOU Programme Study Centre J. V. (PG) College, Baraut, Distt. Baghpat-250 611 (U.P.) Tel.: 01234-262130, 252211 Email: ignou3927120@rediffmail.com</p>
		<p>(ii) NOIDA/39018P Mr. Prashant Tripathi, Programme Incharge, IGNOU Programme Study Centre Academy of Dairy Skill Development Unit of Suruchi Consultants, C-49, NOIDA Sec.-65, Dist. G.B.Nagar, (U.P.) Tel. +91-0120-4320845, Email: dairybusiness01@gmail.com</p>
13. SC/PSC under IGNOU Regional Centre, Port Blair		
	<p>REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 03192-230111 rcportblair@ignou.ac.in</p>	<p>Portblair/0209* Dr. S. K. Zamir Ahmed Programme Incharge, IGNOU Programme Study Centre Central Agricultural Research Institute, Garachama, PO No.-181 Port Blair-744101, A&N Islands Ph. 03192-250436, 250340 * Not active</p>

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
14.	SC/PSC under IGNOU Regional Centre, Pune	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE-411 016, MAHARASHTRA 020-25671867 / 25651321 020-25880091 020-25671864 rcpune@ignou.ac.in	<p>(i) Baramati/1693 Mr. Balkrishna Pendharkar Programme Incharge IGNOU Programme Study Centre Vidya Pratishthan's School of Biotechnology Vidya Nagri, Bhagwan Road, Baramati, Tal. Baramati, Dist. Pune-413133, Maharashtra Tel.: 02112-239385, E-mail: ignou1693@gmail.com</p> <p>(ii) Aurangabad/1610 Dr. Vanmare Coordinator, IGNOU Study Centre Vivekanand Arts Sardar Dalipsingh Commerce & Science College, Aurangabad-431 005, Maharashtra Tel.: 0240-2376799, Email: ignou1610@gmail.com</p>
15.	SC/PSC under IGNOU Regional Centre, Ranchi	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI-834 022, JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	<p>Ranchi /32023P Mr. Ravindra Kumar Sinha Programme Incharge, IGNOU Programme Study Centre Training and Extension Institute Dairy Department, Sector-II Dhurwa, Ranchi-834004, Jharkhand Ph. 0651-2441355, Mob. : 09431161195 Email: ftranchi@gmail.com, ravindra.sinha48@gmail.com</p>
16.	SC/PSC under IGNOU Regional Centre, Shillong	
	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG, SHILLONG-793 014, MEGHALAYA 0364-2521117, 2521271, 2252252 rcshillong@ignou.ac.in	<p>Barapani/1860 Dr. A. K. Tripathi Programme Incharge, IGNOU Programme Study Centre ICAR Research Complex for NEH Region Umroi Road, Umiam, Dist. Ribhoi, Barapani-793103, Meghalaya</p>

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
17.	SC/PSC under IGNOU Regional Centre, Shimla	
	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA-171 002, HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2620125, 0177-2624611 rcshimla@ignou.ac.in	Shimla/1139* Sh. Ashwani Kumar Thakur Programme Incharge, IGNOU Programme Study Centre H. P. State Co-op. Milk Producers Federation Ltd. Totu, Shimla -171011, Himachal Pradesh Tel.: 0177-2837179 * Kept in abeyance.
18.	SC/PSC under IGNOU Regional Centre, Varanasi	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005, UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	(i) Allahabad/27154P Dr. Wilson Kispotta Programme Incharge, IGNOU Prog. Study Centre Allahabad Agricultural Institute (Deemed Univ.) Naini, Allahabad-211007, Uttar Pradesh Tel.: 0532-2684317, Email: ignou27154@gmail.com
		(ii) Varanasi/48003P Dr. Dinesh Chandra Rai Programme Incharge, IGNOU Prog. Study Centre Dept. of Animal Husbandry & Dairying, Institute of Agricultural Sciences Banaras Hindu University (BHU) Varanasi-221005, Uttar Pradesh Tel.: 0542-6701774, 2368583 Email: pscvns48003@gmail.com
19.	SC/PSC under IGNOU Regional Centre, Vijaywada	
	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET, VIJAYWADA-520 001, ANDHRA PRADESH 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	(i) Guntur/33021P Dr. K. Basava Punnaiah Prog. Incharge, IGNOU Prog. Study Centre Sangam Dairy Vadlamudi Village, Dist. Guntur-522213, (A.P.) Tel.: 08644-258281-85, E: sangamdairy@gmail.com
		(ii) Tirupati/SC-33029 Dr. P. Bhaskarudu Coordinator, IGNOU Study Centre (SC-33029) Sri Venkateswara Arts College, Tirupati-517502, Dist. Chittoor, (A.P.) Tel.: 0877-2264602, Email: bhaskarudu1964@yahoo.co.in

Sl. No.	IGNOU Regional Centre	Contact Details of the Programme Study Centres/Study Centres with their Code
20.	SC/PSC under IGNOU Regional Centre, Visakhapatnam	
	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR, VUDA COMPLEX, USHODAYA JUNCTION, SECTOR 12, MVP COLONY COMPLEX, VISAKHAPATNAM-530017, ANDHRA PRADESH 0891-2511200, 0891-2511300 rcvisakhapatnam@ignou.ac.in	Visakhapatnam/84003P Mr. Pandia Raj Programme Incharge, IGNOU Programme Study Centre The Visakha Dairy Training Centre Ramalakshmipuram, Chinnagadili, Visakhapatnam-530 040, Andhra Pradesh Mob.: 9963553824, Email: pandiaraj.vet@gmail.com

*** Kept in abeyance/Non-active**

Website links:

IGNOU website: <http://www.ignou.ac.in/>

IGNOU Regional Centres' website:

<http://www.ignou.ac.in/ignou/aboutignou/regional/website>

Whom to contact for what:

<http://www.ignou.ac.in/ignou/aboutignou/division/sed/activities/detail/163>

8.4 Some Forms for Your Use

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

- Appendix I. Sample Form for Change/Correction of Address
- Appendix II. Sample Form for Non-receipt of Materials & Assignments
- Appendix III. Sample Form for Term-end Theory Examination
- Appendix IV. Sample Form for Early Declaration of Result
- Appendix V. Sample Form for Re-evaluation of Answer Scripts
- Appendix VI. Sample Form for Improvement in Division/Class
- Appendix VII. Sample Form for Obtaining Photocopy of the Answer Script
- Appendix VIII. Re-admission Form
- Appendix IX. Sample Form for Issue of Official Transcript
- Appendix X. Sample Form for Issue of Provisional Certificate
- Appendix XI. Sample Form for Issue of Migration Certificate
- Appendix XII. Sample Form for obtaining Duplicate Grade Card/Marksheet
- Appendix XIII. Evaluation Form No.1 to 3



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Application for Change of Address/Correction of Name

Please tick the appropriate box:

To Change/Correction of Address ☐

Correction of Name ☐

Date: _____

Registrar, SRD
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 _____

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded (In CAPITAL LETTERS)

Correct Name (In CAPITAL LETTERS)

Signature of Student

Phone/Mobile Number _____

FOR OFFICE USE

CONTROL NUMBER LOTNO..... DATE

To
The Regional Director (concerned)

SUBJECT : NON-RECEIPT OF STUDY MATERIAL/ASSIGNMENT

Enrolment No.

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

Programme

--

Medium of Study

--

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

Sl.No.	Course Code	Blocks	Assignments

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

Name and Address

.....

..... Signature :

..... Date :

.....

.....

.....

For Office Use

Date of despatch of study material/assignments to students _____

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

EXAM FORM

Serial
No.

Control No.

INSTRUCTIONS

1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code

Regional Centre Code

Study Centre
Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

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

Address for Co0rrespondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.)

City

District

State

Pin Code

MOBILE NO.

COURSE OPTION:

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

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

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of			Total Amount		
Courses		× ₹ 60			
Practical Courses		× ₹ 60			
Late Fee					
TOTAL					

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /
Issuing Branch	
Payable at (Regional Centre under which your exam centre falls)	

SIGNATURE OF THE STUDENT

(within the Box only)

ISSUING BANK

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 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

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

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

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

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

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

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

Exam. Centre Code: Address of Exam. Centre: _____

7. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

(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.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre Mangolik, H/H-19/1, Baguipara, Baguiah, P.O. Aswininagar, VIP Road, Kolkata-700159.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
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).

Prescribed date for submission of form : within one month of declaration of result.

Name :

Programme :

Enrolment No.

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

Address:.....

.....

.....

PIN :

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

Contact No.

Month and Year of the Exam :

Examination Centre Code :

Address of the Examination Centre :

.....

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

Fee detail:

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

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

Demand Draft No.

Date:

Issuing Bank:

Signature of the student

Date:

(P.T.O.)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

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

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre Mangolik, H/H-19/1, Baguipara, Baguiah, P.O. Aswininagar, VIP Road, Kolkata-700159.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION

APPLICATION FORM FOR 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:- 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name: _____
2. Programme: Enrolment No:
3. Address:
 Pin
4. Term-end examination, in which programme completed June and December
 Total marks/Overall point grade obtained Percentage obtained

 (Please enclosed photocopy of the statement of marks/grades card)
5. Courses(s), in which COURSE CODE COURSE CODE
 improvement is sought:
 1. _____ 4. _____
 2. _____ 5. _____
 3. _____
6. Fee details:-
 (The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)
 No. of Course(s): X Rs. 500/- = Total Amount:
 Demand Draft No.: Date:
 Issuing Bank:
7. Term-end examination, in which you wish to appear:- June/December.....
8. Examination centre details, where you wish to appear in term-end examination:-
 Exam. Centre Code..... City/Town.....

UNDERTAKING

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

Date:.....

Signature:.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

- 1) The request for improvement in division/class by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After improvement in division/class 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 improvement in division / class shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

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

- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Ban- galore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre Mangolik, H/H-19/1, Baguipara, Baguiah, P.O. Aswininagar, VIP Road, Kolkata-700159.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

1. Name
2. Programme: Enrolment No:
3. Address:
.....
..... Pin Code
4. Contact No.
5. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.....
 - b) Exam Centre Code:
 - c) Exam Centre Address:
.....
.....
 - d) Course(s):
5. **Fee details:**
(The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
No. of Course(s): X Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
6. Self attested photocopy of the Identity Card : 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 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre Mangolik, H/H-19/1, Baguipara, Baguiyah, P.O. Aswininagar, VIP Road, Kolkata-700159.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



STUDENT REGISTRATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068
RE-ADMISSION FORM FOR ALL PROGRAMMES
(other than MP & MPB - Details as shown in Table-A)

Dates for submission :
1st Aug. to 31st Oct.
or
1st Feb. to 30th April

1. Name & Address of the student
.....
E-mail: Mob. No.

2. Programme Code :

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3. Enrol.No. :

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

4. Regional Centre Code :

--	--

5. Study Centre Code :

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6. Details of course(s) not completed for which re-admission is sought
(Enclose a separate Annexure if the Table below is insufficient).

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

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

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

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

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

Dated : _____

Signature of the student

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

(P.T.O.)

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 register 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 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 (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.
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 Intg. Prog.** 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.

P.S.

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**
2. **The following programmes have been wound-up and term-end examination will no longer be conducted in the old syllabus courses, hence re-admission not allowed:**
 - (i) **BCA(old syllb) [Jan.1996, Jan.1997 & Jan.1998 batches]**
 - (ii) **MCA(old syllabus) [pre-Jan. 2005 batches]**
 - (iii) **CIC (However Re-admss will be applicable for CIC-2 & CIC-5 for B.Com & CBS students)**
 - (iv) **BIT, (v) ADIT, (vi) MLIS (old syllb.), (vii) BLIS (old syllb.) & (viii) B.Sc(N) (old syllb.)**

* * * * *



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
 2. Programme:

 Enrolment No:
 3. Address:
.....
..... Pin
 4. Purpose for which:
transcript is required
 5. **Fees detail:**
Fees for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/Institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....required
- Demand Draft No.: Date:
- Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
 7. Name & address of the University/Institute/Employer in capital letters to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date:.....

(Signature of the student)

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

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

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



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.:

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

Programme Title:

Regional Centre:

Name:

Father's Name:

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

Mailing address:
.....
.....

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

Filled in application Form should be sent to:

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

Date:.....

.....
Signature

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. Please see instructions on reverse before filling the form)

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

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

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

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

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. **I also undertake that I am not enrolled in any other programme of IGNOU at present.**
5. In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre)

1. The information furnished by Shri/Smt./Km.
 is correct as per Grade Card enclosed.
 2. He/She may be issued the Migration Certificate applied for
- Date Dealing Assistant Section Officer

(P.T.O.)

INSTRUCTIONS

1. A fee **Rs.400/-** should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of Regional Centre concerned.
2. At the time of submission of the application for issue of Migration Certificate, the applicant should attach duly attested Xerox copy of consolidated Statement of Marks and the Degree Certificate/ Provisional Certificate issued by this University.
3. It should be submitted at the Regional Centre to which the student was last attached with.
4. Duplicate Migration Certificate can be issued on payment of **Rs. 400/-**, in case the same has been lost, destroyed or mutilated, on submission of an Affidavit drawn upon a non-judicial stamp paper the value of **Rs.10/-** to be sworn in before a Magistrate on the following format :

AFFIDAVIT

“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 that I did not join any other University on the basis of the same nor have I submitted the same for joining any other University.”

(DEPONENT)

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

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

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

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

.....
Signature

Dated

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

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

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

Blank

Evaluation Form No.1***Evaluation Sheet for Guided Experiments (for 35 Marks)***

Programme and Course :

Name of the Student :

Enrolment No. :

Residential Address :

Sl. No.	Date	Title of the Experiment	Evaluation of guided experiment				Total marks	Remarks
			Performance & Observations (4)	Reporting (2)	Record (2)	Viva-Voce (2)		
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

Total Marks in experiments

Total (out of 35)

Date :

Place :

Signature of Counsellor

Note: Kindly use this proforma for each student individually.
Kindly use separate proforma for each course.

Evaluation Form No.2

Evaluation Sheet for Unguided Experiments (for 15 Marks)

Programme and Course :

Name of the Student :

Enrolment No. :

Residential Address :

Sl. No.	Date	Title of the Experiment	Evaluation of guided experiment			Total marks	Remarks
			Performance & Observations (8)	Reporting (2)	Viva-Voce (5)		

Total Marks (out of 15)

Date :

Place :

Signature of Counsellor

Note: Kindly use this proforma for each student individually.
Kindly use separate proforma for each course.

Evaluation Form No. 3

Proforma for Consolidated mark list

Programme and Course :

Centre Code :

Name of the Centre :

Year & Month :

Sl. No.	Enrolment No. of the Student	Marks obtained in guided experiments (Out of 35)	Marks obtained in assigned unguided experiment (out of 15)	Total (out of 50)
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Date :

Signature of the Counsellor

Place :

Signature of the Coordinator

- Note:**
- This is a collective statement for all the students.
 - Only the consolidated mark-list must be forwarded to the **concerned Regional Centre**.
 - The evaluation sheets for guided experiments and for assigned unguided experiment must be handed over to the Coordinator of the study centre.
 - Kindly use the separate Evaluation Form No. 3 for each course.

IMPORTANT INFORMATION

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

Printed Self Learning/Instructional Study Material (SLM) is the backbone of Open and Distance Learning System (ODL). The study material is prepared by a team 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 study material is written in such a manner that the learners can study themselves with little assistance from the Academic Counsellors at the Learner Support Centres. It is mandatory to attend the stipulated practical counselling sessions (75% attendance is minimum) at the Programme Study Centre. 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 the 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 up to maximum period of four years.