

PROGRAMME GUIDE

POST BASIC BACHELOR OF SCIENCE IN NURSING B.Sc.N. (PB)



School of Health Sciences
Indira Gandhi National Open University
New Delhi

Programme Guide Preparation Team

Prof. Pity Koul (Professor/Director, SOHS)

Ms. Neerja Sood (Asstt. Professor)

Mrs. Laxmi (Asstt. Professor)

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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.

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1. 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:

- Democratizing higher education by taking it to the doorsteps of the learners;
- Providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications;
- Offering 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.

1.2 Prominent Features

Indira Gandhi National Open University 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.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular programmes.
- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on students needs analysis. Convergence of open and coventional education 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).
- Series of 24 hour Educational Channels ‘Gyan Darshan’. IGNOU has launched and was the nodal agency for these channels and regular transmissions were done from the studio at EMPC, IGNOU. And at present transmission is through webcast.
- Student enrolment has doubled in four years from 1.5 million to over 2.7 million.

- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On the spot delivery of study material to students.
- Largest network of learner support system.
- Declaration of Term-end result within 45 days.

1.4 The Schools of Studies and Centres

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and 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 following :

- School of Health Sciences (SOHS)
- School of Agriculture (SOA)
- School of Computer and Information Sciences (SOCIS)
- School of Continuing Education (SOCE)
- School of Education (SOE)
- School of Engineering and Technology (SOET)
- School of Humanities (SOH)
- School of Law (SOL)
- School of Management Studies (SOMS)
- School of Sciences (SOS)
- School of Social Sciences (SOSS)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPVA).
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism and Hospitality Service Management (SOTHSSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)

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)
- National Centre for Innovations in Distance Education (NCDIE)

1.5 Academic Programmes

The University offers both short-term and long-term programmes 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. These 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 updation of knowledge, and
- Empowerment.

1.6 Course Preparation

Learning material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by 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 programmes 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 Programme Study Centres and Telecast through Web Cast/Web TV.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in IGNOU is equivalent to 30 hours of student study comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, webcast and writing assignment responses). Thus, a 4-credit course 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 or Diploma) requires successful completion of both the assignments, practicals and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of programme study centres or Study Centres, spread throughout the country. These Study Centres are coordinated by Regional Centres and Recognised Regional Centres. At the Study Centres, the learner interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio cassettes programme and interact with the Coordinator on administrative and academic matters. Support services are also provided through Programme Study Centres.

1.9 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 learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

- a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.
- b) **Audio-Visual Aids:** 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 learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners.

The video programmes are telecast on Web TV through Web Cast. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the IGNOU Newsletters sent to the learners periodically and university website.

- c) **Counselling Sessions:** Normally counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held on week ends or non-working hours of the host institutions where the study centres are located. 75% attendance is compulsory for theory counselling sessions in Post Basic B.Sc. Nursing Programme.
- d) **Web Cast:** Live sessions are conducted via Web Cast from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres.
- e) **Practicals/ Project Work:** Some Programmes have practical/project components also. Practicals are held at designated institutions for which schedule is provided by the Programme Study Centres. 90% attendance is compulsory for practical contact sessions in Post Basic B.Sc. Nursing Programme which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/Clinical Supervisors.

1.10 Evaluation

- i) Continuous evaluation 30 per cent
- ii) Term End Examination 70 per cent.

Continuous evaluation is related to the assignments that each student has to submit for being eligible to appear for the Term End Examination (TEE). The evaluation of the performance of the students in continuous evaluation and term-end examination will be based on both marks and grading system.

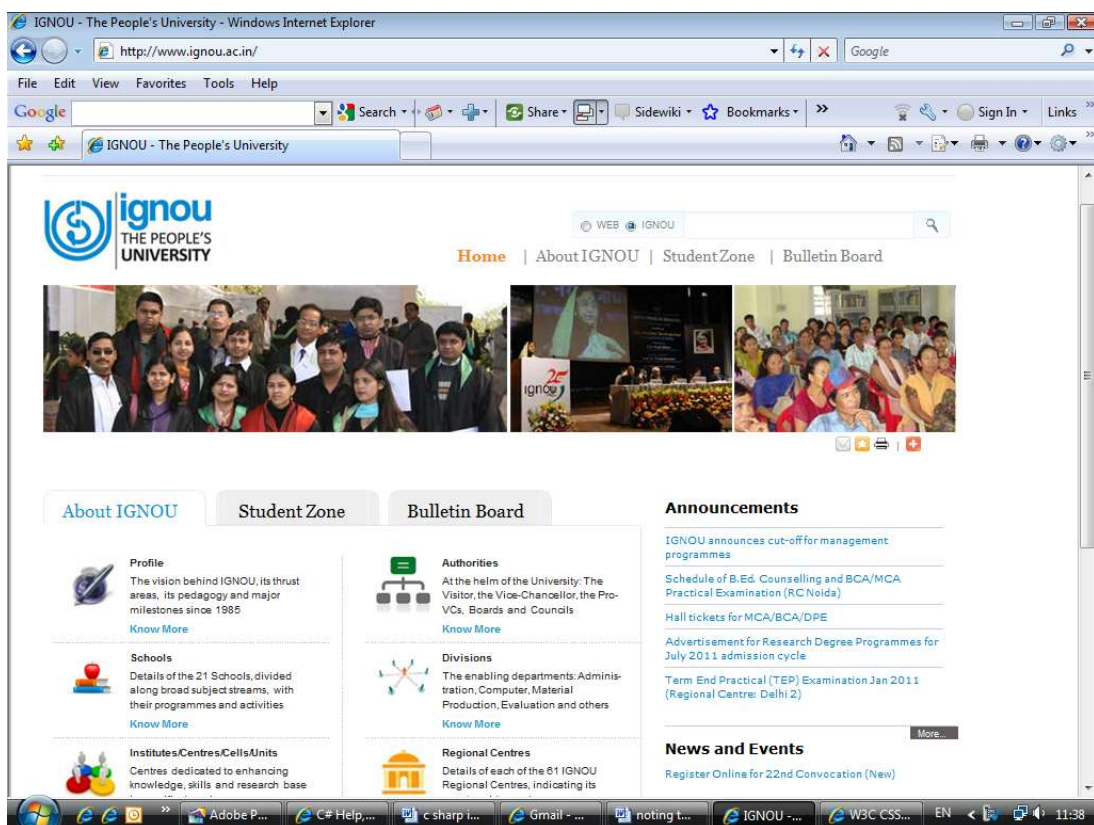
Examinations are held twice a year – in the months of June and December. Examination Centres are allotted by SED.

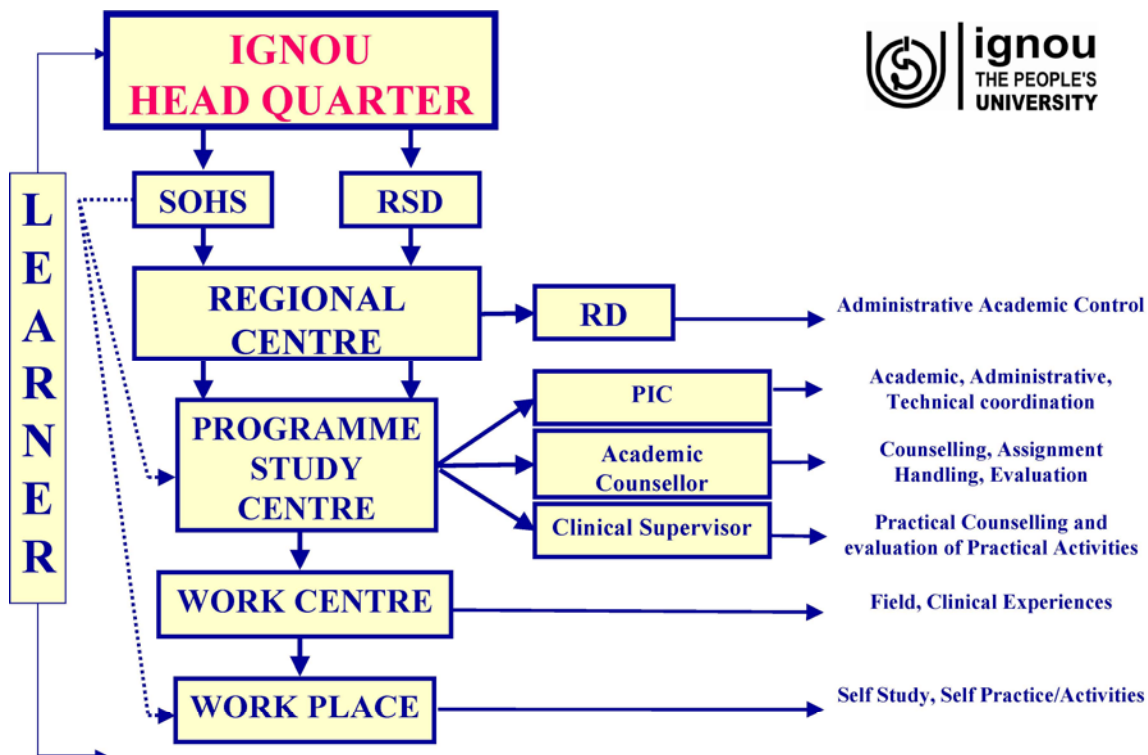
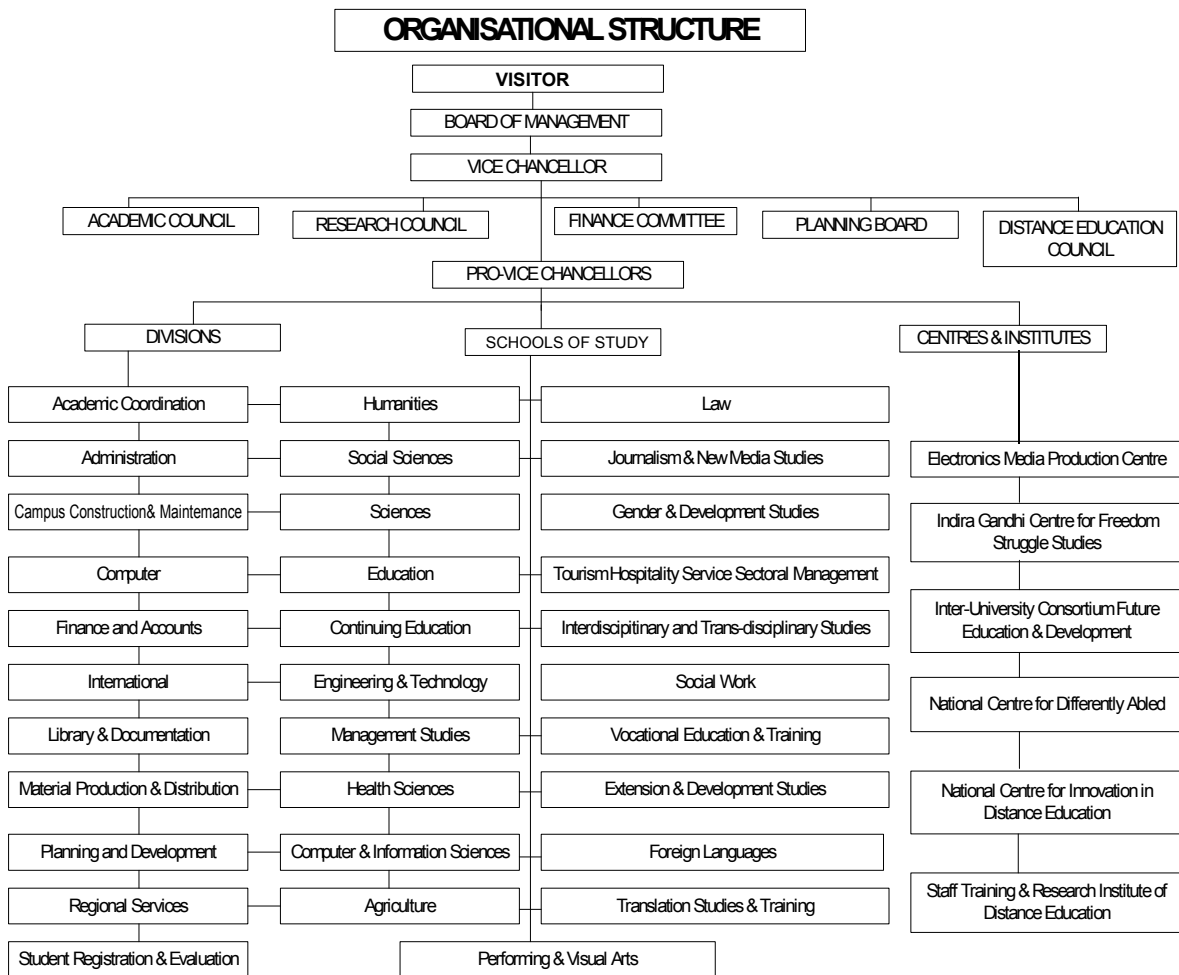
The degrees and diplomas of this University are recognised and have the same status as those of any other Central and State University in the country.

IGNOU Website

At Website: <http://ignou.ac.in>, the following useful information is available:

- Details of programmes on offer.
- Soft copy of prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignments of current year.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- An update on the latest events at the University.
- Programme schedules of Web TV, Web Radio and live sessions.
- List of study centres and regional centres.
- Previous years question papers.





Infrastructure for Implementation

2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The School is pioneer in developing competency-based programmes in various disciplines of Health Sciences, Innovative approach in medical programmes include hands-on training which is provided through diversified approach of a network of medical colleges and district level hospitals. Similarly, in the field of nursing, programmes are being developed so as to revolutionize career opportunities available to nursing personnel.

To achieve this, the School is collaborating with various national and international organizations like World Health Organization (WHO), United Nations Children's Emergency Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Voluntary Organizations like Narayana Hrudayalaya, Trained Nurses Association of India (TNAI), Nepal Nursing Council and Partner Institute at DOHA.

Ongoing Programmes (Nursing Discipline)

- Doctoral of Philosophy in Nursing (PhD(N))
- Bachelor of Science in Post Basic BSc Nursing (BScN(PB))
- Diploma in Critical Care Nursing (DCCN)
- Diploma in Nursing Administration (DNA)
- Certificate Programme in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)
- Certificate Programme in Home Based Health Care (CHBHC)

Programmes (Health Sciences Discipline)

- Post Doctoral Certificate in Dialysis Medicine (PGCDM)
- Post Graduate Diploma in Maternal Child Health (PGDMCH)
- Post Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post Graduate Diploma in Geriatric Medicine (PGDGM)
- Post Graduate Diploma in HIV Medicine (PGDHIVM)
- Certificate in Health Care Waste Management (CHCWM)

3. POST BASIC B.SC. NURSING

The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the current pace of providing higher education to working nurses is very slow due to various administration and leave problems and institutional policies. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet its objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation's idea of accelerating women's education. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educators from related disciplines all over the country.

3.1 Programme Objectives

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

3.2 Programme Structure

The University follows the credit system for its various Degree programmes. Each credit amounts to 30 hours of study comprising all learning activities. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 108 credits over a period of 3 to 5 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 11 practical.

1) **Theory Courses : 40 Credits**

First Year : 18

Second Year : 10

Third Year : 12

2) **Practical Courses : 68 Credits**

First Year : 18

Second Year : 26

Third Year : 24

All the courses are compulsory for the students for obtaining the Post Basic B.Sc. Nursing Degree.

List of Theory Courses

Year	Title	Course Code	Credits	No.of Blocks	No.of Assignments	Counsellig Sessions (Hours)	Self Study (Hours)
1st Year	Nursing Foundation	BNS-101	4	4	2	24	96
	Applied Sciences	BNS-102	4	5	2	15	105
	Maternal Nursing	BNS-103	2	2	1	12	48
	Communicative English	BNS-104	4	4	2	12	108
	Behavioural Sciences	BNS-105	4	4	2	24	96
	Total		18	19	9	87	453
2nd	Medical Surgical Nursing	BNS-106	4	4	2	24	96
	Paediatric Nursing	BNS-107	2	3	1	12	48
	Mental Health Nursing	BNS-108	4	4	2	24	96
	Total		10	11	5	60	240
3rd Year	Community Health Nursing	BNS-109	4	4	2	24	96
	Nursing Administration	BNS-110	4	4	2	24	96
	Nursing Education and Research	BNS-111	4	4	2	24	96
	Total		12	12	6	72	288
Grand Total			40	42	20	219	981

Total Hours of Theory and Self Study: 219+981=1200

List of Practical Courses

Year	Course Code	Title	Credits	No.of Blocks	Practical Contact Sessions (Hours)	Self Study Activities (Hours)
1st Year	BNSL-101	Nursing Foundation	4	1	60	60
	BNSL-102	Applied Sciences	4	4	112	08
	BNSL-103	Maternal Nursing	8	4	120	120
	BNSL-105	Behavioural Sciences	2	1	30	30
	Total		18	11	322	218
2nd	BNSL-106	Medical Surgical Nursing	10	2	150	150
	BNSL-107	Paediatric Nursing	8	2	120	120
	BNSL-108	Mental Health Nursing	8	2	120	120
	Total		26	6	390	390
3rd Year	BNSL-109	Community Health Nursing	8	2	120	120
	BNSL-110	Nursing Administration	6	2	90	90
	BNSL-111	Nursing Education and Research	8	2	120	120
	BNSL-112	Comput in Nursing	2	2	30	30
	Total		24	8	360	360
Grand Total			68	24	1072	968

Total Hours of Self Activities and Practical Contact Sessions : 968+1072 = 2040

The practical contact session will be held in hospital and community in respective area under the supervision of clinical teachers/Academic Counsellors.

Note: One credits is 30 study hours.

3.3 Scheme of Study

3.3.1 Year-wise Scheme of Study

Year of Study	Theory Courses	Practical Courses	Total Credits
1st Year	18 Credits	18 Credits	36
2nd Year	10 Credits	26 Credits	36
3rd Year	12 Credits	24 Credits	36
	40 Credits	68 Credits	108

3.3.2 Scheme of Examination: Theory

Year	Course Code and Name	Duration Hours (TEE)	Continuous Evaluation TMA Marks	Term end Examination (TEE) Marks
1st Year	BNS-101 Nursing Foundation	3	30	70
	BNS-102 Applied Sciences	3	30	70
	BNS-103 Maternal Nursing	3	30	70
	BNS-104 Communicative English	3	30	70
	BNS-105 Behavioural Sciences	3	30	70
2nd Year	BNS-106 Medical Surgical Nursing	3	30	70
	BNS-107 Paediatric Nursing	3	30	70
	BNS-108 Mental Health Nursing	3	30	70
3rd Year	BNS-109 Community Health Nursing	3	30	70
	BNS-110 Nursing Administration	3	30	70
	BNS-111 Nursing Education and Research	3	30	70
Total Marks				1100

3.3.3 Scheme of Examination: Practical

Year	Course Code and Name	Self Activity	Supervised Activity	Practical Examination
1st Year	BNSL-101 Nursing Foundation	25	25	50
	BNSL-102 Applied Sciences	25	25	50
	BNSL-103 Maternal Nursing	25	25	50
2nd Year	BNSL-106 Medical Surgical Nursing	25	25	50
	BNSL-107 Paediatric Nursing	25	25	50
	BNSL-108 Mental Health Nursing	25	25	50
3rd Year	BNSL-109 Community Health Nursing	25	25	50
	BNSL-110 Nursing Administration	25	25	50
	BNSL-111 Nursing Education and Research	25	25	50
	BNSL-112 Computer in Nursing	25	25	50
Total Marks				1000

Grand Total of Theory and Practical Marks = 1100 + 1000 = 2100

After the first year, you can seek admission for the second year irrespective of whether you have been able to complete the 1st year courses or not. Similarly, you can seek admission for the third year also.

You may study at your own pace and convenience, if you intend to spend more than 3 years in completing Post Basic B.Sc. Nursing Programme, you can concentrate your attention on only those courses in which you intend to take the examination. The remaining courses can be carried forward. The students need to calculate and pursue their studies within the regulations prescribed. In this way you can plan to complete your courses for more than 3 years but not more than 5 years.

In care due to some reasons you are not able to complete the course even in 5 years. The remaining courses can be completed by paying pro-rata fee. This will give you chance for Two years more to complete the programme. After which you will have to take fresh admission.

Practical

- Continuous assessment during field work will carry 50 per cent weightage (25 per cent for self-activities and 25 percent for supervised activities). You are required to score 50 per cent marks in self-activities and supervised activities separately.
- Final Practical Examination will carry 50 per cent weightage which will be conducted by internal and external examiner in the subject. You are required to score 50 per cent marks separately in the final practical examination to be declared successful.

There is no practical examination for BNS-104 and BNSL-105 and no theory examination for BNSL-112.

Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
1st Year Courses
1st Year

Hours			May - June Sem I				Sept. - Oct. Sem II			
	Theory	Practical	Theory		Practical		Theory		Practical	
BNS-101 BNSL-102	24	60	8 session - 16 hrs	2 days	40 hrs	5 days	4 session - 8 hrs	1 day	20 hrs	2½ days
BNS-102 BNSL-102	15	112	4 session - 8 hrs Micro 1 B Phy. 1 B N&D 1 B	1 day	56 hrs	7 days 3½ days (Micro) 3½ days (Biophy)	3 sessions - 7 hrs Micro Block 2 Biochemistry 1	1 day	56 hrs BC N & D	7 days 31 days (Bioche.) 31 days (Nut&Diet)
BNS-103 BNSL-103	12	120	4 sessions - 8 hrs	1 day	64 hrs	8 days	2 sessions - 4 hrs.	½ day	56 hrs	7 days
BNS-104	12	-	6 sessions - 12 hrs	1½ day	-	-	-	-	-	-
BNS-105 BNSL-105	24	30	6 sessions - 12 hrs Gen Psycho Sociology	1½ days	30 hrs	3½ days	6 sessions - 12 hrs Edu. Psychology Sociology	1½ days	-	-
				7 days		23½ days		4 days		16½ days

Theory = 7 + 4 = 11 days
Practical = 23½ days + 16½ = 40 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
2nd Year Courses
2nd Year

Hours			May - June Sem I				Sept. - Oct. Sem II			
Courses	Theory	Practical	Theory		Practical		Theory		Practical	
BNS-106 BNSL-106	24	150	8 session - 16 hrs	2 days	80 hrs	10 days	4 session - 8 hrs	1 day	70 hrs	9 days
BNS-107 BNSL-107	12	120	4 session - 8 hrs	1 day	80 hrs	10 days	2 sessions - 4 hrs	½ day	40 hrs	5 days
BNS-108 BNSL-108	24	120	8 sessions - 16 hrs	2 day	80 hrs	10 days	4 sessions - 8 hrs	1 day	40 hrs	5 days
				5 days		30 days		2½ days		19 days

Theory = 7½ days
Practical = 49 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

Post Basic B.Sc. Nursing
Number of Counselling and Practical Hours and Days
3rd Year Courses
3rd Year

Hours			May - June Sem I				Sept. - Oct. Sem II			
Courses	Theory	Practical	Theory		Practical		Theory		Practical	
BNS 109	24	120	8 session - 16 hrs	2 days	80 hrs	10 days	4 session - 8 hrs	1 day	40 hrs	5 days
BNS-110	24	90	8 session - 16 hrs	2 day	64 hrs	8 days	4 sessions - 8 hrs	1 day	26 hrs	3½ days
BNS-111	24	120	8 sessions - 16 hrs	2 day	80 hrs	10 days	4 sessions - 8 hrs	1 day	40 hrs	5 days
BNS-112	-	60 hrs		-	40 hrs	5 days			20 hrs	2½ days
				6 days		33 days		3 days		16 days

Theory 6 + 3 = 9 Days
 Practical 33 + 16 = 49 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes

3.4 Academic Session

The Programme commences from January of every year.

3.5 Admission

The admission will be made once a year for in-service nurses. The applications should be submitted on prescribed form so as to reach IGNOU before the due date. The application form can also be downloaded from the IGNOU website www.ignou.ac.in

3.6 Eligibility

In-service Nurses that is Registered Nurses and Registered Midwives (RNRN) having 10+2 with three years, Diploma in General Nursing and Midwifery (GNM) with minimum of two years experience in the profession. (For male nurses who have not done midwifery in the GNM programme should have a certificate in any of the Nursing courses of 6-9 months, duration prescribed by the Indian Nursing Council in lieu of midwifery).

OR

In-service Nurses (RNRN) having 10th class (Matriculation) or its equivalent with three year, Diploma in General Nursing and Midwifery (GNM) with minimum of five years experience in the profession. (For male nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing courses of 6-9 month, duration prescribed by the Indian Nursing Council in lieu of midwifery).

3.7 Age of Admission:- There is no maximum age limit.

3.8 Duration of Programme

The minimum duration of the programme is three years. However, the students are given a maximum period of five years to complete the programme from the date of registration. After which the student have to apply for readmission paying the prorata fee for each incomplete course of theory.

3.9 Medium of Instruction

English

3.10 Number of Seats

The number of seats as approved by INC for admission to IGNOU Post Basic B.Sc. Nursing students varies from PSC to PSC. The approved list of Programme Study Centres for Post Basic B.Sc. Nursing along with PSCs Code is given in Appendix I. The list includes active PSCs where Post Basic B.Sc. Nursing students will be admitted. The number of Programme Study Centres may be added as and when more PSCs are inspected and approved by INC.

3.11 Admission/Selection Procedure

Admission for Post Basic B.Sc. Nursing Programme will be done on the basis of merit decided through an entrance test and tie break. It is Mandatory to give mail and mobile number in application form. Details of admission are mentioned in Handbook and Prospectus.

Entrance Test

- Student should have minimum 2 years of experience before filling the OPENNET i.e. from date of Registration as RNRM till last date of filling application form or receipt of application form.
- Entrance test is conducted on scheduled date as decided by the university, in the centres identified all over the country.
- Entrance test comprises 120 multiple choice questions (one mark each) drawn from various subjects taught in GNM.
- The candidates are provided with OMR Sheet for marking the response.
- Duration of test will be two and half hours.

Declaration of Result and Counselling for Admission

- Result of entrance examination is declared tentatively in mid of October/November, which is uploaded in the IGNOU website www.ignou.ac.in. Information about the next step of admission process is also communicated at the website. Students are responsible to check the website for the result and other information.
- Candidates are required to submit self attested copy of the certificates at the time of counselling/admission and also bring all the original documents including all experience certificates for verification during counselling. Details of certificates are mentioned in Handbook and Prospectus.
- The admission is made strictly on the basis of merit from the list of eligible candidates in each category after verification of the documents. The reservation policy is followed as per Government of India rules.

Selection Procedure

- The merit list for admission to Post Basic B.Sc. Nursing is prepared on the basis of marks obtained in the OPENNET and will be displayed at the IGNOU website.
- In case of two or more candidates obtain equal marks in the OPENNET (Entrance Test), the merit of such candidates shall be determined on the basis of the criteria for the tie break. Details of the break are mentioned in Handbook and Prospectus.
- Candidate offered admission are required deposit the programme fee (non refundable) after verification of all the certificates.
- Programme Study Centre (PSC) is allotted as per merit rank and availability of seat.
- Student will report to respective Regional Centre after counselling and admission in due time.

3.12 Programme Fees

Programme Fee — Rs.15,000/- per annum which is subject to change from time to time.

Candidate seeking admission to Post Basic B.Sc. Nursing Programme are advised not to pay the fees along with the filled-in OPENNET application form. They will get a separate communication about counselling for admission along with payment of programme fee.

The programme fee has to be paid only by Demand Draft drawn in the favour of IGNOU. On the back of Demand Draft write your name, address and telephone number to ensure proper credit to your account. The details regarding deposition of programme fee will be informed during notification for counselling.

3.13 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in recognized Colleges of Nursing by INC and State Nursing Council.

Face-to-face Academic Counselling is conducted at PSC by Academic Counsellors and Practicals are supervised by Academic Counsellors attached to the PSC in the clinical area and community field (Academic Counsellors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry out self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counselling and Practical Sessions are held 8 hours per day. **Supervised activities needs to be completed under the supervision of clinical supervisors whereas self activities are carried out at work place of the student.**

There are 51 days (408 hours) of theory counselling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community under supervision. However, 84 days (671 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 56½ days (450 hours) of theory counselling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community under supervision. However, 79 dyas (630 hours) studnet would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 58 days (462 hours) of theory counselling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, 81 dyas (648 hours) studnet would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

3.14 SYLLABI OF COURSES

Course Code: BNS-101/BNSL-101

Title of the Course: Nursing Foundation

	Theory	Practical
Credits	4	4
Study Hours	12	120
Contact Hours	24	60

Note: One credit is equal to 30 hours of study/practical.

Objectives

At the end of the course, the students should be able to:

- Strengthen their knowledge on health care concepts
- Discuss nursing as a profession
- Strengthen their knowledge on developing interpersonal relationship based on psychological development of an individual
- Apply the knowledge and skills of nursing process for maintaining quality of patient care
- Develop concept of 'primary health care and describe organizational set up of health services based on primary health care in the country
- Discuss the role of a nurse in the primary health care and demonstrate skills in providing health care services

Course Outline (Theory)

Block 1 : Concepts of Nursing

- Unit 1 : Nursing Profession and its Trends
- Unit 2 : Health Concepts
- Unit 3 : Nursing Theories
- Unit 4 : Developmental Stages of an Individual
- Unit 5 : Psychosocial Basis of Nursing
- Unit 6 : Inter-Personal Relationship in Nursing

Block 2 : Quality Nursing Practices

- Unit 1 : Nursing Process
- Unit 2 : Quality Assurance and Standards
- Unit 3 : Ethical and Legal Aspects in Nursing
- Unit 4 : Nursing Care System
- Unit 5 : Holistic Health Care

Block 3 : Primary Health Nursing

- Unit 1 : Health for All
- Unit 2 : Health Care Concepts

- Unit 3 : Primary Health Care
- Unit 4 : Health Care Resources: Monitoring and Evaluation of Health Services
- Block 4 : Role of Nurse in Primary Health Care**
- Unit 1 : Information, Education and Communication
- Unit 2 : Provision of Safe Drinking Water and Sanitation
- Unit 3 : Maternal and Child Health, Nutrition and Family Planning
- Unit 4 : Prevention and Control of Locally Endemic Diseases
- Unit 5 : Treatment of Minor Ailments and Accidents
- Unit 6 : Provision of Essential Drugs and Vaccines

Course Outline (Practical)

Block 1 : Practical Manual-Nursing Foundation

- Unit 1 : Health Assessment of Individual
- Unit 2 : Assessment of Needs, Problems and Tasks of Developmental Stages
- Unit 3 : Development of Nursing Care Plan Using Nursing Process
- Unit 4 : Problem Solving Approach in Nursing
- Unit 5 : Observation of Nursing Care Standards

Block 2 : Practical Manual-Nursing Foundation

- Unit 6 : Interview Technique
- Unit 7 : Participating and Organising Immunization Sessions/Campaigns
- Unit 8 : Health Education

List of Activities

Sl. No.	Activities	Field Area/Hospital/Community	Number of Activities
1.	Nursing History Subjective Data/ Objective Data	Hospital/Community	2
2.	Physical Assessment of Patient	Hospital/Community	1
3.	Nursing Care Plan Based on Nursing Process	Hospital/Community	3
4.	Problem Solving Using Nursing Process	Hospital/Community	1
5.	Identification of Developmental Problems Middle age /Old age	Infant/child /adolescent	2
6.	Interviewing of Patients/Clients	Adult/any setting	2
7.	Development of Checklist for Any Nursing Procedure	Hospital/Community	1
8.	Organising and Conducting Immunization Session	Hospital/Community	1
9.	Health Teaching Activities	Hospital/Community	2

Course Code: BNS-I02/BNSL-I02**Title of the Course : Applied Sciences (Biochemistry, Biophysics, Microbiology and Nutrition and Dietetics)**

	Theory	Practical
Credits	4	4
Study Hours	150	120
Contact Hours	15	112*

* Inclusive of reporting/recording of practical.

Note: One credit is equal to 30 hours of study/practical.

Objectives

At the end of the course on applied sciences the students will be able to achieve following objectives in Biochemistry, Biophysics, Microbiology, Nutrition and Dietetics.

Biochemistry and Biophysics

After studying this course you will be able to:

- Identify basic principles of biochemistry and biophysics (laws of organic and inorganic chemistry, biochemistry and biophysics) involved in the practice of nursing.
- Integrate these principles and laws in nursing practice.

Microbiology

After studying this course you will be able to:

- Identify common disease producing micro-organisms.
- Explain the basic principles of control of spread of microbes and their significance in maintaining health and prevention of disease.
- Demonstrate skills in maintaining infection control measures.

Nutrition and Dietetics

After studying this course you will be able to:

- Describe the principles and practice of (Nutrition and Dietetics) good food.
- Demonstrate skills in selecting and cooking food for (planned menu, preparation) common ailments at home.

Course Outline (Theory)**Block 1 : Biochemistry**

Unit 1 : Biochemistry-Basic Concepts

Unit 2 : Water and Electrolytes

Unit 3 : Biomolecules-I: Carbohydrates, Lipids and Nucleic Acids

Unit 4 : Biomolecules-II: Proteins and Enzymes

Unit 5 : Body Fluids

Unit 6 : Metabolism of Major Dietary Components

Block 2 : Biophysics

- Unit 1 : Measurement and Accuracy
- Unit 2 : Motion, Force and Gravity
- Unit 3 : Work, Energy and Pressure
- Unit 4 : Heat and Sound
- Unit 5 : Light
- Unit 6 : Electricity, Electronics and Nuclear Physics

Block 3 : Microbiology-I

- Unit 1 : Introduction to Microbes
- Unit 2 : Identification and Growth of Microbes
- Unit 3 : Disease Producing Fungi
- Unit 4 : Other Pathogens
- Unit 5 : Disease Producing Bacteria
- Unit 6 : Microbial Infections and their Transmissions

Block 4 : Microbiology-II

- Unit 1 : Destruction of Microorganisms
- Unit 2 : Viruses
- Unit 3 : Immunity
- Unit 4 : Parasites and Vectors

Block 5 : Nutrition and Dietetics

- Unit 1 : Nutrition and Dietetics - Principles and Definition
- Unit 2 : Planning Diets
- Unit 3 : Assessment of Nutritional Status
- Unit 4 : Dietary Management in Disease-I
- Unit 5 : Dietary Management in Disease-II
- Unit 6 : Food Safety

Course Outline (Practical)

Block 1 : Practical Manual-Biochemistry

- Unit 1 : Basic Laboratory Tools and Techniques
- Unit 2 : Matter: Classification and Properties
- Unit 3 : Qualitative Tests for Proteins, Carbohydrates and Tryglycerides
- Unit 4 : Collection and Analysis of Urine
- Unit 5 : Clinical Analysis of Blood
- Unit 6 : Clinical Analysis of Cerebro-spinal Fluids

Block 2 : Practical Manual-Biophysics

- Unit 1 : The Equilibrium of Forces
- Unit 2 : Liquid Pressures
- Unit 3 : The Specific Gravity of a Liquid
- Unit 4 : Images Formed by a Concave Mirror and Convex Lens
- Unit 5 : Electric Currents

Block 3 : Practical Manual-Microbiology

- Unit 1 : Microscopic Study and Identification of Pathogenic Microbes
- Unit 2 : Mounting and Staining Techniques
- Unit 3 : 'Preparation and Examination of Blood Smear
- Unit 4 : Serological Methods
- Unit 5 : Collection of Clinical Samples and Their Processing in Laboratory
- Unit 6 : Control of Microbes in Nursing Practice

Block 4: Practical Manual-Nutrition and Dietetics

- Unit 1 : Planning and Evaluation of Balanced Diet
- Unit 2 : Diet for Adults
- Unit 3 : Diet in Pregnancy and Lactation Period
- Unit 4 : Feeding of Infants and Preschoolers
- Unit 5 : Diet in Children and Adolescents
- Unit 6 : Planning Therapeutic Diets

List of Activities

Sl. No.	Activities	Field Area/Laboratory	Number of Activities
1.	Biochemistry	Laboratory	10
2.	Biophysics	Laboratory	6
3.	Microbiology	Laboratory	6
4.	Nutrition and Dietetics	Nutrition Lab/Hospital Kitchen	12

Course Code: BNS-I03/BNSL-I03**Title of the Course : Maternal Nursing**

	Theory	Practical
Credits	2	8
Study Hours	60	240
Contact Hours	12	120

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course students will be able to:

- Strengthen their knowledge and skills in providing antenatal care
- Develop skills in nursing the mother during childbirth process
- Provide care to mother and baby during postnatal period
- Educate the mother on breast hygiene and breastfeeding
- Built knowledge and skills in nursing management of mother after caesarian sections

Course Outline (Theory)

Block 1 : Maternal Health and Nursing Intervention

- Unit 1 : Trends in Maternal Nursing and Family Welfare Services
- Unit 2 : Anatomy and Physiology of Reproductive System and Development of Foetus
- Unit 3 : Normal Pregnancy and Management
- Unit 4 : Normal Labour and Nursing Management
- Unit 5 : Normal Puerperium and Nursing Management
- Unit 6 : Drugs Used in Obstetrics and Gynaecology and Nursing Management

Block 2 : Maternal Health Problems and Nursing Interventions

- Unit 1 : Problems Associated with Preganancy and Nursing Management
- Unit 2 : Medical Problems Associated with Pregnancy and Nursing Management
- Unit 3 : Management of Gynaecological Problems
- Unit 4 : Abnormal Labour and Puerperium and It~ Nursing Management
- Unit 5 : Obstetrical Emergencies and Nursing Management
- Unit 6 : Special Problems in Newborn and Nursing Management

Course Outline (Practical)

Block 1 : Role of Nurse in Antenatal Care

- Unit 1 : Nurse's Responsibility in Reproductive Health Care
- Unit 2 : Role of Nurses in Antenatal Examination
- Unit 3 : Antenatal and Postnatal Exercises
- Unit 4 : Antenatal Health Education

Block 2 : Nursing Management during Childbirth Process

- Unit 1 : Preparation for Childbirth and Nursing Management
- Unit 2 : Nurse's Responsibility in Setting Up of Delivery Trolley and Newborn Care Tray
- Unit 3 : Monitoring Maternal and Foetal Wellbeing
- Unit 4 : Episiotomy and Nursing Management
- Unit 5 : Resuscitation of Newborn and Nursing Management

Block 3 : Nursing Management of Mother in Puerperium

Unit 1 : Postnatal Management

Unit 2 : Breast Hygiene and Technique of Breastfeeding

Unit 3 : Newborn Assessment and Care of Neonate

Block 4 : Role of Nurse in Specific Obstetrical Condition

Unit 1 : Post Operative Management of Mother with Caesarian Section

Unit 2 : Health Education on Family Planning of a Group of Postnatal Mothers

Unit 3 : Case Studies and Case Presentation on Antenatal Care

Placement : Hospital (Antenatal, Postnatal Ward, Labour Room and Community)**List of Activities**

Sl. No.	Activities	Field Area/Hospital/Community	Number of Activities
1.	Antenatal Examination	Antenatal Clinic/Primary Health Centre	10
2.	Conducting Delivery	Labour Room	5
3.	Giving Post Natal Care	Post Natal ward/Community	10
4.	Case Study and Case Presentation	Antenatal and Post Natal Ward	2
5.	CUT Insertion and Removal	Family Planning Clinic/Hospital/Primary Health Centre	2
6.	P/V Examination	Labour Room or Antenatal Ward	5
7.	Episiotomy Stitches	Labour Room	2

Course Code: BNS-I04**Title of the Course: Communicative English**

	Theory
Credits	2
Study Hours	120
Contact Hours	12

Note: One credit is equal to 30 hours of study.**Objectives**

After studying this course, students will be able to:

- Develop ability to read and write correct English
- Develop study skills for purpose of professional development and research
- Develop conversational skills in English
- Communicate effectively

Course Outline

Block 1 : Reading Comprehension

- Unit 1 : Animal Farm by George Orwell
- Unit 2 : Human Environment by Indira Gandhi
- Unit 3 : The Study of Genes
- Unit 4 : A World of Four Senses by Ved Mehta
- Unit 5 : Science and Human Life by Bertrand Rusell

Block 2 : Writing Skills

- Unit 1 : Writing Paragraphs: The Development of a Paragraph
- Unit 2 : Formal Letters-I
- Unit 3 : Formal Letters-II
- Unit 4 : Writing Reports
- Unit 5 : Tables, Charts and Graphs
- Unit 6 : Clinical Case Study

Block 3 : Study Skills

- Unit 1 : Improving Study Skills
- Unit 2 : Note-taking-I: Some Basic Devices
- Unit 3 : Note-taking-II: Use of Tables and Graphic Organisers
- Unit 4 : Note-taking-III: Listening to a Lecture
- Unit 5 : Writing Summaries-I
- Unit 6 : Writing Summaries-II

Block 4 : Speaking Skills

- Unit 1 : Communication Skills: Why are They Important?
- Unit 2 : Formal Conversation: Face-to-face
- Unit 3 : Informal Conversation: Face-to-face
- Unit 4 : Telephone Conversation
- Unit 5 : Interviews
- Unit 6 : Case Presentation

Course Code: BNS-IOS/BNSL-IOS

Title of the Course: Behavioural Sciences

	Theory	Practical
Credits	4	2
Study Hours	120	60
Contact Hours	24	30

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Identify sociological concepts and their application in nursing practice
- Discuss the role and importance of social agencies in health and illness
- Describe principles of psychology and educational psychology and relate these in Nursing Practice and Nursing Education
- Enumerate the role of the nurse while interacting with the individual, family and community.

Course Outline (Theory)

Block 1 : Basic Concepts in Sociology

Unit 1 : Application of Behavioural Sciences in Health

Unit 2 : Basic Concepts in Sociology

Unit 3 : Family as a Social Unit

Unit 4 : Social Stratification

Unit 5 : Social Mobility and Social Control

Block 2 : Application of Sociological Concepts

Unit 1 : Social Change

Unit 2 : Social Development

Unit 3 : Community and Community Participation

Unit 4 : Sociological Perspective on Health and Disease

Unit 5 : Guidelines for Visit to Social Welfare Institution

Block 3 : General Psychology

Unit 1 : Introduction to Psychology and its Application to Nursing

Unit 2 : Human Development

Unit 3 : Dynamics of Behaviour: Motivation, Frustration, Conflict Emotion and Stress

Unit 4 : Sensory and Perceptual Process

Unit 5 : Personality

Block 4 : Educational Psychology

Unit 1 : Introduction to Educational Psychology

Unit 2 : Individual Differences

Unit 3 : Intelligence and Abilities

Unit 4 : Learning

Unit 5 : Memory and Forgetting

Unit 6 : Attitudes

Course Outline (Practical)

Block 1 : Practical Manual - Behavioural Sciences

Section 1 : Psychometric Measurement

Unit 1 : Measuring of Threshold and Reaction Time

- Unit 2 : Personality Test
- Unit 3 : Psychological Test on Intelligence
- Unit 4 : Self Concept and Self Rating Test
- Unit 5 : Anxiety Test

Section 2 : Techniques Used in Psychometric Measurement

- Unit 6 : Interview and Techniques of Interview
- Unit 7 : Taking Case History and Developing Case Study
- Unit 8 : Field Observation Unit

Placement : Classroom, Psychology Laboratory

List of Activities

Sl. No.	Activities	Field Area	Number of Activities
1.	Administration and Interpretation of Personality	Hospital/Community Health/Work Place/Classroom	1
2.	Administration and Interpretation of Sinha's Comprehensive Anxiety Test	Community Area/Work Place/Classroom	1
3.	Administration and Interpretation of Self-concept Scale	Classroom/Work Area	1
4.	Organisation of Field Visit and Report Writing	Community Health Centre	1

Course Code: BNS-I06/BNSL-I06

Title of the Course: Medical Surgical Nursing

	Theory	Practical
Credits	4	10
Study Hours	120	300
Contact Hours	24	150

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course you will be able to:

- Strengthen your knowledge in the field of medical surgical nursing
- Built knowledge on the concept of advanced medical surgical nursing
- Develop skills in providing nursing care in various conditions based on nursing process
- Assist the patients and their families to identify and meet their own health needs.

Course Outline (Theory)

Block 1 : Advanced Medical Surgical Nursing

- Unit 1 : Introduction to Medical Surgical Nursing
- Unit 2 : Nurse's Role in Specific Pathophysiology
- Unit 3 : Nursing Management of a Patient Undergoing Surgery
- Unit 4 : Emergency Nursing
- Unit 5 : Disaster Nursing

Block 2 : Neurological Nursing and Care of Elderly

- Unit 1 : Neurological Nursing Assessment
- Unit 2 : Nursing Management of Patient with Neurological Conditions
- Unit 3 : Nursing Care of Neurosurgical Conditions
- Unit 4 : Nursing Care of Elderly

Block 3 : Respiratory and Cardiovascular Nursing

- Unit 1 : Nursing Management of Patient with Common Respiratory Disorders
- Unit 2 : Nursing Management of Patient with Cardiovascular Disorders
- Unit 3 : Nursing Management of Patient Undergoing Cardiac Surgery

Block 4 : Musculo-skeletal, Gastrointestinal and Oncology Nursing

- Unit 1 : Clinical Problems and Diagnostic-Procedures in Musculoskeletal Disorders
- Unit 2 : Nursing Management of Patient with Specific Musculoskeletal Disorders
- Unit 3 : Clinical Problems and Diagnostic Procedures in Gastro-intestinal System
- Unit 4 : Nursing in Specific Gastrointestinal Disorders
- Unit 5 : Introduction to Oncology Nursing
- Unit 6 : Nursing Management of Patient with Various Oncology Conditions

Block 5 : Urology, Burns, Plastics and Reconstructive Surgery, Endocrinological, Immunological and Trauma Nursing

- Unit 1 : Nursing Management of Patient with Urological Disorders
- Unit 2 : Nursing in Burns, Plastics and Reconstructive Surgery
- Unit 3 : Nursing Management in Immunological Disorders
- Unit 4 : Nursing Management in Endocrine Disorders
- Unit 5 : Trauma Nursing

Course Outline (Practical)

Section 1 : Documenting the Nursing Practice

- Practical 1 : Developing Nursing Care Plan (Based on Nursing Process)
- Practical 2 : Documentation of Nursing Practice
- Practical 3 : Preparing Case Study
- Practical 4 : Nurse's Role in Drug Therapy

Section 1 : Caring in Medical- Surgical Conditions

Practical 5 : Preoperative Nursing Care

Practical 6 : Intra-operative and Post Operative Nursing Care

Practical 7 : Nursing Management of a Patient with Gastric and Intestinal Decompression

Practical 8 : Nursing the Patient with Surgical Wounds

Practical 9 : Caring of Patient with Medical and Surgical Emergencies

Practical 10 : Care of Terminally Ill and Dying Patient

Section 3 : Assisting with Diagnostic Procedures**Practical 11 : Nurse's Responsibility in Specific Diagnostic Tests**

Practical 12 : Caring Patient Undergoing Neurological and Nephrological Diagnostic Measures

Practical 13 : Nursing Management of Patient in Cardiovascular Diagnostic Measures

Practical 14 : Gastrointestinal Diagnostic Studies

Practical 15 : Preparing Patient for Respiratory Diagnostic Procedures

Practical 16 : Preparing Patient for Endocrinological Diagnostic Studies

Section 4 : Assisting in Therapeutic Procedures

Practical 16 : Role of nurse in Maintaining Adequate Respiration

Practical 17 : Role of Nurse in Maintaining Adequate Circulation

Practical 18 : Role of Nurse in Monitoring of Fluid and Electrolyte Balance and Administration of Chemotherapy

Placement: Medical Surgical Wards**List of Activities**

Sl. No.	Activities	Field/Area/Hospital/Community	Number of Activities
1.	Nursing Process	Any three from the following: Medical, Surgical, Cancer, Neurology, Cardio-thoracic and Burns	3
2.	Case Studies	Any two of the following: Cardio-thoracic, Cancer, Medical/Surgical	2
3.	Procedure	Investigations Diagnostic, Any specific therapy, Drug therapy	3
4.	Planned Health Teaching	Medical, Surgical	2

Course Code: BNS-I07/BNSL-I07**Title of the Course: Paediatric Nursing'**

	Theory	Practical
Credits	2	8
Study Hours	60	240
Contact Hours	12	120

Note, ' One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Demonstrate understanding of growth and development while giving nursing care to children
- Describe the general pattern of physical, mental and social development of child during various stages
- Identify the nursing needs of an individual child in health and sickness
- Plan and implement the nursing care of children admitted in the hospital
- Demonstrate the skills in paediatric nursing techniques
- Discuss the needs of the family for prevention of disease, maintenance of health promotion of personality development of the child

Course Outline (Theory)

Block 1 : Trends in Paediatric Nursing, Newborn and Infant Care

- Unit 1 : Child Health Care Concepts and Facilities
- Unit 2 : Growth and Development
- Unit 3 : Deviations of Growth, Development and Behaviour
- Unit 4 : Essential Care of Newborn
- Unit 5 : Care of Low Birth Weight Baby
- Unit 6 : Common Problems of Neonates

Block 2 : Nursing Management of Children with Medical and Surgical Problems-I

- Unit 1 : Nursing Care of Hospitalized Child
- Unit 2 : Nursing Care of Children with Gastrointestinal Disorders
- Unit 3 : Nursing Care of Children with Respiratory Disorders
- Unit 4 : Nursing Care of Children with Cardiovascular and Hematological Disorders
- Unit 5 : Nursing Care of Children with Genitourinary Disorders
- Unit 6 : Nursing Care of Children with Central Nervous System Disorders

Block 3 : Nursing Care of Children with Medical and Surgical Problems-II

- Unit 1 : Nursing Care of Children with Disorders of Skin and Musculoskeletal System
- Unit 2 : Nursing Care of a Child with Ophthalmic Disorders
- Unit 3 : Nursing Care of Children with Infectious Diseases
- Unit 4 : Nursing Care of Children with Nutritional Deficiency Disorders
- Unit 5 : Nursing Care of Children with Endocrine and Metabolic Disorders
- Unit 6 : Nursing Care of Children with Paediatric Emergencies

Course Outline (Practical)

Block 1 : Nursing Techniques in Paediatric Care-I

- Unit 1 : Assessment of Growth and Development
- Unit 2 : Resuscitation

- Unit 3 : Assessment of Newborn
- Unit 4 : Organisation of Neonatal Care Unit
- Unit 5 : Nursing Process and its Application in care of Child
- Block 2 : Nursing Care in Diagnostic and Therapeutic Procedure**
- Unit I : Common Diagnostic Procedures in Children
- Unit 2 : Nursing Procedures
- Unit 3 : Assessing with Specific investigative/Diagnostic Procedures
- Unit 4 : Carrying out General and Specific Therapeutic Procedures
- Unit 5 : Administration of Medication and Drug Supplement
- Unit 6 : Maintenance of Records
- Block 3 : Preventive Paediatric Nursing**
- Unit 1 : Methods of Feeding
- Unit 2 : Immunization
- Unit 3 : Health Education

Placement : Paediatric Ward-Medical Surgical, Well Baby Clinic

List of Activities

Sl. No.	Activities	Field/Area/Hospital Community	Number of Activities
1	Growth and Development Monitoring	Neonates Neonates Infant Toddler Pre-school	4
2	Case Study	Medical and Surgical	2
3	Planned Health Teaching	Medical/ Surgical	1

Course Code: BNS-108/BNSL-108

Title of the Course: Mental Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Develop understanding of the principles of psychiatric nursing
- Differentiate the abnormal behaviour from normal
- Demonstrate skills in nursing management of emotionally ill in the hospital and community
- Develop skills in therapeutic communication
- Apply knowledge in promotion of mental health

Course Outline (Theory)

Block 1 : Basic Concepts of Mental Health and Psychiatric Nursing

- Unit 1 : Historical Development of Psychiatric Nursing
- Unit 2 : Concepts of Normal and Abnormal Behaviour and Classification of Mental Illness
- Unit 3 : Defence Mechanism
- Unit 4 : Psychopathology/Psychiatric Signs and Symptoms of Mental Disorders
- Unit 5 : Basic Principles and Prerequisites of Psychiatric Nursing

Block 2 : Therapeutic Nursing Interventions in Psychiatric Conditions-I

- Unit 1 : Therapeutic Nurse-Patient Relationship
- Unit 2 : Communication Techniques Used in Psychiatric Nursing
- Unit 3 : Nursing Management of a Patient with Schizophrenia
- Unit 4 : Nursing Management of a Patient with Affective Disorders
- Unit 5 : Nursing Management of a Patient with Organic Brain Disorders

Block 3 : Therapeutic Nursing Interventions in Psychiatric Conditions-II

- Unit 1 : Neurotic, Stress-related and Somatoform
- Unit 2 : Nursing Management of a Patient with Neurotic, Stress Related and Somatoform Disorders
- Unit 3 : Psychoactive Substance Use Disorders
- Unit 4 : Nursing Management of Mental Disorders in Children and Adolescents

Block 4 : Advanced Concepts of Mental Health and Psychiatric Nursing

- Unit 1 : Role of a Psychiatric Nurse in Various Therapies
- Unit 2 : Nursing Management of Psychiatric Emergencies
- Unit 3 : Legal Aspects of Psychiatric Nursing
- Unit 4 : Role of a Nurse in Community Mental Health Programme
- Unit 5 : National Mental Health Programme (NMHP)
- Unit 6 : Issues, Trends and Challenges in Psychiatric Nursing

Course Outline (Practical)

Block 1 : Techniques and Skills in Mental Health Nursing

- Practical 1 : Developing Nursing Process
Practical 1 : Techniques of Taking Psychiatric Nursing History
Practical 1 : Mental Status Examination
Practical 1 : Interview Technique and Process Recording
Practical 1 : Developing Nursing Care Plan

Block 2 : Role of Nurse in Therapeutic Intervention of Patients with Mental Illness

- Practical 6 : Nurse's Participation in Specific Psychosocial Therapy
Practical 7 : Nurse's Role in Electro Convulsive Therapy
Practical 8 : Restraining and Role of Nurse
Practical 9 : Nurse's Role in Administration of Drugs
Block 3 : Community Based Mental Health Nursing and Maintenance of Records
Practical 10 : Community Survey of Mental Health and Mental Illness
Practical 11 : Health Education to Community on Mental Health and Illness
Practical 12 : Report on Community Based Mental Health Facilities
Practical 13 : Health Education on Substance Use Disorders
Practical 14 : Maintenance of Records and Follow Up

Placement: *Psychiatry Ward/OI'D*

List of Activities

Sl. No.	Activities	Field Area/Hospital/Community	Number of Activities
1.	Process Recording	Psychiatric Ward Male Female	5+5
2.	Nursing Care Plan	Psychotic Disorder Neurotic Disorder	2
3.	Case Study	Psychiatric Ward	1
4.	Family Counselling	Drug Abuse Clinics/Ward	1
5.	Observation Report	Nursing Services/Management of a Psychiatric Ward	1

Course Code: BNS-109/BNSL-109

Title of the Course: Community Health Nursing

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Review the concepts of community health nursing services
- Describe the various systems of medicine prevalent in the community
- Outline the role of surveillance and monitoring of health programmes and community involvement for the welfare of the community
- Identify the role of the nurse in specific social problems
- Identify the role of the nurse in specific health programmes.

Course Outline (Theory) (Proposed)

Block 1 : Principles and Practice of Community Health Nursing

Unit 1 : Introduction to Community Health Nursing

Unit 2 : Family Health Care Concepts

Unit 3 : Family Health Nursing

Unit 4 : Introduction to Epidemiology

Unit 5 : Health Information and Health Statistics

Unit 6 : Occupational Health Nursing

Block 2 : Role of Nurse in Specific Societal Health Problems

Unit 1 : Alcoholism and Drug Abuse

Unit 2 : Child Abuse

Unit 3 : Poverty and Community Development Programmes

Unit 4 : Infertility

Unit 5 : Fertility and Fertility Related Aspects

Unit 6 : Role of Nurse in Care and Rehabilitation of Disadvantaged People

Block 3 : Role of Nurse in National Health Programmes

Unit 1 : National Health Programmes-I

Unit 2 : National Health Problems of India-II

Unit 3 : Maternal and Child Health Programme

Unit 4 : Communicable Disease Programme-I

Unit 5 : Non Communicable Disease Programme

Unit 6 : Nutritional Programme and School Health Programme

Block 4 : Community Health Nursing Administration

Unit 1 : Concept of Community Health Administration and Management

Unit 2 : Health Care Planning in India

Unit 3 : Community Health Administration in India

Unit 4 : Management of Community Health Nursing Services in India

Unit 5 : Evaluation of Health Services

Unit 6 : Voluntary and International Health Agencies

Course Outline (Practical)

Block 1 : Nursing Practices in Community Health-I

Section 1 : Practice in Community Health Nursing

Practical 1 : Community Identification and Diagnosis

Practical 2 : Preparing a Map of the Community

Practical 3 : Community Health Action Programme

Practical 4 : Preparing Reports

Section 2 : Family Health Nursing Care

Practical 5 : Family Health Nursing Care

Practical 6 : Family Visits

Practical 7 : Care of a Family with Specific Societal Health Problems

Practical 8 : Family Health Records

Block 2 : Nursing Practices in Community Health-II

Section 3 : Nursing Practice in Specific National Health Programmes

Practical 9 : Identification of Specific National Health Problems

Practical 10 : Participation in Specific National Health Programmes

Practical 11 : Evaluation and Reporting of Specific National Health Programmes

Practical 12 : Organising Observation Visit to Community Health Agencies

Section 4 : Community Health Nursing Administration

Practical 13 : Setting Up of a Community Health Centre

Practical 14 : Management of Community Health Nursing Services at a Health Centre

Practical 15 : Teaching and Educating Health Workers and Health Volunteers

Practical 16 : Supervision of Health Workers

Placement : *Primary Health Centre/Community Health Centre*

- *Urban*

- *Rural*

List of Activities

Sl. No.	Activities	Field Area/Community	Number of Activities
1.	Survey	Community	1
2.	Case Study	Community/Neighbourhood	1
3.	Report Writing	Any specific health programme	1
4.	Planned Health Teaching	School Health Programme Group of mothers Health workers/ANMNHGI Dais	3

Course Code: BNS-110/BNSL-110

Title of the Course: Nursing Administration

	Theory	Practical
Credits	4	6
Study Hours	120	180
Contact Hours	24	90

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Develop understanding of the basic principles of administration in nursing education and service
- Apply the principles and techniques of supervision
- Explain the concept of personnel management and financial management
- Apply communication skills in nursing education and services
- Explain the importance and process of staff development and ~nservice education

Course Outline (Theory)

Block 1 : Administration and Management in Nursing

Unit 1 : Overview of Administration and Management

Unit 2 : Functions and Principles of Administration

Unit 3 : Organisation of Nursing Administration

Unit 4 : Supervision

Block 2 : Organisation of Nursing Service and Education

Unit 1 : Planning and Organisation of Nursing Services

Unit 2 : Organisation of Nursing Care in Hospital

Unit 3 : Planning and Organisation of Nursing Educational Institutions

Unit 4 : Trends, Perspectives and Issues in Nursing

Block 3 : Personnel and Financial Management

Unit 1 : Personnel Management

Unit 2 : Staff Development

Unit 3 : Leadership

Unit 4 : Material Management

Unit 5 : Financial Management and Budgeting

Block 4 : Communication in Nursing.

Unit 1 : Communication

Unit 2 : Effective Communication

Unit 3 : Public Relation

Unit 4 : Group Dynamic

Unit 5 : Hospital Information System

Block 1 : Administration of Nursing Service and Education

Section 1 : Administration of Nursing Services

Practical 1 : Functions and Organisation of Hospital

Practical 2 : Administration of Nursing/Clinical Unit

Practical 3 : Supervision in Nursing Services

Practical 4 : Records and Reports

Section 2 : Administration of Nursing Education and Staffing

Practical 5 : Administration of Nursing Educational Institutions

Practical 6 : Recruitment, Selection and Promotion of Staff for Nursing Service

Practical 7 : Staffing the Nursing Unit

Block 2 : Nurse's Responsibility in Resource Management and Staff Development

Section 3 : Nurse's Responsibility in Personnel Policies, Material and Fiscal Management

Practical 8 : Personnel Policies and Job Description

Practical 9 : Techniques of Material Management

Practical 10 : Budget Preparation and Budgeting and Auditing

Section 4 : Nurse's Responsibility in Staff Development and Nursing Audit

Practical 11 : Staff Development

Practical 12 : Methods of Communication

Practical 13 : Performance Appraisal and Maintaining Discipline

Practical 14 : Nursing Audit

Placement: *Nursing Administrator's Office, Ward*

List of Activities (Proposed)

Sl. No.	Activities	Field/Area/Hospital/Community	Number of Activities
1.	Observation Report	Hospital Services/Nursing Education Schools/ Colleges of Nursing	1
2.	Preparation of an	Nursing Services of a Hospital Organizational Chart	1
3.	Presentation of Organization Chart	Emergency Care/ICU/OT/Infection Control Ward (any)	1
4.	Planned Health Teaching	Hospital Wards	1

Course Code: BNS-111/BNSL-111

Title of the Course: Nursing Education and Research

	Theory	Practical
Credits	4	8
Study Hours	120	240
Contact Hours	24	120

Note; One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Describe the aims and principles of education and nursing education
- Demonstrate the understanding of teaching learning process and develop skills in teaching learning process
- Explain the importance of evaluation, procedure and purposes in nursing education
- Strengthen knowledge and develop skills in curriculum development and lesson planning
- Develop skills in writing lesson planning
- Develop understanding of nursing research and importance of research in nursing practice
- Conduct an action research
- Develop skills in writing and interpreting research reports and statistics

Course Outline (Theory)

Block 1 : Introduction to Nursing Education

Unit 1 : Education: Its Meaning, Concept, Aims and Philosophy

Unit 2 : Teaching -Learning in Nursing Education

Unit 3 : Teaching -Learning Methods

Unit 4 : Educational Communication Methods

Unit 5 : Guidance and Counselling in Nursing Education

Unit 6 : The Counselling Process and Approaches

Block 2 : Curriculum Development and Implementation

Unit 1 : Introduction to Curriculum Development

Unit 2 : Instructional objectives

Unit 3 : Selection and Organisation of Learning Experience

Unit 4 : Planning and Implementation of Curriculum

Unit 5 : Planning and Implementation of Clinical Experiences

Unit 6 : Evaluation of Students

Block 3 : Introduction to Nursing Research

- Unit 1 : Introduction
- Unit 2 : Literature Search and Review
- Unit 3 : Research Approaches/Methodology (Research Design)
- Unit 4 : Population, Sample and Sampling
- Unit 5 : Methods of Data Collection
- Unit 6 : Development of Research Tools

Block 4 : Data Analysis and Introduction to Statistics

- Unit 1 : Data Analysis and Research Report
- Unit 2 : Research Proposal
- Unit 3 : Descriptive Statistics-I
- Unit 4 : Descriptive Statistics-II
- Unit 5 : Bio-statistics/Health Statistics

Course Outline (Practical)

Section I : Curriculum Planning

- Practical 1 : Course Planning
- Practical 2 : Unit Planning
- Practical 3 : Lesson Planning
- Practical 4 : Rotation Plan

Section 2 : Instructional Methods, Media and Evaluation

- Practical 5 : Preparation of Teaching Aids
- Practical 6 : Class-room Teaching
- Practical 7 : Clinical Teaching Methods
- Practical 8 : Test Construction and Measurement

Section 3 : Introduction to Nursing Research

- Practical 9 : Selection of Research Topic
- Practical 10 : Writing of Research Proposal
- Practical 11 : Conducting Action Research in Nursing
- Practical 12 : Construction of Research Tool
- Practical 13 : Writing a Paper/Research Report

Section 4 : Introduction to Statistics and Data Presentation

- Practical 14 : Organization and Methods of Analysis of Data
- Practical 15 : Methods of Data Presentation
- Practical 16 : Determination of Vital Statistics in Health (Rate, Ratio, Proportion)

Placement: *Colleges/Schools of Nursing, Clinical field*

List of Activities

Sl. No.	Activities	Field/Area/Hospital/Community .	Number of Activities
1	Practice teaching	Classroom Teaching Clinical Teaching	3 2
2.	Rotation Plan	School of Nursing/Hospital Ward	2
3.	Self study Interpretation of Research Studies	Any Research Study Project from Nursing Library	1
4.	Conduct of Action Research	Any Topic Clinical/Community	1
5.	Development of Tool	For Selected Action Research	1
6.	Preparation of Quesption Paper	For any Subject of GNM Revised Syllabus	1

Course Code: BNSL -112

Title of the Course: Computer in Nursing

	Theory	Practical
Credits	-	2
Study Hours	-	60
Contact Hours	30	30

Note: One credit is equal to 30 hours of study/practical.

Objectives

After studying this course, students will be able to:

- Explore the computer with its windows
- Apply the knowledge in downloading the material from internet
- Develop skills in development of nursing care history/nursing care plan
- Search the data of patient/client
- Develop skills in making power point slides for presentation

Course Outline

Block 1 : Introduction to Computer Basics

Practical 1 : Introduction to Computer

Practical 2 : Microsoft Windows

Practical 3 : MS Word: Part I

Practical 4 : MS Word: Part II

Practical 5 : Introduction of Spreadsheets

Practical 6 : MS Excel Toolbars

Practical 7 : MS Powerpoint

Practical 8 : Internet and E-mailing

Block 2 : Application of Computers in Nursing

Practical 9 : Computerization in Nursing

Practical 10 : Networking for Hospitals and Clinics

Practical 11 : Electronic Patient Records

Practical 12 : Internet and Nursing

Sl. No.	Activities	Field/Area	Number of Activities
1.	Getting familiar with computers	Computer lab/home	3
2.	Use of computer of nursing activities	Hospital computer/home/computer lab	2
3.	Use of computer for powerpoint presentation	Peer Group	2
4.	Practice on sending e-mail and website search	Computer lab	3

4 STUDY MATERIAL

Properly planned self-instructional print material both for the theory and practical components is the main part of the Post Basic B.Sc. Nursing programme. The study materials prepared by the University are self-instructional in nature whereas the lessons which are called units in the theory component are structured to facilitate theory counselling sessions and self-study, the practicals are structured for self-guidance during the self and supervised activities.

4.1 How to Study Print Material?

a) Theory

While going through the syllabi of courses you will note that each course has been divided into 4 blocks for 4 credit courses. Each block has 4-6 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

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

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

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

b) Practical Manual

While, going through the Practical Manual you will note that each course practical manual has been divided into section and number of practicals. Based on the theory courses of each subject, number of practicals/experiments are given under each section of the particular 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/ Hospital/ Primary Health Centre/Community and various health agencies for practical experience/work.

In the practical manual also you will find the “Check Your Progress” and” Activities” which will provide you a feedback about your progress over the content of the sections and help you in application of the theory principles into practice. At the end of the practical manual self activities and supervised activities are listed. The number of practical, section and sub-section is also mentioned which you can refer while doing the activity. You will be doing your supervised activities during practical contact session with your academic counsellor.

4.2 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 i.e. College of Nursing. Hence, we advise you to make use of it, as that will help you to understand the subject better. Web Cast is transmitted as per schedule.

Timings are subject to change. Please check it with your Programme Study Centre that is designated College of Nursing.

Audio-Video material will not be supplied individually to you but will be made available at the Study Centres. You can watch these programmes during counselling sessions. Students interested in buying the audio-video tapes can procure them from Marketing Unit, EMPC, TGNou, Maidan Garhi, New Delhi-110068.

4.3 Theory Counselling Sessions

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

There will be 24 counselling hours for the 4 credit course and each counselling session will be of 2 hours duration.

For successful completion of programme, a student is required to have minimum of 75% attendance in the counselling sessions, in each course to be eligible to appear in the examination.

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

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

4.4 Web Cast

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 or PSC or at home or work place. The schedule can be obtained from your Regional Centre and Programme Study Centres that is College of Nursing. This would give you opportunity to interact with students all over the country. Attend sessions at Educational Broad Cast at www.ignou.ac.in

4.5 Practical Sessions

The practical component of this programme has been designed to build on your existing skills and knowledge in the various areas/field of nursing. This practice will help you to improve the skills, and competencies that you will need to practice as a nurse.

Your practice is, therefore, an integral and compulsory part of the Post Basic B.Sc. Nursing programme.

90% attendance for practical work in each course is compulsory for becoming eligible to appear in the Term-End Examinations.

You should keep in mind that every practical is evaluated and is included for the final evaluation, the weightage being 50%. Therefore, you have to perform all the practicals in order to be able to secure the maximum marks. The remaining 50% is assigned for the final practical examination which will be conducted in the practical field by internal and external examination.

4.6 Practical Contact Sessions

You will be assigned with a Academic Counsellor or Clinical Supervisor in the clinical settings. Your Clinical Supervisor is there to:

- Organise rotation for practical experience;
- Provide support when you need it;
- Provide guidance as you work through this programme;
- Supervise, monitor and assess your progress of work; and
- Evaluate the practical supervised and self activities.

Clinical supervisor will ensure that each student has completed activities and the required clinical experience for every course of this programme. A group of 7-10 students will be supervised by one clinical supervisor/academic counsellor.

In the clinical setting; Clinical Supervisor will assign your placement for practical experience in different areas. It is planned to conduct practical sessions, which will be conducted in one or two spells as planned at all the Programme Study Centres. **The detailed schedule of practical work and laboratory work will be communicated to you by programme Incharge of (College of Nursing) Programme Study Centre.**

Facilities for laboratory work for the Applied Sciences course will be provided at the College of Nursing. Laboratory practicals are planned for 112 hours i.e. 14 days in total. There will be two practical sessions of 8 hours/day, one in the morning and one in the evening i.e. 4 hrs each. It is planned to conduct the practical sessions during suitable periods i.e. summer vacations of regular students so that in-service nurses can attend the same without any difficulty.

The detailed programme of the contact -cum-counselling sessions will be sent to you by the Programme Incharge of the Study Centres concerned. In these sessions, you will get an opportunity to discuss your problems pertaining to the course with the counsellors.

4.7 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country whereas for conducting the Post Basic B.Sc. Nursing Programme. Programme Study Centres (PSCs) have been set up in selected Colleges of Nursing, which are recognised by Indian Nursing Council (INC). Each PSC will be allotted about 25-30 students. These centres will be managed by the Programme Incharge. The detailed particulars regarding the Study Centres to which you are assigned, will be communicated to you. The laboratory/clinical sessions of the programme will be held at the Colleges of Nursing.

Please bring the blocks while attending theory counselling sessions and practical manual during practical contact sessions.

5 EVALUATION

The system of evaluation in IGNOU is different from that of conventional universities. IGNOU has a three-tier system of evaluation:

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation mainly through assignments which are either tutor-marked and practicals self and supervised activities.
- 9) The term-end examinations

In Nursing Courses there is Evaluation of assignments is called continuous assessment (CA). A learner has to send tutor marked assignment (TMAs) responses to the concerned Programme Incharge of the Study Centre to which s/he is attached. A learner should keep duplicate copies of assignment responses of assignments that may be required to be produced at SR&E Division on demand.

Theory

For theory courses, the evaluation consists of two aspects:

- i) Continuous evaluation through assignments. and
- ii) Term-end examination.

In the final results all the assignments carry 30 per cent weight age while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 per cent marks in term-end examination to be declared successful.

In the following subjects the evaluation will be as follows:

- **BNS 102, Applied Sciences:** You are required to score 50 per cent marks in each component of assignment separately i.e. Biophysics, Biochemistry, Microbiology and Nutrition and Dietetics and 50 per cent marks in aggregate in term-end examination to be declared successful.
- **BNS-104 Communicative English:** You are required to score 50 per cent marks in assignment and 40 per cent marks in term-end examination separately to be declared successful.

- **BNS 105, Behavioural Sciences:** You are required to score 50 per cent marks in each component of assignment separately i.e. General Psychology, Educational Psychology and Sociology and 50 per cent in aggregate in term- end examination to be declared successful.

Practical

For practical courses. the evaluation consists of two aspects:

- i) Continuous assessment in form of self-activity and supervised activities.
- ii) Final practical examination.

In the final result, continuous assessment during field work will carry 50 per cent weightage (25 percent Self-activities and 25 percent supervised activities) and final practical examination will carry 50 per cent weightage. You need to score 50 per cent marks in self activities, supervised activities and practical examination separately.

5.1 Assignments

Assignments constitute the continuous evaluation component of a course. The assignments of a course carry 30 per cent weightage. The marks that you get in your assignments will be counted in your final result. Therefore, you are advised to take your assignments seriously.

You have to complete and submit all the assignments compulsorily. You will not be allowed to appear for the term-end examination for a course if you do not submit the specified number of assignments in time for that course and for practical courses self and supervised activities to appear in practical examination.

The main purpose of assignments is to test your comprehension of the learning material you receive from us and also to help you get through the course by providing feedback to you. The information given in the printed course materials should be sufficient for answering the assignments. Do not worry about the non-availability of extra reading material for working on the assignments. However, if you have easy access to other books, you may make use of them. But, the assignments are designed in such a way as to help you to concentrate mainly on the printed course material and make use of your personal experience.

In **Theory** TMA is evaluated by the academic counsellor at the programme study centre.

In **Practical** courses, the self-activities and supervised activities will be considered as assignment which will have to be submitted to the academic counsellor or clinical supervisor at the time of your placement for clinical experience. There will be 50 per cent weightage given to these assignments. Whereas in Laboratory courses (Applied Sciences) 50 per cent weightage will be given to the practicals conducted in the laboratory i.e. Biochemistry, Biophysics, Microbiology, and Nutrition and Dietetics.

Whenever you receive a set of assignments, check them immediately and ask for missing pages, any from Regional Centre or the Programme Incharge of your Study Centre or download from student zone at IGNOU website

Guidelines for Submission of Assignments

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete answer sheets will be returned back or you will score less marks.

You must submit your assignments according to the schedule or dates indicated in the assignment itself. In case there is any delay in receipt of assignments and study material and/or schedule for submission of assignments has not been indicated, you should submit your assignment responses within one month of the date of receipt of material together with a documentary evidence of your having received the material late.

The Programme Incharge at the Programme Study Centre has the right to reject the assignments received after the due date. You are, therefore, advised to submit the assignments before the due date.

For your own record, retain a copy of all the assignment responses which you submit at the Programme Study Centre. If you do not get back your duly evaluated tutor marked assignments within a month after submission, please try to get it from your Study Centre personally. This may help you to improve upon future assignments. Also maintain an account of all these corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

In case you are unable to submit the assignments or unable to score minimum qualifying pass grade i.e. 50%, you have to wait for the assignments provided for the next batch of students and submit them. The request for the new assignments may be addressed to the Regional Director of respective Regional Centre or download from student zone at IGNOU web site.

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. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Programme Incharge of the Programme Study Centre so that the correct score is forwarded by him/her to the SR&E Division at the Headquarters.

Do not enclose or express doubts for clarification, if any, along with the assignment. Send your doubts in a separate cover to the Deputy Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110068. When doing so give your complete enrolment no., name, address, title of the course, and the number of the unit or the assignment etc., on top of your letter.

Specific Instructions for Tutor Marked Assignments (TMAs)

- 1) Write your Enrolment No., Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.

- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be copied from the assignment. The top of the first page of your response sheet for each assignment should be like this:

Programme Title	Enrolment No.
Course Code	Name
Course Title	Address
Assignment Code
Study Centre
	Signature
	Date

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself.
- 4) Go through the units of the block from which assignments are based. Make some points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction can give brief interpretation of the question and how you propose to answer it. The conclusion must summarise your response to the question. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Write the answer in your own words. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasis. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use foolscap size paper for your response and tie and number all the pages carefully. Avoid using very thin paper. Leave 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.
- 6) Write the responses in your own hand writing. Do not print or type the answers. Do not reproduce your answers from the units sent to you by the university. If you reproduce from units, you will get less marks or your assignment will be returned.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.

- 10) The completed assignment should be sent to the Programme Incharge of the Programme Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheet to the SR&E Division at Headquarters for evaluation.
- 11) After submitting the assignment at the Programme Study Centre, get the acknowledgment from the Programme Incharge on the prescribed assignment remittance-cum-acknowledgement card as printed in Appendix III.
- 12) In case you have requested for a change of Programme Study Centre, you should submit your Tutor Marked Assignment only at the original Programme Study Centre until the change of Programme Study Centre is changed by the University.
- 13) A feedback sheet on Post Basic B.Sc. Nursing Course material is given in Appendix IV for your comments/ observations. Please fill it up and sent it along with the theory assignments of each course. This will help us to improve the course materials in future. You can use photocopies of these specimen sheets. You may send the response sheet to the Programme Co-ordinator, Post Basic B.Sc. Nursing Programme, SOHS, IGNOU, Maidan Garhi, New Delhi-110 068.

5.2 Term-End Examination (TEE)

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

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

The university conducts Term-End Examination (TEE) twice in a year i.e., in June and in December. You can take the examinations after the completion of the course. In the first year you can take the examinations in December, failing which you can take the same in June or December, of subsequent years within the total span of the programme. Similarly, in the case of second year courses, you can take the examinations in December, failing which you can appear in June or December of subsequent years. Same pattern will apply to third year (last six months) courses.

5.3 Attendance

The student will be required to complete 75% attendance in theory counselling to become eligible for appearing in TEE. Similarly s/he will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in Final practical examination.

If a student does not successfully complete the assignments, s/he may redo the assignment as per university ordinance.

Modalities for Conducting a Final Examination

Theory

- Fillup the TEE form and pay the requisite TEE fee see per course
- Submit the form at Regional Centre
- Hall Ticket will be issued or download from web site.
- Date stat is also uploaded at webstie.

Practical

- i) The final practical examination will be conducted at the centre where you had your practical contact session.
- ii) The practical examination will be conducted before the theory examination.
- iii) A panel of examiners comprising an external examiner (subject expert) and internal examiner will be appointed for conducting the practical examination.
- iv) The programme in charge of the programme study centre will compile the marks of self and supervised activities and the practical examination, and send it to the Student Registration and Evaluation Division.

Examination date sheets for theory (schedule which indicates the date and time of examination for each course) is send to RCS and uploaded at website. Thus, normally, the date sheet for June examinations are sent in the month of January and December examinations in the month of July. You are advised to see whether there is any clash in the examination dates of the courses you wish to take i.e. examination of any two courses you wish to take are scheduled on the same day at the same time. If there is any clash, you are advised to choose one of them in that examination and the other course in the next examination i.e. June or December as the case may be.

It is an essential prerequisite for you to submit the Examination Form for taking examination in any course. Copies of the examination forms are available at Study Centre/Regional Centres/SR&E Division at Headquarters. Only one form is to be submitted for all the courses in one term-end examination. You can download from internet also.

No separate fee for practical courses

The filled in examination form is to be submitted to the Regional Director, Regional Centre under which you are enrolled. The last date for submission of examination forms. Please check the website. Examination forms received after the last date shall be rejected.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Programme Study Centre/Regional Centre/SR&E Division at headquarters. If your name is registered for examinations in the list sent to the Study Centre, even if you have not received intimation slip or misplaced the intimation slip. You may download from internets. You can take the examination by showing your Hall Ticket downloaded from website and Identity Card (Student Card) to the examination centre superintendent.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

It is your duty to check whether you are registered for that course and whether you are eligible to appear for the examination or not. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

Study Centre is the contact point for you. The university cannot send communications to all the students individually. All the important communications are sent to the Programme Incharge of the Programme Study Centres and Regional Directors. The Programme Incharge would display a copy

of such important circular/notification on the notice board of the Programme Study Centre for the benefit of all the students. You are, therefore, advised to get in touch with your Programme Incharge for day-to-day happenings so as to get advance information about assignments, submission forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

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

5.4 Grading Percentage

Letter Grade	Numerical Percentage Range	Notional Correlates	Point Grade	
A	80% and above	Excellent	5	Distinction
B	70-79.9%	Very Good	4	1st division
C	60-69.9%	Good	3	2nd division
D	50-59.9%	Average	2	Pass
E	Less than 50%	Unsatisfactory	1	Fail

You are required to score at least 50% marks in both continuous evaluation (theory assignments and practical field work) and term-end theory examination and practical examination. In the overall computation also you must score at least 50% marks in each course, except in English TEE to claim the Post Basic B.Sc. degree in Nursing. In English 40% marks are considered as pass marks for TEE only.

Gold Medal:

The University has decided to award a Gold Medal to the candidate securing highest marks of 75% and above in aggregate in the total programme and has successfully completed the programme in minimum stipulated period.

6. 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 the year of registration.

6.1 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 a Aur Viniyam), Adhiniyam, 2002*” are non-existent and cannot be considered for admission any of programme in IGNOU.

6.2 Validity of Degree for Admission

- 6.2.1 Master’s Degree awarded without a first degree is not recognised for purposes of admission to IGNOU’s Academic Programmes.
- 6.2.2 Similarly degrees acquired from an off campus centre of private universities outside the territorial jurisdiction of the concerned state is also not recognized for purposes of admission to IGNOU’s academic programmes unless it has specific approval of the distance education council.

6.3 Incomplete and Late Applications

Incomplete Application Form(s)/Re-registration Form(s), 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 up the relevant columns carefully and enclosed copies of all the required certificates duly attested. The admission Form duly completed along with its enclosures 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.

6.4 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 entrance examination and admission process again.

6.5 Re-admission

The students who are not able to clear their programme within the maximum duration can take readmission for additional period in continuation of the earlier period as under:

Programmes	Duration	Re-admission Period
Certificates Programmes	6 Months	6 Months
Diploma Programmes	1 Year	1 Year
Bachelor’s Degree Programmes	3 Years	2 Years
Master’s Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the Website

for the courses which they have not been able to complete. For further details, please see the website. The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

6.6 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes. However, submission of forged certificate under any category shall lead not only cancellation of admission but also be legally implicated as per Govt. of India rules.

6.7 Scholarships and Reimbursement of Fee

The learners belonging to reserved Categories, viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of the India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the Office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she applied for admission) for necessary certification by the Regional Director. After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

6.8 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**.

6.9 Study Material and Assignments

The University send study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. 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 from the IGNOU website: www.ignou.ac.in. For non-receipt of study material students are required to write to the Regional Director, IGNOU.

6.10 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 between the two programmes taken, University will not be in a position to make adjustment.

Simultaneously pursuing two academic Programmes either from the same University, or one from the Open University (under ODL mode) and the other from Conventional University (regular or face-to-face mode) is not permitted, as of now, except add-on-courses.

6.11a) Change/Correction of Address

There is a printed card for change/correction of address. In case there is any correction/change in the address, the learners are advised to make use of performa 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 SRD Division, Maidan Garhi, New Delhi - 110068. Requests received directly at SRD, New Delhi 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 change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period. Appendix V

6.11b) Change of Study Centre

Change of PSC for Post Basic B.Sc. Nursing is given in Appendix V and VI.

6.12 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programmes with entrance based after the scheduled examination.

6.13 Correction /Change of Name/Surname of Learner

- 6.13.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed/his/her name/surname while submitting the admission form.
- 6.13.2 For **Change of Name/Surname**, after confirmation of admission, the learners are required to submit the following documents at the **Regional Centre**, for onward transmission to Registrar, SRD:
 - i) Original copy of Notification in a daily newspaper notifying the change of name;
 - ii) Affidavit, in original, on non-judicial stamp paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in name.
 - iii) Marriage card/Marriage Certificate in case of women candidates for change in surname.
 - iv) Gazette Notification, in original, reflecting the change of name/surname.
 - v) Demand Draaft of 400/- drawn in favour of IGNOU Payable at New Delhi.
- 6.13.3 Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

6.14 Disputes on Admission & other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.

6.15 Term-end Examination

The learners can appear in the **June as well as December** Term-end examination, after a minimum one year of completion of programme. Sample TEE form in Appendix VII

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not completed and they have also submitted the required number of assignment(s), if any, in those courses by the due date. **Post Basic B.Sc. Nursing Programme students can appear in TEE after one year of enrolment, completing of assignments and practical is a prerequisite for TEE including session.**

Examination Fee

Examination fee of ₹60/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at the city of Regional Centre where the exam form is submitted. The examination forms are available at all the Study Centres and Regional Centres. Student can also download examination from IGNOU website www.ignou.ac.in

Before submission of the examination form, a certificate from the coordinator (PIC) Programme Study Centre shall be obtained by the student in respect of submission of assignments for the course he/she wants to appear in the Term-End-Examination, without which the examination form will not be accepted.

Examination Centre

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

Dates for Submission of Examination Forms

For June TEE	For DEC TEE	Late Fee	Submission of Exam Form
1 March to 31 March	1 September to 30 September	NIL	Only at the concerned regional centre under which your examination centre falls
1 April to 20 April	1 October to 20 October	₹ 300/-	
21 April to 30 April	21 October to 31 October	₹ 500/-	
1 May to 15 May	1 November to 15 November	₹ 1000/-	

To avoid discrepancies in filling up Term-end Examination form/problem in appearing in the Term-End Examination students are advised to:

- Remain in touch with your Programme Study Centre/Regional Centre Study Centre/Student Evaluation Division for change in schedule of submission of examination form/fee if any.

- Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are, therefore, advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.
- Fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- Retain proof of mailing/submission of examination form till you receive examination hall ticket.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the student's atleast two week before the Commencement of Term-end Examination the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, the student can download the hall ticket from the website and approach the exam centre for appearing in the exam. Always carry your IGNOU ID card with you.

6.16 Early Declaration of Result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs.700/- per course. **The application for early declaration of result shall be entertained only if the students has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Format attached at Appendix VIII.

6.17 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs. 500/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concern Evaluation Centre in the prescribed format alongwith the fee of Rs.500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format attached at Appendix-IX.

6.18 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concern Evaluation Centre in the prescribed format alongwith the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format attached at Appendix-X.

6.19 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/- or \$100. Format attached at Appendix-XI.

6.20 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Demand Draft of Rs. 150/- in favour of IGNOU payable at New Delhi. Format attached at Appendix-XII.

6.21 Improvement of Marks

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:

- The students of bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
- The students of Master's/Degree Programme only, who fall short of 2% marks to secure overall 55% marks.

Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Project, Workshops and Assignments etc. Only one opportunity will be given to improve the marks/grade.

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 on payment of Rs.500/- per course in the form of demand draft favouring IGNOU payable at New Delhi, 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. Format attached at Appendix XIII.

6.22 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. 1-8/92(CPP) dated February 1992 & UGC circular D.O.No. F.1-25/03(CPP-11) dated 28th July 1993, F.1 -52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/1 1(449/ 94/176915-177115 dated January 14, 1994 (See Appendix-XIV).

6.23 Prevention of Malpractice/Notice for General Public

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

However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit	(Tele: 011 - 2953 4336)
5. Director, SSC	(Tele: 011 - 2953 5714)
4. Director, RSD	(Tele: 011 - 2953 2118)
2. Registrar, SRD	(Tele: 011 - 2953 2741)
3. Registrar (SED)	(Tele: 011 - 2953 5828)
6. Registrar MPDD	(Tele: 011 - 2953 4521)
7. Dy. Registrar, F&A	(Tele: 011 - 2953 4934)
8. Dy. Registrar, SRD	(Tele: 011 - 2957 1112)

Alternatively complaints may be faxed on 011 - 29536588 or 011 -29532312

E-mail: ignouregistrar@ignou.ac.in

Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone numbers.

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

WHOM TO CONTACT FOR WHAT

1	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms, change of name, correction of name/address	Concerned Regional Centre
2	Non-receipt of study material and assignments	Concerned Regional Centre
3	Change of Elective/Medium/opting of left over electives/Deletion of excess credits.	Concerned Regional Centre
4	Schedule/Information regarding Exam-form Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), SED Block-12, Room No. 2 Maidan Garhi, New Delhi-110068. E-mail: sgoswami@ignou.ac.in or Ph.: 29536743, 29535924-32 Extn.2202, 2209
5	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc.	Deputy Registrar (Exam-III) SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068. E-mail: npsingh@ignou.ac.in or Ph.29536103, 29535924-32 Extn.-2201, 2211, 1316
6	Non-reflection of Assignment Grades/Marks	Asstt. Registrar (Assignment) SED Block-3, Room No. 12, IGNOU Maidan Garhi, New Delhi-110068 Assignments@ignou.ac.in or rnjha@ignou.ac.in Ph.: 29535924 Extn.1312, 1319, 1325
7	Status of Project Reports of all Programmes	Ph. 011-5129532294 Ext. 1313/1320/1321 Email: projects@ignou.ac.in
8	Original Degree/Diploma/Verification of Degree/Diploma	Deputy. Registrar (Exam-I) SED, Block-9, IGNOU, Maidan Garhi, New Delhi-68 Ph. 29535438, 29535924-32/ Extn. 2224, 2213
9.	Re-admission and Credit Transfer	Student Registrar Division, Block No.3, Maidan Garhi, New Delhi-110068
10	Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi, New Delhi-110 068. Email- sregrievance@ignou.ac.in Ph.:29532294, 29535924/ Extn. 1313

11	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-68
12	Academic Content	Director of School Concerned
13	Approval of Projects Synopsis	Project Co-coordinator in the Concerned School
14	Submission of Project Reports Except BCA & MCA	Asstt. Registrar (Projects), SED Block-12, Ph.: 29535924-32, Extn.; 2216
15	Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Director, Student Service Centre IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Ph.: 29535714, 29533869, 2953380, Fax: 011-2953 3129

Appendices

**LIST OF PROGRAMME STUDY CENTRES FOR
POST BASIC B.Sc. NURSING,
PSC AND RC CODE
(Inspected and approved by INC)**

Sl. No.	PSC Code	Name & Address	RC Code	No. of Seats
1	0113	College of Nursing, Nizam's Institute of Medical sciences, Hyderabad- 500 082	01	30
2	0183	Govt College Of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam- 530002 Andhra Pradesh	84	30
3	0426	Regional College Of Nursing, P O, Indrapur, Guwahati-781032	04	30
4	0723	R A K College Of Nursing, , Lajpat Nagar, New Delhi-110024	07	30
5	0901	College Of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad- 380016	09	30
6	1263	Bibi Halima College Of Nursing & Medical Technology, All J & K Muslim Wakf Board, Zero Bridge, Srinagar-190010	30	20
7	1326	K L E S Institute Of Nursing Sciences, Nehru Nagar, , Belgaum-590010, Karnataka	08	30
8	1621	Institute Of Nursing Education, Sir J J Group Of Hosp Compound, Byculla, Mumbai-400 008 Maharashtra	49	30
9	1661	Temi Grant Institute Of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune-411001	16	20
10	2137	College Of Nursing, , M K C G, Medical College Campus, Behrampur, Ganjam-760004	21	30
11	2209	Christian Medical College & Hospital, College of Nursing, Ludhiana-141 008, Punjab	22	30
12	2316	Govt College Of Nursing, J L N Marg,, Jaipur-302 004	23	30
13	2740	College of Nursing, Kanpur-214879 UP	27	30
14	2876	Shova Rani Nursing College IF, Raja S.C. Mullick Road Jadavpur, Kolkata - 700032	28	30
15	2851P	College of Nursing, SSKM Hospital, Kolkatta	28	30
16	29006P	Ahilya Bai College of Nursing, Delhi – 110001	29	25
17	1917	RIPAN, College of Nursing, Mizoram, Aizawl	19	15
18	33009	St. Anne College of Nursing, Nizam's Vijaywada, Andhra Pradesh-520001	33	30
19	1346P	Narayana Hrudayala College of Nursing, Bangalore	13	3
20	1301P	Govt. College of Nursing Bangalore	13	30

The number of PSC will be added as and when more PSCs are inspected and approved by INC.

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004 TRIPURA 0381-2519391 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 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	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA 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	ALIGARH	47	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, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	BANGALORE	13	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, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR BHAGALPUR BIHAR 812007 0641-2905028/2905029 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR	21	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	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR -586101 KARNATAKA 08352-258417 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– Contd..

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590277,2590278 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU 044-24312766/24312979 044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PONDICHERRY (U.T.)
12	COCHIN	14	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, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, 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, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789205 0135-2789200 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, BUNORE, SHAMLI (PRABUDH NAGAR))

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990091 /26990082-83 011-26990084 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, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	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	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045 DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS 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, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE DEOGHAR DEOGHAR JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	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 (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 781003 0361-2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOON NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL	17	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)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
23	ITANAGAR	03	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-23517051/2247536 0360-2350990 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)
24	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 /2609896 2609902 0761-2609919 rcjabalpur@ignou.ac.in	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)
25	JAIPUR	23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785730 / 2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUALI, KOTA, SAWAI, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU	12	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)
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR, RAJASTHAN 342008 0291-2753989 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
28	JORHAT	37	REGINOAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CKB COMMERCE COLLEGE NEAR CIRCUIT HOUSE 785001 JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL	10	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, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
30	KHANNA	22	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)
31	KOHIMA	20	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)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 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)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	LUCKNOW	27	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: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	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, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 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)
38	NOIDA	39	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, GHAZIPUR, BULANDSHAHR) STATE OF DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI	08	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: SINGDHURG)
40	PATNA	05	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, JAMULJEHANABAD, KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111, 03192-230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 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, SANGLI, SATARA, KOLHAPUR)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
43	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSING BOARD COMPLEX SECTOR - 1 SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 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)
45	RAJKOT	42	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
46	RANCHI	32	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, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA SAHARSA BIHAR 582201 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
48	SHILLONG	18	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271 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)
49	SHIMLA	11	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY SILIGURI - 734 001 WEST BENGAL 0353-2526818 0353-2526829 0353-2526819 resiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	SRINAGAR	30	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 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)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2344113 0471-2344115 0471-2590700 rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)

ADDRESSES AND CODE OF IGNOU REGIONAL CENTRES (RCs)– *Contd..*

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
53	VARANASI	48	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, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)
54	VATAKARA	83	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) KOZHIKODE Note: Currently under Cochin RC
55	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM)
56	VISAKHA- PATNAM	84	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

Enrolment No. : <input type="text"/>		Programme : <input type="text"/>	
Name : <input type="text"/>		Medium : <input type="text"/>	
Course Code : <input type="text"/>		For Office Use Only	
S.No.	Assignment No.		
		Sr. No. : <input type="text"/>	
		Date of Receipt : <input type="text"/>	
		Name of Evaluator : <input type="text"/>	
		Date of despatch to the Evaluator : <input type="text"/>	
		Date of receipt from Evaluator : <input type="text"/>	
Sig. of dealing Accountant			
Date : <input type="text"/>			

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No.	Assignment No.
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature of the Student	Seal
Date : <input type="text"/>	

- Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.
 2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

AFFIX
STAMP
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To

From
The Programme Incharge
IGNOU Study Centre

**SCHOOL OF HEALTH SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI-110068**

FEEDBACK SHEET ON POST BASIC B.SC. NURSING COURSE MATERIAL

Name of the Student Age Sex

Present Address

Permanent Address

Occupation

Educational Background : Formal Non-formal

Enrolment No. Study Centre

Year of Registration at IGNOU

Date of filling this form

Please specify Scheduled Caste/Scheduled Tribe/Other Backward Caste

- 1) Did you read **Let us Begin here, the Course Introduction** in Block 1 and **The Block Introduction** of each Block?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | To some extent | No. | Page(s) | Unit No. |
|---|--------------------------|--------------------------|--------------------------|---------|----------|
| 2) • Please tick mark the relevant box | | | | | |
| • Give Samples wherever possible | | | | | |
| a) Are the Units difficult in terms of their content? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b) Are there any unexplained new concepts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c) Are there any ideas not illustrated/substantiated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| d) Are there any technical expressions unexplained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3) a) Are the Units difficult in terms of language? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b) Are there too many long/difficult sentences? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c) Are there any uncommon words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 4) Do you find the course (Reply for each course separately)? | | | | | |
| a) Interesting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b) Intrective | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c) Informative? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| d) Difficult? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 5) a) Did you attempt the 'Check Your Progress' exercises? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b) Are the model answers for check your progress of any help to you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c) Did any of the exercises cause any difficulty? If yes, indicate the number and Unit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

- 6) a) Did you attempt the 'Activity' exercise? ☐ Yes ☐ Few ☐ No
- b) Did you find these exercises
- i) Interesting ☐ Yes ☐ Few ☐ No
- ii) Creative ☐ Yes ☐ Few ☐ No
- iii) Any other (specify) ☐ Yes ☐ Few ☐ No
- c) Did any of the exercises cause any difficulty? If Yes, indicate the Exercise No. and Unit No.
- Exercise No. Unit No.

- 7) Which of the following facilities are available with you at your home?

- a) [Tick mark the relevant box(es)]

Radio ☐ TV ☐ Audio Cassette Recorder ☐ Video Cassette Record/Player ☐

Telephone ☐ Computer ☐ Computer with Internet ☐

- b) Did you find the Audio programme (please specify the programme)?

Interesting ☐ Yes ☐ Few ☐ No

Instructive ☐ Yes ☐ Few ☐ No

Informative ☐ Yes ☐ Few ☐ No

Useful ☐ Yes ☐ Few ☐ No

- 8) Did you find biographical sketches and side-information in Boxes useful? Please specify how these inputs helped you

.....

.....

- 9) Is the counselling service available in your Programme Study Centre? If yes, answer to the following:

- a) Have you attended the counselling sessions? If yes, which course (code)? How many and when?

- b) Did you find the sessions useful? Tick one of the following:

Useful	Not Useful	Partially Useful
--------	------------	------------------

- c) Did the sessions clarify your doubts and problems? Tick the following:

Fully	Not at all	Partly
-------	------------	--------

- d) Were you able to take your other-than-academic problems to these sessions? If yes, please describe what sort of problems you expected to be solved.

.....

.....

- e) Have you faced any problems in attending the sessions? If yes, describe what these problems are:

.....

.....

- 10) How much time did you spent on studying and comprehending each block of this course?

	1	2	3	4	5	6	7	8
Block	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Give samples wherever necessary?		Assignment	1 TMA	2 TMA	3 TMA	4 TMA	5 TMA	6 TMA
11)	a)	How much time did you spend on completing each of TMA of the course?	Hourse					
	b)	Are assignments difficult in content? (please specify the number of the question)						
	c)	Are they vague? (please specify the number of the question)						
	d)	Are they out of the text? (Please specify the number of the question)						
	e)	Are they instructive?						

- 12) Have you so far received a feedback on your performance in assingments of this course?

- a) Did the evaluator's comments on your assignments help you to do better in other assignments?

.....

.....

.....

- b) Did you seek and get help from your counsellor in completing your assignments?

.....

.....

.....

- c) If yes, what kind of help did you seek?

.....

.....

.....

- 13) What suggestions, if any, would you give for improving the quality of counselling sessions?

.....

.....

.....



14) What suggestions if any would you give for improving the quality of printed material, audio and video programmes of further courses in Nursing?

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

15) Have you attended all the practical sessions?

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

16) Did you complete 70 per cent of self activities before the clinical contact service?

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

17) Did you submit your supervised activities in time?

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

18) Did you face any difficulty during clinical contact service if so what kind?

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

19) Did you face any problem in terms of:

- a) Time
- b) Supervision
- c) Field experience
- d) Co-operation from the institutions

Note: Please send the duly filled **Feedback Sheet** to:

The Programme Co-ordinator
Post Basic B.Sc. Nursing
School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY CHANGE/CORRECTION OF ADDRESS/STUDY CENTRE

All correspondence to be sent at the following address and change of Study Centre be recorded.

Enrolment Number

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

Date of Change effective from

--	--	--	--

Write in BLOCK LETTERS only

Name: Shri/Smt./Km.

New Address

Town									
State	Pin <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
State Code	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (See Appendix-4)								

Medium of Study

Programme of Study

New Study Centre Code

--	--	--	--

 (See Appendix-2)

Signature _____

Date _____

The filled-up form should be mailed 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.**

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

GUIDELINES FOR CHANGE OF PROGRAMME STUDY CENTRE (TRANSFER POLICY) FOR POST BASIC B.Sc. NURSING

1. Learners seeking change of Programme study centre should address their request to the concerned Regional director who may in turn forward the request to the Regional Director IGNOU regional centre where the learner intends to shift.
2. The learners should submit fill in proforma for change of programme study centre .
3. The change of Programme Study centre will only be permitted after the admissions are finalised and only during the beginning of the session within one month of admission but not in the mid session.
4. Change of study centre will be permitted during 2nd year and 3rd year of Post Basic. B.Sc Nursing programme subject to availability of seats at the concerned regional centre/ programme study centre where the learner intends to shift and NOC provided by concerned Regional Centre and Programme Study Centre of each region.
5. Change of programme study centre may also be done on the basis of mutual transfer subject to NOC provided by RD and PIC of respective Regional Centre / PSC strictly within one month of admission.
6. While applying for the change of programme study centre, the student must ensure that she/ he has completed all requirements of previous year/s in their originally allotted programme study centre such as submission of assignment of all the courses of previous year/s, attended all theory and practical contact sessions, appeared in practical examination and submission of all self and supervised activities. Students will be required to enclose the documentary proof of all these requirements with their application for change of centre for the perusal of Regional Centre.
7. It will be mandatory for the Regional Director and Programme In-charge of concerned Regional Centre / Programme study centre to issue NOC to the candidate seeking change of Programme Study Centre.

Similarly, it will also be mandatory for the Regional Director and Programme In-charge to issue NOC for accepting the transfer of student.

8. Any request regarding the change of programme study centre sent directly to the Director School of Health Science or Programme Coordinator B. Sc. N (PB) will not be entertained and there is no binding on School of Health Science to reply such requests.
9. The change of programme study centre will be based on national merit of the candidate in the entrance examination OPENNET irrespective of caste category. The request will not be entertained after due date.
10. Change of programme study centre will be allowed only once during the course of study.
11. For mutual change of programme study centre student must give affidavit for the mutual change.
12. Proposal of change of study centre /s complete in all respects as indicated above by concerned Regional Director for final clearance should be forwarded to School of Health Sciences for final clearance from the Programme Coordinator.

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DECEMBER 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/-*	

***Exam for these students will be conducted at Regional Centre city only.**

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. In case two exam forms are submitted the candidature will be cancelled.
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.
13. No student will be allowed two exam centres for a TEE.

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 back of this form. Please go through them carefully before filling up the form).

1. Name
2. Programme: Enrolment No.

--	--	--	--	--	--	--	--	--	--
3. Address:.....
.....
..... Pin Code

--	--	--	--	--	--
4. Reason for early declaration of result:

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

5. Course(s) detail for early evaluation:

Sl. No.	Course Code	Date of Examination
1.
2.
3.
4.

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

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

7. Fee detail:

(The fee for early declaration of result is ₹700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s)..... × ₹700/- Total Amount.....

Demand Draft No..... Date.....

Issuing Bank

Date:.....

(Signature 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 date 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 Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Regional 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 Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscornaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Regional 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 Regional 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 Regional 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 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.

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

Prescribed date for submission of form: within one month of declaration of result

1. Name
2. Programme: Enrolment No.

--	--	--	--	--	--	--	--	--	--
3. Address:.....
.....
..... Pin Code

--	--	--	--	--	--
4. Contact No.:.....
5. Month and Year of the Examination:.....
6. Examination Centre Code:
7. Address of the Examination Centre:.....
.....
8.

Courses, in which re-evaluation is sought	Course Code	Marks/Grade Obtained
.....
.....
.....
.....
.....
9. Fee detail:

(The fee for Re-evaluation of answer script is ₹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)..... X ₹500/- = Total Amount.....

Demand Draft No..... Date.....

Issuing Bank

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

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made within one month of declaration of result.
2. The date of declaration of result will be calculated from the date on which the results 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 of re-evaluation will also be 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 Improvement Cases/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. The application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:
8. 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 Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Regional 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 Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscormaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Regional 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 Regional 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 Regional 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 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.

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

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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name
2. Programme: Enrolment No.
3. Address
.....
..... Pin Code:
4. Contact No.
5. 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):.....
6. Fee details:
(The fee for this purpose is ₹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)..... × ₹100/- = Total Amount:.....
Demand Draft No..... Date
Issuing Bank.....
7. Self attested photocopy of the Identity Card : Attached/Not attached
issued by the University.

I hereby undertake that the answer scripts(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:.....

RULES & REGULATION FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of the answer script shall be ₹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 the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. 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 i.e. the date on which the result are placed on the IGNOU website.
4. 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.
5. 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.
6. 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 Regional Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-11 0068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Regional 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 Regional Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscornaun Tower W. Gandhi Maidan Patna -800 001	All Examination Centres in Patna, Raipur, Bhubaneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Regional 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 Regional 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 Regional 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 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.

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

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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name
2. Programme: Enrolment No.
3. Address
.....
..... Pin Code:
4. Purpose for which transcript is required :.....
.....
5. Fee details:
Fee for the official transcript:
₹200/- per transcript, if to be sent to the student/institute in India.
₹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 Course(s)..... × ₹200/- ₹400/- Total Amount.....
Demand Draft No..... Date
Issuing Bank.....
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
8. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attach 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
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK SHEET

Name

Enrolment No.

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

Address

.....

.....

.....

.....

Pin Code

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

Programme

Month and Year of the Exam

Centre from where appeared at

last examination

Bank Draft/IPO No. Dated

for ₹150 in favour of IGNOU, New Delhi

Date :

.....

Signature

Note : Fee for duplicate grade card is ₹150. 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 :

Registrar (SED)
 Indira Gandhi National Open University
 Block 12, Maidan Garhi
 New Delhi-110 068

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

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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.
 1st to 31st October for December Term-end Exam.

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

 Pin Code:
4. Term-end examination, in which programme completed June/December
 Total marks/Overall point grade obtained Percentage obtained

 (Please enclose photocopy of the statement of marks/grades card)
5. Course(s), in which improvement is sought:

	Course Code	Course Code
1.	4.	
2.	5.	
3.		
6. Fee details:
 (The fee for Improvement in Division is ₹500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at 'New Delhi')
 No. of Course(s)..... × ₹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 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. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of Marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. 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:

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

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002**

No. F.1-8/92 (CPP)

February, 1992

The Vice-Chancellors/Director's
of all the Indian Universities/
Deemed Universities/Institutions
of National Importance.

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

Sir,

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide notification No. F.13-12/85-Dusk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

The Certificates, diplomas and degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours Faithfully

—Sd—

(Gurcharan Singh)
Under Secretary



का. दूरदर्शन
विश्वविद्यालय अनुदान आयोग
कटुवाहा नगर
नई दिल्ली-110 002
GRANT'S UNIGRANTS
UNIVERSITY GRANTS COMMISSION
BAHAOURSHAH ZAFAR MA
NEW DELHI-110 002

R.P. Gangurde
Additional Secretary
Tel. No. 3319659
D.D. No. F.1-25/93 (CPP-II)

28 July 1993

Dear Vice Chancellor,

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-02 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between Open Universities and traditional universities for recognition of each other's degrees on reciprocal basis. A memorandum of understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the commission know the progress.

With regards,

Yours sincerely

—Sd—

(R.P. Gangurde)



F1-52/2000 (CPP-II)

April. 2004

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110068

5 May 2004

Subject: **Recognition of Degrees awarded by Open Universities**

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter No.F.1-8/92 (CPP) dated February, 1992 mentioning that the Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No. F1-25/93 (CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide. No. 1-52/97 (CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Web site: www.ugc.ac.in

Contd...

May, I therefore request you to treat the Degrees/Diploma/Certificates awarded by the Open Universities in conformity with the UGC notification on Specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully,

–Sd–

(Dr. [Mrs.] Pankaj Mittal)
Joint Secretary

Encl: As above.

Copy to:

1. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education and Higher Education, Shastri Bhavan, New Delhi-110001
2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotla Marg), New Delhi-110002
4. The Secretary, National Council for Teacher Education, I.G. Stadium, I.P. Estate, New Delhi-110002
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi-110068
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No. 46, Jubilee Hills, Hyderabad-500033 (Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001 (Bihar)
9. The Vice-chancellor Dr. Babasahab Ambedkar Open University, Shahibaug, Ahmedabad-380003 (Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006 (Karnataka)
11. The Vice-chancellor Yashwant Rao Chavan Maharashtra Open University, Nashik-422222 (Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010 (Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata-700020 (West Bengal)
14. The Vice-chancellor, Madhya Pradesh Bhoj (Open) University, Bhopal-462016 (M.P.)

–Sd–

(V.K. Jaiswal)
Under Secretary



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110 002

Gram : ASINGU
Phones :3312305, 3313390
3310059, 3312429
Telex : 31 66180 AIU IN
Fax : 011-3315105
No. EV/II(449)/94/176915-177115
January 14, 1994

The Registrar(s)

Member Universities

Subject: Recognition of Degrees/Diplomas of Open Universities

Dear Sir,

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

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

"Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university."

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

Thanking you,

Your faithfully,

Sd/-
(K.C. KALRA)
Joint Secretary

LIST OF BOARD CODES (FOR 10+2)

Annexure-XV

Sl. No.	Code of Board	Board (Abbr)	Year from which 10+2 in effect	Name of the Board
1	0101	ABIE	ALWAYS	Board of Intermediate Education, Andhra Pradesh
2.	0401	AHSL	1986	Assam Higher Secondary Education Council
3.	0501	BIEC	ALWAYS	Bihar Intermediate Education Council
4.	0701	CBSE	1979	Central Board of Secondary Education, New Delhi
5.	0702	ICSE	1979	Council for the Indian School (Certificate Exam), New Delhi
6.	0703	NOS/ NIOS	1991	National Institute of Open Schooling, Delhi (Passed with five subjects)
7.	0801	GBSE	1978	Goa, Daman & Diu Board of Sec. & Higher Sec. Ed.
8.	0901	GSEB	1978	Gujarat Secondary Education Board
9.	1001	HBSE	1987	Haryana Board of School Education
10.	1101	HPBE	1988	Himachal Pradesh Board of School Education
11.	1201	JKSS	1980	J&K State Board of School Education (Summer)
12.	1202	JKSW	1980	J&K State Board of School Education (Winter)
13.	1301	KBPE	1971	Board of Pre-University Education, Karnataka
14.	1401	KU	1966	University of Kerala
15.	1501	BSMP	1988-89	Board of Secondary Education, MP
16.	1601	MSBE	1978	Maharashtra State Board of Secondary Education & Higher Secondary Board
17.	1701	MBSE	1980	Board of Secondary Education, Manipur
18.	1901	MZSE	1980	Mizoram Board of Secondary Education
19.	2001	NBSE	1980	Nagaland Board of Secondary Education
20.	2101	CHSE	1980	Council of Higher Secondary Education, Orissa
21.	2201	PSEB	1988	Punjab School Education Board
22.	2301	RBSE	1986	Rajasthan Board of Secondary Education
23.	2501	TNSB	1978	Board of Secondary & Higher Secondary Exam., Tamil Nadu
24.	2601	TBSE	-	Tripura Board of Secondary Education
25.	2701	BHSI	ALWAYS	Board of High School & Intermediate Edu., U.P.
26.	2802	WBSE	1978	West Bengal Council of Higher Secondary Education
27.	3601	JAC	2006	Jharkhand Academic Council, Ranchi
28.	8888	DDDD	-	A recognised three/two year Diploma/Certificate after 10th Class
29.	9999	XXXX	-	Not listed in this list

SL. No.	Code of Board	Board (Abbr)	Year from which 10+2 vocational stream in effect	Name of the Board
1.	1901	MZSE	2001	Mizoram Board of Secondary Education

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)		
Prof. Anu Aneja Chairperson, SOGDS	011-29571614 Chairperson	anuaneja@ignou.ac.in
Dr. Zeba Khan, DD, EMPC	011-29573394	zkhan@ignou.ac.in
Ms. Kalyani Menon Sen, Feminist Activist		kmenonsen@gmail.com
Prof. Parvin Sinclair Director (NCERT)	011-26519154	
IGNOU Committee against Sexual Harassment (ICASH)		
Prof. Srilatha Chairperson, SOMS	011-29573009	srilatha@ignou.ac.in)
Prof. Malati Mathur Professor, SOH	011-29572783	malati_mathur@ignou.ac.in
Ms. Poonam Bhushan Associate Professor, SOE	011-29572934	pbhushan@ignou.ac.in
Prof. Dolly Mathew Professor, SOSS	011-29572728	umamedury@ignou.ac.in
Ms. Santosh Gogia, AR, SOEDS	011-29571666	sgogia@ignou.ac.in
Ms. Rajni A. Jeet, AR, CU	011-29571518	rajnijeet@ignou.ac.in
Mr. Praveen Kr. Sharma SPA, SOPVA	011-29571651	parveenkumarsharma@ignou.ac.in
Ms. Neelam Rawat, SO, Admn.	011-29571422	neelamrawat@ignou.ac.in
Ms. Sandhya, RTA, SOSS	9312731589	sandhyachopra@hotmail.com
Ms. Chitra Mudgal (Writer, Novelist)		
Ms. Kamla Vishvanathan, Jagori NGO	9810341103	
Regional Services Division Committee against Sexual Harassment (RSDCASH)		
	011-29534034	ashakhar@igno.ac.in
Dr. Neeta Kapai Dy. Director, RSD	011-29572108	nkapai@ignou.ac.in
Ms. Seema Chandok Dy. Librarian, Library Div.	011-29571909	seemachandhok@ignou.ac.in
Ms. Sharda, JAT, Gen. Admn.	011-29571418	
Ms. Mridula Tandon, Sakshi NGO		



Indira Gandhi National Open University

Student Satisfaction Survey

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