

PROGRAMME GUIDE

Diploma Programme in Value Added Products from Fruits and Vegetables (DVAPFV)



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 Fruits and Vegetables.

RECOGNITION

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1. SCHOOL OF AGRICULTURE

School of Agriculture has been established to improve and sustain productivity and quality of Human Life in Rural areas through Open and Distance Learning System (ODLS) in Agriculture and Allied Sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international 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 effectivity 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
5. Diploma in Fish Products Technology
6. Diploma in Watershed Management
7. PG Diploma in Food in Food Safety and Quality Management
8. PG Certificate in Agriculture Policy

Awareness Programme

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

b) Vocational and Entrepreneurial Programmes

1. Certificate in Sericulture
4. Certificate in Bamboo Use, Technologies & Enterprise Development
5. Certificate in Rattan Use, Technologies & Enterprise Development
6. Certificate in Organic Farming

2. DIPLOMA IN VALUE ADDED PRODUCTS FROM FRUITS & VEGETABLES

The Diploma in Value Added Products from Fruits and Vegetables aims to develop competent human resource in the field of post harvest management of fruits and vegetables 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. The programme caters to educational requirements of the horticulture farmers, food processors, skilled workers/technicians in the fruit processing industries, NGO functionaries/trainers, entrepreneurs, staff of Food Processing Training Centre (FPTC)/horticulture/post harvest/food processing departments of the states/central, rural educators, farmers, etc.

The salient features of this programme are as follows:

- Focus on operational areas of post-harvest management of fruits and vegetables.
- Courses designed and prepared by professional expert in the field of post harvest technology.
- Student centered multimedia learning materials.
- Strong students support services.
- Opportunity to interact with leading experts through the 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 processing of fruits and vegetables produce 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:
 - Procurement of raw materials,
 - Preparation of value added products,
 - Prevention of losses in fresh and processed horticulture produce,
 - Marketing and economical aspects,
 - 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-001	Food Fundamentals	4 Credits
2.	BPVI-002	Principles of Post Harvest Management of Fruits and Vegetables	4 Credits
3.	BPVI-003	Food Chemistry and Physiology	4 Credits
4.	BPVI-004	Food Processing and Engineering – I	4 Credits
5.	BPVI-005	Food Microbiology	4 Credits
6.	BPVI-006	Food Processing and Engineering – II	4 Credits
7.	BPVI-007	Food Quality Testing and Evaluation	4 Credits
8.	BPVI-008	Entrepreneurship and Marketing	4 Credits

2.3 Syllabus of the Programme

Code: BPVI-001

COURSE I – FOOD FUNDAMENTALS

S.No	Block & Unit
Block 1	Introduction to Food Science & Technology
Unit 1	Introduction to Food Science
Unit 2	Food Processing Industries
Unit 3	Food Laws and Associated Bodies
Block 2	Characteristics of Edible Agriculture Produce
Unit 4	Food Grains, Oilseeds and Pulses
Unit 5	Fruits and Vegetables
Unit 6	Dairy, Poultry, Meat, Fisheries and Marine Products
Unit 7	Commercial Crops (Plantation Crops, spices), Medicinal & Aromatic Plants
Block 3	Nutrition
Unit 8	Nutritional Aspects
Unit 9	Food for Growth and Repair
Unit 10	Loss of food Value in Fresh Produce and Processed Products
Unit 11	Anti-nutritional Factors, Food Contaminants and Toxic Elements
Block 4	Quality Aspects
Unit 12	Quality Characteristics
Unit 13	Deteriorative Factors and their Control
Unit 14	Quality Assurance, Regulation, Codes, Grades & Standards

PRACTICAL MANUAL

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

Code: BPVI-002 COURSE II – PRINCIPLES OF POST HARVEST MANAGEMENT OF FRUITS AND VEGETABLES

S.No.	Block & Unit
Block 1	Need & Importance
Unit 1	Importance of Post Harvest Management
Unit 2	Causes of Pre and Post Harvest Losses
Unit 3	Maturity Indices & Harvesting Parameters
Unit 4	Packaging of Fruits and Vegetables
Unit 5	Transportation of Fresh Produce & Control of Losses
Block 2	Post Harvest Treatments
Unit 6	Cleaning, Selection, Sorting, Grading and Packaging
Unit 7	Treatments: Pre-Cooling, Curing, Inhibition of Sprouting and Fungicide Application and Ripening
Block 3	Storage and Marketing
Unit 8	Factors Affecting Storage Life
Unit 9	Storage Structures
Unit 10	Market and Market Mechanization
Unit 11	Market Information System
Block 4	Processing and Preservation
Unit 12	Primary Processing/ Minimal Processing
Unit 13	Heat Application
Unit 14	Drying and Dehydration
Unit 15	Freezing
Unit 16	Chemical

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Assessment of Post Harvest Losses at Different Levels (From Field to Consumers)
Experiment 2	Demonstration of Value-Addition - By Post Harvest Handling and Packaging
Experiment 3	On Farm Storage - Pusa Zero Energy Cool Chamber
Experiment 4	Solar Drying of Fruits and Vegetables
Experiment 5	Primary and Minimal Processing
Experiment 6	Extraction and Preservation of Pulps and Juices
Experiment 7	Preparation of Whole Tomato Concentrate
Experiment 8	Utilization of Waste Generated during Fresh Handling and Processing

Code: BPVI-003

COURSE III – FOOD CHEMISTRY AND PHYSIOLOGY

S.No	Block & Unit
Block 1	Introduction
Unit 1	An Overview of Food Chemistry
Unit 2	An Overview of Food Physiology
Block 2	Food Constituents
Unit 3	Food Constituents – Carbohydrates and Lipids
Unit 4	Food Constituents – Proteins, Enzymes and Water
Unit 5	Vitamins and Minerals
Unit 6	Food Additives
Block 3	Food Physiology
Unit 7	Ethylene Liberation and its Control
Unit 8	Growth, Maturation and Senescence
Unit 9	Physiological Disorder
Block 4	Food Fermentation
Unit 10	Fermentation, Method of Fermentation and Industrial Significance
Unit 11	Fruit and Vegetable Based Fermentations and their Commercial Products
Unit 12	Fruit Based Alcoholic Beverages
Unit 13	Technological Aspects of Industrial Production of Alcoholic Beverages and Related Products

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Determination of Acidity and pH
Experiment 2	Determination of Moisture
Experiment 3	Determination of Ash and its Characteristics
Experiment 4	Determination of Reducing Sugars, Total Reducing Sugars, Sucrose and Starch
Experiment 5	Determination of Crude Fibre
Experiment 6	Determination of Alcohol by Specific Gravity Method
Experiment 7	Detection and Determination of Synthetic Colours

Code: BPVI-004 COURSE IV – FOOD PROCESSING AND ENGINEERING - I

S.NO	Blocks & Units
Block 1	Introduction
Unit 1	Unit Operations
Unit 2	Moisture Contents & Equilibrium Moisture Contents
Unit 3	Cleaning & Grading
Unit 4	Storage
Block 2	Unit Operations: Milling, Size Reduction; Material Handling & Transportation
Unit 5	Size Reduction
Unit 6	Milling
Unit 7	Material Handling
Unit 8	Transportation and Packaging
Block 3	Value Added Products from Fruits & Vegetables
Unit 9	Juice and Beverages
Unit 10	Jams, Jellies, Marmalade and Other Sugar-based Products
Unit 11	Pickles, Chutney & Tomato Products
Unit 12	Dehydrated Products
Block 4	Plant Layout, Equipment and Mechanisation
Unit 13	Site Selection and Layout
Unit 14	Equipment & Machinery
Unit 15	Plant Sanitation and Effluent Treatment

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Preparation of Fruit Beverages – Squash, Cordial, RTS Beverage, Fruit Nectar and Sharbets
Experiment 2	Production of Fruit Jam, Jelly, Marmalade, Fruit Butters, Confectionary and Cheese, Preserve and Candies
Experiment 3	Preparation of Pickles and Chutneys, Relishes and Sauces
Experiment 4	Production of Tomato Juice, Ketchup, Puree and Paste
Experiment 5	Drying and Dehydration of Fruits and Vegetables
Experiment 6	Repair and Maintenance of Machines

Code: BPVI-005

COURSE V – FOOD MICROBIOLOGY

S.No	Block & Units
Block 1	Introduction
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	Industrially Important Yeast, Mold and Bacteria
Unit 4	Spoilage and Associated Chemical/Physical Changes in Food
Block 2	Controlling Microorganisms
Unit 5	Concepts, Determination of Process Lethality Requirements and Importance
Unit 6	Thermal Control of Microorganisms
Unit 7	Drying
Unit 8	Chemicals
Block 3	Food Poisoning
Unit 9	Food Borne Diseases
Unit 10	Food Intoxications
Unit 11	Food Infections
Block 4	Safe Chemicals and Microbial Limits for Different Foods
Unit 12	Chemical
Unit 13	Microbial

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 Product
Experiment 6	Enumeration of Bacteria by Dilution and Plating

Code: BPVI-006 COURSE VI – FOOD PROCESSING AND ENGINEERING II

S.No	Blocks & Units
Block 1	Food Preservation by Application of Heat
Unit 1	Principles of Heat & Mass Transfer
Unit 2	Heat Application
Unit 3	Canning of Fruits and Vegetables
Block 2	Food Preservation through Water Removal
Unit 4	Forms of Water in Foods, Sorption and Desorption of Water in Foods and Water Activity
Unit 5	Drying, Dehydration and Evaporation
Block 3	Food Preservation through Temperature Reduction, Atmospheric Control and Irradiation
Unit 6	Chilling
Unit 7	Controlled and Modified Atmosphere Storage
Unit 8	Food Irradiation
Block 4	Product Utilization
Unit 9	Types of By-Products
Unit 10	Utilization of Fruits and Vegetables Processing Wastes for Food, Feed, Fuel and Industrial Products
Unit 11	Food Fortification
Block 5	Food Packaging
Unit 12	Need & Importance
Unit 13	Packaging Materials
Unit 14	Packaging Process & Machinery

PRACTICAL MANUAL

Experiment No.	Name of Experiment
Experiment 1	Adequacy of Blanching of Fruits/Vegetables
Experiment 2	Canning of Fruits and Vegetables
Experiment 3	Cut-out Analysis of Canned Product
Experiment 4	Testing of Flexible Packaging Material
Experiment 5	Preparation of Fruit-based Carbonated Drinks

Code: BPVI-007 COURSE VII – FOOD QUALITY TESTING AND EVALUATION

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

PRACTICAL MANUAL

Experiment No.	Name of Experiment
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 (°BRIX)
Experiment 9	Contaminants: Tin Content in Canned Foods
Experiment 10	Sensory Evaluation of Food Products - Hedonic Rating Test

S.No	Blocks & Units
Block 1	ENTREPRENEUR AND ENTREPRENEURSHIP
Unit 1	Being an Entrepreneur-what does it Involve
Unit 2	Entrepreneurial Skills
Unit 3	Developing eEntrepreneurial Skill
Block 2	SETTING UP AN ENTERPRISE
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
Block 3	PLANNING FOR THE ENTERPRISE
Unit 8	Preparation of the Business Plan
Unit 9	Arranging the Financing
Unit 10	Understanding the Components for Marketing Mix
Block 4	MARKETING MANAGEMENT OF THE ENTERPRISE
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
Block 5	ASSESSING PERFORMANCE
Unit 15	Performance Measurement and cControl
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)
- 10th 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 10th 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 Value Added Products from Fruits and Vegetables	DVAPFV	10+2 / Senior Secondary Pass Outs	No Bar	1 Years	4 Years	Rs. 8,800/- per annum	English
			BPP (Under IGNOU/OLS Mode)	No Bar	1 Years	4 Years	Rs. 8,800/- per annum	
			10 th Pass may enroll simultaneously for the BPP and Diploma Programme	18 Years	1 Years	4 Years	Rs. 9,500/- per annum	

2.5 Medium of Instruction

The Diploma Programme in Value Added Products from Fruits and Vegetables will be offered by the University in English and Hindi in this session. Gradually the programme will be offered in other regional languages.

2.6 Target Group

Rural Youth, Senior Secondary pass-outs. Skilled workers in food industries, Small and medium entrepreneurs involved in post harvest management & processing of fruits and vegetables, and Farmers & members Fruit Growers Cooperatives

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. 8,800/- per annum and BPP: Rs. 700/-

The programme fee for the Diploma is Rs. 8,800/- annum. The fee for the BPP programme is Rs. 700/- only. The registration fee is Rs. 100/- 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.

3. STUDY MATERIAL

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 Fruits and Vegetables”. 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 4 blocks for a 4 credit course. Each block has 4-6 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

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

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

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

b) Practical Manual

While, going through the Practical Manual you will note that each course has been divided into a number of experiments. Based on the theory courses of each subject, number of practicals/experiments 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 you programme study center. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 in the morning and evening 8.00-8.55 p.m.

Timings are Subject to Change. Please check it with your Programme Study Centre.

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

3.3 Counselling

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

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

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

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

3.4 Teleconferencing

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

3.5 Practical Sessions

The practical component of this programme has been designed to build on the theory text giving you a exposure of practical experiences and knowledge in the various areas/field of value addition to the fruits and vegetables. 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 fruits and vegetables.

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

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

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

3.6 Gyan Vani

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

3.7 Interactive Radio-Counselling

Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts in value addition to fruits and vegetables. 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.

4. EVALUATION

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, continuous assessment (assignment), practical and as well as on aggregate basis for the course i.e. (i) theory (term end and assignment); (ii) practical (total marks obtained in guided and un-guided experiments) and (iii) on aggregate basis.

4.3 Modalities for Theory and Practical Examination Criteria

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

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

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

i) Evaluation - Guided Experiments

The students will be evaluated by the counsellor for performing the experiments. 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. The external examiner for the unguided experiments could be from the same PSC but not the counsellor. The School Board shall approve the names of the external examiners. The proposal shall be made by the PSC. The course-writer/faculty members/ counselors of SOA/editors could also be act as external examiners.

4.4 Preparation of Consolidated Mark List

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

4.5 Participation and Attendance for Practical

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

4.6 Distribution of Marks

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

Course-wise Distribution of Marks

Course Code	Theory		Practical	Total marks obtained out of 100	Total Marks obtained out of 50
	Term-end	Continuous Assessment	Total of the Guide and Unguided Experiment		
BPVI-011	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-012	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-013	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-014	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-015	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-016	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-017	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
BPVI-018	40 (20)	10 (5)	50 (25)	100(50)	50 (25)
Total	320 (160)	80 (40)	400 (200)	800 (400)	400 (200)

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 diploma.

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 Councils Standing Committee is as follows:

Letter Grade	Point Grade	Range	% of Marks	Division
A	5	4.50 and above	80% and above	1st Division with Dist.
B	4	3.50 to 4.49	60% to 79.9%	1st Division
C	3	2.50 to 3.49	50% to 59.9%	2nd 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

- **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	LATEFEE	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/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (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 . 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 & 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 1), 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 (Grievance) 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 : ssc@ignou.ac.in Telephone Nos. : 2953 3869, 2953 3870 Fax : 2953 5714

Caution to Students

IGNOU admissions are made strictly on the basis of merit. 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. 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 Activated Programme Study Centres for “Diploma Programme
in Value Added Products from Fruits and Vegetables”**

S. No.	SC/PSC Code	Name and Address of the SC/PSC Incharge
1.	2234(P)	Dr. S.N. Jha Programme In-charge Central Institute for Post Harvest Engineering and Technology (CIPHET), P.O. Punjab Agriculture University Campus, Ludhiana-141004, PAU E-mail: snjha_ciphet@yahoo.co.in Mobile: 09814201715
2.	27109	Prof. Asha Pandey Coordinator Banaras Hindu University, Varanasi - 221005 (U.P.) Phone no. 0542-2307139, 0542-2570923, 0542-6542923
3.	27112(P)	Mr. Apoorva Behari Lal Programme In-charge, Raja Balwant Singh College, Raja Balwant Singh Road, Agra - 282002 (U.P.) Email: ablal20@rediffmail.com Cell: +91-9412166332 Ph. Off: 0562-2520075, 2858616
4.	27114(P)	Dr. D.K. Tandon Programme In-charge Central Institute for Subtropical Horticulture, Remankhera, Post-Kakori, Lucknow - 227107 (U.P.) E-mail: dktandon@cishlko.org ; dr.tandon@gmail.com Phone No.: 0522-2841022-24 (O), 0522-2344146 (R) Fax : 0522-2841025 Mobile: 09450411266
5.	27115(P)	Dr. R.K. Singh Programme In-charge, Raja Dinesh Singh Krishi Vigyan Kendra, Avadheshpuram (Ainthu), PO. Lalabazar, Kalakankar, Pratapgarh - 229408 (U.P.) E-mail: rksingh3@yahoo.com Phone No. 09415200601 (Dr. R.K. Singh) Phone: 05341-240707(O) 0532-2502485(R)
6.	21102(P)	Dr. S.K. Dash Programme In-charge, College of Agricultural Engg. & Tech., O.U.A.T., Dist. Khurda, Bhubaneswar - 751003 (Orissa). Ph.: +94372 05952 (Mob) +674-2560095 (Res.) Fax: +674-2562360 E-mail: sk_dash1006@hotmail.com

7.	0967(P)	Dr. R.K. Jain Programme In-charge, A.D. Patel Institute of Technology, P.B. No.52, New Vallabh Vidyanagar, Dist. Anand - 388121, Gujarat. E-mail: rkj_123@sify.com Phone No.: 02692-233680(O) 02692-238445(R); Fax: 02692-238180
8.	0973(P)	Dr. A.N. Makwana Programme In-charge Junagadh Agriculture University, Moti Baug, Junagadh-362001,Gujarat. E-mail: anmakwana2005@yahoo.com anmakwana@rediffmail.com Ph.Off: 0285-2672346, 2672080 to 90, Ext 336, 314 Mobile: 9879876566
9.	3638(P)	Dr. B.M. Chaudhary Programme Incharge, Birsa Agricultural University, Kanke, Ranchi-834006, Jharkhand Phone No.: 0651-2450678 Mobile: 09835165593
10.	27121(P)	Dr. Deepa Joshi, Reader Programme In-charge, Shaheed Rajguru College of Applied Sciences for Women, Jhilmil Colony, Vivek Vihar, New Delhi – 110095 E-mail: joshideepa13@rediffmail.com ; deepajoshi13@rediffmail.com Phone: 22146024, 22142517 Mobile: 9810950353
11.	25114P	Dr. S. Nanthakumar Programme In-Charge Adhiparasakthi Agricultural College, G.B. Nagar, Kalavai, Vellore-632506, Tamilnadu Ph: 04173-242440
12.	3714(P)	Dr. Sushil Yadav Programme In-charge, Rural Agri-Business Development Centre, Vill. & P.O. Naugaun, Distt. Uttarkashi - 249171, Uttaranchal. Ph: 01375-245272
13.	2608	Dr. Samir Kumar Nag Coordinator, MBB College, College Tilla, PO Agartala College, Agartala, West Tripura - 799004, Tripura

14.	1457P	Dr. P. Jacob John Programme In-charge, College of Horticulture, Kerala Agricultural University, K.A.U. PO, Thrissur – 680656 Kerala E-mail: jacobjohnp2002@yahoo.co.uk Phone No. 0487-2372073(R), Mobile : 9447959199
15.	1137P	Dr. Sangeeta Sood, Associate Producer Programme In-charge Department of Food Science and Nutrition, College of Home Science, CSK, Himachal Pradesh Agriculture University, Palampur-176002 (HP) Phone No.: 01894-230397(O), 01894-234274(Fax) 01894-242984(R) E-mail: sangitasood@rediffmail.com
16.	1658P	Dr. Patil Murlidhar Tukakram National Agricultural Research Project (RFRS), Ganeshkhind, Pune-411007 Phone No.: 020-25693750 (O)
17.	2359P	Sh. Giriraj Sharma State Institute of Agriculture and Management (SIAM), Durgapura, Jaipur-302018, Rajasthan. E-mail: agri_siam@raj.nic.in Phone No.: 0141-2711003
18.	1038P	Dr. Bhupendar Singh Khatkar Department of Food Sciences, Guru Jambheshwar University, Hissar-125001 E-mail: bskhatkar@yahoo.co.in Mobile: 9354311492
19.	1586 P	Dr. S.D. Kulkarni Programme I/c, IGNOU Programme Study Centre, Central Institute of Agriculture Engineering (CIAE), Nabi Bagh, Berasia Road, Bhopal-462038 (M.P.) Ph: 0755-2730987; Fax: 0755-2734016 Email: sdk@ciae.mp.nic.in
20.	1365 P	Dr. K. Nagabhushanam Programme I/c, IGNOU Programme Study Centre, University of Agriculture Science, Hebbal, Bangalore – 560024 (Karnataka) Ph: 080-23418883 Mobile: 9341251723; 9916702088

21.	0159	Dr. A. Jyothi, Coordinator, IGNOU Programme Study Centre, Sri Padmavati Mahila Vishvavidyalayam (SPMV), Tirupati – 517502, Dist. Chittoor, (Andhra Pradesh) E-mail: ajyothi_avvari@yahoo.co.in Phone No.: 0877-2245525 (R) Fax: 0877-2284568 0877-2248481 – Ext. 1217 Mobile: 09441495938
22.	1660P	Prof. D.K. Kawadkar, Sel.Gr. Lecturer, Department of Food Technology Laxminarayan Institute of Technology Rashtrant Tukadoji Maharaj Nagpur University Nagpur – 440033 (Maharashtra) E-mail: dkklit_ngp@sancharnet.in Ph. No. 0712-2235008 (R) 0712-2531659 (O) Mobile No. 09822466085
23.	2873P	Prof. Sunit Mukherjee Programme Incharge, IGNOU Programme Study Centre, Dr. Subhas Mukherjee Memorial Reproductive Biology Research Centre, Food & Nutrition Division, WBSIDC Industrial Estate Building 1st, 2nd Floor, (Near Behala Chowrasta) 620, Diamond Harbour Road, Kolkata-700034, W.B. Ph: 033-24663024
24.	3715	Dr. Subhash Chandra GB Pant University of Agriculture & Technology Pantnagar-263145 Distt. U.S. Nagar (Uttarakhand) Ph. : 05944-233579
25.	15103P	Dr. Swapnil Dubey Programme Incharge IGNOU Programme Study Centre Krishi Vigyan Kendra Vill. Naktara, PO Bankheddi, NH-86 Ext. Raisen Sagar Road, Distt. Raisen-466551 (M.P.) Ph. : 07482-264791, 2761831

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

.....

.....

.....

.....

.....

.....

.....

.....

CityPin.....

CityPin.....

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>
---------------	--------------------	---------------	--------------------

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)

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. 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 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.