

**PROGRAMME GUIDE**

**CERTIFICATE IN ANTI HUMAN TRAFFICKING  
(CAHT)  
PROGRAMME**



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

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## **INTRODUCTION:**

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Dear Learner,

Welcome to Indira Gandhi National Open University. As you have joined one of the world largest University imparting education through open and distance mode, it is necessary that you come to know about the functioning of the University and other modalities.

I am sure that you also want to know about Certificate in Anti Human Trafficking (CAHT) programme in which you have enrolled. In the subsequent pages you will find necessary information about the University and about the programme which you have joined.

Best wishes.

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## **THE UNIVERSITY:**

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The Indira Gandhi National Open University (IGNOU), established by an Act of Parliament in 1985, has continuously striven to build an inclusive knowledge society through inclusive education. It has tried to increase the Gross Enrollment Ratio (GER) by offering high-quality teaching through the Open and Distance Learning (ODL) mode.

The University began by offering two academic programmes in 1987, i.e., Diploma in Management and Diploma in Distance Education, with a strength of 4,528 students.

Today, it serves the educational aspirations of over 3 million students in India and other countries through 21 Schools of Studies and a network of 67 regional centres, around 2,667 learner support centres and 29 overseas partner institutions. The University offers about 228 certificate, diploma, degree and doctoral programmes, with strength of nearly 810 faculty members and 574 academic staff at the headquarters and regional centres and about 33,212 academic counsellors from conventional institutions of higher learning, professional organisations, and industry among others.

The mandate of the University is to:

- Provide access to higher education to all segments of the society;
- Offer high-quality, innovative and need-based programmes at different levels, to all those who require them;
- Reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs; and
- Promote, coordinate and regulate the standards of education offered through open and distance learning in the country.
- To achieve the twin objectives of widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the University uses a variety of media and latest technology in imparting education. This is reflected in the formulated vision of IGNOU, keeping its objectives in focus, which reads:

The Indira Gandhi National Open University, the National Resource Centre for Open and Distance Learning, with international recognition and presence, shall provide seamless access to sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies and ensuring convergence of existing systems for large-scale human resource development, required for promoting integrated national development and global understanding.

The University has made a significant mark in the areas of higher education, community education and continual professional development. The University has been networking with reputed public institutions and private enterprises for enhancing the educational opportunities being offered by it. As a world leader in distance education, it has been conferred with awards of excellence by the Commonwealth of Learning (COL), Canada, several times.

The University is committed to quality in teaching, research, training and extension activities, and acts as a national resource centre for expertise and infrastructure in the ODL system. The University has established the Centre for Extension Education, National Centre for Disability Studies and National Centre for Innovation in Distance Education, to focus on specific learner groups and enrich the distance learning system.

With the launch of EduSat (a satellite dedicated only to education) on 20th September, 2004, and the establishment of the Inter-University Consortium, the University has ushered in a new era of technology-enabled education in the country. All the regional centres and high enrollment study centres have been provided with active two-way video-conferencing network connectivity, which has made it possible to transact interactive digital content.

Emphasis is now being laid on developing interactive multimedia and online learning, and adding value to the traditional distance education delivery mode with modern technology-enabled education within the framework of blended learning.










Over the years, IGNOU has lived up to the country's expectations of providing education to the marginalised sections of society. Free of cost education is being provided to all jail inmates across the country. A large number of SC/ST students have been admitted to various programmes of the University.

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### **PROMINENT FEATURES:**

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The significant features of Indira Gandhi National Open University are:

-  International Jurisdiction
-  Flexible and Learner centric Admission rules
-  Individualized study: Flexibility in term of place, pace and duration of study
-  Use of latest information and communication technologies
-  Nationwide Student Support Services Network
-  Modular approach to Academic programme.
-  Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations.
-  Socially and academically relevant programmes based on need analysis, and
-  Convergence of open and conventional educational systems

- Democratising higher education by taking it to the door steps of the learners.
- Flexible examination rules

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### **ACADEMIC PROGRAMMES:**

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The University offers a wide range of programmes both short term and long term leading to Certificate, Post Graduate Certificate, Diploma, Post Graduate Diploma, Under Graduate Degrees, Post Graduate Degrees and Doctoral Degrees covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial need assessment/demand for such programmes. They are launched with a view to fulfill the Learners needs for:

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification of knowledge, etc.
- Empowerment

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### **CREDIT SYSTEM:**

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IGNOU follows a credit system that is based on the time factor involved in studying. One credit is equivalent to 30 study hours inclusive of all learning activities which include reading and comprehending the print material (self learning material), listening to Audio, watching Video, attending counseling sessions, Teleconferences and writing assignments. Thus a 4 credit course involves 120 hours. Different programmes have different credit requirements. Learners/Students have the right to collect credits at their own pace, convenience and according to their own capability. IGNOU also provides a credit transfer facility whereby credits may be transferred from any other University to IGNOU after fulfilling the necessary requirements. The credit system helps the learner to understand the academic efforts required to successfully complete a course or programme. Completion of an academic programme (Certificate) requires successful of clearing of Assignments, Project and Term End Examination.

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### **STUDENT SUPPORT SERVICES:**

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In order to provide individual support to its learners, the University has a large number of Study Centres throughout the country. These are coordinated by Regional Centres and Sub-Regional Centres. At the Study Centres/Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counselors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters. Every student is assigned one Study Centre taking into consideration his/her place of work or residence. Every Study Centre has a Coordinator to Coordinate different activities, and Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide and guidance to the students in the subjects.

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU at its headquarters at New Delhi or any of its Regional Centres. Students interacting with intermediaries shall do so at their own risk and cost.

However, if there is no study centre near your area or due to your occupational duties if you cannot visit the study centre then there is no issue. You can contact the programme Coordinator by Email at [mansisharma@ignou.ac.in](mailto:mansisharma@ignou.ac.in) or Call at 011-29572992, 9311123692 and discuss your academic queries regarding the programme. For Administrative queries you can contact the Regional centre. You can submit your Assignments to the Study Centre/Regional Centre by Post so there is no need to submit it in person.

Do remember to keep a photocopy of the whole assignments which you are submitting to the Study Centre/Regional Centre.

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### **ABOUT THE SCHOOL AND PROGRAMME:**

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With the view of developing interdisciplinary studies, the University operates through Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in co-ordination with the Faculty, School staff and the different academic, administrative and service wings of the University. The Programme Coordinator is a Faculty in the School and looks after the development, maintenance and updation/revision of the programme. The Programme Coordinator should be contacted in case of any doubt or difficulty in completion of the programme. As the emphasis is on providing a wide choice of courses at different levels so at present we have 21 Schools which are as under:

- 1) School of Management Studies
- 2) School of Agriculture
- 3) School of Computer and Information Sciences
- 4) School of Continuing Education
- 5) School of Education

- 6) School of Engineering & Technology
- 7) School of Health Sciences
- 8) School of Humanities
- 9) School of Sciences
- 10) School of Social Sciences
- 11) School of Law
- 12) School of Journalism and New Media Studies
- 13) School of Gender and Development Studies
- 14) School of Tourism Hospitality Service Sectoral Management
- 15) School of Interdisciplinary and Trans-disciplinary Studies
- 16) School of Social work
- 17) School of Vocational Education and Training
- 18) School of Extension and Development Studies
- 19) School of Foreign Languages
- 20) School of Translation Studies and Training
- 21) School of Performing and Visual Arts

The School of Law (SOL) is one of the 21 Schools of Indira Gandhi National Open University (IGNOU). The School of Law (SOL) was established in 2005 with an objective of imparting legal education through Open and Distance Learning system. The school aims to create awareness about legal rights and responsibilities in the emerging world order. The School strives to ensure high quality education and research through innovative, multi-media learning teaching packages with a focus on learning practical aspects of law, acquiring legal skills and scholarship.

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### **CERTIFICATE IN ANTI HUMAN TRAFFICKING (CAHT):**

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Dear Learner,

Welcome to this programme. If you have any academic query you can write an email to me or call me. This programme has 3 courses and one project. You have to write 3 Assignments, 1 Project and clear 3 Term End Papers. The assignments of this programme can be downloaded from the IGNOU website by visiting the following link: <https://webservices.ignou.ac.in/assignments/sol/2018/caht/CAHT-e-18.pdf>. If you have registered for January session then you have to submit your assignments till 31<sup>st</sup> March to the Study Centre/ Regional Centre. If you have registered for July session you have to submit your assignments by 30<sup>th</sup> September to the Study Centre/ Regional Centre. Follow the instructions given in the assignments properly. While writing the assignments choose the

topic of the project and get it approved by the study centre. If you do not have a study centre or you cannot visit it then send the topic of your project by email to the Programme Coordinator . Once the topic is approved prepare the synopsis as per the guidelines given in the project handbook. You have to get the synopsis approved by the supervisor. Once the supervisor approves your synopsis prepare the project and get it approved too. The project has to be spiral binded and submitted in person or by post to Project Section, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi- 110068 by 30<sup>th</sup> May for June Term End Examination and 30<sup>th</sup> of November for December Term End Examination. The details of this programme is as under:

**Course Description-** Certificate in Anti Human Trafficking Programme is offered in association NHRC, New Delhi. This programme has been launched with a view that it would help learners to understand the various contours of human trafficking. Since trafficking is an organized crime, so it needs a professional method to handle it. Undeniably along with stringent punishment what is the need of the hour is the proper rehabilitation of the victims .We hope that the scheme of this course would enable the learner to have a deep knowledge of the various rehabilitative schemes. Further the course is planned in such a way to help students know what are the different legislations in India regarding curbing human trafficking and what are the reasons for the poor implementation of these laws. This programme will also develop a practical approach and sensitization towards the issues of Human Trafficking.

### **Course Objective**

1. to bring about awareness and provide comprehensive understanding to the learners in Anti Human Trafficking,
2. to develop functional understanding and coordination amongst learners about various stake holders/ agencies associated with the process of Human Trafficking directly or indirectly,
3. to create awareness building in the area of law, policies, rehabilitation and prevention aspects of Human Trafficking amongst the learners,
4. to develop practical skills for learners to engage with the process of understanding, Rehabilitation, prevention and reintegration of Human Trafficking

5. to prepare well informed professionals, those working in the government agencies, civil society organizations and corporate sectors about the courses and depthness of Human Trafficking and the ways for prevention, rehabilitation, and reintegration

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**ELIGIBILITY AND DURATION:**

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In accordance with the Universities general policy of openness and flexibility the eligibility criteria for this programme is as under:

Any Graduate,

10+2 with 5 years of experience in the related field, 10<sup>th</sup> standard (after doing bridge course from IGNOU they will be admitted in this programme.

**Medium:** English & Hindi

This programme can be completed in a minimum period of 6 Months and maximum period of 2 years. The programme can be pursued along with any other programme from IGNOU or anywhere else till there is no clash of dates of the examination. So a learner can appear for IGNOU exams after or before the exam of any other programme.

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**TARGET GROUPS/EMPLOYMENT OPPORTUNITIES:**

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International and National NGO's related to Human Trafficking, Legal Aid, Juvenile Justice, Woman, Children and disability etc.

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**DETAILED COURSE STRUCTURE:**

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**BLE-031: UNDERSTANDING HUMAN TRAFFICKING**

Block 1 Introduction to Human Trafficking

Unit 1: Concepts and Definitions

Unit 2: Types of Human Trafficking

Unit 3: Causes of Human Trafficking

Unit 4: Dimension of Human Rights, Women and Child Rights

Unit 5: Human Trafficking vs. other Related Issues

#### Block 2 The Trafficking Process

Unit 6: Magnitude and Extent of Trafficking

Unit 7: Push and Pull Factors

Unit 8: Source/Transit/Destination Linkages : National and International Dimensions

Unit 9: Processes Involved in Trafficking the Modus Operandi of Traffickers

Unit 10: Trafficking as Organized Crime

#### Block 3 Victims and Survivors

Unit 11: Profiling of Victims/survivors

Unit 12: Identifying Victim

Unit 13: Vulnerability Factors

Unit 14: Indicators of Human Trafficking

Unit 15: 'Harm' to the Victim/Survivors

#### Block 4 Traffickers and Exploiters

Unit 16: Profiling Offenders.

Unit 17: Indicators of Demand

Unit 18: Final Demand

Unit 19: The Economics of Human Trafficking

### **BLE-032: LAW POLICIES AND INSTITUTIONAL RESPONSE TO HUMAN TRAFFICKING**

#### Block 1 Law and Policies

Unit 1: International and Regional Legal Regime

Unit 2: National Legislations and Court Directions

Unit 3: State Legislations/ Rules and Procedures

Unit 4: Special Institutions

Unit 5: Govt. Policies, including Orders/Circulars and Provisions

#### Block 2 Law Enforcement Agencies, Roles and Functions: The Present Scenario

Unit 6: Law Enforcement Agencies: Roles and Functions

Unit 7: Challenges in Law Enforcement

Unit 8: Role of NGOs in Law Enforcement

Unit 9: Best Practice Models

### Block 3 Justice Delivery Process

Unit 10: Overview of Justice Delivery System

Unit 11: Role and Functions of Judiciary

Unit 12: Legal Aid and Services

Unit 13: Victims Rights and Witness Protection Mechanism

### Block 4 Synergy – Response to Human Trafficking

Unit 14: Identifying the stakeholders in the process of Anti Human Trafficking

Unit 15: Why Synergy?

Unit 16: Best models of Synergy

Unit 17: Impact of Synergy

Unit 18: Field Visit.

## **BLE-033: REHABILITATION AND PREVENTION**

### Block 1 Rehabilitation

Unit 1: Rehabilitation Institutions and their Roles

Unit 2: The Process of Rehabilitation

Unit 3: Restoration and Repatriation

Unit 4: Role of Different Stakeholders

Unit 5: Indicators of Rehabilitation

### Block 2 Prevention

Unit 6: Prevention as a Simple Strategy in the Anti Human Trafficking Process

Unit 7: Identification of Stakeholders in Preventing Human Trafficking

Unit 8: Strategies in Prevention

Unit 9: Preventing Re-trafficking

Unit 10: Indicators of Prevention

### Block 3 Existing Models in Prevention and Rehabilitation

Unit 11: National Models

Unit 12: International Models

Unit 13: Media and Human Trafficking

Unit 14: Field Visit (to Rehab and Prevention Agencies)

Unit 15: Develop an Appropriate Model for prevention and Rehabilitation – From Field Experience

### Block 4 Interpersonal Communication Skills

Unit 16: Interviewing Skills.

Unit 17: Interrogation Techniques.

Unit 18: Counseling Methods.

Unit 19: Best Practices.

Unit 20: A Mock Exercise /Case Study Simulative Exercises

### Block 5 Trafficking and Development

Unit 21: Human Trafficking and Development: A Conceptual Framework

Unit 22: Human Trafficking and Development: A Reality Check

Unit 23: Social Security and Integrated Development

Unit 24: Information and Communication Technology in Human Trafficking

Unit 25: Anti Human Trafficking: A Social Concern

## **BLEP-034 PROJECT**



Identification of Topic



Guideline for Research Methodology



Mandatory to have a guide and a facilitator (with field experience) for the project

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## **INSTRUCTIONAL SYSTEM:**

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The programme is offered in distance education mode. The programme includes self-instructional print material, audio-video programmes, audio-video programmes transmitted through Television and Radio, assignments, contact programmes, teleconferencing and interactive radio counseling. Medium of instruction would be English only.

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**SELF INSTRUCTIONAL PRINT MATERIAL:**

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The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 4 Blocks for a 16 credit course. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block. Each Unit is structured to facilitate self study for you. The section on *Objectives* briefly states what we expect you to attain when you have completed the Unit. In *Introduction*, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few self-check exercises under the caption *Self Assessment Question*. Enough space is given for you to write your answers to the questions set in the self-check exercises. Answers to these exercises are given in the section *Answers and Hints to Self Assessment Question at the end of the Unit or in the Self Assessment Box itself*.

The section *Summary* summarizes what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section *Key Words*. Some books for additional reading are suggested in the section *References and Suggested Readings*.

The section *Terminal Questions* is intended to give you an idea about the nature of question that may be asked in term end examinations. These *Terminal Question* and *Self Assessment Questions* are for your practice only, and you should not submit answers to these questions to the University for Assessment. Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section *Key Words* or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor or course coordinator during the interactive sessions. You can also write an email to the programme coordinator or call her to clear your doubts.

Try to answer *Self Assessment Questions*. These exercises will help you to reinforce the information/knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/notes made by you while reading through the Units would help you in answering the *Self Assessment Questions*. Once you have written the answer in the blank space provided for each question, you can compare your answers with the answers given in the section *Self Assessment Questions*.



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**AUDIO-VISUAL AIDS:**

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In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. Video programmes are normally of 25 –30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during specific sessions. The video programme are transmitted by National Network of Doordarshan and Gyan Darshan. Audio programmes are broadcast in some select states through Radio stations viz. All India Radio and Gyan Vani FM Radio Channels. Information about these would be available at your Regional Centre/ Study Centres/Course Coordinators. The Schedule of transmission is communicated to you through Mail communication/IGNOU Newsletter/ Monthly Booklet. Audio-video material will not be supplied individually but will be available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from:

**Director,  
Electronic Media Production Centre,  
IGNOU,  
Maidan Garhi, New Delhi- 110 068.**

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**INTERACTIVE RADIO COUNSELLING AND GYAN DHARA:**

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The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 in the evening. Gyan Dhara can also be viewed from the IGNOU website. You can also post your query and questions online.

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**GYAN DARSHAN:**

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IGNOU is nodal agency for coordinating a bouquet of educational TV channels under the banner of Gyan Darshan (GD). Of these, GD-1 is a 24-hour exclusive National Educational channel. The Gyan Darshan channel uses C Band transponder of INSAT 3C. In addition, IGNOU also coordinates the functioning of GD-2, GD-3, and GD-4. GD-2 channel is being used as *interactive channel* by the University for tele-counselling, tele-lecturing, tele-training and virtual convocation. Teachers/resource persons address ‘live’ from EMPC studio through video and audio satellite links to the student groups assembled at various centres across the country. It is also used to interact with Regional Centre and Study Centre functionaries on various operational aspects. GD-3, called *Ekalavya* channel, is exclusively devoted to technology education for the benefit of students of IITs and other engineering colleges in

India. GD-4, called *Vyas* channel, is to telecast high quality higher education programmes to bridge the knowledge and information gap between different areas and institutions in the country. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

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### **GYAN VANI:**

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*Gyan Vani* is a 'Radio Cooperative' devoted exclusively to education and community development. Its main objective is to bridge the gap between educationally privileged and deprived. As of now, 26 FM radio stations are fully operational. These interactive, participatory educational stations are aimed at greater empowerment of the people, particularly the disadvantaged. Local resource persons conduct the sessions in English, Hindi and the regional languages/dialects.

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### **TELECONFERENCING:**

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To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

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### **COUNSELLING:**

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In distance or online education, contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts. There are experienced academic counsellors at the Schools/Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 to 7 credit course. The counselling sessions are not compulsory. However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counselors for selecting courses of study.

You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal), which you face while studying for this programme. In these sessions you must look into the subject based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and videocassettes that are available at that time will be played in the counselling sessions.

Before you attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view.

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### **EVALUATION SYSTEM:**

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At IGNOU, every course is considered as an independent unit. Hence, every course will be evaluated separately. In all, there are 4 courses in CAHT (including Project work) programme. For successful completion of this programme, you will have to secure pass marks in respective courses.

The evaluation for this programme will be done in following ways:

- a) Continuous evaluation
- b) Term-End Examination
- c) Project Report.

1. The Evaluation System for IGNOU courses consists of two components:

- a) **Continuous evaluation through assignments and project work** (Tutor Marked Assignments).
- b) **Term-end examinations.**

In the final results, assignment and project carry 30% weightage, while 70% weightage is given for term-end examinations.

2. All the assignments, project work and term-end examinations will be scored as a numerical marking scheme.

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### **CONTINUOUS EVALUATION THROUGH ASSIGNMENTS:**

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Assignments constitute the continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignments of a course carry 30% weightage while 70% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously.

You have to submit your assignment response sheets to the Coordinator assigned to you. Submission of assignments is compulsory. You will not be allowed to appear for the term-end examination for any course if you do not submit the assignments in time for that course.

If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.








The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors after correcting the assignments send them back to you with their comments and marks which will help you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. There is one Tutor Marked Assignments (TMA) per course, which is evaluated by the counsellor. Thus, you have to attempt one assignment for each course. You have to complete and submit the assignments at the study centre within the due date specified in the assignments booklet. The assignments can be submitted to the regional centre by post or in person if you do not have a study centre. The University/ Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date. For your own record, retain a copy of all the assignment responses which you submit to the Coordinator of study centre.

If you do not get pass marks in any assignment, you have to submit it again. To get fresh assignments you should write to Director, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068. You may also download from IGNOU web site [www.ignou.ac.in](http://www.ignou.ac.in) or <https://webservices.ignou.ac.in/assignments/sol/2018/caht/CAHT-e-18.pdf>. However, once you get the pass grade in an assignment, you cannot resubmit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. Score communicated by the study centre through any mode other than the award list will not be acceptable to the university for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the coordinator of your study centre with a request to forward correct award list to the SR&E Division at the Headquarters.

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#### **CHECK LIST FOR ASSIGNMENT SUBMISSION:**

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-  Assignment can be downloaded from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) or <https://webservices.ignou.ac.in/assignments/sol/2018/caht/CAHT-e-18.pdf>.
-  Assignments have to be handwritten.
-  You can take registers for each course for writing the assignments.
-  Keep a copy of your assignments before submission.
-  Mention your enrolment No, year of admission, programme title, programme code, course title, course code, regional centre, study centre, your complete address, mobile no., signature, date and email ID on the front page of the assignment.
-  The last date for submission of assignments for July batch is 30<sup>th</sup> September.
-  The last date for submission of assignment for January batch is 31<sup>st</sup> March.



Submit your assignment at the regional centre if you do not have a study centre.

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### **EVALUATION THROUGH TERM END PAPER OR PROJECT WORK:**

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One of the most important components of the PG Diploma is the Term End Paper (TEP). TEP of a course.

You are required to choose a topic related to your subject and get it approved by the Supervisor. Once the topic has been approved, you are expected to submit a Synopsis of your paper on the specified date. You will be awarded diploma only if you submit a Term End Paper at the end of the course.

Please read the guidelines presented below thoroughly. **(For reading guidelines for submission of synopsis, scroll down)**

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### **IMPORTANT GUIDELINES FOR THE LEARNERS:**

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**a) Learners who have a study centre:**

1. Choose a topic from any of the 3 courses and send it for approval to the Supervisor/Academic Counsellor. Before choosing the topic read the Project Handbook carefully. This will help you in initiating work related to project.
2. You can send the topic by email or by post as per the mutual convenience of the supervisor and the learner.
3. Once the topic is approved see the project handbook and prepare the Synopsis which has to be typed.
4. After preparing the Synopsis share it with your Supervisor for his/her inputs and approval.
5. After getting the Synopsis approved refer once again to the project handbook and prepare the project in consultation and guidance of your supervisor.
6. Send the project for approval to your Supervisor once it is ready.
7. Once the project is approved by the Supervisor send the soft copy of the project to the programme coordinator at [mansisharma@ignou.ac.in](mailto:mansisharma@ignou.ac.in)
8. You have to submit the hard copy of the project to Project Section, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.
9. The last date for submission of the Project is 30<sup>th</sup> May for June Term End Examination (TEE) and 30<sup>th</sup> November for December Term End Examination.

10. For any academic query you can contact the Programme Coordinator, Dr. Mansi Sharma at 011-29572992, 09311123692 or send an email at [mansisharma@ignou.ac.in](mailto:mansisharma@ignou.ac.in)
11. Always mention your name, Enrollment No. and contact details along with Mobile No. and Email ID in all your correspondences to the Study Centre/Regional Centre, IGNOU/Programme Coordinator.
12. If you submit your Project to SED,IGNOU after the last date of submission your project will be evaluated for the next TEE.

**b). Learners who do not have a Study Centre:**

1. Choose a topic from any of the 3 courses and send it for approval to the Programme Coordinator, Dr. Mansi Sharma by email at [mansisharma@ignou.ac.in](mailto:mansisharma@ignou.ac.in). Before choosing the topic read the Project Handbook carefully. This will help you in initiating work related to project.
2. Once the topic is approved see the project handbook and prepare the Synopsis which has to be typed.
3. After preparing the Synopsis send it by email to the Programme Coordinator for his/her inputs and approval.
4. After getting the Synopsis approved refer once again to the project handbook and prepare the project in consultation and guidance of the Programme Coordinator.
5. Send the project for approval to Programme Coordinator by email once it is ready.
6. You have to submit the hard copy of the project to Project Section, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068.
7. The last date for submission of the Project is 30<sup>th</sup> May for June Term End Examination (TEE) and 30<sup>th</sup> Novemeber for December Term End Examination.
8. For any academic query you can contact the Programme Coordinator, Dr. Mansi Sharma at 011-29572992, 09311123692 or send an email at [mansisharma@ignou.ac.in](mailto:mansisharma@ignou.ac.in)
9. Always mention your name, Enrollment No. and contact details along with Mobile No. and Email ID in all your correspondences to the Study Centre/Regional Centre, IGNOU/Programme Coordinator.

10. If you submit your Project to SED, IGNOU after the last date of submission your project will be evaluated for the next TEE.

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**OTHER USEFUL INFORMATION:**

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<b>WHOM TO CONTACT FOR WHAT</b>	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Scholarship forms	Concerned Regional Centre
2. Non-receipt of study material and Assignments	Concerned Regional Centre
3. Schedule/information regarding Exam form, Entrance test, Date-sheet, IGNOU Hall ticket	Asst. Registrar (Exam-II), SED, Block-12, Room No-2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:sgoswami@ignou.ac.in">sgoswami@ignou.ac.in</a> Ph. 29572202, 29572209, 29535064
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early declaration of Result, Transcript	Dy. Registrar (Exam. III), SED, Block-12, Room No-1, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:kramesh@ignou.ac.in">kramesh@ignou.ac.in</a> Ph. 29572208, 29536103, 29535924-32/Extn. 2201, 2211 1316
5. Non-reflection of Assignment Grades/Marks	<b>Asst. Registrar (Assignment), SED, Block-3, Room No-12, IGNOU, Maidan Garhi, New Delhi-110068</b> E-mail <a href="mailto:assignments@ignou.ac.in">assignments@ignou.ac.in</a> or <a href="mailto:mjha@ignou.ac.in">mjha@ignou.ac.in</a> Ph. 29571319, 29571325, 29571526, 29571524
6. Change of Elective medium/opting of left over electives/deletion of excess credits	Concerned Regional Centre
7. Re-admission	Student Registration Divisions, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068
8. Original Degree/Diploma/Verification of	Dy. Registrar (Exam-I), SED, Block-9,

Degree/Diploma	IGNOU, Maidan Garhi, New Delhi-110068 <a href="mailto:gcverification@ignou.ac.in">gcverification@ignou.ac.in</a>
9. Student Grievances (SED)	Assistant Registrar (Student Grievance), SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 Email <a href="mailto:sregrievance@ignou.ac.in">sregrievance@ignou.ac.in</a> Ph. 29532294, 29535924-32/ Exnt. 1313
10. Purchase of Audio/Video tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068
11. Academic Content	Director of the School Concerned
12. Status of Project Reports of all programmes	Ph. 011-29532294, Extn. 1313/1320/1321 E-mail <a href="mailto:projects@ignou.ac.in">projects@ignou.ac.in</a> or <a href="mailto:sureshchugh@ignou.ac.in">sureshchugh@ignou.ac.in</a>
13. Student Support Services and Student Grievances, Pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068 E-mail <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Ph. 29535714, 29533869, 2953380 Fax- 29533129

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#### **CHANGE / CORRECTION OF ADDRESS:**

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There is a printed card for the change/correction of address. This card is normally sent to you along with the study material a copy of the same is given in this programme guide as Form no. 2. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to Director, SR&E, IGNOU, Maidan Garhi, New Delhi-110068. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make own arrangements to redirect the mail to the changed address during this period.

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#### **CHANGE OF REGIONAL CENTRE:**

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When you want transfer from one Region to another Region, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to Director (SR&E), New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and Director (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.



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**CHANGE OF STUDY CENTRE:**

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The candidates are required to opt only such study centres which are activated for the programme. As far as possible the university will allot the study centre opted by the candidate. However, the university may change the study centre at its convenience without concurrence of the student at any time. For the purpose of change of Study Centre you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the headquarters. Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counseling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favorably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

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**NON-RECEIPT OF STUDY MATERIAL:**

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If you do not receive your study material within a month after admission, fill up Form no. 3 and send it to the address mentioned on it. You can also contact your study centre /regional centre for material. You can also call at Material Production & Distribution Division, IGNOU for the material.

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**ISSUE OF GRADE CARD/MARK SHEET:**

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A Duplicate Grade Card is issued after a request is made on the prescribed form along with a demand draft of Rs. 100/- to be paid in favour of IGNOU & payable at New Delhi. The requisition may be sent to the Registrar (SR & ED), IGNOU, New Delhi - 68. The form for the purpose is given in this Programme Guide as Form no. 4.

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**RE-ADMISSION:**

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If you are not able to complete the programme in a maximum of 2 years, University has made a special provision for re-admission. You have to fill and submit a suitable form as per instructions.

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**SIMULTANEOUS REGISTRATION:**

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Student of CAHT may take simultaneous registration in any other certificate/Diploma programme of IGNOU, however, if there is any clash of dates of teleconferencing or examination schedule of the two programmes taken the University will not be in position to make adjustment.

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**REFUND OF FEES:**

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Fee once paid will not be refunded under any circumstances programme fee may however be refunded if admission is not offered by IGNOU for any reason.

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**DISPUTES ON ADMISSION AND OTHER UNIVERSITY MATTERS:**

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

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**USEFUL FORMS:**

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In this section we are enclosing the sample of some forms which are useful to you. You can also download the forms from the IGNOU website, student zone. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. Do not forget to mention your enrollment No., Programme name, complete address, mobile no. and email ID in your correspondence to the University. The following forms are enclosed (annexure-1) along with the list of Regional Centres, IGNOU:

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**LIST OF IGNOU REGIONAL CENTRES:**

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<b>Regional Centre and Code</b>	<b>Address of the Regional Centre Tel.Fax &amp; E-mail</b>	<b>Staff</b>	<b>Jurisdiction</b>
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<p><b>AHMEDABAD 09</b></p>	<p><b>IGNOU REGIONAL CENTRE</b>  <b>OPP. NIRMA INSTT OF TECHNOLOGY,</b>  <b>SARKHEJ-GANDHINAGAR HIGHWAY</b>  <b>CHHARODI</b>  <b>AHMEDABAD - 382481</b>  <b>GUJARAT</b>  <b>TEL: 02717-242975 / 242976</b>  <b>FAX: 02717-241580</b>  <a href="mailto:rcignouahd@yahoo.com">rcignouahd@yahoo.com</a>  <a href="mailto:rcinou@vsnl.com">rcinou@vsnl.com</a></p>	<p><b>DR. AVANI TRIVEDI,</b>  <b>RD</b>  <b>DR. D ANAND, ARD</b>  <b>DR. JAYESH PATEL,</b>  <b>ARD</b>  <b>SH A.H VED, AR</b></p>	<p><b>STATE OF GUJARAT,</b>  <b>(DISTT),</b>  <b>AHMEDABAD,</b>  <b>ANAND,</b>  <b>BANASKANTHA,</b>  <b>BHARUCH,</b>  <b>DAHOD,</b>  <b>GANDHINAGAR,</b>  <b>MEHSANA,</b>  <b>PATAN,</b>  <b>SABARKANTHA,</b>  <b>SURAT,</b>  <b>VADODARA,</b>  <b>VALSAD, DANG,</b>  <b>KHEDA,</b>  <b>NARMADA,</b>  <b>NAVSARI,</b>  <b>PANCHMAHAL,</b>  <b>TAPI,</b>  <b>ARAVALLI),</b>  <b>DADRA &amp;</b>  <b>NAGAR HAVELI</b>  <b>(U.T)</b></p>
<p><b>ALIGARH 47</b></p>	<p><b>IGNOU REGIONAL CENTRE</b>  <b>4/1339 MARRIS ROAD,</b>  <b>ALIGARH-202001</b>  <b>UTTAR PRADESH</b>  <b>TEL: 0571-2700120/2701365</b>  <b>0571-2402147</b>  <b>MOB: 9457878332</b>  <a href="mailto:rcaligarah@ignou.ac.in">rcaligarah@ignou.ac.in</a></p>	<p><b>DR. MALIK RASHID</b>  <b>FAISAL, RD</b>  <b>(I/c)</b></p>	<p><b>STATE OF UTTAR PRADESH</b>  <b>(DISTRICT:</b>  <b>ALIGARH,</b>  <b>FIROZADAB, J.P</b>  <b>NAGAR,</b>  <b>KASHIRAM</b>  <b>NAGAR/KASGA</b>  <b>NJ, MAHAMAY</b>  <b>NAGAR/HATHR</b>  <b>AS, MAINPURI)</b></p>
<p><b>BANGALORE 13</b></p>	<p><b>IGNOU REGIONAL CENTRE</b>  <b>NSSS KALYANA</b>  <b>KENDRA293, 39TH</b>  <b>CROSS, 8TH BLOCK</b>  <b>JAYANAGAR</b>  <b>BANGALORE - 560 082</b>  <b>KARNATAKA</b>  <b>TEL: 080-26654747 /</b>  <b>26657376</b>  <b>FAX : 080-26644848</b>  <b>MOB: 9448448118</b>  <a href="mailto:rcbangalore@ignou.ac.in">rcbangalore@ignou.ac.in</a></p>	<p><b>SH. G.H.IMRAPUR,</b>  <b>RD</b>  <b>DR. H.C.</b>  <b>HEMAMALINI,</b>  <b>ARD</b>  <b>DR. M.</b>  <b>SHANMUGAM,</b>  <b>ARD</b>  <b>S.KASTURI PESALA,</b>  <b>ARD</b>  <b>SMT.</b>  <b>SHANTHALAK</b>  <b>SHMI. R, AR</b>  <b>SH. T.G</b></p>	<p><b>STATE OF KARNATAKA,</b>  <b>(DISTT.</b>  <b>BANGALORE,</b>  <b>BANGALORE</b>  <b>RURAL,</b>  <b>CHIKBALLAPU</b>  <b>R,</b>  <b>CHITRADURGA,</b>  <b>DAVANAGERE,</b>  <b>KOLAR,</b>  <b>RAMANAGARA,</b>  <b>SHIMOGA,</b>  <b>TUMKUR,</b></p>

		<b>RAJASHEKAR,</b>	<b>RAMANAGARA, CHAMARAJANG AR, &amp; CHIKMAGALUR , DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)</b>
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<p><b>BHOPAL 15</b></p>	<p><b>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE 12,ARERA HILLS BHOPAL - 462 011 MADHYA PRADESH TEL :0755-2578452/55 FAX : 0755-2578424/54 MOB: 9415796654 <a href="mailto:rcbhopal@ignou.ac.in">rcbhopal@ignou.ac.in</a></b></p>	<p><b>DR. AMIT CHATURVEDI, RD DR. MRS. HARKIRAT BAINS, ASSOCIATE PROFESSOR, SOTHSM MS. KUMUD VERMA, ARD, DR. SUBASH RANJAN, NAYAK, ARD DR. U.C. PANDEY, RD (I/c) REC- BHOPAL</b></p>	<p><b>STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANIT, BHOPAL DEWAS, GUNA, HOSHANGABAD , JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, DETUL, BURHANPUR,L DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR- MALWA)</b></p>
<p><b>BHUBANESHWAR 21</b></p>	<p><b>REGIONAL DIRECTOR, IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA Tel : 0674-2301348 / 2301250 FAX: 0674-2300349 MOB: 9438133363 <a href="mailto:rcbhubaneswar@ignou.ac.in">rcbhubaneswar@ignou.ac.in</a></b></p>	<p><b>DR. S K TRIPATHY, RD SH. S MOHANTI, RD MR. S K PANIGRAHI, ARD Dr. BIJAY KUMAR SAHOO, ARD DR. PRAVAT KUMAR JENA, ARD SH. SANZAYA PATEL, AR DR. BHILASH NAYAK I/c REC- BHUBANESHW</b></p>	<p><b>STATE OF ORISSA  (DISSTT. ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPU R, KHORDHA,</b></p>

		AR	KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, MAYAGARH, PURI, SAMBALPUR SUNDERGAR)
CHENNAI 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPEY, CHENNAI - 600 007 TAMILNADU TEL: 044-26618438/26618039 MOB: 8940002097 <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a>	DR. S KISHORE, RD DR. K. PANNEERSELV AM, DD DR. J.S. DOROTHY, DD DR. K.SASICOUMAR BRUMOT, ARD MR. S.SENTHIL RAJ, AR  MR. S.BALAJI, AR	STATE OF TAMIL NADU, (DISTT. CHENNAI, THIRUVALLUR, KANCHIPURAM , VELLORE, THIRUVANNAM ALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINA M.) PUDUCHERRY (U.T)
COCHIN 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484- 340203,2348189,234565 0 FAX 0484-2340204 <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a>	DR. SINDHU P NAIR, RD (I/c) DR. V.T. JALAJAKUMA RI, ARD DR. S. VIJAYARAGHA VAN, ARD DR. PRASEETHA UNNIKRISHNA N, AD SH. K.K.JOSEPH, AR	STATE OF KERALA, (DISSTT. ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, PALAKKAD, THRISSUR, LAKSHADWEEP (U.T)

<p><b>DARBHANGA</b> 46</p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU REGIONAL CENTRE</b> <b>LALIT NARAYAN MITHLA</b> <b>UNIV.CAMPUS</b> <b>KAMESHWARANAGAR,</b> <b>NEAR CENTRAL BANK</b> <b>DARBHANGA-846004 BIHAR</b> <b>TEL: 06272-253719, 253719</b> <b>FAX: 06272-251833</b> <a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a></p>	<p><b>Er. KK. BHATT, RD</b> <b>DR. RAJEEV KUMAR,</b> <b>ARD</b> <b>SH. ANAND KUMAR,</b> <b>A.R</b></p>	<p><b>STAT OF BIHAR (DISSTT.</b> <b>BEGUSARAI,</b> <b>DARBHANGA,</b> <b>EAST</b> <b>CHAMPARAN,</b> <b>GOPALGANJ,</b> <b>SHEOHAR,</b> <b>SITAMARHI,</b> <b>SAMASTIPUR,</b> <b>MADHUBANI,</b> <b>MUZAFFARPUR &amp;</b> <b>WEST</b> <b>CHAMPARAN)</b></p>
<p><b>DEHRADUN 31</b></p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU REGIONAL CENTRE</b> <b>NANOOR KHERA, TAPOVAN,</b> <b>RAIPUR ROAD</b> <b>DEHRADUN - 248 008</b> <b>UTTARAKHAND</b> <b>TEL: 0135-2789180, 2789205,</b> <b>2789180</b></p>	<p><b>DR. ASHA. SHARMA ,</b> <b>RD</b> <b>DR. RANJAN KUMAR</b> <b>, RD</b> <b>DR. JAGDAMBA</b> <b>PRASAD ARD</b></p>	<p><b>STATE OF</b> <b>UTTARAKHAND</b> <b>(DISTRCT:</b> <b>DEHRADUN,</b> <b>PAURI, CHAMOLI,</b> <b>TEHRI,</b> <b>UTTARAKASHI,</b> <b>RUDRAPRAYAG,</b> <b>HARIDWAR,</b> <b>NAINITAL</b> <b>ALMORA,</b> <b>PITHORAGARH, US</b> <b>NAGAR,</b> <b>CHAMPAWAT,</b> <b>BAGESHWAR</b></p>
<p><b>DELHI 1</b></p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU REGIONAL</b> <b>CENTRE PLOT NO J-2-1</b> <b>BLOCK - B 1 MOHAN</b> <b>COOPERATIVE</b> <b>INDUSTRIAL ESTATE,</b> <b>MATHURA ROAD NEW</b> <b>DELHI - 110 044 DELHI</b> <b>PH: 011-26990082 /</b> <b>26990082-83 PH:</b> <b>FAX:011-26990084</b> <b>EMAIL:rcdelhi1@ignou.a</b> <b>c.in, ,</b></p>	<p><b>DR. D.B. DAMLE, RD</b> <b>DR. JAYASHREE M.</b> <b>KURUP, DD</b> <b>DR. RANJITA PANDA,</b> <b>DD</b> <b>DR. SHYNI DUGGAL,</b> <b>ARD</b> <b>DR. ARSHIA</b> <b>HUSSAIN, ARD</b> <b>MR. ANIL KARWAL,</b> <b>AR</b></p>	<p><b>STATE OF DELHI</b> <b>(COVERING AREAS</b> <b>OF MEHRAULI,</b> <b>CHANAKYAPURI,</b> <b>LODHI COLONY,</b> <b>SOUTH</b> <b>EXTENSION, R.K.</b> <b>PURAM, VASANT</b> <b>KUNJ, SAKET,</b> <b>GREEN PARK,</b> <b>LAJPAT NAGAR,</b> <b>G.K., MALVIYA</b> <b>NAGAR, BHOGAL,</b> <b>ASHRAM, HAUZ</b> <b>KHAS, MUNIRIKA,</b> <b>OKHLA, SANGAM</b> <b>VIHAR, FRIENDS</b> <b>COLONY,BADARPU</b> <b>R), STATE OF</b> <b>HARYANA</b></p>

			<b>(DISTRICT: FARIDABAD, PALWAL)</b>
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<p><b>DELHI 2</b></p>	<p><b>REGIONAL DIRECTOR (I/C)</b>  <b>IGNOU REGIONAL CENTRE GANDHI SMRITI &amp; DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI</b>  <b>PH: 011-23392374 / 23392376 23392377 / 23392 PH:737 FAX:011-23392375</b>  <b>EMAIL:rcdelhi2@ignou.ac.in, ,</b></p>	<p><b>DR. K.D. PRASAD, RD</b>  <b>DR. S. SRINIVAS, DD</b>  <b>DR. MEENA SINGH</b>  <b>ARD</b>  <b>DR. RITA CHAUHAN,</b>  <b>ARD</b>  <b>DR. D.P. SINGH, ARD</b>  <b>SH. R.SIVARAJ, AR</b></p>	<p><b>STATE OF DELHI</b>  <b>(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)</b></p>
<p><b>HYDERABAD 01</b></p>	<p><b>REGIONAL DIRECTOR</b>  <b>IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH: 040-23117550-53 PH: FAX:040-23117554</b>  <b>EMAIL:rchyderabad@ignou.ac.in,</b></p>	<p><b>DR. S FIAYAZ AHMED, RD</b>  <b>DR. K. RAMESH, DD</b>  <b>DR. P.M SOWJANYA,</b>  <b>ARD</b>  <b>DR. RAJU, BOLLA,</b>  <b>ARD</b>  <b>SH. GAJULA ASHOK,</b>  <b>AR</b>  <b>SH. D. ANAND REDDY. AR</b></p>	<p><b>STATE OF TELANGANA</b>  <b>(DISTRICT ADILABAD, BHADRADRI, KOTHAGUDEM, HYDERABAD, JAGTIAL, JANGAON, JAYASHANAR, BHOOPAL PALLY, JOGULAMBA GODWAL, KAMAREDDY, KARIM NAGAR, KHAMMAM, KOMARAM BHEEM ASIFABAD, MAHABUBABAD, MABABOORNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGAR,</b></p>

			<b>KURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGA REDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI</b>
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<p><b>JABALPUR 41</b></p>	<p><b>REGIONAL DIRECTOR (I/C)</b>  <b>IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH: 0761-2600411 /2609896, 2600219 PH: FAX:0761-2609919 EMAIL: rcjabalpur@ignou.ac.in, ,</b></p>	<p><b>DR. SS SING, RD,</b>  <b>DR. HARISH KUMAR KEWAT, ARD</b>  <b>DR. VIVEK SHRIVASTAVA, ARD</b>  <b>DR. MRS. ANITA TANWAR, ARD</b>  <b>SH. PANKAJ KUMAR AR.</b></p>	<p><b>STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)</b></p>
<p><b>JAIPUR 23</b></p>	<p><b>REGIONAL DIRECTOR (I/C)</b>  <b>IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH: 0141-2785730 / 2785750 PH:0141-2396427 FAX:0141-2784043 EMAIL:rcjaipur@ignou.ac.in, ,</b></p>	<p><b>DR. MANOJ KUMAR DASH, RD</b>  <b>DR. INDU RAVI, ARD</b>  <b>SH. SHER SINGH ARD</b>  <b>DR. RAMMURTI MEENA, ARD</b>  <b>SH. B.L MEENA, AR</b></p>	<p><b>STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN,BHARATPUR, BHILWARA ,BUNDI,CHITTORGARH,CHURU, DAUSA,DHOLPUR, HANUMUNGARH,J AIPUR,JHALA WAR,JHUNJHUNU, KARAU LI,KOT A,SAWAIMADHEPUR,SIKAR,SRI GANGANAGAR &amp; TONK )</b></p>
<p><b>JAMMU 12</b></p>	<p><b>REGIONAL DIRECTOR</b>  <b>IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU &amp; KASHMIR PH: 0191-2579572 / 2546529 PH: FAX:0191-2561154 EMAIL:rcjammu@ignou.ac.in,</b></p>	<p><b>DR. JOGINDER KUMAR YADAV, RD</b>  <b>SH. VIKRAM SINGH ARD</b>  <b>DR. SANDEEP GUPTA, ARD</b>  <b>DR. ASHA UPADHYAYA, ARD</b>  <b>TEJINDER PAL SINGH, AR</b></p>	<p><b>STATE OF JAMMU &amp; KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)</b></p>

<b>KARNAL 10</b>	<b>REGIONAL DIRECTOR  IGNOU REGIONAL  CENTRE 06 SUBHASH  COLONY NEAR HOME  GUARD OFFICE  KARNAL - 132 001  HARYANA PH: 0184-  2271514 / 2260075 PH:  FAX:0184-2255738  EMAIL:rckarnal@ignou.  ac.in, ,</b>	<b>Dr. MOTI RAM, RD  DR. DHARAM PAL,  ARD  DH AMIT KUMAR  JAIN ARD</b>	<b>STATE OF HARYANA  (DISTRICT:  BHIWANI,  FATEHABAD,  HISAR, JHAJJAR,  JIND, KAITHAL,  KARNAL,  KURUKSHETRA,  MAHENDRAGARH,  PANIPAT, REWARI,  ROHTAK, SIRSA,  SONIPAT,  YAMUNANAGAR)</b>

<p><b>KHANNA</b> 22</p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU REGIONAL</b> <b>CENTRE I.T.I. BUILDING</b> <b>BULEPUR (DISTRICT</b> <b>LUDHIANA) KHANNA -</b> <b>141 401 PUNJAB PH:</b> <b>01628-229993 / 237361 PH:</b> <b>FAX:01628-238284</b> <b>EMAIL:rckhanna@ignou.a</b> <b>c.in, ,</b></p>	<p><b>DR. SANTOSH</b> <b>KUMARI, RD</b> <b>DR. ANJANA, ARD</b> <b>DR. KAMLESH</b> <b>MEENA ARD</b> <b>DR. K. NILOPER,</b> <b>ARD</b> <b>SH. PAPU SINGH,</b> <b>AR</b></p>	<p><b>STATE OF PUNJAB (DISTRICT:</b> <b>GURDASPUR, AMRITSAR,</b> <b>TARN TARAN,</b> <b>KAPURTHALA,</b> <b>JALANDHAR,</b> <b>HOSHIARPUR, SBS</b> <b>NAGAR/NAWANSHAHR,</b> <b>BARNALA, SANGRUR,</b> <b>BATHINDA, MANSA,</b> <b>MUKTSAR, LUDHIANA,</b> <b>FEROZEPUR, FARIDKOT,</b> <b>MOGA)</b></p>
<p><b>KOLKATA</b> 28</p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU</b> <b>REGIONAL CENTRE</b> <b>BIKASH BHAWAN, 4TH</b> <b>FLOOR NORTH BLOCK</b> <b>SALT LAKE, BIDHAN</b> <b>NAGAR KOLKATA - 700</b> <b>091 WEST BENGAL PH:</b> <b>033-23349850 PH:033-</b> <b>23592719 / 23589323 (RCL)</b> <b>FAX:033-23347576</b> <b>EMAIL:rckolkata@ignou.ac.</b> <b>in, ,</b></p>	<p><b>DR. S.K. TRIPATHY,</b> <b>RD</b> <b>DR. SUJATA DUTTA</b> <b>HAZARIKA, DD</b> <b>DR. AJAY KU.</b> <b>BEHERA, ARD</b> <b>SH. ALOK KU. DAS,</b> <b>AR</b> <b>SH. APOORVA</b> <b>SWARNAKAR,</b> <b>AR</b></p>	<p><b>STATE OF WEST BENGAL</b> <b>(DISTRICT: KOLKATA,</b> <b>NORTH 24 PARAGANAS,</b> <b>SOUTH 24 PARAGANAS,</b> <b>PURBA, PURBA MEDINIPUR,</b> <b>PASCHIM MEDINIPUR,</b> <b>BANKURA, HOWRAH,</b> <b>HOOGHLY, PURULIA,</b> <b>BURDWAN, NADIA)</b></p>
<p><b>KORAPUT</b> 44</p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU</b> <b>REGIONAL CENTRE</b> <b>DISTRICT AGRICULTURE</b> <b>OFFICE RD BEHIND</b> <b>WOMEN'S COLLEGE</b> <b>AT/PO/DISTT.-KORAPUT</b> <b>764 020 ORISSA PH: 06852-</b> <b>251535 PH:06852-251535</b> <b>FAX:06852-252503</b> <b>EMAIL:rckorapat@ignou.ac</b> <b>.in, ,</b></p>	<p><b>DR. B. RAJAGOPAL,</b> <b>RD</b> <b>DR. LATIKA</b> <b>KUMARI</b> <b>MISHRA, ARD</b> <b>DR. BANSIDHAR</b> <b>BARIK, ARD</b> <b>SH. MADHABA</b> <b>KUMAR SIOYI,</b> <b>ARD</b></p>	<p><b>STATE OF ORISSA (DISTRICT:</b> <b>KORAPUT, MALKANGIRI,</b> <b>RAYAGADA, NABARANGPUR,</b> <b>KALAHANDI, NUAPADA,</b> <b>BOLANGIR, SONEPUR,</b> <b>BOUDH</b></p>
<p><b>LUCKNOW</b> 27</p>	<p><b>REGIONAL DIRECTOR</b> <b>IGNOU</b> <b>REGIONAL CENTRE 5-</b> <b>C/INS-1, SECTOR - 5</b> <b>VRINDAVAN YOJNA,</b> <b>TELIBAGH LUCKNOW 226</b> <b>029 UTTAR PRADESH</b> <b>PH: PH: 0522-2442832</b> <b>MOB: 9450362910</b> <b>FAX:</b> <b>EMAIL:rclucknow@ignou.a</b></p>	<p><b>DR. MANORAMA</b> <b>SINGH, RD</b> <b>DR. ANIL KUMAR</b> <b>MISRA, DD</b> <b>DR. AMIT KUMAR</b> <b>SRIVASTAVA,</b> <b>ARD</b> <b>MR. ANSHUMAN</b> <b>UPADHYAYA, ARD</b></p>	<p><b>STATE OF UTTAR PRADESH</b> <b>(DISTRICT: AURAIYA,</b> <b>BAHRAICH, BALRAMPUR,</b> <b>BANDA, BARABANKI,</b> <b>BAREILLY, BASTI,</b> <b>CHITRAKUT, FAIZABAD,</b> <b>FARUKHABAD</b> <b>(FATEHGARH), FATEHPUR,</b> <b>GONDA, HAMIRPURko,</b> <b>HARDOI, JALAUN(ORAI),</b> <b>JHANSI, KANNAUJ, KANPUR</b></p>

	c.in, ,	<b>MR. PRAMESH CHANDRA, ARD</b> <b>DR. KIRTI VIRAM SINGH, ARD</b> <b>DR. REENA KUMARI, ARD</b> <b>DR. ANAMIKA SINHA, ARD</b> <b>DR. JAGDISH SINGH, AR, DR. ASHWINI KUMAR, DD</b> <b>I/c REC0LUCKNOW</b>	<b>RURAL, KANPUR URBAN, KAUSHAMBI,LAKHIMPUR(K HER D), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)</b>
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<b>MADURAI 43</b>	<b>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU PH: 0452-2380387 / 2370733 PH: FAX:0452- 2370588 EMAIL:rcmadurai@ignou.a c.in, ,</b>	<b>DR. M. SHANMUGAM, SR. RD DR. S. MOHANAN, DD DR. D.M BHEEMRAO, ARD DR. g. ANBALAGAN, ARD DR. R. MUTHANANDA M, AR</b>	<b>STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)</b>
<b>PATNA 05</b>	<b>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH: 0612-2219539 / 2219541 PH: FAX:0612- 2219538 EMAIL:rcpatna@ignou.ac.in , ,</b>	<b>DR. QASEEMUDDIN HAIDER, RD DR. SHALINI, ARD DR. MEETA, ARD DR. SHAILINI DIXIT, ARD DR. ASIF IQBAL, ARD SH. RAJESH KUMAR SHARMA, AR</b>	<b>STATE OF BIHAR (DISTRICT: ARWAL,AURANGABAD,BHOJ PU R, BUXAR, GAYA,JAMUL,JEHANABAD,K AIM UR, LAKSHISARAI,NALANDA,NA WA DA, PATNA, ROHTAS, GAYA, AURANGABAD, JAMUI</b>
<b>PORT BLAI R 02</b>	<b>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN &amp; NICOBAR ISLANDS PH: 03192- 242888 / 230111 PH: FAX:03192-230111 EMAIL:reportblair@ignou.a c.in, ,</b>	<b>DR. S. GANESAN, RD DR. T.R. SATYAKEERTH Y, ARD</b>	<b>ANDAMAN &amp; NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH &amp; MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)</b>
<b>PUNE 16</b>	<b>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH: 020-25671867 / 25651321 PH: FAX:020-25671864</b>	<b>DR. MASOOD PARVEEZ, SR. RD DR. MRS. KALPANA S. GUPTE, DD SH. SOMASI SAUNAND, ARD</b>	<b>STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)</b>

**EMAIL:rcpune@ignou.ac.in,**

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**DR. N.R. RAJENDRA**

**PRASAD, ARD**

**MR. SANDEEP**

**ARVIND SANE,**

**AR**

**SH. S.G. SWAMY, JR**

**I/c REC-PUNE**



RAIPUR 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA POST: SADDU RAIPUR - 492 014 CHHATTISGARH PH: 0771-2428285 / 5056508 PH:0771-2445839 FAX:0771- 2445839 EMAIL: rcraipur@ignou.ac.in, ,	DR. H. SANGEETA MAJHI, RD DR. BIMAL CHANDRA NANDA, ARD	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIRCHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI)
RAJKOT 42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT PH: 0281-2572988 PH: FAX:0281-2571603 EMAIL:rcrajkot@ignou.ac.i n, ,	DR. M.S. PARTHASARAT HY, RD DR. RUPAL M. KUBAVAT, ARD. SH. J.B. DABHI, AR	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEVBHOO MI DWARKA, GIRSOMNATH, BOTAD, MORBI), DIU (U.T.)
RANCHI 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND PH: 0651- 2244688 / 2244699 / 2244677 PH:0651-2244677 FAX:0651- 2244400 EMAIL:rcranchi@ignou.ac.i n, ,	DR. SHIVA KUMAR G.N., RD MR. GAUSS ZAFAR AYOUB, JR DR. RAGINI KUMARI, ARD MR. AJAY LAKRA, AR	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, E AS T SINGHBHUM, HAZARIBAGH, CH AT RA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
SHIMLA 11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA 171 002 HIMACHAL PRADESH PH: 0177-2624612 / 2624613 PH: FAX:0177-2624611 EMAIL:rcshimla@ignou.ac.i n, , negidb@yahoo.com	DR. PUNAM K. SINGH, RD DR. MOHAN SHARMA, ARD DR. V.B. NEGI, JR SH. S.K. VARMA, AR	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
SILIGURI 45	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI SILIGURI - 734	DR. SALAM DILAN SINGH, RD DR. PRAVIN PRALAYANKA	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)

	<b>001 WEST BENGAL PH:  0353-2526818/2526819  PH:0353-2526829 FAX:0353-  2526829  EMAIL:rcsiliguri@ignou.ac.i  n,  RCSILIGURI45@GMAIL.C  OM,</b>	<b>R, ARD  SH. ASHOKE BARUA,  AR</b>	
<b>SRINAGAR  30</b>	<b>REGIONAL DIRECTOR (I/C)  IGNOU REGIONAL  CENTRE NEAR  LAWRENCE VIDHYA  BHAWAN KURSU RAJ  BAGH SRINAGAR - 190 008  JAMMU &amp; KASHMIR PH:  0194-2311251 PH:0194-  2311258 FAX:0194-2311259  EMAIL:rcsrinagar@ignou.a  c.in, ,</b>	<b>DR. MIRZA NEHAL A  BAIG, RD (I/c)  SH. P.P. SINGH, AR</b>	<b>STATE OF JAMMU &amp; KASHMIR  (SRINAGAR REGION -  DISTRICT: ANANTNAG,  BANDIPORE, BARAMULLA,  BUDGAM, GANDERBAL,  KARGIL, KULGAM,  KUPWARA, LEH, PULWAMA,  SHOPIAN, SRINAGAR)</b>

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**RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT:**

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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 Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your later.
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, Faridabad, Gurgaon, Noida and Ghaziabad

2.	Dy. Registrar Evaluation Centre Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), and Maharastra ( area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chattisgarh , Uttar Pradesh ( area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Himachal Pradesh, Uttaranchal , J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam
5	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road Pune – 411 016	All Examination Centres in Gujrat, Madhya Pradesh, Mumbai, Maharastra ( areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu ( area under Chennai RC), Goa
6	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71, GMC Road Christian Basti Guwahati – 781 005	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

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.

## **ANNEXURES**