

# **PROGRAMME GUIDE**

## **Diploma Programme in Meat Technology**



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

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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 MARK THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

1. This booklet contains relevant information in brief about the Programme on Meat Technology

#### RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985) IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institution vide UGC Circular No. F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU Circular No. EV/B(449)/94/176915-177115 dated January 14, 1994.

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**The Diploma programme in “Meat Technology” has been developed by the School of Agriculture, Indira Gandhi National Open University, New Delhi under the project “Open Learning Interventions for Development of Customized Open Learning Education/Training Packages for Development of competent and productive Human Resources for Food Processing” sponsored by the Ministry of the Food Processing Industries, Government of India.**

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### **1 SCHOOL OF AGRICULTURE**

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

#### **Objectives**

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

#### **1.1 Programmes on offer**

##### **Diploma Programme**

1. Diploma in Production of Value Added Products from Fruits and Vegetables
2. Diploma in Dairy Technology
3. Diploma in Meat Technology
4. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds

##### **Awareness Programme**

5. Awareness Programme on Dairy Farming for Rural Farmers
6. Awareness Programme on Value Added Products from Fruits & Vegetables

#### **1.2 Programmes under Development**

##### **(a) PG Programme**

1. Ph.D. in Agriculture Extension
2. PG Diploma in Food Safety and Quality Management
3. PG Diploma in Agriculture Policy
4. PG Certificate in Agriculture Policy

##### **(b) Vocational and Entrepreneurial programmes**

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

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## 2. DIPLOMA IN MEAT TECHNOLOGY

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The Diploma in Meat Technology aims for imparting basic knowledge and skills for quality production of meat and meat products. Development of human resource for industry is also part of it. Stress is on training of personnel for self employment and creating awareness and competency in the meat processing as well as poultry processing. The focus shall be to develop competencies in good slaughter practices, handling of meat on scientific lines, production of quality meat and meat products, and testing and quality control of meat and meat products. It also includes poultry processing. The knowledge imparted shall facilitate good manufacturing practices in the processing sector and hygiene. The target group includes: youth, workers/ technicians working in meat and poultry industry, small and medium entrepreneurs, poultry and meat processors in unorganized sector, personnel working in slaughter houses, processing plants, NGO functionaries/ trainers and farmers.

### 2.1 Objectives

The objectives of the programme are:

- To provide knowledge and skills for quality production of meat and meat products
- To develop human resource for meat industry and associated activities
- To train personnel for self employment
- To impart knowledge and technical proficiency in
  - (a) Good slaughter practices
  - (b) Handling of meat on scientific lines
  - (c) Production of quality meat and meat products
  - (d) Testing and quality control of meat and meat products
  - (e) Managing small and medium enterprises.

### 2.2 Programme Structure

In order to be eligible for the award of The Diploma, a student has to complete the following 8 Courses (integrated with practical) equivalent to 32 credits (1 credit is equal to 30 study hours)

Sl. No.	Course Code	Title of the Course	Credits
1.	BPVI-021	Fundamental of Food and Meat Science	4 Credits
2.	BPVI-022	Meat Animals and Abattoir Practices	4 Credits
3.	BPVI-023	Fresh Meat Technology	4 Credits
4.	BPVI-024	Processed Meat Technology	4 Credits
5.	BPVI-025	Meat Packaging and Quality Assurance	4 Credits
6.	BPVI-026	Poultry Products Technology	4 Credits
7.	BPVI-027	Utilization of Animal By-Products	4 Credits
8.	BPVI-028	Entrepreneurship and Marketing	4 Credits

## 2.3 Syllabus of the Programme

### CODE: BPVI-021 COURSE I – FUNDAMENTAL OF FOOD AND MEAT SCIENCE

S. No.	Block & Unit
<b>Block 1</b>	<b>Biochemistry</b>
Unit 1	Introduction to Food Science
Unit 2	Carbohydrates
Unit 3	Proteins
Unit 4	Lipids
Unit 5	Vitamins, Hormones, Minerals and Bioflavanoids
<b>Block 2</b>	<b>Nutrition</b>
Unit 6	Food Digestion and Assimilation
Unit 7	Food Allergy
<b>Block 3</b>	<b>Microbiology</b>
Unit 8	Important Microorganisms in Food
Unit 9	Microbial Growth in Food and its Control
Unit 10	Meat Preservation

### PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Estimation of Moisture
Experiment 2	Estimation of Crude protein
Experiment 3	Determination of Total Lipid Content of a Tissue
Experiment 4	Determination of Ash Content in Meat
Experiment 5	Sterilization of Laboratory Glassware and Equipments
Experiment 6	Collection and Transport of Food Samples for Microbiological Analysis
Experiment 7	Preparation of Media
Experiment 8	Inoculation Techniques and Incubation of Culture
Experiment 9	Enumeration of Microbes in Food Samples
Experiment 10	Familiarization with Microscope
Experiment 11	Staining Techniques

**CODE: BPVI-022****COURSE II – MEAT ANIMALS AND ABATTOIR PRACTICES**

<b>S. No.</b>	<b>Block &amp; Unit</b>
<b>Block 1</b>	<b>Meat Animals</b>
Unit 1	Livestock Population and Meat Production in India
Unit 2	Species/Breed of Meat Animals
Unit 3	Management of Meat Animal
<b>Block 2</b>	<b>Abattoir Practices</b>
Unit 4	Selection of Site for an Abattoir
Unit 5	Plant Layout, Design and Construction of an Abattoir
Unit 6	Utility Services and Plant Management
<b>Block 3</b>	<b>Handling and Selection of Quality Meat Animals</b>
Unit 7	Selection, Transportation and Lairage of Meat Animals
Unit 8	Ante-mortem Examination and Disposal of Animal Suffering from Notifiable Diseases
<b>Block 4</b>	<b>Slaughter Techniques and Meat Inspection</b>
Unit 9	Slaughter Practices
Unit 10	Dressing Techniques and Carcass Yield
Unit 11	Utilization of Offals-Edible and Inedible
Unit 12	General Principle and Procedures for Post-mortem Examination
Unit 13	Meat Borne Diseases and Zoonoses

**PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Visit of abattoir
Experiment 2	Drawing the Layout Plan of Abattoir for Buffalo/Sheep & Goat/Pig
Experiment 3	Ante-mortem Examination and Judgement
Experiment 4	Slaughter and Dressing of Sheep and Goat
Experiment 5	Slaughter and Dressing of Pig
Experiment 6	Slaughter and Dressing of Buffalo
Experiment 7	Post-Mortem Examination and Judgement

**CODE: BPVI-023****COURSE III – FRESH MEAT TECHNOLOGY**

<b>S. No.</b>	<b>Block &amp; Unit</b>
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<b>Block 1</b>	<b>Structure of Muscle and Composition of Meat</b>
Unit 1	Structure of Muscle and Associated Tissues
Unit 2	Conversion of Muscle to Meat
Unit 3	Composition of Meat
<b>Block 2</b>	<b>Quality of Fresh Meat</b>
Unit 4	Factor Affecting Quality of Meat
Unit 5	Characteristics of Meat-pH, Tenderness, Colour, Water Holding Capacity and Texture
Unit 6	Meat Cutting and Grading
Unit 7	Tenderization of Meat
<b>Block 3</b>	<b>Storage of Fresh Meat</b>
Unit 8	Handling and Transportation of Meat/Carcass
Unit 9	Chilling and Freezing Storage

### PRACTICAL MANUAL

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Carcass/ Meat Grading and Cutting-Sheep and Goat
Experiment 2	Carcass/ Meat Grading and Cutting - Pig
Experiment 3	Carcass/ Meat Grading and Cutting - Buffalo
Experiment 4	Determination of pH of Meat
Experiment 5	Determination of Water Holding Capacity of Meat
Experiment 6	Identification of Meat

### CODE: BPVI-024 COURSE IV – PROCESSED MEAT TECHNOLOGY

<b>S.NO.</b>	<b>Blocks &amp; Units</b>
<b>Block 1</b>	<b>Principles of Meat Processing</b>
Unit 1	General Principles of Processing of Meat Products
Unit 2	Curing and Smoking
Unit 3	Meat Additives
Unit 4	Economic Formulations
<b>Block 2</b>	<b>Meat Products</b>
Unit 5	Introduction of Indigenous and Exotic Meat Product

Unit 6	Chunked and Canned Meat Products
Unit 7	Enrobed and Restructured Meat Products
Unit 8	Comminuted, Cured and Fermented Meat Products

### **PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Introduction to Product Formulation
Experiment 2	Preparation of Meat Emulsion
Experiment 3	Preparation of Sausages
Experiment 4	Preparation of Meat Balls and Patties
Experiment 5	Preparation of Meat Nuggets
Experiment 6	Preparation of Kabab
Experiment 7	Preparation of Meat Roll
Experiment 8	Preparation of Meat Pickle
Experiment 9	Processing of smoked Ham and Bacon

### **CODE: BPVI-025 COURSE V – MEAT PACKAGING AND QUALITY ASSURANCE**

<b>S. No.</b>	<b>Block &amp; Units</b>
<b>Block 1</b>	<b>Packaging</b>
Unit 1	Packaging and Its Importance
Unit 2	Packaging Materials
Unit 3	Retail Packaging, Aseptic Packaging and Bulk Packaging
Unit 4	Packaging Techniques and Packaging of Different Types of Meat
<b>Block 2</b>	<b>Sensory Evaluation</b>
Unit 5	Importance of Sensory Evaluation
Unit 6	Testing Conditions and Sensory Parameters
Unit 7	Selection and Training of Panelist, Ranking and Hedonic Scale
<b>Block 3</b>	<b>Quality Assurance</b>
Unit 8	Introduction to Hygiene, Food Safety and Quality Assurance
Unit 9	Plant Sanitation and Meat Regulations
Unit 10	Carcass/Product Sanitation

### **PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
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Experiment 1	Identification of Packaging Materials
Experiment 2	Measurement of Thickness of Packaging Films and Paper
Experiment 3	Demonstration of Different Types of Sealing Machines
Experiment 4	Vacuum Packaging and Modified Atmosphere Packaging
Experiment 5	Labeling Specifications
Experiment 6	Sensory Evaluation Laboratory
Experiment 7	Selection of Sensory Panelists
Experiment 8	Use of Hedonic Scale for Sensory Evaluation
Experiment 9	Assessment of Sanitary Condition of Equipment and Work Surface in Meat Plant
Experiment 10	Assessment of Health and Personal Hygiene of Meat Personnel
Experiment 11	Assessment of Environmental Hygiene of Meat Plant, Cold Storage and Retail Outlets
Experiment 12	Microbiological Analysis of Swabs or Meat Samples for Specific Pathogen

**CODE: BPVI-026 COURSE VI – POULTRY PRODUCTS TECHNOLOGY**

S. No.	Blocks & Units
<b>Block 1</b>	<b>Egg and Egg Products</b>
Unit 1	General Introduction of Poultry Industry
Unit 2	Nutritive Value and Physico-Chemical Properties of Egg
Unit 3	Egg Handling, Grading, Preservation, Packaging and Storage
Unit 4	Egg Products
<b>Block 2</b>	<b>Fresh Poultry Meat Technology</b>
Unit 5	Plant Layout
Unit 6	Fresh Poultry Processing
Unit 7	Automatic Poultry Dressing Line
<b>Block 3</b>	<b>Poultry Meat Products</b>
Unit 8	Composition And Nutritive Value of Poultry Meat
Unit 9	Preservation and Tenderization of Poultry Meat
Unit 10	Poultry Meat Products

**PRACTICAL MANUAL**

Experiment No.	Name of Experiment
Experiment 1	Candling and Grading of eggs – External and internal quality

Experiment 2	Preservation of Shell Egg
Experiment 3	Egg Pickle Production
Experiment 4	Evaluation of Carcass Quality of Poultry
Experiment 5	Preparation of Tandoori Chicken
Experiment 6	Preparation of Chicken Sausage
Experiment 7	Preparation of Chicken Patties

**CODE: BPVI-027      COURSE VII – UTILIZATION OF ANIMAL BY-PRODUCTS**

<b>S. No.</b>	<b>Blocks &amp; Units</b>
<b>Block 1</b>	<b>Introduction of Animal By-products</b>
Unit 1	Need and Importance of Byproducts Processing
Unit 2	Handling and Utilization
<b>Block 2</b>	<b>By-products Processing Plant</b>
Unit 3	By-products Processing Plant layout
Unit 4	Rendering and Poultry By-products
Unit 5	Utilization of Bone, Blood, Hoof, Horn, Wool and Hair
<b>Block 3</b>	<b>Waste Disposal</b>
Unit 6	Utilization and Disposal of Organic Waste from Slaughter House
Unit 7	Effluent Treatment Plant

**PRACTICAL MANUAL**

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Preparation of Casing
Experiment 2	Preparation of Blood meal
Experiment 3	Preparation Bone meal
Experiment 4	Preparation of Meat Meal
Experiment 5	Preservation of Hide and Skin
Experiment 6	Quality Evaluation of Bone Meal and Meat Meal
Experiment 7	Collection of Some Glands for Primary Conservation and Preservation

**CODE: BPVI-028      COURSE VIII – MARKETING AND ENTERPRENURSHIP**

<b>S. No.</b>	<b>Blocks/ Units</b>
<b>Block 1</b>	<b>Marketing</b>
Unit 1	Sourcing of Livestock and Livestock Market

Unit 2	Marketing Systems- Rural/Urban
Unit 3	Economics of Production
Unit 4	Policy and Programme
<b>Block 2</b>	<b>Entrepreneurship</b>
Unit 5	Development of Entrepreneurial Skills
Unit 6	Preparation of Business Plan and Project
Unit 7	Resource Material and Finance
Unit 8	Setting up of an Enterprise

### PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Visit to Livestock Market and Preparation of Report
Experiment 2	Derivation of Cost and Supply Functions for Livestock Products and Byproducts
Experiment 3	Estimation of Capital Requirement of Setting up of Meat Processing Plant
Experiment 4	Preparation of Loan Amortization Plans

### 2.4 Eligibility for Admission

- Senior Secondary Pass Outs
- BPP (Under IGNOU / OLS Mode)
- 10<sup>th</sup> 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 10<sup>th</sup> pass students taking simultaneous admission for the BPP and Diploma programme is 18 years.

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 Meat Technology	DMT	10+2 Senior Secondary Pass Outs	No Bar	1 Year	4 Years	Rs. 14,400/- per annum	English and Hindi

### 2.5 Medium of Instruction

The Diploma Programme in Meat Technology will be offered by the University in English and Hindi languages. Gradually the programme will be offered in other regional languages

## **2.6 Target Group**

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

## **2.7 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.

## **2.8 Programme Fee--- Diploma: Rs. 14,400/- per annum**

The programme fee for the Diploma is Rs. 10600/ annum. The fee for the BPP programme is Rs.800/ only. The registration fee is Rs. 100/ only.

The students from the rural areas and the urban students below poverty line (BPL) are required to pay only 50% of the programme fee. The eligible students availing the fee concession should submit the required certificate i.e. the rural residential certificate or the BPL certificate as applicable to them.

The course fee should be paid only by way of Demand Draft drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals), complete Enrolment No. and Programme Code on the back of Demand Draft to ensure proper credit to your account.

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

## **2.9 Programme Study Centre**

The University is in process of finalising programme study centers. The programme study centers will be allocated to the students near to their workplace or residence. A tentative list of accepted institutes where the Programme Study Centres are being activated is given at Appendix-I.

## **2.10 Other Useful Information**

The Student Handbook and 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, instructional system, programme delivery, evaluation etc.
- (b) Information regarding the rules of the university like 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 etc.
- (c) List of Regional Centers.
- (d) Other useful forms.

The above information are not covered in this programme guide and the students are requested to refer to the Student Handbook and Prospectus for detailed information.

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### **3 STUDY MATERIAL**

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Properly planned self-instructional print material both for the theory and practical components is the main part of the Diploma Programme on “Meat Technology”. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practical are structured for self-guidance during the practical work experience.

#### **3.1 How to Study Print Material?**

##### **a) Theory**

While going through the syllabi of courses you must have noted that each course has been divided into blocks for a 4 credit course. Each block has several units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this 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 content to enable you to recall the main points.

In each unit, there are “Check Your Progress Exercise” which are meant to help you to assess your understanding of the subject. You must try attempting Check Your Progress Exercises.

##### **b) Practical Manual**

While, going through the Practical Manual you will note that each course has been divided into a number of experiments. Based on the theory courses of each subject, number of practicals/experiments is given under each course of practical. Rest of the pattern for the Practical Manual has been prepared with the objective of providing you a guideline to study and practice these skills/experiments when you are placed in the Laboratory/ Processing Hall/Centre for practical experience/work.

#### **3.2 Audio-Video Material**

In addition to the print material, audio and video programmes have been prepared for each course. The audio-video material is supplementary to the print material. The audio tapes and video cassettes are available at you programme study center. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 in the morning and evening 8.00-8.55 p.m.

**Timings are subjected to change. Please check it with your Programme Study Centre.**

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

### **3.3 Counselling**

The Programme Study Centre will organise counselling sessions for all courses of study. Here, as students, you can take help from the counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems, you have, you must consult your counsellor for clarifications and help.

There will be 20 theory and 80 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 Programme Study Centre.

The counsellor will also organise sessions where you can listen to/view audio-video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

During the counselling session you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

### **3.4 Teleconferencing**

This is linked with both the theory and practical courses and is held once in a month. We advise you to attend these sessions regularly at your Regional Centre. The schedule can be obtained from your Regional Centre and Programme Study Centres. This would give you opportunity to interact with students all over the country.

### **3.5 Practical Sessions**

The practical component of this programme has been designed to build on the theory text giving you a exposure of practical experiences and knowledge in the various areas/field of meat technology. This practice will help you to improve the skills, qualities, knowledge and competencies 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 handling meat and meat products.

Your practice is, therefore, an integral and compulsory part of the Diploma programme.

**75% attendance for practical work 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.

### **3.6 Gyan Vani**

IGNOU has been offered FM Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan Website <http://www.ignou.ac.in/gyandarshan%scindex.html>.

### **3.7 Interactive Radio-Counselling**

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in meat technology. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the



country. A toll free telephone number **1800 112345** has been provided for this purpose from selected cities.

### **3.8 Study Centres**

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected Institutes for Diploma Programme. Each PSC will be handling about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Programme Study Centres to which you are assigned, will be communicated to you. The practical sessions of the programme will be held at the Programme Study Centres. The list of Programme Study Centres being activated for the programme is listed at Appendix I.

Please bring all your units as per the schedule during the counselling sessions/practical sessions.

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## 4 EVALUATION

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### 4.1 Weightage to Continuous Evaluation and Term-End Evaluation

The system of evaluation in IGNOU is also different from that of conventional universities. The weightage to theory and practical will be 50% each.

#### i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%.

There will be one assignment for each course i.e. total eight assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20 % of theory. **Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.**

The theory term end examination for each course 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 per cent (on theory basis).

#### ii) Practical

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

Both the components will be evaluated. The weightage of 70% will be assigned to guided experiments and 30% weightage is for unguided experiments. Each experiment performed by the student would be evaluated. The student performance would be assessed by the counsellors covering various aspects like manipulative skills, observation and their understanding of the basic concepts related to the experiment.

#### Weightage: Practical

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

### 4.2 Pass Percentage for Theory and Practical Examination

The students will have to secure minimum 50% marks in all the components of the course- theory (term end examination and continuous assessment i.e. assignment), practical on individual basis and as well as on aggregate basis for the course i.e. (i) term end examination (ii) assignment ; (iii) practical (total marks obtained in guided and unguided experiments) and (iv) on aggregate basis.

### 4.3 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. the month of the June and December.

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

**(i) Evaluation- Guided Experiments**

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

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

**(ii) Evaluation of Assigned Unguided Experiments**

It will be conducted in the last session of the laboratory work. The 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 on the following lines:

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

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

**4.4 Preparation of Consolidated Mark List**

The consolidated mark list of all students shall be prepared by the programme study centre. This mark list shall be directly sent to the Registrar, SRE&D within seven days after completion of the practical counselling session.

**4.5 Participation and Attendance for practical**

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75 % attendance in the practical sessions at Programme Study Centre. 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%.

**4.6 Distribution of marks**

Every course is considered as an independent unit. Each 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	Theory	Practical	Total marks	Total marks
--------	--------	-----------	-------------	-------------

Code	Term-end	Continuous assessment	Total of the Guided and Unguided Experiment	obtained out of 100	obtained out of 50
BPVI-021	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-022	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-023	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-024	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-025	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-026	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-027	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-028	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
<b>Total</b>	<b>320 (160)</b>	<b>80 (40)</b>	<b>400 (200)</b>	<b>800 (400)</b>	<b>400 (200)</b>

The marks in bracket indicate minimum pass marks.

#### 4.7 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 programme degree.

#### 4.8 Result and Certification

The final certification of the 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 <sup>st</sup> Division with Dist.
B	4	3.50 to 4.49	60% to 79.9%	1 <sup>st</sup> Division
C	3	2.50 to 3.49	50% to 59.9%	2 <sup>nd</sup> Division
D	2	1.50 to 2.49	40% to 49.9%	Failed
E	1	0 to 1.49	Below 40%	Failed

#### 4.9 Term-End Examination (TEE)

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s) by the due date. Thus the students can take the examinations after the completion of the course. In the **first year** they can take the examinations in December, failing which they can take the same in June or December, of subsequent three years within the total span of the programme.

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

- 1) You should pursue the prescribed course.
- 2) You should complete 75% of attendance is practical contact hours.
- 3) You should submit the examination form before stipulated date (which is explained later).

- **Examination Fee**

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at

all the Study Centres and Regional Centres, Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 <sup>ST</sup> March to 31 <sup>ST</sup> March	1 <sup>ST</sup> Sept to 30 <sup>TH</sup> Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068
1 <sup>ST</sup> Aril to 20 <sup>TH</sup> April	1 <sup>ST</sup> Oct to 20 <sup>TH</sup> Oct	Rs. 100/-	
21 <sup>ST</sup> April to 15 <sup>TH</sup> May	21 <sup>ST</sup> Oct to 15 <sup>TH</sup> Nov	Rs. 500/-	<b>For outside Delhi students</b> (Concerned Regional Centre) <b>For Delhi students</b> (IGNOU, Maidan Garhi, New Delhi-110068)
16 <sup>TH</sup> May to 28 <sup>TH</sup> May	16 <sup>TH</sup> Nov to 26 <sup>TH</sup> Nov	Rs. 1000/-	

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

1. remain in touch with your Study Centre/Regional Centre/SRE Division for change in schedule of submission of examination form fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. retain proof of mailing/submission of examination form till you receive examination hall ticket;

- **Issue of Examination Hall Ticket**

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

#### **4.10 Re-evaluation of Answer Script(s)**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the

date on which the results are made available on the University website on payment of Rs. 300/- per course in the prescribed application form available on the University website. The better of the two courses or original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records as applicable and the revised grade card/marks sheet will be sent to the students within one month from the receipt of application. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

#### **4.11 Early Declaration of Results**

In order to facilitate the students who have got offer of admission and or selected for employment etc and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 500/- per course through Bank Draft drawn in favour of IGNOU alongwith the attested photocopy of the offer of admission/ employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1<sup>st</sup> June and 1<sup>st</sup> December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from date of examination.

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## 5 OTHER USEFUL INFORMATION

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### 5.1 Some Useful Addresses

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Regional Director of concerned Regional Centre
2. Non-receipt of study material and assignments	Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068
3. Examination Date-sheet,	Asstt. Registrar (Exam II), SR&E Division, IGNOU, Maidan Garhi,
4. Result-rechecking, Grade Card, Provisional Certificate, Transcripts	New Delhi-110 068
4. Academic Information about Programme	Director, School of Agriculture, IGNOU, Maidan Garhi, New Delhi-110068
5. Change of address	Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 through Concerned Regional Director
6. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
7. Academic Content	Director, School of Agriculture, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
8. Student Support Services and Student Grievances	Deputy Director, Student Service Centre, IGNOU, New Delhi-110 068 E-mail: <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Telephone Nos. : 2953 3869, 2953 3870 Fax : 2953 5714
9. Original Degree/Diploma	Asstt. Registrar (Exam I) SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068

### Caution to Students

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 individual or institution.

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

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.

## 5.2 Online facilities

IGNOU website is [www.ignou.ac.in](http://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.
- b) For students: results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; term end date sheet; examination form; campus placement and prospectus and application form.
- c) Single Window Information and Student Support (**SWISS**): here you will get the electronic version of the prospectus and application form, information about the admission data and entrance test hall ticket and result.
- d) Division: under this section, there are links of Material Production and Distribution Division, Regional Service Division and Student Registration and Evaluation Division.  
Student Registration and Evaluation Division- This link will give you information about admission, re-admission, term end examination, results, date of submission of assignment and issue of study materials etc.
- e) New Initiatives: here is a link to Edusat where you will get the teleconferencing schedule of your programme.
- f) Electronic Media: you will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

## 5.3 Some Forms for your Use

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



**List of Programme Study Centres Activated**

RC	SC/PSC Code	Address of the PSC
Delhi-1	07173P	Program Incharge,IGNOU Programme Study CentreDepartment of Pharmaceutical Chemistry, Faculty of Pharmacy, Jamia Hamdard, New Delhi-110062
Aizawal	1921 P	Director, Directorate of Animal Husbandry and Veterinary Deptt. Govt. of Mizoram Aizawal, Mizoram
Dehradun	3715	GB Pantnagar University of Agriculture and Technology Pantnagar-263145 Distt. U.S. Nagar (Uttarkhand) Ph. 05944-233579
Varanasi	27154P	Prof. (Dr.) S.S. Singh Allahabad Agriculture Institute, Deemed University, Naini, Allahabad-211007. Ph: 0532-2684317
Kolkata	28103P	Prof. Subhasish Biswas Dept. of APT&M, F/O Vety. & Animal Sciences West Bengal University of Animal and Fishery Sciences, 37, K. B. Sarani, Belgachhia Kolkata-700037. (W.B)
Thiruvananthapuram	40020P	Sh.Jacob Abraham, IGNOU Programme Study Centre Kerala Poultry Development Corporation Ltd. T.C. 30/697, Pettah Thiruvananthapuram – 695 024, Kerala 9847203669 kspdc@yahoo.co.in
Jodhpur	88001	Dr. R N Kachwaha, College of Vety and animal sciences, Rajasthan University of Vety and animal sciences, Bikener, Rajasthan -334001. Ph. 0151-2543419... 9829522444
Bhubaneswar	21211	Dr Bhabesh Chandra Das, Programme In-Charge IGNOU Program Study Centre, College of Veterinary Science and Animal Husbandry University of Agriculture and Technology(OUAT) Bhubaneswar – 751003 Ph. 9438562662 ,email: ignousc21211@gmail.com
Karnal	1081P	Dr Murlidhar Meghwal NIFTEM (National Institute of Food Technology Entrepreneurship and Management) plot no. 97, sector-56 HSIIDC Industrial Estate Kundli-131028, Sonapat Haryana Email: ignoujsc1081p@gmail.com

*Appendix II*

**Sample Form for Change/Correction of Address**

**Application for Change of Address**

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

To  
Registrar, SR&ED  
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**

**Old Address**

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

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

City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

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

## Sample Form for Non-receipt of Materials

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

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

Enrolment No.

Programme

Medium of Study

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

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

---

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

Name and Address	.....	Signature	.....
	.....	Date	.....
	.....		
	.....		

---

**For Official Use**

---

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

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



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

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

Name: .....

Enrolment No. 

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

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

PIN: 

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

Month                      and                      Year                      of                      the                      Exam:

.....

Name                                      of                                      Exam.                                      Centre:

.....

Centre                                      Code:

.....

Courses, in which	Course Code	Name of the Course
-------------------	-------------	--------------------

Re-evaluation is	.....	.....
------------------	-------	-------

sought	.....	.....
--------	-------	-------

	.....	.....
--	-------	-------

Total                      amount                      paid                      Rs:

.....

(Rs.300/- per course/paper)

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

Signature of the student

Date: .....

**Note:**

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

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

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

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

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

**Dy. Registrar (Exam-III)**

**(S.R. & E. Division)**

**Indira Gandhi National Open University**

**Maidan Garhi, New Delhi-110 068**

# Sample Form for Obtaining Duplicate Grade Card/Marksheet

Control No.....



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

## APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name: .....

Enrolment No. 

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

Address .....

.....

.....

.....

PIN: 

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

Programme: .....

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

Name of Exam. Centre:.....

Centre Code:.....

Bank Draft No.: .....

Bank Draft/IPO No. .... dated:.....

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

.....  
Signature .

Date: .....

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

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

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



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

**APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE**

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

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

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

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

<u>Draft Details</u>			
Amount	Rs.	D.D. No.	Date
_____	_____	_____	_____

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.

3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

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

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

Date \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer

\_\_\_\_\_



### Instructions

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

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



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

Re-admission form for all programmes  
(other than MP & MPB – Details as shown in Table-A)

<b>Dates for submissions :</b> <b>1<sup>st</sup> Aug. to 31<sup>st</sup> Oct.</b> <b>or</b> <b>1<sup>st</sup> Feb. to 20<sup>th</sup> April</b>
--

1. Name & Address of the student

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Programme Code :

3. Enrol. No. :

         

4. Regional Centre Code :

 

5. Study Centre Code :

   

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

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

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

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

8. Total Fee (col.no.6+7) Rs. \_\_\_\_\_ enclosed vide Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ (Name of Bank)

(DD should be drawn in favour of “IGNOU” payable at New Delhi\_

Dated : \_\_\_\_\_

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

Signature of the Student

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

## **RULES & GUIDELINES FOR RE-ADMISSION**

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

