

PROGRAMME GUIDE

Diploma in Nutrition and Health Nutrition

'A learner should not apply for appearing at the term-end examination of any course without getting registered for the same and that if he does so, his result would not be declared and the onus shall be on him.'



School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

YOUR ATTENTION PLEASE

You are requested to go through this guide carefully before you proceed to the course material. It is further suggested that whenever you have a question to ask us, do look into this Guide. You will most likely find the answer to your question. If you do not, get in touch with your Regional Centre for information.

The candidates are required to opt only for such a study centre in which the programme is I activated. As far as possible the University will allot the study centre opted by the candidate. However, the University may change the study centre at its convenience without concurrence without concurrence of the student at any time.

Printed material is your backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellor at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centre. Therefore, students will have no need for any cheap or condensed guide for following courses of IGNOU. In fact these may harm them Hence, the University strongly advises the students not to take recourse to such type of guides.

MATERIAL PRODUCTION

Mr. Rajiv Girdhar
Asstt. Registrar (Publications)
SOCE, IGNOU

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi- 110 068 or the official website of IGNOU at www.ignou.ac.in

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**ASSOCIATION OF INDIAN
UNIVERSITIES
AIO HOUSE, 16 KOTLA MARG,
NEW DELHI-110002.**

January 14, 1994

The Registrar
Member Universities

**Sub: Recognition in Degrees/Diplomas of
Open Universities**

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions.

Resolved that the examinations of the University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Your faithfully,
Sd/-
(K.C Kalra)
Joint Secretary

**UNIVERSITY GRANTS COMMISSION
Babadur Shah Safar Marg,
New Delhi-110002**

No-F-1-8

The Vice-Chancellor Director's
of all the Indian Universities/
Deemed Universities Institutions
of National importance

**Sub: Recognize of Degrees/Diplomas
awarded by Indira Gandhi National
Open University, New Delhi**

I am directed to say that Indira Gandhi National Open University New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85-Desk (U) dated 1909-1985 issued by the Govt. of India. Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/diploma. The Certificates, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Your faithfully,

Sd/-
(Gurcharan Singh)
Under Secretary

Dear Learner,

Welcome to the Diploma Programme in Nutrition and Health Education offered by the Indira Gandhi National Open University (IGNOU). We are sure that you will find the programme interesting, informative and useful.

IGNOU offers its programmes through the distance education mode. Many of you may be familiar with correspondence education. Does distance education mean the same? If not, then what is the difference?

Since you are new to this programme of study as well as the distance education mode of learning, it is natural that you may have many doubts and queries in the beginning as well as at different stages of learning at such times you may need a person to look into your problems. Or you may feel like sending some queries/letters to clarify your doubts. It is also possible that for some reasons you may hesitate to do so. It may, therefore give you a feeling of isolation. This Programme Guide is an attempt to help you overcome this feeling of isolation and also to answer some of your queries. It seeks to give you an overview of the Diploma Programme in Nutrition and Health Education as well as help you understand the distance education mode of learning. It aims to give you useful guidelines about study materials, assignments, term-end examination and counselling sessions.

1. INTRODUCTION TO THE UNIVERSITY

The Indira Gandhi National Open University was established in September 1985 under an Act of Parliament. Its aim is to develop a flexible education system in the country. The primary emphasis is on development of courses relevant to our present day society, using innovative methods in imparting education, flexibility and involvement of all sections of society in the educational system. IGNOU aims to provide opportunities to all who want to have access to education, irrespective of restrictions with regard to place and time.

The significant features of IGNOU that make it different from the conventional universities include:

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own place;
- flexibility in choosing a combination of courses from a wide range of disciplines and
- use of modern educational and communication technology including radio, TV, audio and video tapes and satellite in imparting education.

These unique features promote an openness as regards the educational system, making this an "Open University".

The University functions with the objectives of:

- providing opportunities for higher education to large segments of the population and, thereby, seeking to achieve the educational well-being of the community;
- providing access to higher education to the disadvantaged groups and individuals, opening up opportunities for upgrading knowledge and skills;
- bringing higher education to the doorsteps of all those who look for it;
- providing high quality education at the University level and
- promoting both national integration and integrated development of the human personality.

IGNOU has adopted the distance education mode of instruction. Distance education uses the multi-media approach towards education which distinguishes it from correspondence education. In correspondence education, instruction is solely through the print material whereas in the distance education mode, teaching and learning takes place through various channels-print material, audio and video programmes and counselling sessions at Study Centres. Thus, there is a strong focus on student support services which are provided by the University through a network of Study Centres located all over the country. You will come to know about each of these aspects of the distance education system with reference to the Diploma in Nutrition and Health Education, In detail, in the subsequent sections of this Programme Guide.

2. DIPLOMA PROGRAMME IN NUTRITION AND HEALTH EDUCATION: AN INTRODUCTION

The Diploma Programme is a holistic package giving you the opportunity to gain knowledge about nutrition and public health as well as develop skills in communicating nutrition and health related information to communities. The aims of the programme are to:

- develop a knowledge base in key areas of nutrition and public health such as diet-health relationships; planning suitable diets for various age groups; using diet therapy in disease; nutrition and income generation programmes; communicable diseases-symptoms, prevention and treatment; primary health care; environmental safety
- promote awareness about concepts and principles in communication and their application in nutrition and health education
- develop skills in playing the role of nutrition and health educators in the community with particular emphasis on methods, approaches and strategies.

Anyone who has completed 10+2 or its equivalent or BPP from IGNOU are eligible for the programme. The programme duration is one year but you could take upto four years depending on your convenience. The programme is on offer in English and Hindi.

3. ANSWERS TO SOME ANTICIPATED QUESTIONS

- **What are the special features of this Diploma?**

This Programme gives you indepth theoretical as well as practical knowledge related to the vital task of nutrition and health education. Academic inputs would be provided by teachers from universities together with nutrition and health educators working in non-governmental organizations all over the country. The project work and practicals that form a major component of the programme would help you to conduct field work and function effectively as nutrition and health educators.

- **Is there any equivalent Diploma?**

This Diploma is unique, as we mentioned earlier. In essence, it is a professional training programme and would equip you to plan and conduct nutrition and health education campaigns and programmes in community settings. There IS no equivalent programme available in this form.

- **How is it going to help in-service community educators?**

People working with both Governmental and Non-governmental sectors in the role of community workers would benefit from this programme. The Diploma would provide an additional qualification helping them to improve their professional competence and promotion chances.

- **What employment opportunities does this Diploma provide?**

Nutrition and health education is going to be a key focus area. Hence, you could expect to be employed in either Government programmes or in the vast NGO (Non-governmental organizations) sector. There is also great potential for self-employment.

- **Is this Diploma a recognised one?**

Indira Gandhi National Open University came into existence by an Act of Parliament. The programmes offered by IGNOU will be treated on par with those offered by any other central or state university in the country. So you need not worry about the recognition of the Diploma. Any course launched by IGNOU is recognised.

4. PROGRAMME COMPONENTS

The following table gives an overview components and their credit weightage.

	Course Title	Course Code	Credits	Nature of Course
I)	Nutrition for the Community	DNHE-1	8	Theory : 6 credits Practical : 2 credits
II)	Public Health and Hygiene	DNHE-2	8	Theory : 6 credits Practical : 2 credits
III)	Nutrition and Health Education	DNHE-3	8	Theory : 6 credits Practical : 2 credits
IV)	Project Work	DNHE-4	8	Project Work recorded in the form of a Project Report

In IGNOU terminology one credit is equivalent to 30 hours of a learner's study time. So an 8 credit course should take you 240 study hours to complete and the entire programme is worth $240 \times 4 = 960$ hours of your study time.

Courses are supported by audio and video cassettes which you could watch/listen to when you come for your counselling sessions at your allotted study centre.

The audio and video programmes may not give you entirely new information, but they will be of great benefit for you as supplements to the print material. You would find that some of the concepts, principles and applications become clearer with the help of audio-visual media. The experience of learning through different media could be interesting and useful as well. If you make use of all these media, you would find it easier to write responses to the assignments and prepare for the final examination. However, audio-video components are optional. You could complete the programme successfully by just studying the printed materials.

5. PROGRAMME FEE

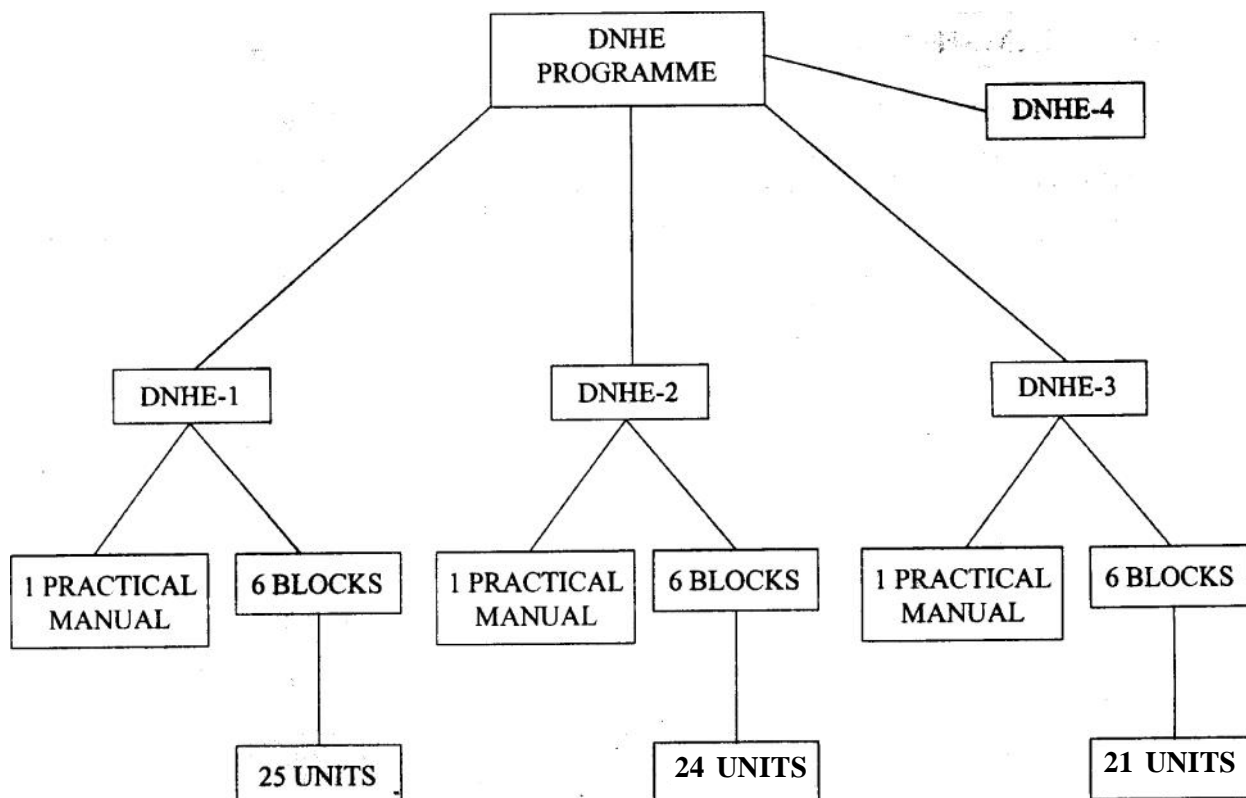
If you pay the tuition fees once, you continue to be on our rolls, even if you take more than one year to complete the Diploma. However the fee is valid only up to four years from the date of admission. Besides, it is valid for only the Diploma in Nutrition and Health Education. Fees once paid are not refundable on any account whatsoever, nor are they transferable.

The Programme fee of Rs. 2000 is paid in one instatement at the time of admission.

6. COURSE STRUCTURE

As the figure indicates, each course is subdivided into blocks and one practical manual. The blocks themselves consist of between 3-6 units. Material sent to you for DNHE-4 consists of project guidelines contained in one booklet. So, on the whole, the printed material you receive would include 25+24+21=70 units, in 18 blocks; 3 practical manuals and one book on project work.

As you go through the theory material, you would realize that each unit has a “structure”. This structure indicates clearly the components of the unit-its sections and sub-sections. So you get an overview in advance of what each unit has to offer. The “Introduction” includes the objectives of the unit. This gives you an idea of what you should aim to achieve while studying the unit. The “Let Us Sum Up” section towards the end summarizes information contained in the unit while the “Glossary” provides a list of difficult words, phrases or terms with their meaning. Interspersed throughout the unit are Check Your Progress Exercises. These are for you to work through as you go through the unit. Answers to these exercises are given at the end of each unit. However, in some units you may find sample answers or comments immediately after the questions. In certain other cases we have listed a few activities for you to do, for which answers may not be provided.



The details of the four courses and the audio/video programmes prepared for the Diploma are given here in outline form. The outline mentions Block and Unit titles and the contents of the practical manuals and project guide in brief.

COURSE I: DNHE-1 NUTRITION FOR THE COMMUNITY (8 Credits)

Block 1 : Basic Concepts in Nutrition-I

- Unit 1 Food, Nutrition and Health
- Unit 2 Macronutrients-I: Carbohydrates and Water
- Unit 3 Macronutrients-II: Proteins and Lipids

Block 2: Basic Concepts in Nutrition-II

- Unit 4 Macronutrients I: Vitamins
- Unit 5 Macronutrients II: Minerals
- Unit 6 Planning Balanced Diets

Block 3: Meal Planning

- Unit 7 Principles of Meal Planning and Meal Planning for the Adult
- Unit 8 Meal Planning for Pregnant and Lactating Women
- Unit 9 Meal Planning for Infants and Preschoolers
- Unit 10 Meal Planning for the School Child and Adolescent

Block 4: Effective Utilization of Food Resources

- Unit 11 Food Budgeting
- Unit 12 Food Selection-I
- Unit 13 Food Selection-II
- Unit 14 Food Storage
- Unit 15 Food Preservation and Other Methods of Maximization of Nutritional Benefit
- Unit 16 Food Safety

Block 5: Nutrition Related Disorders

- Unit 17 Major Deficiency Diseases-I: PEM and Xerophthalmia
- Unit 18 Major Deficiency Diseases-II: Anaemia and Iodine Deficiency Disorders
- Unit 19 Other Nutritional Problems
- Unit 20 Nutrition and Infection
- Unit 21 Dietary Management of Obesity, Coronary Heart Disease and Diabetes Mellitus
- Unit 22 Maternal Malnutrition

Block 6 : Nutrition Programmes

Unit 23 Nutrient Deficiency Control

Unit 24 Supplementary Feeding Programmes

Unit 25 Assessment of Nutritional Status

PRACTICAL MANUAL –PART I (2 credits)

(This manual consists of 6 sections)

Section 1 Weights and Measures

Section 2 Finding Nutritive Value of Foodstuffs

Section 3 Methods of Cooking

Section 4 Regional Meal Patterns

Section 5 Planning Diets-I

Section 6 Planning Diets-II

COURSE II: DNHE-2 PUBLIC HEALTH AND HYGIENE (8 credits)

Block 1 : Health Indicators

Unit 1 Population Dynamics and Epidemiology

Unit 2 Family Planning Programme

Unit 3 Asian Perspectives on Health and Quality of Life

Block 2: Environmental Sanitation and Safety

Unit 4 Agents of Contamination

Unit 5 Water Supply and Waste Disposal

Unit 6 Personal Hygiene

Unit 7 Public and Home Safety

Block 3: Dietary Management of Disease

Unit 8 Diet in Disease: Basic Principles

Unit 9 Dietary Management of Nutrition-related Disorders and Associated Problems

Unit 10 Dietary Management of Disorders of Non-nutritional Origin

Block 4: Food-borne Diseases, Food Infections and Intoxications

Unit 11 Common Food-borne Diseases-I

Unit 12 Common Food-borne Diseases-II

Unit 13 Parasitic Infestations

Unit 14 Food Infections and Intoxications

Block 5: Common Infections and Infectious Diseases

Unit 15 Measles, Tuberculosis and Whooping Cough

Unit 16 Diphtheria, Tetanus and Poliomyelitis

Unit 17 Malaria

Unit 18 Skin, Eye and Ear Infections

Block 6: Public Health

Unit 19 Primary Health Care-I: Concept and Organization

Unit 20 Primary Health Care-II: Current Status in India

Unit 21 Primary Health Care-III: Delivery of Services

Unit 22 Health Programmes

Unit 23 Income Generation Programmes

Unit 24 Environmental Protection

PRACTICAL MANUAL-PART II (2 credits)

(This manual consists of 8 activities)

COURSE III: DNHE-3 NUTRITION AND HEALTH EDUCATION

Block 1 : Nutrition and Health Status of the Community

Unit 1 Learning and Working with the Community

Unit 2 Community Nutrition and Health

Unit 3 Factors Influencing Community Health and Nutrition

Block 2: Themes and Messages in Nutrition and Health Education

Unit 4 Themes in Nutrition Education

Unit 5 Themes in Health Education

Unit 6 Messages in Nutrition and Health Education

Block 3: Methods of Communication in Nutrition and Health Education

Unit 7 Group Communication Methods

Unit 8 Mass Communication Media

Unit 9 Presentation of Selected Communication Media

Unit 10 Non-machine Media-Planning and Preparation

Unit 11 Machine Operated Devices-Planning and Preparation

Block 4: Approaches in Nutrition and Health Education

Unit 12 Traditional Approaches

Unit 13 Presentation of Traditional Approaches

Unit 14 Modern Approaches

Unit 15 Presentation of Modern Approaches

Block 5: Community Strategies in Nutrition and Health Education

Unit 16 Individual Strategies

Unit 17 Community Strategies

Unit 18 Presentation of the Operation of Selected Strategies

Block 6: Nutrition Programmes

Unit 19 Past and Present Nutrition Programmes

Unit 20 Nutrition Education Programmes-Planning, Implementation and Evaluation

Unit 21 Organizing Successful Nutrition and Health Programmes: Selected Process Models

PRACTICAL MANUAL-PART III (2 Credits)

(This manual consists of 8 activities)

COURSE IV : DNHE-4 PROJECT WORK-NUTRITION AND HEALTH EDUCATION (8 Credits)

The project guide detailed instructions on conducting project work and writing the project report.

AUDIO/VIDEO PROGRAMMES

Audio Tapes: ● Nutrition for the Community

- Samudai Aur Poshan-Ek Paricharcha
- Food Fads and Misconceptions
- Bhojan Se Sambandhit Galat Dharnayen
- Reaching Out to the Community
- Conducting Project Work

VideoTapes: ● Planning Balanced Diets

- Santulit Ahar Niyojan
- Garbhavastha Mein Ahar Niyojan
- DNHE-An Overview
- Effective Management of Family Resources
- Incidence and Management of Nutritional Deficiency Disorders
- Voluntary Health Association of India-An Introduction
- Nutrition and Health Education-An Introduction

COUNSELLING SESSIONS

For this programme the number of counselling sessions would be as follows:

DNHE-1 : 10 sessions DNHE-2 : 10 sessions DNHE-3: 10 sessions

For the **DNHE-4 (Project Work)** no separate counselling sessions have been allocated. This is because every learner would work at a different pace and place and hence a common session would not be useful. So depending on the need, the learner would contact the project counsellor/field guide and arrange for individual sessions.

7. EVALUATION: PROJECT WORK AND TERM-END EXAMINATION

The evaluation of student's performance consists of: i) project work evaluation and ii) evaluation of term-end examination. Course 4 requires submission of a Project Report. The University follows a grading system for the term-end examination. This is done on a five point scale using letter grades A,B,C,D,E. Notional correlates of the letter grades and equivalent percentage of numerical marks are as follows:

Grade	Qualitative value	Equivalent percentage of numerical marks
A	Excellent	70% and above
B	Very Good	55% and above but below 70%
C	Good	45% and above but below 55%
D	Satisfactory	35% and above but below 45%
E	Unsatisfactory	Less than 35%

You are required to score atleast a 'D' grade in the term-end examination in each course to claim the Diploma in Nutrition and Health Education.

You would be given marks for your term-end examination which would be converted into letter grades subsequently. Your score card will contain letter grades and numerical marks.

The students who do not qualify in the term-end examination are allowed to take up the next term-end examination.

Project Work

The project report submitted by you to Registrar, Student Registration and Evaluation Division (SRE), IGNOU would be evaluated by a panel of experts in the area of Nutrition and Health Education.

You must earn atleast a 'D' grade in the Project Report to claim the Diploma.

Term End Examination

The University conducts Term-end Examinations 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 or in other words the maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) in those courses by the due date.

- **Examination Fee**

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. 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 Please write your correct enrolment number, programme code and name at the back of the Demand Draft / IPO drawn in favour of IGNOU, New Delhi towards payment of late fee and properly tag it to your examination form to avoid its misplacement.

The examination form received after the due date or without late fee, whenever applicable shall be rejected.

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and Prospectus/ Programme Guide. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region.

- **Date of Submission of Examination Forms**

June, TEE	December, TEE	Late Fee	Where to Submit the Form
1 st March to 31 st March	1 st Sep. to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi 110068
1 st April to 20 th April	1 st Oct. to 20 th Oct.	Rs. 300/-	For outside Delhi Students
21 st April to 30 th April	21 st Oct. to 31 st Oct	Rs. 500/-	(Concerned Regional Centre)
01 st May to 15 th May	01 st Nov. to 15 th Nov.	Rs. 1000/-	For Delhi Students (IGNOU, Maidan Garhi, New Delhi - 110068).

To avoid discrepancies in filling up the examination form or to overcome other difficulties while appearing in the term-end examination, students are advised to:

1. remain in touch with the Study Centre/Regional Centre/SRE Division so as to enquire about any change in schedule of submission of examination form/fee etc., if any;
2. fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited;
3. retain proof of mailing/submission of examination form till the time of receiving the examination hall ticket.

- **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University's website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket from the website and approach the examination centre for appearing in the exam. He/she must also carry the University Identity Card.

- **Early Declaration of Results**

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. 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 in favour of IGNOU, Delhi along with the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

- **Re-Evaluation of Answer Script(s)**

The students who are not satisfied with the marks/grade secured by them in Term-end Examination may apply for re-evaluation within one month from the date of the declaration of result i.e. the date on which the result is 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 results i.e. original marks/grade and re-evaluated marks/grade will be considered and the revised marks/grades shall be incorporated in the student's record. 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 and Assignments.

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: The Registrar (SR&E Division), Indira Gandhi National Open University, Madan Garhi, New Delhi IIOU68 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

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

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

The University normally may require 3 to 4 months to intimate the result of a particular term-end examination. *In* the meantime, the dead line for submitting the examination form for re-appearing in a particular course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

Assignments

You must have received a set of assignments for CFN for this year along with the set of print material" sent to you. In case you have not received it, please download the same from IGNOU

website www.ignou.ac.in go to the “Student Zone” link under this link go to Download and the assignments.

You have to do one assignment for each course. All the assignments will be considered for evaluation. Thus, in the Certificate Programme you will have to work on three assignments for three courses. This means that you have to complete three assignments in all. All the assignments are ‘Tutor Marked Assignments’ (TMAs). This means that the questions will be of the long answer, medium answer and short answer types.

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

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in the examination hall. It is, however, equally important as marks are given to assignments after evaluation. As mentioned earlier, the assignments of a course in CFN carry 30 percent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

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

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

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

- The answer should be precise and relevant to the question. Include appropriate examples where you can.
- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.
- The assignments you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete responses will bring you poor marks.
- You must submit your assignments according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material the assignment responses should

be submitted within one month of the date of receipt of study material and assignment or within the due date given in this schedule whichever is later.

- For your own record, **retain a copy of all the answers to assignment which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.
- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.
- If you are unable to submit the assignments or are unable to score the minimum qualifying marks, you have to collect, attempt and submit the assignments meant for the next batch of students. The new assignments can be downloaded from IGNOU website.

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

- Once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre.
- Do not enclose or express doubts for clarification, if any, along with the assignments. Send requests for seeking clarifications in a separate cover to:

Registrar (SR&E Division), IGNOU

Maidan Garhi, New Delhi - 110 068.

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

8. OTHER USEFUL INFORMATION

IGNOU Newsletter

The University publishes the IGNOU Newsletter three times a year in English as well as in Hindi. It is mailed to each student free of cost. All the important information relevant to the students is published in this newsletter.

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fees

Reserved categories, viz, scheduled castes/scheduled tribes and physically handicapped students, have to pay the fees at the time of admission to the University along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the Directorate of Social Welfare or Office of the Social Welfare Officer of the concerned state government and submit the filled-in forms to them through the concerned Regional Director of IGNOU.

Similarly, for reimbursement of programme fees, SC/ST students have to submit their scholarship forms to the Directorate of Social Welfare or the Social Welfare Officer of the respective state government through the concerned Regional Director.

Change or Correction of Address

In case there is any correction or change in your address, you are directed to make use of the form at Annexure No.3. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during the period.

Change of Study Centre

For the purpose of change of Study Centre, you have to send a request to the Director of your Regional Centre. A copy of the same may be sent to Registrar, SRD, IGNOU, New Delhi.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer, marking copies to the Regional Centre where you would like to be transferred to and to Registrar, Student Registration and Evaluation Division, IGNOU, New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking the transfer. The Regional Director from where you are seeking the transfer will transfer all records of the Regional Centre where you seek transfer under intimation to you and Registrar, Student Registration and Evaluation Division, IGNOU, New Delhi. The records are normally sent by Registered Post to guard against loss in postal transit.

Simultaneous Registration

A student is permitted to register for only programme in one academic session. You are, therefore, advised not to seek admission for more than one programme in the given academic session. Violation of this rule attracts cancellation of admission to all the programmes and forfeiture of the programmes fees.

Miscellaneous

- The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.
- Please file all letters that the University sends you, and keep the Programme Guide and the Supplements to the Programme Guide (if any) handy. A record of your progress is maintained at SRE Division; you must maintain your own record for comparisons, if needed.
- All types of communication (letters, application, etc.) are attended to as soon as we can. It is, therefore, desirable that you make your letters brief and precise. If your letters present irrelevant details or/and are written in ambiguous and objectionable language, our responses to your queries will invariably get delayed.
- Before you write to us to answer your queries, do look into this Programme Guide. We may already have answered your query/queries.
- Do follow our instructions carefully.
- Do write us if you have any difficulties or problems in working through this Programme.

9. A WORD ABOUT OUR OTHER ADVANCED LEVEL PROGRAMMES

9.1 Certificate Programme in Food Safety

One of the initiatives taken by IGNOU in collaboration with the Ministry of Health and Family Welfare (MoHFW), Government of India, is to develop a professional upgradation and career upgradation on-line programme in the area of food safety and quality that would integrate education and training and address the needs of training the workforce/developing humanpower in this sector. The minimum eligibility for the programme is 10+2. The programme focuses on knowledge upgradation and enrichment in the area of food safety especially for government functionaries, food industry workers and catering industry workers. The Certificate programme has been made a compulsory qualification for all supervisory staff in food establishments employing more than 20 persons.

The programme is offered online. Learners are also provided support in CD-ROM and print versions.

This programme, consists of a total of 16 credits with the following three courses with credit weightage as indicated.

Course Code	Course Title	Credits
BFN-001	Introduction to Food Safety	4
BFN-002	Hazards to Food Safety	6
BFN-003	Food Safety and Quality Assurance	6

9.2 Master of Science Degree in Dietetics and Food Service Management M.Sc. (DFSM)

The M.Sc. Programme in the area of Dietetics and Food Service Management has been developed with a view to address the needs of training work force/ developing manpower (dietitians, nutrition counselors, food service managers etc.) for the emerging employment sector – hospital/ community dietetics, food service management. The programme will offer unique opportunity of higher education to learners to enrich their working lives by entering into the labour market and/ or starting their own food service unit, leading to entrepreneurship. The programme also focuses on upgrading the professional competencies of serving personnel in food service establishments, such as dietitians, diet technicians, counselors etc. upgrading their knowledge and equipping them with productive skills to enhance their career progression and employability. The special feature of the programme is that it has a provision of exit point for learners in the form of P.G. Diploma in Dietetics and Public Nutrition (PGDDPN) after having successfully completed 30 credit course work and internship programme.

Eligibility: The eligibility criteria for admission to the programme include:

- B.Sc. (Home-Science) Degree with specialization in Foods and Nutrition OR
- PG Diploma in Dietetics and Public Health Nutrition (PDPHN) or its equivalent OR
- Graduate (B.Sc.) or the equivalent (MBBS, BHMS etc.) from the following background - sciences, health care, medical, pharmaceutical, catering - **along** with either the *Diploma in Nutrition and Health Education Degree (DNHE)* OR the *Certificate in Nutrition and Child Care (CNCC)* *pR Certificate in Foods and Nutrition offered by IGNOU.*

Credits: Learners will have to successfully complete course work worth 72 credits to acquire MSc. Degree. For PGDDPN the students should successfully complete 30 credits of course work and internship programme.

Programme Structure: The programme has both the theory and the practical component. The pool of courses constituting the Master's and PGDDPN programme along with the credit weightage includes:

Course Code		Title of the Course	Credit	
Theory	Practicals			
MFN-001		Applied Physiology	4	-
MFN-002	MFNL-002	Nutritional Biochemistry	2	2
MFN-003	MFNL-003	Food Safety and Food Microbiology	2	2
MFN-004	MFNL-004	Advance Nutrition	2	2
MFN-005	MFNL-005	Clinical and Therapeutic Nutrition	2	2
MFN-006	MFNL-006	Public Nutrition	2	2
MFN-007	MFNL-007	Entrepreneurship and Food Service Management	2	2
MFN-008	MFNL-008	Principles of Food Science	2	2
MFN-009		Research Methods and Biostatistics	2	2
MFN-0010		Understanding Computer Applications	2	2
	MFNL-011	Internship Programme		16
	MFNP-012	Dissertation		8

**Credit transfer will be permissible for in-service dietitians on furnishing the experience certificate.*

For MSc. (DFSM) Programme:

1st Year Courses: MFN-OOI, MFN-002, MNfL-002, MFN-003, MfNL-003,
MFN- 006, MFNL-006, MFN-008, MFNL-008 and MFN-OIO.

2nd Year Courses: MFN-004. MFNL-004, MNF-005, MFNL-005,
MFN-007, MFNL-007, MFN-009, MFNP-O 11 and MFNP-O 12

For PGDDPN Programme:

Courses: MFN-OOI, MFN-002, MFN-003, MFN-004, MNF-005, MFNL-005,
MFN-006, MFNL-006, MFN-007, MFNL-007, MFN-009 and MFNP-011

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.

10. SOME USEFUL ADDRESSES

- | | |
|---|--|
| 1. Non-receipt of study material, and assignments | Regional Director of you Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 2. Change of course/ programme, Re-admission | Regional Director of you Region
IGNOU, Maidan Garhi
New Delhi-110068. |
| 3. Assessment sheets, Repeat assignments, examinations, examination centers, results etc. | Registrar (SED)
IGNOU, Maidan Garhi
New Delhi-110068. |
| 4. Counsellors and other problems relating to Study Centres | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi-110068. |
| 5. Admissions, Fee, Change of address and change of study centres | Regional Director
of the Regional Centre concerned |
| 6. Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-110068. |
| 7. Academic Matters | Programme Coordinators (CFN)
School of Continuing Education, G Block, Zakir Hussain Bhawan,
IGNOU, Maidan Garhi
New Delhi-110068. |
| 8. Submission of Admission Form | Regional Director of the
Regional Centre Concerned |

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it while working on the Programme.

11. INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL SERVICES DIVISION

NAMES & ADDRESSES OF IGNOU REGIONAL CENTRES

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	DR K S CHAKRABORTY, RD MS.NAMRATA HAGJER, ARD (SEL. GRADE)	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD - 382481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	MS. AVANI TRIVEDI, RD (I/C) SH. VEDA KUMAR, AR	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizawl@ignou.ac.in	DR. S.R. ZONUNTHARA, RD	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE: 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH-202001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in	SH BHANU PRATAB, RD (I/C) SH. A.K. PANDEY, AR	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR)
5	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	DR. B.S.SUDHINDRA, RD DR. B.M. AGARWAL, DD MR. G.H. IMRAPUR, ARD (SEL. GRADE) MS. P.M. SOWJANYA, ARD SH. J. THIRUMURUGAN, AR	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbanga and Patna RCs</i>
7	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in ignoubhopal@rediffmail.com	DR. K.S. TIWARI, RD	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 / FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in	DR S K TRIPATHY, RD DR. S. MOHANTI, ARD MR. S.K. PANIGRAHI, ARD SH. R.K. RATH, AR (on deputation)	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA PH.OFF: 07172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in	DR ASHA SHARMA, RD DR. D.N. VERMA, AR	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU	DR S MOHANAN, RD DR. J.S. DOROTHY, ARD SH. Z.F. RAHMAN, AR SH. S. SENTHILRAJ, AR	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	COCHIN RC CODE: 14	PH.OFF: 044-22541919 / 22542727 FAX : 044-22542828 EMAIL : rcchennai@ignou.ac.in REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in	DR.K S D NAIR, RD MS. SINDHU P. NAIR, ARD MR. T. KRISHNAN, ARD SH. N.V. SHREEDHARAN, DR	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
12	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in	DR S S SINGH, RD	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
13	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789200 / 2789180 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	DR ANIL KUMAR DIMRI, RD DR. RANJAN KUMAR, DD SH. I.M. DHIWAN, AR	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BIJNORE)
14	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI - 110 044 DELHI PH.OFF: 011-26990082 / 26990083 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	DR. V.P. RUPAM, ARD (SEL. GRADE) DR. PURNENDU TRIPATHI, ARD DR. ABHIMANYU KUMAR, ARD SH. RAM KISHAN, AR	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
15	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF: 011-23392374 / 23392376- 77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	DR SANJEEV PANDEY, RD DR. D.B. DAMLE, DD MS. KUMUD VERMA, ARD DR. SIRAN MUKHERJI, ARD MR. MANORANJAN TRIPATHI, DR MR. RAJBIR SINGH RANA, AR	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOL PURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA,BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
16	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI 110 045 PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in	DR A M SAKLANI, RD (I/C)	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
17	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANGTOK - 737102 SIKKIM PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in	DR ILA DAS, RD	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM PH.OFF: 0361-2343785 / 2343786 / 2343783 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in	DR. (MRS) VARDHINI BHATTACHARJEE, RD DR. SANJIB KUMAR KATAKY, DD	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
19	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-40266470 / 40266471 FAX : 040-40266759 EMAIL : rchyderabad@ignou.ac.in	DR B RAJAGOPAL, RD DR. D.R. SHARMA, DD SH. K.K. MOHAN, AR SH. GUJALAASHOK, AR	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX, NORTH AOC IMPHAL - 795001 MANIPUR PH.OFF: 0385-2421190 / 2421191 / FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in	DR. DANIEL JOSEPH KUBA, RD (I/C)	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
21	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORN HILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in	DR S J NEETHIRAJAN, RD SH. MANOJ TIRKEY, ARD (On Study Leave)	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
22	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	DR. S. FIAYAZ AHMED, RD (I/C) (Not yet joined the duty) DR. U.C. PANDEY, DD (on EOL) SH. R.K. SONI, AR	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
23	JAIPUR RC CODE: 23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATELMARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in	DR. S.N. AMBEDKAR, RD DR.MAMTABHATIA, DD SH. ANSHUMAN UPADHYAY, ARD SH. B.L. MEENA, AR	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI, PRATAPGARH, RAJSAMAND, SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR)
24	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in	ER.K.K.BHAT, RD DR. INDRANI LAHIRI, ARD SH. PAPPU SINGH SAPRIBAN, AR	STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
25	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE		STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i>
26	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in	DR.ASHOK SHARMA, RD SH. AMIT KR SHRIVASTAVA, ARD (On Deputn.) SH. C. L. SHARMA, AR	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
27	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in	DR SANTOSH KUMARI, RD SH. PRAMESH CHANDRA, ARD SH. TEJINDER PAL SINGH, AR	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
28	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD, KENUOZOU KOHIMA - 797001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in	DR.T.IRALU, RD	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
29	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR, J KOLKATA - 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	DR SUJIT KUMAR GHOSH, RD MR. SANTANU KUKHERJEE, ARD MR. KAMAL KANT SAHAY, AR	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
30	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	DR ABHILASH NAYAK, RD SH. K.C. DALAI, ARD (SEL. GRADE) SH. DHARMA RAO GONIPATI, ARD SH. SANZAYA PATEL, AR	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYNPUR, DANTEWADA, BIJAPUR)
31	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 EMAIL : rclucknow@ignou.ac.in	DR AMIT CHATURVEDI, RD DR. ASHWINI KUMAR, DD DR. ANIL KUMAR MISRA, DD SH. MOHD. RAIS SIDDIQ, AR	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRACH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
32	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018, TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in	DR M SHANMUGHAM, RD DR. S. KISHORE, DD SH. P. NAMBOOTHIRIPAD, ARD SH. S. BALASUBRAMANIAN, AR	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
33	MUMBAI RC CODE: 49 No. of LSCs : 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI -81 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmumbai@ignou.ac.in	DR M RAJESH, RD	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI)
34	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGAPUR 440033 PH.OFF: 0712-2022000 EMAIL : rcnagpur@ignou.ac.in	DR P SIVASWAROOP, RD	STATE OF MAHRASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
35	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in	DR GULAB JHA, RD DR. HEMA PANT, DD SH. N.D. SHARMA, AR	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
36	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in	DR M S PARTHASARATHY, RD	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG)
37	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in	DR. Q. HAIDER, RD MS. MONI SAHAY, ARD DR. D.P. SINGH, ARD	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
38	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 EMAIL : rcportblair@ignou.ac.in	DR S SRINIVAS, RD	PORT BLAIR (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
39	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF: 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in	DR.KAMESHWARI MOORTY, RD DR. KALPANA S. GUPTA, DD MS. S.T. SHAMSU, ARD (SEL. GRADE) ON DEPUTN. SH. PARVEEN KUMAR, ARD SH. S.G. SWAMY, AR	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID. PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR)
40	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO 312 SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 PH.OFF: 03483-271555 / 271666 EMAIL : rcraghunathganj@ignou.ac.in	DR S RAJA RAO, RD	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
41	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1, SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in	DR H SANGEETA MAJHI, RD SH. BIMAL CH. NANDA, ARD SH. Y.S. BHAMBULKAR, AR	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
42	RAJKOT RC CODE: 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT - 360005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in	DR S GANESHAN, RD SH. J.B. DHABI, AR SH. SANJEEV KR. VARMA, AR	STATE OF GUJRAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
43	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in rdranchi@ignou.ac.in	DR G N SHIV KUMAR, RD DR. SARAH NASREEM, ARD (EOL) SH. ARVIND MANOJ KR. SINGH, ARD DR. MOTI RAM, ARD SH. G.Z. AYOUB, DR SH. AJAY LAKRA, AR	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH)
44	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	DR (MRS) DIDCY LALOO, RD SH. JOSEPH SOMI, ARD (SEL. GRADE) SH. K.D. HYNNECTWA, AR	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
45	SHIMLA RC CODE: 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in	DR.D.B.NEGI, RD DR. JOGINDER KR. YADA, ARD SH. MOHAN SHARMA, ARD DR. V.B. NEGI, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
46	SILIGURI RC CODE: 45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI - 734001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in	DR YONAH BHUTIA, RD DR. B. BHOWMIK, ARD	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
47	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	DR MIRZA NEHALAHMED BAIG, RD (I/C)	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)

S. No.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	SENIOR STAFF	JURISDICTION
48	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM -695017 PH.OFF: 0471-2590300 / 2590600 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	DR B SUKUMAR, RD SH. JOJY S. PATTATHIL, AR	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
49	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in	DR MANORMA SINGH, RD SH. SHER SINGH, ARD SH. BANMALI SINGH, AR	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
50	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA 520 001 ANDHRA PRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	DR. M. KRISHNAIAH, RD (I/C) MR. PRAVEEN KUMAR. AR	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)

12. LIST OF IGNOU'S PARTNER INSTITUTIONS (PIs) OUTSIDE INDIA AND THE ACADEMIC PROGRAMMES OFFERED

A) PARTNER INSTITUTION UNDER INDIVIDUAL MOU

Sl. No.	PI.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
1.	5102 ABU DHABI, UAE	Wisdom Educational Institute, P.O. Box 71296, Abu Dhabi, UAE Tel : +971-2-621 44 74; Fax: +971-2-214484 E-mail : wisdom@emirates.net.ae Contact : Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
2.	5502 DUBAI, UAE	Wisdom Educational Institute, P.O.Box : 26791, Dubai, UAE Tel : +971-4-3964455; Fax: +971-2-3964422 E-mail : wisdom@emirates.net.ae Contact Person: Mr. Ahmed Rafi B. Ferry, Director	BPP, BA, B.COM, DIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, MEG, MHD, CIC, BCA, MCA, PGJMC, BED
3.	5503 DUBAI, UAE	Universal Empire Institute of Technology Knowledge Village P.O. Box 500332, Dubai, UAE Tel : +971-4-3672121(O); Fax : +971-4- 3672779 E-mail: contact@ueitonline.com Contact Person : Mr. Balaji, Coordinator	BPP, BA, B.COM, DIM, PGDHRM, PGDMM, PGDFM, PGDOM, MBA, MEG, MHD, CIC, BCA, MCA, BTCM, BTWRE, B.Sc. (N)
4.	5505 RAS-AL-KHAIMAH, UAE	Royal College of Applied Science & Technology, FZE, P.O. Box: 10559, RAK Free Trade Zone, Ras Al Khaimah, UAE Tel: +971-1-2272203; Fax: +971-7-2272281 E-mail: contactrak@rcast.org Contact Person : Mr. Balaji, Coordinator	DTS, CTE, DECE, BA, B.COM, BTS, BED, MTM, MCOM, MEG, PGJMC, PGDHRM, PGDMM, PGDFM, MBA, CIC, BCA, MCA, BTCM, CPLT
5.	5402 QATAR	Middle-East Educational Services P.O.Box : 3453, Doha, QATAR Tel: +974-4687707; Fax: +974-4505264 E-mail: mesoffcampus@gmail.com; pmanuvalsa@yahoo.com Contact Person: Mr. P. Manoharan	DTS, BTS, BA, B.COM, DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA, CIC, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM.
6.	5704 KUWAIT	Gulf Centre for University Education P.O.Box: 64070, Shuwaikh 70451, Kuwait Tel: +965-2407110, 2407119 Fax: +965-2407049 E-mail: almartin@gcukw.org; alloysiusmartin@hotmail.com Contact Person: L. Alloysius Martin, Director	CIC, BCA, BTS, BA, B.COM, BLISc, MLISc, DIM, PGDIM, PGDHRM, PGDFM PGDOM, PGDMM, MBA, BPP, BED, MEG, MTM, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM, MTM.
7.	5905 SULTANATE OF OMAN	Glory Institute Dharamsy Nancy Complex Opp. Shell Petrol Pump, Building No.20, Way No. .58, Wadi Kabir, Muscat Tel: +968-24817612; Fax: +968 24813329 E-mail : iahemdt@omantel.net.om Contact Person: Mr. T. N. Kutty, Coordinator. Postal Address : P.O.Box: 583 PC:114, Muttrah, Sultanate of Oman	BA, B.COM, BTS, DIM, MP, BCA, CIC, BED, MCA, MHA, MLIS, MHD, MPS, MAH, MCOM MTM, MEG, MTM,
8.	6001 BAHRAIN	Indian Academy W.L.L.P.O. BOX : 10584 MANAMA, BAHRAIN Tel : +973-17811451/39888092/39824602, Fax: +973- 17811663/17811461 Email : elam63@hotmail.com Contact Person : Mr. S. Elamurugu, Chairman-cum-Director	B.ED., MP, DIM, PGDIM, PGDFM, PGDMM, PGDHRM, PGDOM, MCA, MHA, MLIS, MPS, MAH, MCOM, MTM, BTCM

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
9.	6101 SAUDI ARABIA	ATEICO Communications P.O. Box:5791, Jeddah 21432 Saudi Arabia Tel: +9662-668-4287; Fax: +9662-669-0403 E-mail: ignou@ateico.com Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
10.	6102 SAUDI ARABIA	ATEICO Communications P.O. Box 89630, Riyadh – 11692, Saudi Arabia Tel: +966-1-215-3537; Fax: +966-1-215-3539 E-mail: ignouriyadh@ateico.net Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
11.	6103 SAUDI ARABIA	ATEICO Communications, Al Khuziam Commercial Centre, Dharan Street, Opp. to Al Johra Market, Al Khobar Saudi Arabia. Tel + 966 3 8653122; Fax +966 3 8657185 Email ignoudammam@ateico.net Website: www.itoindia.com Contact Person : Mr. Riaz Mulla	BPP, CIC, CTS, DTS, DIM, DECE, BA, BCOM, BTS, BED, BCA, MEG, MAH, MPS, MCOM, MTM, MCA, MADE, MBA, PGDIM, PGDFM, PGDHRM, PGDMM, PGDOM, PGDIBO, PGDDE
12.	7202 MAURITIUS	Mauritius College of the Air, Division of Distance Education, Reduit MAURITIUS Tel: +230-4038200; Fax: +230-4672508 Email: mcade@mca.ac.mu Contact Person: Mr. R. Dhurbarylall	BCA, BTS, DIM, MP, PGDDE, MADE, PGDHRM, PGDJMC, MBA, MEG, BDP
13.	7203 MAURITIUS	Mauritius Institute of Education (MIE) Reduit, Mauritius Phone No: +230-4661654 Email : kencathan@hotmail.com Contact Person: Ms. Ooma Vedi Cudian	Primary Teacher Education
14.	8105 ETHIOPIA	St. Mary's University College PO Box 18490, Addis Ababa, Ethiopia Tel: +251-1-553 79 94; 553 79 96 Fax: +251-1-553 80 00 E-mail: smc@ethionet.et; wondtam@yahoo.com Contact Person: Mr. Wodwosen Tamrat, President	CIC, CTE, CFN, CIG, DIM, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BCOM, BLIS, BTS, MBA, MLIS, MADE, BED, BSC(N), BTCM, BTWRE
15.	9401 KENYA	Centre for University Education East Africa School of Management Commonwealth House, Moi Avenue P.O. Box No. 68272-00200 Nairobi, KENYA Tel : +254-020-312863, 342363, Fax : 2712720 Email : easm@wananchi.com Contact Person : Mr. Joe Mwangi Mbutia, Director	BPP, BCOM, MCOM DIM, PGDIM, PGDHRM, PGDFM, PGDOM, PGDMM, MBA.
16.	9301 SINGAPORE	Open Minds International 1, Rochor Canal Road # 05-11, Sim Lim Square, Singapore – 188 504 Tel: +65 – 6336460; Fax: +65-6339576 Email: admin@openminds.com.sg Contact Person : Mr. Vinod Wadhwa, Managing Director	CIC, BCA, BTS, DTS, BA, MADE, DIM, PGDDE, MP, CTE
17.	9602 NEPAL	International Computer Advice Pvt.Ltd. Old Baneshwor, Ward-34, Baburam Acharya Road, Kathmandu, Nepal Tel: +977-1-2042289/ 4465400 Fax: +977-1-4473684 E-mail: ica@ica.edu.np Contact Person: Mr. Biswajit Mukherjee, Coordinator	BPP, BA, BCOM, BTS, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BED, DCE, DTS, PGJMC, MEG, MTM, CIC, BCA, MCA, CAFÉ, DAFE, PGDRD, MSO, MARD, MPA

Sl. No.	P.I.Code / Country Name	Partner Institution Name & Address	Programmes on Offer
18.	9603 NEPAL	DLP Management Consortium (P) Ltd. Putali Sadak Height, GPO Box:15142 KPC-320, Kathmandu, Nepal Tel: +977-1-2004321,4418019 Fax:+977-1-4418019 E-mail : pranab.basak@gmail.com Contact Person: Mr. Pranab Basak, Director	BPP, BA, BCOM, DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, BTS, PGJMC, BLISC, DAFE
19.	9702 SRI LANKA	Regent International Institute of Higher Studies No. 5, Mudungoda, Miriswatta Gampaha, Sri Lanka Tele : +94-33-4670388/2224559, 777554694 FAX : +94-33-4670388 Email : sicsgampaha@yahoo.com Contact Person : Mr. Anura Gunasekhra	MP, PGDDM, DN-HEBDP
20.	9202 KYRGYZSTAN	Virtual Academy of the International University of Kyrgyzstan, Prospect Chui 255, Bishkek 720001 E-mail: root@iuk.bishkek.su; land@iuk.kg Tel: (+7-3312-218335, +7-3312-219615 Contact Person: Dr. Karayeva Zina, Director Kyrgyz-Indian Institute of Distance Education	DIM, MBA, PGDFM, PGDHRM, PGDIM, PGDMM, PGDOM, CIC, BCA, MCA
21.	9710 AFGHANISTAN	Afghanistan International University of Management Sciences, Polytechnic University Compound, Khushal Khan Mina, Kabul, Afghanistan Ph: +93(0)70 273 515, +93(0)79 020 051 Contact Person : Mr. Abdul Latif Roshan Executive Director	BA, BCOM, BLIS, BTS, MBA, MLIS, MEG, MHD, MAH, MPS, MTM, MCOM
22.	9305 FIJI	The University of Fiji Private Mail Bag, Saweni, Lautoka, Fiji Islands. Tel: +679-6640600, Fax: +679-6640700 E-mail: rajeshc@unifiji.ac.fj Contact Person: Prof. Rajesh Chandra	MCAJoint BCA
23.	9801 BANGLADESH	Holy Family Red Crescent Medical College and Hospital (HFRCHCH) Dhaka, Bangladesh Contact Person : Prof. Md. Shaheen Choudhry Principal (Acting)	CHCWM

B) UNESCO-IICBA SPONSORED CENTRES FOR PGDDE & MADE
8101 : ETHIOPIA International Institute of Capacity Building in Africa, IICBA-UNESCO P.O. Box : 2005, Addis Ababa, ETHIOPIA Tel: +251-11-5445284, Fax: +251-11-5514938 Email: info@unesco-iicba.org Contact Person : Mr. Getachew Kelemu, Project Officer
8102 : GHANA (W) Dr. Kingsley Andoh-Kumi Institute of Educational Development and Extension, University of Education, Winneba, Ghana Fax: +233-0432-22397
8103 : GHANA (C) Dr. Albert K. Koomson Director, Centre for Continuing Education, University of Cape Coast, Cape Coast, Ghana Fax: +233-042036946, +233-432-22497
8403 : GAMBIA Mr. Musa Sowe, Director, Higher Education & Research, Department of State for Education, Wily Thorpe Building, Banjul, Gambia

8402 :SIERRA LEONE Mr. Sanasi M. Kuyateh, Deputy Director, (Science), Ministry of Education, Science and Technology, New England, Freetown, Sierra Leone Fax: +232-22-223030/235011 Email : bis_konneh2005@yahoo.com
8201 : MADAGASCAR C/o IICBA, ETHIOPIA Tel: +251-11-5445284, Fax: +251-11-5514938
8202 :LIBERIA Mr. Marcus S. Sokpah, Assistant Minister for Teacher Education, Ministry of Education, PO Box: 9012 Monrovia, Liberia
C) RAJIV GANDHI FOUNDATION AND COMMONWEALTH OF LEARNING SPONSORED CENTRES FOR PGDDE & MADE
8901 : JAMAICA Dr. Claude Packer, Principal The Mico College, IA Marescauz Road Kingston 5, Jamaica Email: cpack@cwjamaica.com
7102 : SEYCHELLES Email: aldecdir@eduhq.edu.sc
8801 : SAMOA Email: ernkv@sampol.edu.ws
8703 : NAMIBIA Email: alberts@namcol.com.na
8501 : LESOTHO Email: ldtc@adelfang.col.is
9001 : MALAWI Email: modeqpl@globemw.net
8601 : SWAZILAND Email: chandraiahe@yahoo.com
9501 : NIGERIA Email: batundeipaye@educo-health.org
9502 : NIGERIA National Open University of Nigeria Planning Office
9503 : NIGERIA Email: Ntikad@yahoo.com
D) PAN-AFRICAN E-NETWORK PILOT PROJECT FOR MBA
8106 : ETHIOPIA Email : fekadu_2@yahoo.com
8107 : ETHIOPIA Email : shimelisw@hotmail.com; alamirew2004@yahoo.com
E) RAJIV GANDHI FELLOWSHIP SPONSORED BY SOUTH AFRICA DEVELOPMENT COMMUNITY (SADC-DEC) – CENTRES FOR PGDDE
8505 : BOTSWANA
8506 : ZAMBIA
8501 : LESOTHO
9001 : MALAWI

13. 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.

- 1) Assignment Remittance-cum-Acknowledgement Card
- 2) Change/Correction of Addresses and Study Centre
- 3) Requisition for change of medium of study
- 4) Requisition for Fresh Set of Assignments
- 5) Intimation of Non-receipt of Study Material Assignments
- 6) Change of Courses of Study
- 7) For rechecking of result of the Term-end Examination
- 8) For Re-evaluation of Answer Script
- 9) For Improvement in Division/Class
- 10) For Provisional Certificate
- 11) For issue of a duplicate copy of University Diploma/Degree/Certificate
- 12) For Issue of Migration Certificate

Sample Question Papers



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI
REQUISITION FOR CHANGE OF MEDIUM OF STUDY**

To,

Registrar
Student Registration and Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110068

Subject : Requisition for Change of Medium of Study

Enrolment No

Programme

Please change my medium of study as per following details:

Present Medium

New Medium

I am enclosing a Demand Draft Nofor Rs.drawn on
(Bank and Branch)payable at New Delhi. (Please pay
Rs.150/- per course for 4 credits and Rs.300/- for 8 credits course plus Rs.300/- for change of
medium.)

Name and Address.....

Signature:

.....

Date:

.....

.....

Please read the instructions overleaf before filling up this form :



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

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

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick () whichever is applicable)

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

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student

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:

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

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

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

For Official Use

Date of dispatch of study material/assignments to students

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

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
 Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- for more than 4 credit per course.
 This is permitted within 30 days from receipt of first set of course material.

SUB: **1. CHANGE OF PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

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

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

Change of courses of study as per following details:

Courses Offered	From	To

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

Demand Draft No Dated

Amount Rs. Drawn on

Signature
 Name
 Address



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-CHECKING OF RESULT OF THE TERM-END EXAMINATION

Name

Enrolment Number

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

Address

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Name of Exam. Centre

Centre Code

Courses in which re-checking of the Term-end Exam result is Sought

Course Code

Name of the Course

.....
.....
.....

FEE FOR RECHECKING OF RESULT

Fee is to be paid at the rate of Rs. 100/- per course.

DEMAND DRAFT: Draft is to be made in the name of IGNOU payable at Delhi.

DRAFT DETAILS:

1. Name of Bank
2. Place
3. Draft No.
4. Date
5. Amount

Date:

Signature

Note: There is no provision for re-evaluation. Checking is done with reference to the grade/marks given in the Answer-book and the Award list. If there is any mistake on the part of the University, re-checking fee at the rate of Rs. 100 paid by the candidate will be refunded. Application Form for this purpose will normally be entertained within a period of 2 months of the declaration of the result.

The filled in form with the requisite fee is to be sent to :
Asst. Registrar (Exam. II)
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068.

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

Please mail this form to Regional Director of your Regional Centre.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI NEW DELHI – 110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name:.....

Programme:.....

Enrolment No.

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

Address:
.....
.....
.....
.....

PIN:

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

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

Name of Exam Centre:.....

Centre Code:.....

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

Total amount paid Rs:.....
(Rs. 500/- 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 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

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

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

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

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

Dy. Registrar (Exam-III)

(Student Evaluation Division)

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 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 Code

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

Total marks/Overall point grade obtained Percentage obtained

.....
(Please enclose photocopy of the statement of marks/grades card)

5. Course(s), in which improvement is sought:	COURSE CODE	COURSE CODE
	1.	4.
	2.	5.
	3.	

6. Fee details:-
(The fee for this purpose 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 improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria:-
 - a) The students mentioned at 1(a) above in June 2008.
 - b) The students mentioned at 1(b) above in June 2008 or December 2008.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form,

Please mention 'APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS'



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

SR & E Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR THE ISSUE OF A PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

**The Registrar (SR&E),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....
Signature



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

**FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF
UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE**

Note: For Instructions, please see reverse.

To
The Director
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme
_____ Examination for the following reasons:

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____
(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

Examination Passed in Term End Examination - June/December, _____

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

I Certify that the above entires made by the applicant are correct.

**Signature of Regional Director
With Stamp**

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF
UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE**

- 1 The form should be filled in duplicate legibly and signed by the candidate
- 2 The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
- 3 A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
- 4 In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF
THE VALUE OF RS. 10/- BEFORE A FIRST CLASS MAGISTRATE**

I _____ Son/Daughter of Shri _____
resident of _____

do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

I have filed an F.I.R. with _____ Police Station _____ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

Deponent

Signature _____

Address _____

Verification

Verified _____ this _____ day of _____ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at 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..... PIN
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

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

(To be filled in by the Admissions Division)

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

Date _____ Dealing Assistant _____ Section Officer _____

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

Received the Migration Certificate No. _____ dated _____

Dated

INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre City.
2. At the time of submission of the application for issue 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. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident ofhereby solemnly declare that the

Migration Certificate No.....dated.....issued

to me by theto enable me to join..... University has been lost and

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

DIPLOMA IN NUTRITION AND HEALTH EDUCATION

Term-End Examination

June, 2006

DNHE-1: NUTRITION FOR THE COMMUNITY

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: *Question no.1 is compulsory. Answer five questions in all.*

1. (a) Match the items in Column A with those in Column B: 10
- | <i>Column A</i> | <i>Column B</i> |
|------------------------------|--------------------------|
| (i) Maida | (a) Carbohydrate |
| (ii) Potato | (b) Energy imbalance |
| (iii) Kilocalorie | (c) Safety value |
| (iv) Kesari dal | (d) Infant feeding |
| (v) IDD | (e) Milk |
| (vi) Obesity | (f) Refined cereal |
| (vii) Fibre | (g) Lathyrism |
| (viii) Multimix | (h) Iodine |
| (ix) Growth spurt | (i) Physiological stress |
| (x) Body building food group | (j) Fluorosis |
| | (k) Energy Unit |
- (b) Differentiate between the following sets of terms in two to three sentences each: 10
- (i) Macronutrient - Micronutrient
 - (ii) RDI - Requirement
 - (iii) Saturated fatty acid - Unsaturated fatty acid
 - (iv) Energy giving function - Protein sparing function
 - (v) Enhancers - Inhibitors
2. (a) What are the important functions of fats? 5
- (b) Differentiate between essential and non-essential fatty acids. 3
- (c) List six rich sources of fat. 3
- (d) "None of the vegetable oils contain cholesterol." Do you agree with this statement? Give reasons. 4

- (e) How are fats digested and absorbed in the body? 5
3. (a) Which considerations should you keep in mind while planning balanced diets for preschoolers? 5
 (b) Jamuna is running a preschool. She plans to serve a snack to the preschool children. Suggest three good snacks rich in energy, protein and iron or vitamin A. 10
4. (a) What considerations would you keep in mind while selecting:
 (i) Cereals 5
 (ii) Milk and milk products 5
 (b) If you are preparing a food budget for a low income family, what are the considerations you will keep in mind? Give examples of the food choices you would suggest. 10
5. (a) What is xerophthalmia? What are its clinical features? 10
 (b) How do we treat xerophthalmia? 5
 (c) How can we prevent xerophthalmia? 5
6. (a) What is the relationship between nutrition and infection? 4
 (b) Which dietary considerations would you keep in mind for management of diarrhoea? 6
 (c) What dietary considerations would you keep in mind if a patient has fever? 6
 (d) Explain the significance of:
 (i) Control of infections in treatment of PEM
 (ii) Control of worm infestations in treatment of anaemia
7. (a) List three nutrient deficiency control programmes run by the Government. 3
 (b) Describe anyone of the programmes you have listed in (a) in detail. 10
 (c) Identify any seven important messages you would like to communicate to pregnant mothers. 7
8. Write short notes on any *four* of the following: 20
 (a) Meal planning for adolescents
 (b) Fluorosis
 (c) Dietary management of diabetes mellitus
 (d) Food combinations
 (e) Dietary surveys

DIPLOMA IN NUTRITION AND HEALTH EDUCATION

Term-End Examination

June, 2006

DNHE-2: PUBLIC HEALTH AND HYGIENE

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: You have to attempt five questions in all. Question no.1 is **compulsory**. All questions carry equal marks.

1. (a) Match the items in Column A with those in Column B: 10
- | <i>Column A</i> | <i>Column B</i> |
|--------------------------|----------------------------|
| (i) Passive Immunization | (a) Oxygen |
| (ii) Poliomyelitis | (b) Bacterial disease |
| (iii) Tuberculosis | (c) Food borne disease |
| (iv) Malaria | (d) Immunoglobulins |
| (v) Typhoid | (e) Viral disease |
| (vi) Trachoma | (f) Mosquito |
| (vii) Lippes Loop | (g) Eye infection |
| (viii) Aerobics | (h) Liquid waste |
| (ix) Disinfection | (i) Family planning method |
| (x) Effluent | (j) Kills bacteria |
- (b) Explain the following in 2-3 sentences: 10
- (i) Sex Ratio
 - (ii) Active Immunization
 - (iii) Ascariasis
 - (iv) Primary Health Centre
 - (v) Incidence of diseases
2. (a) Explain the role of vital statistics in Public Health. 4
- (b) Describe the various sources of data on Vital Statistics. 8
- (c) List the measures and determinants of fertility. 8
3. (a) What are the different types of micro-organisms that cause infection and disease? Discuss giving examples. 10
- (b) Describe the various modes of transmission of infection in man using appropriate illustrations. 10

4. (a) Explain the concept of Nutritional care. 5
- (b) Describe in brief the dietary management of the following conditions: 5+5+5
- (i) Coronary heart disease
- (ii) Diarrhoea
- (iii) Fever
5. (a) Discuss in brief the common health problems prevalent in our country. 6
- (b) Describe the different levels of health care in the country. 6
- (c) Describe the components of Primary Health Care. 8
6. (a) Explain in brief the cause and mode of spread of whooping cough. 4
- (b) Describe the symptoms and complications of Measles. 6
- (c) Discuss the prevention and management of skin infections in children, giving examples. 10
7. (a) List three food borne diseases. 3
- (b) Identify the symptoms and complications of typhoid. How does it spread? 7
- (c) Describe the factors in control, prevention and management of worm infestations, giving appropriate examples. 10
8. Write short notes of any *four* of the following: 5+5+5+5
- (a) Area Development Programme
- (b) Influences of diseases on food intake and dietary pattern (c) Protection of wells from contamination
- (d) Family Planning Methods
- (e) Child Survival and Safe Motherhood (CSSM) programme

DIPLOMA IN NUTRITION AND HEALTH EDUCATION

Term-End Examination

June, 2006

DNHE-3: NUTRITION AND HEALTH EDUCATION

Time : 3 hours

Maximum Marks: 100
(Weightage 70%)

Note: Answer five questions in all. Question no.1 is compulsory

1. (a) Match the items in Column A with those in Column B: 10
- | <i>Column A</i> | <i>Column B</i> |
|------------------------------------|-------------------------------|
| (i) PRA | (a) Puppets |
| (ii) Folk media | (b) Physical dimension |
| (iii) Flip chart | (c) Participatory technique |
| (iv) Health | (d) Teaching aid |
| (v) Key person | (e) Transparencies |
| (vi) Overhead Projector | (f) Community leader |
| (vii) Persuasive approach | (g) Modern approach |
| (viii) Anaemia prevention | (h) Green leafy vegetables |
| (ix) Infectious disease prevention | (i) Promotion of immunization |
| (x) NHEES | U) School-based programme |
| | (k) Cereals and pulses |
- (b) Explain the relationship between the following sets of terms in one or two sentences each: 10
- (i) Prevention of nutrient deficiencies - Nutrition education
 - (ii) Information flow - Communication
 - (iii) Teaching aids - Messages
 - (iv) Traditional approaches - Folk media
 - (v) School teacher - Change agent
2. Suppose you have found that preschoolers in a village are suffering from night blindness and other signs of vitamin A deficiency.
- (a) Identify five key messages to be imparted to mothers of infants and young children in the village. 5
 - (b) What plan of action would you suggest to impart these messages? What should such a plan of action involve? 5

- (c) Which media would you select to spread awareness about the problem and its prevention and treatment? Explain the use of the media you have selected in detail. 10
3. (a) Suggest three situations related to nutrition/health where demonstrations could be used. 3
- (b) Select anyone of the situations you have suggested in (a) above and describe how you would organize a demonstration. 10
- (c) Which factors did you consider to ensure that your demonstration is effective? Give reasons. 7
4. (a) What are “non-machine aids”? Give three examples of non-machine aids. 5
- (b) Explain the use of machine operated devices in nutrition and health education. 10
- (c) Which aids would you select for use in: 5
- (i) rural communities
- (ii) urban communities
- Give reasons for your answer.
5. (a) Differentiate between the following methods/aids/approaches in nutrition and health education: 10
- (i) Analytical approach - Persuasive approach
- (ii) Lecture - Discussion
- (iii) Role plays - Skits
- (iv) Individual strategies - Community strategies
- (v) Flip chart - Flash card
- (b) Why would you recommend the use of participatory approaches in nutrition and health education? Explain in detail, giving suitable examples. 10
6. (a) Mention two nutrition/health situations each suitable for adopting the following strategies: 4
- (i) Woman-to-woman
- (ii) Child-to-child
- (b) Describe anyone of these two strategies in detail. 10
- (c) Briefly discuss the role of the rural school system in nutrition and health education. 6
7. (a) What are the steps in the nutrition education process? Explain in detail. 15
- (b) How can you promote community contact during the process of nutrition education? Explain in brief giving examples. 5
8. Write short notes on any *four* of the following: 5+5+5+5
- (a) Community
- (b) Advantages of projected aids
- (c) Educational games
- (d) Evaluation of action
- (e) Types of media

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC Regional Services Division Committee against Sexual Harassment (RSDCASH)	neenajain@ignou.ac.in
Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library IGNOU Committee against Sexual Harassment (ICASH)	sur.mittimani@gmail.com
Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
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Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
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Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in

Dates for Submission of Exam Forms				
FORJUNETEE	LATEFEE	FORDECTEE	LATEFEE	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	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-	
21 April to 30 April	Rs. 500/-	21 Oct. to 31 Oct.	Rs. 500/-	
1 May to 15 May	Rs. 1000/-	1 Nov. to 15 Nov.	Rs. 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 _____

Date _____

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