

# **PROGRAMME GUIDE**

## **Diploma in Production of Value Added Products from Cereals, Pulses & Oilseeds (DPVCPO)**



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

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

This booklet contains relevant information in brief about the Programme on Diploma in Production of Value Added Products from Cereals, Pulses & Oilseeds.

### RECOGNITION

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# **PROGRAMME GUIDE**

## **Diploma in Production of Value Added Products from Cereals, Pulses & Oilseeds (DPVCPO)**



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# 1. SCHOOL OF AGRICULTURE

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

## Objectives

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

## 1.1 Programmes on Offer

### Diploma Programme

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

### Awareness Programme

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

## 1.2 Programmes under Development

### a) PG Programme

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

### b) Vocational and Entrepreneurial Programmes

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

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## 2. DIPLOMA IN PRODUCTION OF VALUE ADDED PRODUCTS FROM CEREALS, PULSES AND OILSEEDS

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The Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds aims to develop competent human resource in the field of post harvest management of Cereals, Pulses and Oilseeds and production of value added products from them. It intends to inculcate vocational and entrepreneurial skills to widen employment opportunities, particularly among rural youth and the disadvantaged sections of the society as well as self employment. It seeks to address the workforce requirements of the food processing industries and focuses on upgrading the knowledge and skills of existing workers in the roller flour mills, rice mills, pulse mills, baking and confectionary industry, oilseeds processing units and ready to eat food along with snack food industry based on Cereals, Pulses and Oilseeds. The programme also caters to trained manpower requirements of the food processors, skilled workers / technicians in the food processing industries, NGO functionaries/ trainers, entrepreneurs, post harvest/ food processing departments of the states/ central, rural educators, farmers, quality control implementation agencies etc.

The salient features of this programme are as follows:

- Focus on operational areas of post-harvest management of Cereals, Pulses and Oilseeds.
- Courses designed and prepared by professional experts in the field of post harvest technology.
- Student centered multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading experts through teleconferencing.

### 2.1 Objectives

- To provide the knowledge & skills for minimizing the post-harvest losses and production of value added food products;
- To develop human resource for post harvest management and for primary/secondary/tertiary processing of Cereals, Pulses and Oilseeds at the production areas/ clusters;
- To develop youth as young entrepreneurs for self employment through food processing and associated activities; and
- To impart knowledge and technical proficiency in:
  - a) Procurement of raw materials,
  - b) Preparation of value added products,
  - c) Prevention of losses in raw and processed produce,
  - d) Marketing and economical aspects,
  - e) Managing small and medium enterprises.

### 2.2 Programme Structure

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

Sl. No.	Course Code	Title of the Course	Credits
1.	BPVI-031	Food Fundamentals	4 Credits
2.	BPVI-032	Food Microbiology	4 Credits
3.	BPVI-033	Milling of Wheat, Maize and Coarse grains	4 Credits
4.	BPVI-034	Baking and Flour Confectionery	4 Credits
5.	BPVI-035	Paddy Processing	4 Credits
6.	BPVI-036	Processing of Pulses and Oilseeds	4 Credits
7.	BPVI-037	Food Quality Testing and Evaluation	4 Credits
8.	BPVI-038	Entrepreneurship and Marketing	4 Credits

## 2.3 Syllabus of the Programme

Code: BPVI-031

COURSE I – FOOD FUNDAMENTALS

S. No.	Block & Unit
<b>Block 1</b>	<b>Post Harvest Management</b>
Unit 1	Importance of Post Harvest Management
Unit 2	Cleaning and Grading
Unit 3	Harvesting, Transportation, Handling & Storage
<b>Block 2</b>	<b>Basic Principles - I</b>
Unit 4	Principles of General Engineering
Unit 5	Principles of Food Engineering
Unit 6	Food Processing Machinery
Unit 7	Packaging Materials
Unit 8	Packaging Systems and Machinery
<b>Block 3</b>	<b>Basic Principles - II</b>
Unit 9	Elements of Food Sciences
Unit 10	Chemistry of Food with Special Reference to Cereals, Pulses and Oilseeds
Unit 11	Biochemistry and Nutrition
<b>Block 4</b>	<b>Quality Aspects</b>
Unit 12	Quality Characteristics and Parameters of Raw Materials
Unit 13	Quality Characteristics and Parameters of Processed Food
Unit 14	Deteriorative Factors and their Control
Unit 15	Quality Assurance

### Practical Manual

Experiment No.	Name of Experiment
Experiment 1	Determination of Equilibrium Moisture Content (EMC)
Experiment 2	Determination of Bulk Density
Experiment 3	Determination of True Density
Experiment 4	Determination of Measurement of Fat/Oil
Experiment 5	Determination of Crude Protein (Total Protein)
Experiment 6	Determination of Total Carbohydrates
Experiment 7	Determination of Free Fatty Acids (FFA)

**Code: BPVI-032 COURSE II – FOOD MICROBIOLOGY**

S. No.	Block & Unit
<b>Block 1</b>	<b>Introduction</b>
Unit 1	Classification of Microorganisms Important in the Food Industry: Bacteria, Yeasts and Mold
Unit 2	Factors Affecting Growth and Inhibition of Microorganisms in Food
Unit 3	Food Intoxications
Unit 4	Bacterial Food Infections
<b>Block 2</b>	<b>Controlling Organisms</b>
Unit 5	Drying – Controlling of Microorganisms
Unit 6	Chemicals for Controlling Microorganisms
Unit 7	Chemical
Unit 8	Microbial
<b>Block 3</b>	<b>Food Poisoning</b>
Unit 9	Spoilage and Associated Chemical/Physical Changes in Food
Unit 10	Thermal Control of Microorganisms
Unit 11	Food Borne Diseases

**Practical Manual**

Experiment No.	Name of Experiment
Experiment 1	Preparation of Media
Experiment 2	Microscopic Staining Techniques
Experiment 3	Culturing and Identification of Microorganisms
Experiment 4	Aseptic Culture Technique
Experiment 5	Visual and Microscopic Examination of Raw and Processed Products
Experiment 6	Enumeration of Bacterial by Dilution and Plating

**Code: BPVI - 033 COURSE III – MILLING OF WHEAT, MAIZE AND COARSE GRAINS**

S. No.	Block & Unit
<b>Block 1</b>	<b>Milling of Wheat - 1</b>
Unit 1	Milling Machines – 1
Unit 2	Milling Machines – 2
Unit 3	Different Types of Mills
Unit 4	Detachers and Bran Finishers
Unit 5	Sifters and Purifiers



<b>Block 2</b>	<b>Diagram Technique</b>
Unit 6	Wheat Reception
Unit 7	Milling of Wheat- Cleaning
Unit 8	Milling of Wheat-Grinding
Unit 9	Milling of Wheat-Flow Sheet
Unit 10	Conveying System-Mechanical
Unit 11	Conveying System - Pneumatic
<b>Block 3</b>	<b>Processing of Coarse Grains Including Maize For Value Addition</b>
Unit 12	Characteristics and Chemistry of Coarse Grains
Unit 13	Refining of Coarse Grains
<b>Block 4</b>	<b>Milling of Maize</b>
Unit 14	Processing of Maize
Unit 15	Value Added Products from Coarse Grains

### Practical Manual

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Determination of Hectoliter Weight
Experiment 2	Determination of Thousand Kernel Weight
Experiment 3	Determination of Hardness of Wheat Grains
Experiment 4	Determination of Vitreousness of Wheat Grains
Experiment 5	Pre Cleaning of Wheat
Experiment 6	First Cleaning of Wheat
Experiment 7	Second Cleaning of Wheat
Experiment 8	Milling of Wheat
Experiment 9	Evaluation of Coarse Grains for Physical Characteristics
Experiment 10	Milling of Coarse Grains by Improved Techniques
Experiment 11	Proximate Composition of Coarse Grains
Experiment 12	Popping of Coarse Grains
Experiment 13	Preparation of Millet based Deep Fried Snacks
Experiment 14	Malting of Ragi and Preparation of Weaning Food

S. No.	Block & Unit
<b>Block 1</b>	<b>Flour Quality</b>
Unit 1	Physical and Chemical Characteristics of Flour
Unit 2	Flour Improvers and Enrichment
<b>Block 2</b>	<b>Fundamentals of Bread Making</b>
Unit 3	Fundamentals of Rheology
Unit 4	Functions of Ingredients in Bread Making
Unit 5	Unit Operations in Bread Making
<b>Block 3</b>	<b>Fundamentals of Baking</b>
Unit 6	Different Bread Making Methods
Unit 7	Variety Breads
Unit 8	Technology of Biscuits
Unit 9	Technology of Cakes
Unit 10	Technology of Pasta Products

**Practical Manual**

Experiment No.	Name of Experiment
Experiment 1	Determination of Flour Colour/Dullness of Flour by Flour Colour Grader
Experiment 2	Determination of Gluten Content in Wheat
Experiment 3	Determination of Falling Number
Experiment 4	Determination of Dough Raising Capacity
Experiment 5	Preparation of Bread and its Evaluation
Experiment 6	Determination of Effect of Ingredients – Yeast, Fat and Sugar
Experiment 7	Effect of Additives on Bread
Experiment 8	Preparation of Bread by Different Methods
Experiment 9	Preparation of Bakery Products Like Buns, Rusk etc.
Experiment 10	Baking of Biscuits
Experiment 11	Determination of Effect of Ingredients
Experiment 12	Baking of Cakes

S. No.	Block & Unit
<b>Block 1</b>	<b>General</b>
Unit 1	Production, Morphology, Composition and Utilization
Unit 2	Grades and Quality of Paddy and Rice
<b>Block 2</b>	<b>Parboiling and Drying Principles</b>
Unit 3	Parboiling Principles and Practices
Unit 4	Psychrometry
Unit 5	Grain Drying Principles and Technology
Unit 6	Steam Boilers and Steam engines/turbines
<b>Block 3</b>	<b>Paddy Storage and Milling Management</b>
Unit 7	Storage Structures
Unit 8	Paddy Procurement and Quality Control
Unit 9	Plant Layout, Operation, Maintenance
Unit 10	Rice Milling Technology
Unit 11	Rice Based Products
<b>Block 4</b>	<b>Byproducts of Rice Milling</b>
Unit 12	Rice Brokens
Unit 13	Rice Bran
Unit 14	Rice Husk

**Practical Manual**

Experiment No.	Name of Experiment
Experiment 1	Measurement of Grain Physical Quality – Size, Shape, Weight, Colour, Hardness and Test Weight
Experiment 2	Determination of Cooking Time, Water Absorption Ratio and Swelling Ratio (Volumetric)
Experiment 3	Determination of Amylose Content
Experiment 4	Determination of Moisture Content of Grains
Experiment 5	Verification of Bernoulli's Theorem
Experiment 6	Study of RL Circuit
Experiment 7	Study of RC Circuit
Experiment 8	Study of RLC Circuit
Experiment 9	Study of Energy Consumption
Experiment 10	Determination of Dehusking Quality of Paddy
Experiment 11	Determination of Polishing Quality of Paddy

S. No.	Block & Unit
<b>Block 1</b>	<b>Processing of Pulses</b>
Unit 1	Pulses Production Technology and Composition
Unit 2	Processing of Pulses & Product Utilization
<b>Block 2</b>	<b>Processing of Soybean</b>
Unit 3	Soybean: Production Technology & Composition
Unit 4	Processing of Soybean
<b>Block 3</b>	<b>Processing of Oilseeds</b>
Unit 5	Oilseed Production Technology and Composition
Unit 6	Processing of Oilseeds

**Practical Manual**

Experiment No.	Name of Experiment
Experiment 1	Determination of Protein Content
Experiment 2	Determination of Full Fat Soy Flour
Experiment 3	Preparation of Soy Milk and Tofu (Soy Paneer)
Experiment 4	Preparation of Soy Nuts
Experiment 5	Determination of Physical Properties of Pulses viz; Size, 100 Grain Weight, True Density, Bulk Density and Porosity
Experiment 6	Determination of Cleaning Efficiency of a Grading Screen
Experiment 7	Determination of Average Size of Pulses Flour by Sieve Analysis
Experiment 8	Determination of Free Fatty Acid of Oil
Experiment 9	Determination of Saponification Value

S. No.	Block & Unit
<b>Block 1</b>	<b>Quality</b>
Unit 1	Definition and Importance of Food Quality
Unit 2	Quality Standardization
Unit 3	Food Safety Management
<b>Block 2</b>	<b>Testing and Evaluation</b>
Unit 4	Physical Methods
Unit 5	Chemical & Microbiological Methods
Unit 6	Sensory Analysis of Foods/ Beverages
<b>Block 3</b>	<b>Laboratory Equipment and Instrumentation</b>
Unit 7	Analytical Balance, pH Meter & Chromatography
Unit 8	Analytical Instrumentation Based on Electromagnetic Radiation

**Practical Manual**

<b>Experiment No.</b>	<b>Name of Experiment</b>
Experiment 1	Determination of Ascorbic Acid by Titrimetric and Colorimetric Methods
Experiment 2	Determination of Sodium Chloride
Experiment 3	Determination of Total Carotenoids and Beta-Carotene by Colorimetric Method
Experiment 4	Determination of Sulphur Dioxide
Experiment 5	Estimation of Benzoic Acid
Experiment 6	Determination of Hardness of Water
Experiment 7	Estimation of Residual Chlorine in Water
Experiment 8	Determination of Total Soluble Solids ( <sup>o</sup> BRIX)
Experiment 9	Contaminants: Tin Content in Canned Foods
Experiment 10	Sensory Evaluation of Food Products - Hedonic Rating Test

**Code: BPVI-038 COURSE VIII – ENTREPRENEURSHIP AND MARKETING**

<b>S. No.</b>	<b>Block &amp; Unit</b>
<b>Block 1</b>	<b>Entrepreneur and Entrepreneurship</b>
Unit 1	Being an Entrepreneur-What does it Involve
Unit 2	Entrepreneurial Skills
Unit 3	Developing Entrepreneurial Skill
<b>Block 2</b>	<b>Setting up an Enterprise</b>
Unit 4	Business Idea-How to get it?
Unit 5	Market Assessment-What is a Market?
Unit 6	What does Marketing Involve, How to Assess the Market for your Business Idea.
Unit 7	Analysing the Competitive Situation
<b>Block 3</b>	<b>Planning for the Enterprise</b>
Unit 8	Preparation of the Business Plan
Unit 9	Arranging the Financing
Unit 10	Understanding the Components for Marketing Mix
<b>Block 4</b>	<b>Marketing Management of the Enterprise</b>
Unit 11	Production Consideration
Unit 12	Setting the Price-understanding costs, Pricing fundamentals, Administering the Price
Unit 13	Developing and Managing Distribution
Unit 14	Understanding the Managing Promotion
<b>Block 5</b>	<b>Assessing Performance</b>
Unit 15	Performance Measurement and Control
Unit 16	Managing Growth
Unit 17	International Markets-Scope for Small Enterprises.

## Practical Manual

Exercise No.	Name of Exercise
Exercise 1	Preparation of Cost of Project and Means of Finance
Exercise 2	Preparation of Depreciation Schedule
Exercise 3	Preparation of Statement of Production, Raw Material Consumed and Gross Sales
Exercise 4	Calculations of Working Capital
Exercise 5	Preparation of Profitability Statement
Exercise 6	Preparation of Taxation Statement
Exercise 7	Preparation of Balance Sheet
Exercise 8	Preparation of Break Even Analysis Statement
Exercise 9	Preparation of Statement of Power Calculation
Exercise 10	Preparation of Statement of Analytical and Comparative Ratios

### 2.4 Eligibility for Admission

- Senior Secondary Pass Outs – preferably Science / Agriculture
- BPP (Under IGNOU / OLS Mode)
- 10<sup>th</sup> pass may enroll simultaneously for the BPP and Diploma programme. Preference will be given to Science and Agriculture stream students. The minimum age for admission to the BPP programme is 18 years. Therefore the minimum age for 10<sup>th</sup> pass students taking simultaneous admission for the BPP and Diploma programme is 18 years.

S. No.	Name of the Programme	Prog. Code	Eligibility	Min. age as on 1st Jan of the Academic Year	Duration in years		Programme Fee	Medium of Instruction
					Min	Max		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Diploma in Production of Value Added Products from Cereals Pulses & Oilseeds	DPVCPO	10+2 Senior Secondary Pass Outs	No Bar	1 Years	4 Years	Rs. 13,200	English, Hindi
			BPP (Under IGNOU/OLS Mode)	No Bar	1 Years	4 Years	Rs. 14,400	
			10 <sup>th</sup> Pass may enroll simultaneously for the BPP and Diploma Programme	18 Years	1 Years	4 Years	Rs. 14,400	

### 2.5 Medium of Instruction

Diploma in Production of Value Added Products from Cereals Pulses & Oilseeds is offered by the University in English and Hindi languages. Gradually the programme will be offered in regional languages.

## 2.6 Target Group

Urban/ Rural Youth, Senior Secondary pass-outs, skilled workers in food industries, Small and medium entrepreneurs, food processors in unorganized sector, personnel working in food processing cooperatives, and food processing institutions/industries, small and medium entrepreneurs, NGO functionaries/ trainers and progressive farmers.

## 2.7 Duration

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

## 2.8 Programme Fee— Diploma: Rs. 13,200/-. The fee for the BPP programme is Rs. 1200/only.

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

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

## 2.9 Programme Study Centre

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

## 2.10 Other Useful Information

The Student Handbook and Prospectus covers the following:

- a) Information about the university like, prominent features, the schools of studies, academic programmes, course preparation, credit system, student support services, instructional system, programme delivery, evaluation etc.
- b) Information regarding the rules of the university like reservation, scholarships and reimbursement of fee, refund of fee, change/correction of address and study centres, change of region, incomplete and late applications, simultaneous registration, disputes on admission and other university matters, recognition etc.
- c) List of Regional Centers.
- d) Other useful forms.

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

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### **3. STUDY MATERIAL**

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Properly planned self-instructional print material both for the theory and practical components is the main part of the Diploma Programme in “Value Added Products from Cereals, Pulses & Oilseeds”. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate self-study, the practicals are structured for self-guidance during the practical work experience.

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

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

While going through the syllabi of courses you must have noted that each course has been divided into 3-5 blocks for a 4 credit course. Each block has 4-5 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

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

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

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

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

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

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

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

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

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

#### **3.3 Counselling**

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



There will be 20 theory and 80 practical counselling sessions for the entire programme at the selected Programme Study Centre. The detailed programme of the counselling sessions will be prepared by the coordinator of the Programme Study Centre.

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

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

### **3.4 Teleconferencing**

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

### **3.5 Practical Sessions**

The practical component of this programme has been designed to build on the theory text giving you an exposure of practical experiences and knowledge in the various areas/field of value addition to the Cereals, Pulses and Oilseeds. This practice will help you to improve the skills, qualities, knowledge and competencies that you will need to practice as a competent Diploma holder with university education. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional handling value addition to Cereals, Pulses and Oilseeds.

Your practicals are, therefore, an integral and compulsory part of the Diploma programme.

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

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

### **3.6 Gyan Vani**

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

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

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in value addition to Cereals, Pulses and Oilseeds. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1800 112345 has been provided for this purpose from selected cities.

### **3.8 Study Centres**

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

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

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## 4. EVALUATION

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

The system of evaluation in IGNOU is also different from that of conventional universities.

The weightage to theory and practical will be 50% each.

#### i) Theory

For theory, the weightage to the term-end examination will be 80% and the weightage to the continuous assessment will be 20%. There will be one assignment for each course i.e. total eight assignments for the programme. Each assignment will be of 50 marks which ultimately will be converted to have weightage of 20% of theory.

**Assignments have to be submitted to the coordinator of programme study centre and instruction for formatting the assignment and date of submission of the same are given in the assignment booklet.**

The theory term end examination for each course will be of 50 marks. The minimum pass marks in term end examination will be 25. The marks obtained by the students in the term end examination will be converted to have weightage of 80 per cent (on theory basis).

#### ii) Practical

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

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

#### Weightage: Practical

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

### 4.2 Pass Percentage for Theory and Practical Examination

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

### 4.3 Modalities for Theory and Practical Examination Criteria

**Theory: Term-End Examination: 80% and Continuous Assessment: 20%**

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

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

### i) Evaluation - Guided Experiments

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

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

### ii) Evaluation of Assigned Unguided Experiments

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

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

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

## 4.4 Preparation of Consolidated Mark List

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

## 4.5 Participation and Attendance for Practical

Practical are essential components of the programme. For successful completion of the Programme, a participant is required to have a minimum of 75% attendance in the practical sessions at Programme Study Centre. A student will not be eligible to appear in Term End examination if the percentage of attendance in practical session (Programme Study Centre) falls below 75%.

## 4.6 Distribution of Marks

Every course is considered as an independent unit. Each course will have 100 marks for theory and 100 marks for practical. The course wise distribution of marks is given below in the table.

### Course-wise Distribution of Marks

Course Code	Theory		Practical	Total marks obtained out of 100	Marks obtained out of 50
	Term-end	Continuous Assessment	Total of the Guide and Unguided Experiment		
BPVI-031	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-032	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-033	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-034	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-035	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-036	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-037	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-038	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
<b>Total</b>	<b>320 (160)</b>	<b>80 (40)</b>	<b>400 (200)</b>	<b>800 (400)</b>	<b>400 (200)</b>

*The marks in bracket indicate minimum pass marks.*

#### 4.7 Pass Percentage for the Programme

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

#### 4.8 Result and Certification

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

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

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

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

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

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

- **Examination Fee**

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

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

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

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

- **Issue of Examination Hall Ticket**

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

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

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

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

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

## 5. SOME USEFUL INFORMATION

### 5.1 Some Useful Addresses

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate	Concerned Regional Centre
2. Non-receipt of study material and assignments	Registrar, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110 068
3. Examination Date-sheet	Asstt. Registrar (Exam II), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel. No. : 29536743
4. Result-rechecking, Grade Card, Provisional Certificate, Transcripts	Dy. Registrar (Exam III), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel. No. : 29536103
5. Non-reflection of Assignment Marks	Asstt. Registrar (Assignment) SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068, E-mail ID too, Tele No. 29532294
6. Change of elective/medium/opting of left over electives/deletion of excess credits.	<u>In case of MPS, MPA, MSO, MEC, MAH, M.COM., MEG, MHD, MARD, BPP, BDP, Computer &amp; Management Programmes</u> Asstt. Registrar (Exam IV), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel. No. : 29535027 <u>In case of all other programmes other than above</u> Dy. Registrar (Exam V), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel. No. : 29532630
7. Original Degree/Diploma/Convocation	Dy. Registrar (Exam I), SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068 Tel. No. : 29535438
8. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
9. Academic Information about Programme	Director, School of Agriculture, Zakir Hussain Bhawan, New Academic Complex, Block –G-1 IGNOU, Maidan Garhi, New Delhi–110 068 Tel. No. : 29533167
10. Information Regarding Counselling Sessions & Assignment Submission	Concerned Study Centres and Programme Study Centre
11. Student Registration and Evaluation Division, Grievance Cell	Asstt. Registrar (Grivance) Tele No. 29532294 e-mail ID : sregrievance@ignou.ac.in
12. Student Support Services and Student Grievances	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, E-mail : <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Telephone Nos. : 2953 3869, 2953 3870 Fax : 2953 5714

#### Caution to Students

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individual or institution.

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

## 5.2 Online Facilities

IGNOU website is [www.ignou.ac.in](http://www.ignou.ac.in). A few important links under the site are enlisted here.

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

## 5.3 Some Forms for Your Use

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



## List of Programme Study Centres Being Activated

### 1. Regional Centre: Lucknow

S. No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	Vice Chancellor C.S. Azad University of Agriculture & Technology Kanpur – 208002 (Uttar Pradesh) Ph. : 0512-2534155, Fax : 0512-2533808

### 2. Regional Centre: Delhi-2

S. No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	Vice Chancellor Sardar Vallabh Bhai Patel University of Agriculture & Technology, Meerut- 250110 (Uttar Pradesh) Ph. : 0121-2411522, Fax : 0121-2411505
2.	Agreed in Principle	Director Sir Chhotu Ram Institute of Engineering and Technology Near Jail Chunggi, Chaudhary Charan Singh University Meerut- 200005 (Uttar Pradesh) Ph. : 0121-2770083

### 3. Regional Centre: Dehradun

S. No.	SC/PSC Code	Name and Address of the SC/PSC
1.	3715	Registrar Govind Ballabh Pant University of Agriculture & Technology, Pantnagar – 263145, US Nagar (Uttarakhand) Ph. : 05944-233579

### 4. Regional Centre: Karnal

S. No.	SC/PSC Code	Name and Address of the SC/PSC
1.	Agreed in Principle	Chairman, Department of Food Technology Guru Jambheshwar University Hisar 125001 (Haryana)

**5. Regional Centre: Raipur**

<b>S. No.</b>	<b>SC/PSC Code</b>	<b>Name and Address of the SC/PSC</b>
1.	Agreed in Principle	Vice Chancellor Indira Gandhi Agricultural University Krishak Nagar, Raipur- 492 006 (Chhattisgarh) Ph. : 0771-2100564, Fax : 0771-2442302

**6. Regional Centre: Ahmedabad**

<b>S. No.</b>	<b>SC/PSC Code</b>	<b>Name and Address of the SC/PSC</b>
1.	Agreed in Principle	Director Directorate of Extension Education Navsari Agricultural University Navsari-396450 (Gujarat) Ph. : 02637-282026, Fax : 02637-282706

**7. Regional Centre: Guwahati**

<b>S. No.</b>	<b>SC/PSC Code</b>	<b>Name and Address of the SC/PSC</b>
1.	Agreed in Principle	Registrar Assam Agricultural University Jorhat – 785 013 (Assam) Ph. : 0376-2340013, Fax : 0376-2340001

**8. Regional Centre: Pune**

<b>S. No.</b>	<b>SC/PSC Code</b>	<b>Name and Address of the SC/PSC</b>
1.	Agreed in Principle	Dr. D.M.Shere Associate Professor College of Food Technology Marathvoada Agriculture University, Parbhani-431402 (MS) Ph. : 02452-223801, Fax : 02452-234150

**Form for Change/Correction of Address**

**Application for Change of Address**

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

To

Registrar, SR&ED  
IGNOU  
Maidan Garhi  
New Delhi-110 068.

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No.....

Programme.....

Name (in caps).....

**1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**

**New Address**

**Old Address**

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

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

City .....Pin.....

City .....Pin.....

State .....

State .....

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

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

**Form for Non-receipt of Materials**

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

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

Enrolment No. ....

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

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

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

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

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



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT REGISTRATION & EVALUATION DIVISION

MAIDAN GARHI, NEW DELHI-110 068

TERM-END EXAM JUNE / DECEMBER - 200\_\_\_\_\_

## EXAM FORM

Form Number

### INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Do not staple. Only **Clip** the documents along with it.
3. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

Programme Code	<input type="text"/>	Study Centre Code	<input type="text"/>
Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
<input type="text"/>			
Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)			
<input type="text"/>			
<input type="text"/>			
City		District	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State			Pin Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs				Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
Fee @ Rs. 50/- PER COURSE					
S.No.	Course Code	S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

Total No. of Courses	<input type="text"/>	X 50	Total Amt.	<input type="text"/>	Draft No.	<input type="text"/>
Practical Courses	<input type="text"/>	X 50	<input type="text"/>	Amount	<input type="text"/>	
Late Fee	<input type="text"/>		<input type="text"/>	Date	<input type="text"/>	
TOTAL			<input type="text"/>	Issuing Branch		
				Payable at	N E W D E L H I	

### ISSUING BANK

SIGNATURE OF THE STUDENT  
(within the Box only)

Control No.   
(For Official use Only)

### DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

#### Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DECEMBER TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

\* During these dates submit the examination form with late concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE), Exam for these students will be conducted at Regional Centre city only.

Please submit the examination form up to 20th April / 20th Oct at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SRE)  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,  
BLOCK-12, MAIDAN GARHI,  
NEW DELHI - 110068

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available on the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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.)
10. 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.



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

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

Name: .....

Enrolment No. 

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

Address .....

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

PIN: 

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

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

Name of Exam. Centre: .....

Centre Code: .....

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

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

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

Signature of the student

Date: .....

**Note:**

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

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

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

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

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

**Dy. Registrar (Exam-III)  
(S.R. & E. Division)  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110 068**

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

**Form for Obtaining Duplicate Grade Card/Marksheet**

Control No.....



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

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

Name: .....

Enrolment No. 

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

Address .....

PIN: 

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

Programme: .....

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

Name of Exam. Centre:.....

Centre Code:.....

Bank Draft No.: .....

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

For Rs. 100/- in favour of IGNOU, New Delhi.....

.....

.....  
Signature .

Date: .....

**Note:** Fee for duplicate grade card Rs. 100/-. The duplicate grade card/marksheet will be sent by Registered post.

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

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

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





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

**APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE**

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

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

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

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

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

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

- a. 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.
- b. I have not taken any migration certificate from the University before this.
- c. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
- d. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

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

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

Date ..... Dealing Assistant ..... Section Officer .....

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

### Instructions

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

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

(Signature of the Applicant)



## Student Registration and Evaluation Division

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

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

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

1. Name & Address of the student .....

.....

.....

2. Programme Code :

3. Enrol. No. :

4. Regional Centre Code :

5. Study Centre Code :

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

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

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

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

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

of .....(Name of Bank)

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

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

Signature of the Student

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

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

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

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