

PROGRAMME GUIDE

DIPLOMA IN WATERSHED MANAGEMENT (DWM)

**A Collaborative Programme with Department of Land Resources,
Ministry of Rural Development, Government of India**



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

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

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

RECOGNITION

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

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

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Important Information

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

Printed self instructional study material is the backbone of Open and Distance Learning System. The study material is prepared by a team of experts keeping in view the requirements, understandings and interest of the learners. The material is developed through an expert committee who are distinguished academics and professionals in respective disciplines. The course material is written in such a manner that you can study yourselves with little assistance from our Academic Counsellors at the Learner Support Centres. Further, you may also refer to text books and reference books, as per your requirement. These are available with select libraries attached to the Study Centres and Regional Centres.

The Concerned IGNOU Regional Centre will send you the study material and assignments by registered post or may be handed over in person. If you do not receive the same for any reason, it may be immediately reported to your Regional Centre, for verification and necessary action. Further, in case, you do not receive assignments, you may obtain a copy of the same from the Study Centre or Regional Centre with which you are attached or may download it from the IGNOU website (www.ignou.ac.in).

Remember, you are eligible for Term-end-examination in June/December, depending upon the cycle of your admission i.e. January/July, till you have valid registration up to maximum period of 4 years.

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1.0 THE UNIVERSITY

1.1 Introduction

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

- democratising higher education by taking it to the doorsteps of the learners;
- providing access to high quality education to all those who seek for it, irrespective of age, region or formal qualifications;
- offering highly quality, innovative and need-based academic programmes by giving professional and vocational orientation to the courses;
- promoting and developing distance education in India; and
- setting and maintaining standards in distance education in the country as an apex body.

1.2 Prominent Features

IGNOU has certain unique features such as:

- international jurisdiction;
- flexible admission rules;
- individualized study: flexibility in terms of place, pace and duration of study;
- use of latest information and communication technologies;
- an effective and integrated nationwide student support services network;
- cost-effective Programmes;
- modular Programmes based on credit system;
- socially and academically relevant Programmes based on student's need analysis;
- resource sharing, collaboration and networking with conventional universities, open universities and other institutes/organizations; and
- convergence of open and conventional educational systems.

1.3 Important Achievements

- IGNOU is the First University in India to Launch Convergence as well as Community College Scheme.
- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.

- Student enrolment has doubled in the last four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On-spot delivery of study materials to students.
- Largest network of learning support system.
- Declaration of Term-end examination results within 45 days.
- Increase in academic programme from 338 to 520 within a year.

1.4 The Schools of Studies

With a view to developing inter-disciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director, who arranges to plan, supervise, develop and organize its academic Programmes and courses in coordination with the School faculty and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are as follows:

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

20. School of Translation Studies and Training (SOTST)

21. School of Vocational Education and Training (SOVET)

Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows:

- National Centre for Disability Studies (NCDS)
- Centre for Corporate Education, Training and Consultancy (CCETC)
- Centre for Extension Education (CEE)
- Advanced Centre for Informatics and Innovative Learning (ACIIL)
- Chair for Sustainable Development (CSD)

1.5 Academic Programmes

The University offers a wide range of programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. They are launched with a view to fulfil the learner's needs for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updating knowledge; and
- empowerment.

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education is specially prepared by teams of experts drawn from different universities and specialized institutions in the area concerned from all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Study Centres and telecast through Gyan Darshan.

1.7 Credit System

The University follows the 'Credit System' for most of its Programmes. Each credit is equivalent to 30 hours of learner study comprising all learning activities i.e. reading and comprehending the print material, listening to audio, watching video, attending to counselling sessions,

teleconference and writing assignment responses. For example, a four-credit course in the Diploma in Watershed Management involves 120 hours of study. This helps the learner to know the academic effort one has to put in, to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of assignments and practicals/project work term-end examination and practicals/project work of each course in a programme.

1.8 Student Support Services

To provide support to learners and to help them gainfully initiate the learning package, the University has a broad array of support services. These are provided through Regional Centres, a large number of Study Centres and Programme Study Centres throughout the country. The list of Regional Centres is given in the Appendix-I. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the library, watch/listen to audio/video cassettes/CDs and interact with the staff of the Study Centre on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

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

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

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

1.8.1 Programme Study Centres Perform the Following Major Functions

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

1.9 Instructional System

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

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

1.10 Programme Delivery

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

The University follows a multimedia approach for instruction. It comprises:

- a) **Self Instructional Course Material:** The printed study material (written in self-learning style) for both theory and practical components of the Programmes is supplied to the students in the form of booklets called Blocks for every course. Normally, a programme consists of few courses, comprising blocks and blocks consist of units. In this Diploma in Watershed

Management programme, there are eight courses. Each course has two/three booklets (except BNRP-108) with specified number of units and one practical manual.

- b) **Audio-Visual Materials :** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the study centres during the hours of the counselling sessions.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- c) **Counselling Sessions:** Normally, counselling sessions are held as per a schedule drawn before hand by the Programme In-charge of the study centre allotted to you. They are held on weekends, that is to say, Saturday and Sunday of the week.
- d) **Teleconferences:** Live Sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC, the schedule of which is made available at the Regional (or) study centres. The learner will have to go to the nearest Regional (or) study center at the scheduled time for taking benefit of this facility.
- e) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharti, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CIET, Directorate of Adult Education, IITs and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any break.
- f) **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 broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons.
- g) **Interactive Radio-Counselling:** Interactive Radio-Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. 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.

The detailed schedule for Gyan Darshan, Teleconferencing, Radio counselling, FM broadcasts, etc. can be accessed at IGNOU EMPC-Gyan Darshan website: (<http://www.ignouonline.ac.in/Broadcast/>)

2.0 UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration.

2.1 Educational Qualifications Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the “*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*” cannot be made the basis of admission to higher studies with IGNOU.

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

2.4 ‘Walk in Admission’ for Programmes

The candidates who are desirous of taking admission to any of the Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

For January Session:

1st June to 31st October (without late fee)

1st November to 30th November (with late fee of Rs. 200/-)

For July Session:

1st December to 30th April (without late fee)

1st May to 31st May (with late fee of Rs. 200/-)

All other schedules, *viz.*, the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other programmes.

2.5 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

2.6 Re-admission

The students who are not able to clear their programme within the maximum duration (4 years for this programme) allowed can take re-admission for additional time of one year duration.

The student has to make payment per course on pro-rate basis. The details of pro-rate fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the IGNOU website.

The student who fails to pay the prescribed full programme fee during the maximum duration of the Programme will have to pay full fee for the missed years in addition to pro-rate course fee for re-admission.

2.7 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website **www.ignou.ac.in**). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, war-widow and Physically Handicapped and Kashmiri migrant students as per the Government of India rules.

2.9 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

Fee once paid will not be refunded under any circumstances.

2.10 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then, in place of regular counselling, intensive counselling sessions will

be held which essentially means that 40% of the number of prescribed counselling sessions are to be conducted within a weeks time.

2.11 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/ change of address, the learner are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR Division, IGNOU, Maidan Garhi, New Delhi – 110068. **Request received directly at SR Division, IGNOU, Maidan Garhi, New Delhi – 110068 will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the changes. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the Centres, learners are advised to make sure that counselling are available, for the subject he/she chosen at the new centre opted for. Change of address and Study Centre is normally accepted subject to the availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of study centre is not permissible in programmes where practical components are involved.**

2.12 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer from regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student.

2.13 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **first year ONLY**, on payment of **Rs. 200/- plus** Rs. 200/- per 2/4 credit courses and Rs. 400/- per 6/8 credit course for undergraduate courses. For Master's Degree Programme, it is Rs. 200/- plus Rs. 400/- per 2/4 credit course and Rs. 800/- per 6/8 credit course. Payment should be made by way of a Demand Draft drawn in favour of **“IGNOU”** payable at the place of concerned Regional Centre. All such requests for change of Medium should be addressed to the concerned Regional Centre Only as per schedule.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not received the same for any reason whatsoever, the University shall not be held responsible for it. **In case, a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download**

it from the IGNOU website: www.ignou.ac.in. In case of non-receipt of study material, students are required to write to concerned Regional Centre.

2.15 Disputes on Admission and other University Matters

The place of jurisdiction for filing of a Suit if necessary will be only at New Delhi/Delhi.

2.16 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000 (CPP-II) dated May 5, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994 and AICTE circular No. AICTE/Academic/MoU-DEC/2005 dated May 13, 2005 (See Annexure I, II & III).

3.0 SCHOOL OF AGRICULTURE

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, Department of Land Resources, 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

- Develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education;
- Make use of technological innovations for improving outreach and effectiveness of distance education in agriculture;
- 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.

3.1 Programmes on Offer

a) PG Programme

- 1) Ph.D. in Agriculture Extension (PHDAGE)
- 2) Ph.D. in Dairy Science and Technology (PHDDR)

- 3) PG Diploma in Food Safety and Quality Management (PGDFSQM)
- 4) PG Diploma in Plantation Management (PGDPM)
- 5) PG Diploma in Food Science and Technology (PGDFT)
- 6) PG Certificate in Agriculture Policy (PGCAP)

b) Diploma Programme

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

c) Certificate Programme

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

d) Awareness Programme

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

3.2 Programmes under Development

a) PG Programme

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

b) Diploma and Certificate Programmes

- 1) Diploma in Horticulture
- 2) Diploma in Animal Husbandry
- 3) Certificate in Bamboo Use, Technologies & Enterprise Development
- 4) Certificate in Rattan Use, Technologies & Enterprise Development

4.0 DIPLOMA IN WATERSHED MANAGEMENT

India occupies approximately 2.4% of the total geographical area of the world, while it supports over 15% of the world population. Unprecedented population pressure and increase in demand of scarce land, water and biological resources. The increasing degradation of these resources is adversely affecting the stability and resilience of our ecosystems and the environment leading to wastelands. Wasteland development is of great significance for realizing the full potential of the available land resource and avert its further degradation. Watershed development holds the key to confront these problems. The government is implementing watershed development programmes through the Programme Implementation Agencies (PIA) which are not fully equipped with the technically trained personnel in different aspects of watershed development/ management. There is an urgent need of qualified persons, well versed in various aspects of watershed management including project processing, review, monitoring and evaluation. This will lead to qualitative transformation of important activities in watershed projects.

The Diploma Programme in Watershed Management aims to develop competent human resource in the field of Watershed Development/Management. It intends to impart basic knowledge and skills for water harvesting, conservation and utilization, soil erosion and its management, integrated farming, systems including crop husbandry, animal husbandry, agro-forestry, fish farming and funding monitoring, evaluation & capacity building of watershed projects besides extension and communication skills for long term socio-economic development of the society. It will provide the basic understanding of various activities undertaken in the watershed projects. The Diploma Programme will also focus on upgrading the knowledge and skills of existing workers involved in the watershed development projects.

The salient features of the Diploma Programme:

The programme aims to develop trained personnels for Watershed Development Programmes with following expected outcomes:

- Develop competent human resource for watershed development projects;
- Develop efficient watershed projects for conservation and optimal utilization of natural resources i.e. land, water and vegetation;
- Employment generation for SHG's (Self Help Groups) for maintaining equity in watershed area;
- Multimedia information and educational material for watershed management.

4.1 Objectives

- Develop human resource for watershed development;
- Introduce the principles of the watershed management approach and the value of working in a watershed;
- Generate awareness of sustainable development and maintenance of natural resources;
- Delineate different techniques for accessing and predicting physical, chemical and socio-economic conditions with in a watershed including water quality;
- Mobilization and capacity building of rural youth, women and landless; and
- Develop skills for development of small scale irrigation and water supply structures for human and livestock through water and soil conservation strategies.

4.2 Programme Structure

In order to be eligible for the award of the Diploma, a student has to complete the following 7 Courses (integrated with practical) and one practical course on project formulation equivalent to 32 credits (1 credit is equal to 30 study hours)

Course Code	Title of the Course	Credits (T+P)
BNRI-101	Fundamental of Watershed Management	4 (2+2)
BNRI-102	Elements of Hydrology	4 (2+2)
BNRI-103	Soil and Water Conservation	4 (2+2)
BNRI-104	Rainfed Farming	4 (2+2)
BNRI-105	Livestock and Pasture Management	4 (2+2)
BNRI-106	Horticulture and Agro-Forestry System	4 (2+2)
BNRI-107	Funding, Monitoring, Evaluation and Capacity Building	4 (2+2)
BNRP-108	Project Formulation	4 (0+4)

T+P = Theory + Practical

4.3 Syllabus of the Programme

Course 1 Fundamentals of Watershed Management Code: BNRI-101

Block 1	Concept of Watershed Management
Unit 1	Introduction to Watershed Management
Unit 2	Concept, Scope and Importance of Watershed Management
Unit 3	Design of Watershed Projects
Block 2	Implementation of Watershed Programmes
Unit 4	Operational Guidelines
Unit 5	Community Organization
Unit 6	Indicators of Success
Unit 7	Watershed Management Activities

Practical Manual

Experiment 1	Watershed Characterization by Using Topographic Map
Experiment 2	Visual Interpretation of Satellite Imagery
Experiment 3	Spatial Database Handling in GIS Environment
Experiment 4	Delineation of Watersheds
Experiment 5	Watershed Prioritization for Arresting the Land Degradation
Experiment 6	Preparation of Land Capability Class Map
Experiment 7	PRA Exercises

Course 2 Elements of Hydrology**Code: BNRI-102**

Block 1	Elementary Hydrology
Unit 1	Introduction to Hydrology
Unit 2	Water Balance
Block 2	Estimations and Measurements of Flows
Unit 3	Flow through Open Channels/Pipes
Unit 4	Instrumentation

Practical Manual

Experiment 1	Rainfall measurement
Experiment 2	Computation of Average Rainfall for Watersheds – Thiessen’s Polygon
Experiment 3	Computation of Rainfall Intensities for Different Durations
Experiment 4	Peak Runoff Rate Computations by Rational Method
Experiment 5	Measurement of Infiltration Rate
Experiment 6	Computation of Flow Rate by Float Method
Experiment 7	Computation of Flow Rate in Irrigation Channel by Manning’s Formula
Experiment 8	Computation of Flow Rate passing through V-notch and Rectangular Weir
Experiment 9	Measurement of Ground Water Level
Experiment 10	Measurement of Hydraulic Conductivity by Augur Hole Method

Course 3 Soil and Water Conservation**Code: BNRI-103**

Block 1	Soil Erosion
Unit 1	Water Erosion
Unit 2	Wind Erosion
Block 2	Soil and Water Conservation Measures
Unit 3	Arable Lands
Unit 4	Non-arable Lands
Unit 5	Water Harvesting
Unit 6	Artificial Groundwater Recharge

Practical Manual

Experiment 1	Measurement of Land Slope
Experiment 2	Work Out the Depth of Soil
Experiment 3	Soil Classification based on Soil Texture
Experiment 4	Determination of Watershed Characteristics using Topographic Map

Experiment 5	Layout of Contours, Cross-section and Longitudinal Section of a Stream with Hand Level
Experiment 6	Design of an Embankment Type Farm Pond
Experiment 7	Design of a Dugout Type Farm Pond
Experiment 8	Rooftop Water Harvesting
Experiment 9	Field Visit for Study Soil Conservation Works

Course 4 Rainfed Farming

Code: BNRI-104

Block 1	Introduction to Rainfed Farming
Unit 1	Definition and Concepts of Rainfed Farming
Unit 2	Rainfall Characteristics and Weather Forecasting
Unit 3	Farming Systems
Unit 4	Integrated Nutrient Management
Unit 5	Integrated Pest Management
Block 2	Practices of Water Conservation
Unit 6	Indigenous Technological Knowledge (ITK) for Water Conservation
Unit 7	Crop Management for Water Efficiency
Unit 8	Water Harvesting Systems

Practical Manual-I

Experiment 1	Determination of Soil Texture
Experiment 2	Soil-moisture at Field Capacity and Wilting Point and Available Water Holding Capacity
Experiment 3	Bulk Density of Soil
Experiment 4	Pan Evaporation
Experiment 5	Storage Capacity of Water Storage Structures
Experiment 6	Estimation of Potential Crop Water Requirement for Different Crops
Experiment 7	Irrigation Scheduling
Experiment 8	Sprinkler Irrigation System
Experiment 9	Drip Irrigation System
Experiment 10	Irrigation Pumps
Experiment 11	Visit to a Agricultural Meteorological Observatory

Practical Manual-II

Experiment 1	Mould Board Plough
Experiment 2	Disc Harrow
Experiment 3	Rotavator
Experiment 4	Cultivator
Experiment 5	Leveler
Experiment 6	Bund/Trench Former and Post Hole Digger
Experiment 7	Seed Cum Fertilizer Drill

Course 5 Livestock and Pasture Management Code BNRI-105

Block 1	Livestock Management
Unit 1	Importance and Scope of Animal Husbandry in Watershed
Unit 2	Management of Farm Animals
Unit 3	Animal Reproduction
Unit 4	Animal Health
Block 2	Livestock Feeding and Pasture Management
Unit 5	Animal Nutrition
Unit 6	Fodder Production
Unit 7	Feed Processing and Fodder Conservation
Unit 8	Grassland and Pasture Management

Practical Manual

Experiment 1	Approaching, Handling and Restraining of Cattle
Experiment 2	Body Points of Farm Animals
Experiment 3	Methods of Identification of Farm Animals
Experiment 4	Estimation of Body Weight of Cattle by Formula Method
Experiment 5	Determination of Age of an Animal
Experiment 6	Signs of Health in Farm Animals
Experiment 7	Signs of Oestrus in Farm Animals
Experiment 8	Full-hand Milking of A Dairy Cow/Buffalo
Experiment 9	Housing of Dairy Cows
Experiment 10	Visit to A Livestock Farm

Course 6 Horticulture and Agro-Forestry Systems**Code: BNRI-106**

Block 1	Agroforestry Systems
Unit 1	Agroforestry Systems
Unit 2	Agroforestry Management
Unit 3	Survey and Documentation of Existing Practices (Practicals)
Block 2	Planning and Management of Horticulture Crops
Unit 4	Planting of Fruit and Vegetable Crops
Unit 5	Fruits and Vegetable Production
Unit 6	Pests and Disease Management
Unit 7	Preservation of Horticulture Produce
Unit 8	Marketing of Fresh Products
Unit 9	Medicinal and Aromatic Plants

Practical Manual

Experiment 1	Layout of an Orchard
Experiment 2	Nursery Raising (Fruit and Vegetables)
Experiment 3	Crop Water Requirements and Selection of Irrigation Methods
Experiment 4	Pit Digging and Manuring
Experiment 5	Preparation of Jam
Experiment 6	Preparation of Jelly
Experiment 7	Preparation of Squash
Experiment 8	Preparation of Pickles

Course 7 Funding, Monitoring, Evaluation and Capacity Building **Code: BNRI-107**

Block 1	Watershed Funding
Unit 1	Funding Arrangements and Release of Funds
Unit 2	Management of Watershed Development Funds
Unit 3	Micro-finance
Block 2	Monitoring, Evaluation and Capacity Building
Unit 4	Monitoring and Evaluation
Unit 5	Capacity Building
Block 3	Extension Education
Unit 6	Extension Techniques
Unit 7	Communication Skills

Practical Manual

Experiment 1	Opening a Bank Account for Watershed Development Project
Experiment 2	Book-Keeping and Maintenance of Accounts for Watershed Development Project
Experiment 3	Procurement of Credits for Entrepreneurial Activities in a Watershed Area
Experiment 4	Monitoring of a Watershed Development Project
Experiment 5	Evaluation of a Watershed Development Project
Experiment 6	Preparation of Audit Utilization Certificate
Experiment 7	Organising Farmer's Day in a Watershed Area

Course 8 Project Formulation

Code: BNRP-108

This course will be divided into following two phases with a total duration of 15 days:

Phase-1

The learners will be exposed to various aspects of project formulation and Detailed Project Report (DPR) for under taking watershed development programmes for a period of 5 days.

It will deal with theoretical aspects of benchmark survey, topographic and hydrological surveys, various developmental activities to be carried out including selection of beneficiaries and work sites, design and costing of all works taking into account the interest of women and weaker section, work out detail resource use agreement which include surface water, ground water and common /forest land among user groups. Details of expected/proposed UGs/SHGs, proposed physical and financial interventions institutional mechanisms and implementation of the plan based on participatory decision making and equity, expected outcomes and benefits particularly with respect to livelihood for different segments.

Phase-2

Each learner will be required to visit a particular watershed (**new as well as operational**) for a period of 10 days during which he/she will have to collect information on any one aspect of detail project report listed below:

Activity	Information to be collected
• Village wise details of IWMP watershed	Name of the project, village, micro-watershed, area under micro-watershed, project cost.
• Demographic features	Population, livestock details, operational holdings socio-economic status, migration, existing community based organizations and infrastructure facilities.
• Land features	Land use pattern, community property resources, agriculture implements, crop classification, crops and cropping pattern and soil classification.
• Climatic and hydrological features	Irrigation facilities, status of water table, availability and quality of drinking water, groundwater structures to be repaired, water budget.
• Details of livelihood of poor and Existing assets	Name of the livelihood activities, number of beneficiaries, pre- project average income per household.

Each learner should collect all necessary information on at least one activity mentioned above. Based on the information collected, he/she should prepare a detail report and submit the same to the programme study centre in-charge. This activity needs to be completed in 10 days duration after completing the phase 1. Each detail report submitted by the student will be evaluated by the approved evaluators at the concerned study centre. In addition, each learner will undergo viva voce examination at the study centre. In-charge, programme study centre will arrange for evaluation of the report and viva voce examination at the study centre through the approved evaluators comprising one internal and one external examiner. The weightage for project report and viva voce examination will be 70% and 30%, respectively.

4.4 Eligibility for Admission

- 10+2 pass/Bachelor Preparatory Programme (BPP) from IGNOU
- 10th pass may enroll simultaneously for the BPP and Diploma programmes. 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.

Name of the Programme	Prog. Code	Eligibility	Min. age as on 1st Jan. of the Academic Year	Duration (in years)		Programme Fee (in Rs.)	Medium of Instruction
				Min.	Max.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Diploma in Watershed Management	DWM	10+2 Senior Secondary Pass Outs	No Bar	1	4	12,000/-	English and Hindi
		BPP (Under IGNOU/ OLS Mode)	No Bar	1	4	13,200/-	
		10 th Pass may enroll simultaneously for the BPP and Diploma Programme	18 Years	1	4	13,200/-	

4.5 Medium of Instruction

The Diploma programme is offered by the University in English and Hindi languages. Gradually, the programme will be offered in regional languages.

4.6 Target Group

Rural youth; Social workers/volunteers working with NGOs/Government functionaries implementing watershed development programmes.

4.7 Duration

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

4.8 Programme Fee – Diploma: Rs. 12,000/-. The fee for the BPP programme is Rs. 1200/only.

The programme fee should be paid 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. For this, Rs. 5/- (Rupees five only) is chargeable from the students per single transaction in cash while depositing the fees with the Bank.

4.9 Programme Study Centres

The programme study centres will be allocated to the students near to their workplace or residence depending upon their availability. For details of PSC, visit IGNOU website or Regional Centre.

4.10 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 Centres.
- d) Other useful forms.

The students are requested to refer to the Student Handbook and Prospectus for detailed information.

5.0 STUDY MATERIAL

Well planned self-instructional print material both for the theory and practical components is the main part of the Diploma in “Watershed Management”. The study material prepared by the University is self-instructional in nature divided in booklets called Blocks. Each block contains few chapters which are called units in the theory component, are well structured to facilitate self-study. The practicals have been structured for self-guidance during the practical work experience.

5.1 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 3-4 blocks for a 4 credit course. Each block has 2-5 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. Further, the first block of each course starts with the course introduction followed by a brief introduction to the block.

Each unit has an introduction dealing with the contents of the units. 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 the student to assess his/her understanding of the subject.

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.

5.2 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 centre. The audio and video programmes help the students to understand the subject better. Video programmes are transmitted by Doordarshan on National Network and Gyan Darshan from 6.25 to 6.55 a.m. in the morning and evening 8.00-8.55 p.m.

Timings are subject to change which can be checked with the Programme Study Centre.

Audio-video material will not be supplied individually but made available at the Programme Study Centres. These programmes can be watched 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.

5.3 Academic Counselling

The Programme Study Centre will organise academic counselling sessions for all courses of study. The students can take help from the counselors. The counselling sessions are not meant to be classroom lectures. The students must study the material and try to assimilate it, prior to coming for counselling. Whatever problems are faced with, students must consult their counsellor for clarifications and help.

There will be 24 theory counselling sessions (2 hours each), 60 Practical counselling sessions (4 hours each) and 15 days Practical Training at a model watershed. These programmes often supplement your course material. The detailed programme of the counselling sessions will be prepared by the Coordinator/Programme-Incharge of the Programme Study Centre. Exact dates of counselling sessions will be announced by the Study Centres concerned.

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

5.4 Practical Sessions

The practicals are an integral and compulsory part of the Diploma programme. The practical component of the programme has been designed to build on the theory text, giving students an exposure of practical experience and knowledge in various aspects of watershed management, soil and water conservation, hydrology, water harvesting management, horticulture, animal husbandry, funding and audit etc. This will help students to improve their skills, knowledge and competence. Subsequently, the learners act as trainers and prepare a detail project report on a specific problem in a model watershed. Throughout the programme, the material provided to you will encourage you to think about what you have already known and do in your practice as a competent skilled professional.

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

75% attendance for practical and project 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.

5.5 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.

5.6 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>

5.7 Interactive Radio-Counselling

As mentioned earlier IGNOU organizes Radio Counselling through its FM Radio Stations located across the country. It also organizes Interactive Radio Counselling (IRC) on every Sunday from 4:00 to 5:00 p.m. through its FM Radio Stations across the country. Similarly, it also organizes IRC from 5:00 to 6:00 p.m. every Sunday and every Tuesday through Gyan Vani the FM Radio Station, of the concerned Regional Centre. A toll free telephone number 1800 112345 has been provided for this purpose from selected cities.

5.8 Study Centres

To provide effective support, IGNOU has set up a large number of Study Centres and their variants all over the country. Programme Study Centres (PSCs) which are programme specific, have been set up in select institutions for Diploma in Watershed Management. 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 by the concerned Regional Centre after confirmation of your admission. The practical sessions of the programme will be held at the PSCs.

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

- Information counselling and advice on your programme as well as other academic programmes offered by the University.
- Induction Programme for the newly enrolled students where the students are oriented about the open and distance education system in general and about the Diploma in Watershed Management Programme in particular. You will be interacting with the officials from the Regional Centre, Academic Experts/Teachers from the Study Centre. A brief overview would be given about the structure of the programme; instructional system; academic counseling; assignments; various components of assignments and evaluation system.
- Please note that Induction Meeting/Programme is a very important programme, which is organized only once for you, on enrolling for the first time. As such, you must attend the programme, without fail.
- Distribution of Academic Counselling schedule.
- Provision of audio-video teleconferencing, radio counseling facilities for supplementing the counseling sessions.
- Submission and evaluation of assignments, evaluated assignments would be returned back to you with marks and feedback.
- Support about other academic and administrative queries pertaining to the conduct of programme and other procedural requirements.
- Provide information on evaluation and assignment system followed by the University including term-end examination.

Study Centre is the contact point for you. All the important communications are sent to the Coordinator of the Study Centres and concerned Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for your benefit. You are, therefore, advised to check the notice board of the Study Centre and also get in touch with your Coordinator about assignments, submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

6.0 ASSIGNMENTS

Assignments constitute an integral component of this programme. You are given certain course wise problems/questions for writing assignments. You are advised to write your response for these assignments

based on your understanding of Self Learning Material pertaining to course, discussions and interactions you have had with academic counsellors, and fellow learners. Each course (except BNRP-108) will have one assignment. You are required to submit assignment responses of every course at the Study Centre allotted to you within the stipulated time frame. Every assignment marks will be counted for the final marking for each course.

Course-wise questions for assignments prepared by the faculty are sent to you along with the study material. It can also be downloaded from the IGNOU website. You are given enough time (see the assignment schedule/operation schedule supplied to you) to go through the study material, refer books, discuss/interact with Academic Counsellors and fellow learners to develop an understanding and comprehending before you attempt actual assignment response preparation. After completing the assignments, you should submit the same to the Study Centre with which you are attached, for assignment evaluation and feedback. The evaluator will carefully evaluate the assignment response and provide you feedback in the form of teaching comments on the strengths and weakness of each of the assignment response for your benefit. Remember, the assignment carry a weightage of 20% per course, which will be added to the final grade in the concerned course.

i) Rationale of Assignments

Since assignment forms essential part of the programme, you must allocate enough time for preparing and writing assignment responses as per the guidelines of the University and submit them to the Study Centre.

Please make sure that you **write assignment responses on your own which will improve your understanding, knowledge and skills about the course curriculum**. At the same time, you are also advised not to reproduce the course material given in the units or assignments responses of others. Any learner, found indulging into such practice, may be penalized by awarding “Zero” marks”. Your sincere efforts in writing assignment responses will enable you to integrate your knowledge, understanding, and skills and provoke you to think on your own to test your comprehension of content and competencies in applying the concept.

ii) Steps to be followed for Assignment Preparation

While writing assignment responses, you may follow the guidelines given below which will facilitate for preparing better assignment responses.:

- read assignment question very carefully and identify the block(s) unit(s) to which it relates.
- make your answer precise, concise and systematic, which is relevant to assessment question.
- supplement your response with examples, illustrations and real life situations, as per requirement, which will help you in acquiring better knowledge and skill.
- Stick to the word limit, if indicated, in the assignment, by drafting, re-drafting assignment responses till you arrive a final draft response.
- Remember, you have to write answer in your own handwriting, as such, do not send typed assignment response.

Further guidelines, if required, may be obtained from your Academic Counsellor(s) attached with the Study Centre.

iii) Submission of Completed Assignment Responses

Always submit your assignments with in the specified time limit:

- Write your enrolment number, name and full address at the right hand corner of the 1st page of your assignment response.
- Submit your assignment response only to the Study Centre with which you are attached. Please do not submit/forward your assignments to any other Centre/institution.
- The course for which the assignment has been done, its Course code should be written in capital letters in the centre of the top of the 1st page of the response sheets. The top left hand corner should be kept for office use.

- The format given below may be used :

Programme Code

Programme Title

Course Title.....

Course Code.....

Enrolment No.....

Name:.....

Address:.....

.....

Telephone.....

E-mail:.....

Date of Submission:.....

Instructions for submitting/sending Assignment Responses

- Send assignment responses complete in all respects. Incomplete assignments will not carry any credit.
- Use-A-4 size paper for writing your response and leave a margin of about 2½ inch on the left side for writing tutor comments and providing feedback.
- **Always retain a copy of the assignment response with you as a precautionary measure. In case the assignment response submitted is lost in transit or otherwise, you may be asked to send another copy. As such, retain a photocopy of the assignment response till you successfully complete the Programme.**
- The assignment should be submitted to the Coordinator/Programme-Incharge of the Study Centre on or before the last date indicated, as per the schedule of assignments, given by the University.
- Always procure a set of new assignment questions, which are on offer if you have not cleared them in previous year(s).

Once you have obtained pass marks in an assignment, you cannot resubmit assignment response, for improvement of grade/mark. Assignments are not subject to re-evaluation except for factual errors, if any.

7.0 EVALUATION

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

7.1 Weightage to Theory and Practicals

The weightage to theory and practical will be 50% each for integrated courses where theory and practical component are involved *viz.* BNRI-101, BNRI-102, BNRI-103, BNRI-104, BNRI-105, BNRI-106 and BNRI-107.

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

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

i) Theory

For theory, the weightage of the term-end examination will be 80% and for continuous assessment (assignment) it will be 20%. There will be one assignment for each course (except BNRP-108) i.e. total seven assignments for the programme. Each assignment will be of 50 marks which will ultimately be converted to have weightage of 20% of theory.

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

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

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

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 and weightage of 70% and 30% assigned to guided and unguided experiments, respectively. The performance of the students would be assessed in each

experiment by the counsellors on the basis of manipulative skills, observation and their understanding of the basic concepts related to the experiment.

Weightage: Practical

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

iii) Project Formulation (Course 8: BNRP-108)

The Project Formulation evaluation is divided under two components (i) Project work (ii) viva-voce. The project work would be undertaken in identified watersheds and a project report needs to be submitted by the learner. The project report will be evaluated with 70% weightage and viva-voce will have 30% weightage. The combined pass percentage for the project would be 50%. Evaluation of project report and conducting viva-voce will be done at concerned PSC.

7.3 Pass Percentage for Theory and Practical Examination

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

7.4 Modalities for Theory and Practical Examination Criteria

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

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

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

i) Evaluation- Guided Experiments

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

7.5 Preparation of Consolidated Award List

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

7.6 Participation and Attendance for Practical

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

7.7 Distribution of Marks

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

Course-wise Distribution of Marks

Course Code	Theory		Practical		Total marks obtained out of 100
	Continuous Assessment	Term-end	Guided Experiment	Unguided Experiment	
BNRI-101	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-102	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-103	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-104	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-105	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-106	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)
BNRI-107	10 (5)	40 (20)	35 (17.5)	15 (7.5)	100 (50)

The marks in bracket indicate minimum pass marks.

Note: Course 8 (BNRP-108) is project based and hence project report will be evaluated at the study centre which will carry a 70% weightage and viva-voce conducted with 30% weightage.

7.8 Pass Percentage for the Programme

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

7.9 Result and Certification

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

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

7.10 Term-End Examination (TEE)

The University conducts Term-end Examination twice 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. Further, maximum time to pursue the programme has not elapsed and they have also submitted the required number of assignment(s) by the due date. The first examination can be taken in June/December, after completion of one year, depending upon the cycle of admission i.e. July/January. In other words, student admitted in January session will be eligible to take first term-end examination in December and those admitted in July session can take exam in next June. Thereafter, the examination can be given in June or December, of subsequent 42 months within the total span of the programme. To be eligible to appear at the term-end examination in any course, students are required to fulfill the following conditions:

- 1) Should pursue the prescribed course and should have valid registration at the time of submission of examination form.
- 2) Should complete 75% of attendance in practical courses.
- 3) Should submit the examination form before stipulated date.
- 4) Should have submitted all the assignments of various courses.

Examination Fee

Examination fee of **Rs. 60/- per course** is required to be paid through **Bank Draft** in favour of **“IGNOU”** and payable at **Regional Centre under which your exam centre falls**. There is no separate/additional examination fee for the practical component of the course offered under this programme. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Submission of the examination form is pre-requisite for you to take examination in any course. A copy of the examination form is enclosed here in the Programme guide. Only one form is to be submitted for all the courses in one term-end examination. The filled in examination form is to be submitted to the IGNOU Regional Centre under which your exam centre falls.

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

i) The date of submission of Examination form without late fee:

For June TEE: 1st March to 31st March (Rs. 60/- examination fee per course)

For December TEE: 1st September to 30th September (Rs. 60/- examination fee per course)

ii) Examination forms with late fee are accepted as per following schedule:

For June TEE:

From 1st April to 20th April (Rs. 60/- per course + late fee of Rs.300/-)

From 21st April to 30th April (Rs. 60/- per course + late fee of Rs. 500/-)

From 1st May to 15th May (Rs. 60/- per course + late fee or Rs. 1000/-)

For December TEE:

From 1st October to 20th October (Rs. 60/- per course + late fee or Rs. 300/-)

From 21st October to 31st October (Rs. 60 per course + late fee of Rs. 500/-)

From 1st November to 15th November (Rs. 60/- per course + late fee of Rs. 1000/-)

For latest information regarding Programme fee, Exam fee, Late fee etc., you are requested to contact concerned PSC or Regional Centre or consult the latest Prospectus.

The exam form along with requisite late fee should be submitted at the **Regional Centre only. Examinations for these students will be invariably conducted in the cities of Regional Centres.**

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

General Guidelines

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

- 1) remain in touch with the Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form fee if any;
- 2) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
- 3) fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 4) retain proof of mailing/submission of examination form till they receive examination hall ticket; and
- 5) Examination Date Sheet and schedule which indicate the date and time of examination for each course is sent to all the Regional Centres approximately 5 months in advance. The same is also notified through IGNOU **Newsletter** from time to time. Normally, the date sheet for June examinations are sent in the month of January and for December Examination in the month of July. The date sheet is also available on the IGNOU website www.ignou.ac.in.

Examination Centre

Normally, the study centre is the examination centre. However, it could also be another Study Centre in the district/adjoining district. A student is required to fill the same Study Centre Code as exam centre code in the examination form. For this purpose students are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular study centre, the code of the chosen centre be filled up as examination centre code. However, in case the examination centre chosen by a student, is not activated, the university will allot another examination centre under the same District/Region.

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

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-end Examination. The same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, he/she can download the Hall Ticket from the IGNOU website and approach the exam centre for appearing in the examination.

Change of examination centre is permitted only in exceptional cases for which you have to make a request to the Registrar, SED at least one month before the commencement of the examination as per the University norms.

Always remember your Enrolment Number which is your Roll Number for the examination. Please exercise enough care in writing it correctly. Any mistake in writing the Roll Number will lead to non-declaration of result.

If you do not get the Hall Ticket, check the list of students registered for examination at the Examination Centre or on the IGNOU website www.ignou.ac.in. If your name is in the list, you shall be permitted to appear at the examination by showing your Identity Card (Student Card)/downloaded Hall Ticket to the Examination Centre Superintendent.

7.11 Declaration of Results

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

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

Always quote your name, Enrollment Number, name of the programme and complete address for any correspondence with the University (including Regional Centre and Study Centre). In absence of such details, we may not be able to attend to your problems.

No student is allowed to re-appear in an examination or re-submit assignment responses for improving the marks/grade after successfully completing it.

7.12 Early Declaration of Results

The University has the provision of early declaration of term-end examinations results. The application for early declaration of results shall be entertained only if you have been selected for any post or applied for further studies, wherein mark-sheet/certificate for qualifying examination is required to be submitted to the institution by a particular date, which may be before the date of declaration of the University results. You must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of your result.

It may be noted that early declaration of result is allowed only in respect of theory courses. **This facility is not applicable for practical/lab courses, project, workshop, assignments, seminar, etc. based courses. The application for early declaration of results shall be entertained for final year courses or maximum of four backlog courses only.** Prescribed fee @ Rs. 700/- per course shall be payable by Demand Draft in favour of 'IGNOU' and payable at New Delhi. Application form along with required amount of fee must be submitted to the Registrar, S.E. Division, IGNOU, Maidan Garhi, New Delhi-110068 before the date of the commencement of term-end examination i.e., before 1st June and 1st December, respectively. Application form for Early Declaration of Results is placed in this book. (See Appendix-V.)

7.13 Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of result declaration i.e. the date on which the results are made available on the University website on payment of Rs. 500/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

7.14 Issue of Official Transcript

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

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

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students handbook & prospectus and also made available at University's website www.ignou.ac.in.

7.15 Photocopy of the Evaluated Answer Script

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

A sample prescribed application form with rules and regulations in detail for this purpose is given in the Students Hand Book & Prospectus and also made available at University's website www.ignou.ac.in.

8.0 SOME USEFUL INFORMATION

8.1 Some Useful Addresses

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

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Director
3. Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29535924-32 / Extn. 2202, 2209
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Deputy Registrar (Exam-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: kramesh@ignou.ac.in or Ph. 011-29536103, 29535924-32 / Extn. 2201, 2211, 1525
5. Non-reflection of Assignment Grades/Marks	Assistant Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: assignments@ignou.ac.in or Ph. 011-29532294, 29535924-32 / Extn.-1312, 1319, 1325
6. Change of elective/medium/opting of left over electives/deletion of excess credits	Concerned Regional Centre
7. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: opbangia@ignou.ac.in; convocation@ignou.ac.in Ph. 011-29535438, 29535924-32/Extn. 2224, 2213
8. Student Grievances (online)	Assistant Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi. New Delhi-110 068 e-mail: sregrievance@ignou.ac.in Ph. 011-29532294, 29535924-32/Extn. 1313

9. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
10. Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block – G, IGNOU, Maidan Garhi, New Delhi – 110 068 Ph. 011-29533167, 29533166 e-mail: soa@ignou.ac.in
11. Information Regarding Counseling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
12. Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 e-mail: ssc@ignou.ac.in Ph. :011-29535414, 29533869, 2953380 Fax: 011-2953 3129

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 private individuals or institution.

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

8.2 Online Facilities

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

- a) **Schools:** Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.
- 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, Student Registration Division and Student Evaluation Division.

Student Registration Division- This link will give you information about admission and re-admission.

Student Evaluation Division- This link give information about 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.

8.3 Some Forms for Your Use

Appendix II	Sample Form for Change/Correction of Address
Appendix III	Sample Form for Non-receipt of Materials & Assignments
Appendix IV	Sample Form for Term-end Theory Examination
Appendix V	Sample Form for Early Declaration of Result.
Appendix VI	Sample Form for Re-evaluation of Answer Scripts
Appendix VII	Sample Form for Improvement in Division/Class
Appendix VIII	Sample Form for Obtaining Photocopy of the Answer Script
Appendix IX	Re-admission Form
Appendix X	Sample Form for Issue of Official Transcript
Appendix XI	Sample Form for Issue of Provisional Certificate
Appendix XII	Sample Form for Issue of Migration Certificate
Appendix XIII	Sample Form for Obtaining Duplicate Grade Card/Mark sheet

Student may use photocopies of the above application forms.

APPENDICES

Appendix-I

LIST OF REGIONAL CENTRES (RCs) OF IGNOU

SL. NO	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE- OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79 02717-241370 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI A BUILDING M.G. ROAD, KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/ KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

5	13	BANGALORE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, DAKSHINA, KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR-812007 BIHAR, (M) 08292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA MUNGER)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN).
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

9	85	BIJAPUR	IGNOU REGIONAL CENTRE C/o. BLDEA's JSS COLLEGE OF EDU, SS JUNIOR COLLEGE CAMPUS, BIJAPUR-586 101 KARNATAKA 08352-258417 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICT : BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR & YADGIR)
10	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HARYANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DIS- TRICT: PATIALA, MOHALI, RUPNAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMIL NADU 044-24312488 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR) PONDICHERRY (U.T.)
12	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)

14	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	07	DELHI-1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354, 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHO GAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY BADARPUR) STATE OF HARYANA (DISTRICT: FARIDABAD)
16	29	DELHI-2	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376/ 23392377 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
17	38	DELHI-3	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088964 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA) STATE OF HARYANA (DISTRICT: GURGAON)

18	87	DEOGHAR	IGNOU REGIONAL CENTRE C/o. A.S. COLLEGE DEOGHAR-814 112 JHARKHAND 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICT: DEOGHAR, GODDA, SAHIB GANJ, DAKUR, DUMKA JAMTARA, DHANBAD, BOKARO & GIRIDIH)
19	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DIS- TRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI-781 003, ASSAM 0361-2343786/2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DIS- TRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	52	IAEP-CHAND IMANDIR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, HQ WESTERN COMMAND, C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355/2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA

23	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
24	51	IAEP- KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO, KOLKATA - 908 542 WEST BENGAL 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
25	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE IAEP HQ. CENTRAL COMMAND-GS (EDN), LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
26	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
27	55	IAEP- UDHAMPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG REG CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545, C/O 56 APO, HQ NORTHERN COMMAND, UDHAMPUR JAMMU & KASHMIR 01992-242486 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
28	81	IAREP- SHILLONG	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG.R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR), LAITUMUKHRAH SHILLONG - 793 011, MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA

29	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190/2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
30	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
31	72	INEP-MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
32	71	INEP- NEW DELHI	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE DIRECTORATE OF NAVAL EDUCATION, INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI-110 066 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
33	73	INEP- VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG REG CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND

34	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536/2247538 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
35	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411/2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAH DOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
36	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763/2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMANGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAULI, KOTA, PRATAPGARH, SAWAI, SIKAR, SRIGANGA NAGAR, TONK)
37	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572/2546529 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

38	88	JODHPUR	IGNOU REGIONAL CENTRE C/o. ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR-342008, RAJASTHAN 291-2753989 narasimhabpr@gmail.com	STATE OF RAJASTHAN COVERING (DISTRICT: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR & PALI)
39	37	JORHAT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) (NOTE: CURRENTLY UNDER GUWAHATI RC)
40	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL-132 001, HARYANA 0184-2271514/2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
41	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993/237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
42	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366/2260167 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

43	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091, WEST BENGAL 033-23349850/23589323 033-23592719/23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
44	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982/251535 06852-251535, 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
45	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120/2745114 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJAHANPUR, SHRAVASTI, SIDHARTH- NAGAR, SITAPUR, SULTANPUR, UNNAO)
46	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387/2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)

47	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081, MAHARASHTRA 022-25633159/25635540/25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
48	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14 HINDUSTAN COLONY, AMARAVATI ROAD NAGPUR-440033, MAHARASHTRA 0712-2536999, 2537999 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
49	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012/2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
50	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315, 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
51	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539/2219541 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
52	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888/230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)

53	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
54	50	RAGHUNA- THGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD-742 225 WEST BENGAL 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
55	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
56	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DIS- TRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
57	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM,HAZARIBAGH, CHATRA, KODERMA, KHUNTI & RAMGARH)

58	86	SAHARSA	IGNOU REGIONAL CENTRE C/o. MLC COLLEGE, SAHARSA-582 201, BIHAR 06478-219014, 219015 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICT: KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIYA)
59	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI NONGSHILLIANG, SHILLONG-793014 MEGHALAYA, 0364-2521117/2521271 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
60	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612/2624613 0177-2624612, 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
61	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C. BOSE ROAD, SUBHAS PALLY, SILIGURI-734 001 WEST BENGAL 0353-252 6818 0353-252 6829 (Direct) 0353-2526819, Fax :0353 -252 6819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
62	30	SRINAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN, KURSU RAJ BAGH, SRINAGAR-190008 JAMMU & KASHMIR 0194-2311251 /2311258 0194-2311258, 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
63	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP. PRS HOSPITAL KILLIPPALEM, KARAMANA (PO) TRIVANDRUM - 695002, KERALA 0471-2344113/2344115/2344121 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

64	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022/2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
65	83	VATAKARA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA-673104, KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND) (NOTE: CURRENTLY UNDER COCHIN RC)
66	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYAWADA-520 001 ANDHRA PRADESH 0866-2565253/2565959 0866-2565253 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR)
67	84	VISAKHA PATNAM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR-12 COMPLEX USHODAYA JUNCTION, VISAKHAPATNAM ANDHRA PRADESH rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHA PATNAM, VIZIA- NAGARAM & SRIKAKULAM)



Application for Change of Address

(TO BE SENT TO CONCERNED REGIONAL CENTRE)

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)

**SAMPLE FORM FOR NON-RECEIPT
OF MATERIALS & ASSIGNMENTS**

To
The Regional Director
IGNOU Regional Centre

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

Name and Address : Signature :
 Date :

For Official Use

Date of despatch of study material/assignments to students

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

EXAM FORM

Serial No.

Control No.

INSTRUCTIONS

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

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

Programme Code Regional Centre Code Study Centre Code

Enrolment No. Exam Centre Code
(Where you wish to appear in Exam)

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

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

City District

State Pin Code

MOBILE NO.

COURSE OPTION:

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

S.No.	Course Code	S.No.	Course Code
1.	<input style="width: 100%; height: 20px;" type="text"/>	9.	<input style="width: 100%; height: 20px;" type="text"/>
2.	<input style="width: 100%; height: 20px;" type="text"/>	10.	<input style="width: 100%; height: 20px;" type="text"/>
3.	<input style="width: 100%; height: 20px;" type="text"/>	11.	<input style="width: 100%; height: 20px;" type="text"/>
4.	<input style="width: 100%; height: 20px;" type="text"/>	12.	<input style="width: 100%; height: 20px;" type="text"/>
5.	<input style="width: 100%; height: 20px;" type="text"/>	13.	<input style="width: 100%; height: 20px;" type="text"/>
6.	<input style="width: 100%; height: 20px;" type="text"/>	14.	<input style="width: 100%; height: 20px;" type="text"/>
7.	<input style="width: 100%; height: 20px;" type="text"/>	15.	<input style="width: 100%; height: 20px;" type="text"/>
8.	<input style="width: 100%; height: 20px;" type="text"/>	16.	<input style="width: 100%; height: 20px;" type="text"/>

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

Total No. of		Total Amount	
Theory Courses	₹ × 60		<input style="width: 100%; height: 20px;" type="text"/>
Practical Courses	₹ × 60		<input style="width: 100%; height: 20px;" type="text"/>
Late Fee			<input style="width: 100%; height: 20px;" type="text"/>
TOTAL		<input style="width: 100%; height: 20px;" type="text"/>	

1. Draft No.	<input style="width: 100%; height: 20px;" type="text"/>
Amount	<input style="width: 100%; height: 20px;" type="text"/>
2. Draft No.	<input style="width: 100%; height: 20px;" type="text"/>
Amount	<input style="width: 100%; height: 20px;" type="text"/>
Date	<input style="width: 100%; height: 20px;" type="text"/>
Issuing Branch	<input style="width: 100%; height: 20px;" type="text"/>
Payable at (Regional Centre under which your exam centre falls)	<input style="width: 100%; height: 20px;" type="text"/>

SIGNATURE OF THE STUDENT
(within the Box only)

ISSUING BANK

Dates for Submission of Exam Form				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

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

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date _____

(Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) _____

(with STD code)

**AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF
STUDY CENTRE/PROGRAMME STUDY CENTRE/PARTNER INSTITUTION/
COMMUNITY COLLEGE**

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____
Date _____

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



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

**APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END
EXAMINATION**

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

1. Name :
2. Programme: Enrolment No:
3. Reason for early declaration of result:

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

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

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

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

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

6. **Fee detail:**

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

Name & Address :
of the student

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110 068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name :

Programme :

Enrolment No.

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Address:.....

.....

.....

PIN :

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

Month and Year of the Exam :

Examination Centre Code :

Address of the Examination Centre :

Course, in which Re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....

Fee Details:

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

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

Demand Draft No. Date:

Issuing Bank:

Date: **Signature of the student**

(Rules and Regulations are mentioned in the next/reverse side of this form)

(P.T.O)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

- 1) The request for re-evaluation by the student must be made within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,
Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’
- 7) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110 068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411 016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Baguipura PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

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

1. Name:

2. Programme: Enrolment No:

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

3. Address:

.....

..... Pin

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

Total marks/Overall point grade obtained	Percentage obtained
.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought:

	COURSE CODE	COURSE CODE
1. _____	_____	4. _____
2. _____	_____	5. _____
3. _____	_____	

6. Fee details:

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

Demand Draft No.: Date:

Issuing Bank:

7. Term-end examination, in which you wish to appear:- June/December.....

8. Examination centre details, where you wish to appear in term-end examination:

Exam Centre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations, i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve, is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form,
Please mention “**APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.**”
11. Application form must reach within the prescribed dates at the following address:

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

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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name
2. Programme: Enrolment No:
3. Address:.....

 Pin Code
4. Month and Year of Examination :
5. Examination Centre Code:
6. Address of the Examination Centre :
7. Detail of the course(s), for which photocopy of the answer script(s) is/are required:
 - a) Term-end examination: June/December.....
 - b) Exam Centre Code:
 - c) Exam Centre Address:
 - d) Course(s):
8. **Fee details:**
 (The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)
 No. of Course(s): X Rs. 100/- = Total Amount:
 Demand Draft No.: Date:
 Issuing Bank:
9. Self attested photocopy of the Identity Card : Attached/Not attached
 issued by the University

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, belongs to me. For this purpose, I am enclosing self attested photocopy of my Identity Card issued by the University. In case, my statement is found false, the University may take action against me as deemed fit.

Date: Signature

Place: Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of 'IGNOU' and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last para) alongwith the prescribed fee upto 31st March and 30th September for December Term-End Examination and June Term-End Examination, respectively, or within 45 days from the declaration of results.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar.
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700 159	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

Re-Admission Form for All Programmes
(other than MP & MPB–Details as shown in Table-A)

1. Name & Address of the Student: _____

2. Programme Code :

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

3. Enrollment No.

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

4. Regional Centre Code:

--	--	--	--

5. Study Centre Code:

--	--	--	--

6. Details of Course(s) not completed for which re-admission is sought (Please enclose a separate Annexure, if the table below is found insufficient)

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

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

Years/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee as per current rate (Rs.)

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

Dated: _____

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

Signature of the Student

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

(P.T.O)

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
2. **Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* 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, even if the readmission is sought at a later date.
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* 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-MCA not 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.

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
 2. Programme: Enrolment No:

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 3. Address:

 Pin

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

Date:..... (Signature of the student)

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

Regional Centre

Name

Father's Name

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

Mailing Address

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

Filled in Application Form should be sent to:

**The Registrar
Student Evaluation Division
IGNOU,
Maidan Garhi,
New Delhi-110 068**

Date

.....

Signature



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

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/Husband's Name :
3. Address :
..... Pin
4. Particulars of last examination

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

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

Draft Details	
Amount Rs. _____	D.D. No. _____ Date _____
Bank Name _____	Place of Issue _____

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

(To be filled in by the Admissions Division)

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

Date _____ Dealing Assistant _____ Section Officer _____

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student 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 issued on payment of Rs. 300/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _____ Son/daughter/wife 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 the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the Student

Programme

Enrolment No.

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Address
(where grade cards is to be sent)
.....

Pin

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

Bank Draft / IPO No. Dated

Issuing Bank/Post Office

.....
Signature of the
Student

Dated

Note : Fee for duplicate grade card is Rs.150/- Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card/mark sheet will be sent by Registered post.

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

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

Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

#

Enrolment No. Name

Gender : M F

Age Group : Below 30 31-40 41-50 Above 51

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After filling cut out this questionnaire and mail it to:

STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068

PROGRAMME GUIDE

DIPLOMA IN WATERSHED MANAGEMENT (DWM)

**A Collaborative Programme with Department of Land Resources,
Ministry of Rural Development, Government of India**



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