STUDENT’S PROGRAMME GUIDE

Master’s Programme in Rural Development
(MARD)

School of Continuing Education
Indira Gandhi National Open University
New Delhi
Student’s Programme Guide must be retained safely till you complete the Programme. You will need to consult it while working on the Programme.
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## ANNEXURES

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1. ABOUT THE UNIVERSITY

Dear Student,

Welcome to the Master’s Programme in Rural Development. You must be eager to know more about the Open University you have joined. Let us, therefore, begin by talking about IGNOU.

Established in 1985 by an Act of Parliament, the Indira Gandhi National Open University provides access to higher education to a large number of students all over the country.

**IGNOU caters to those who:**
- missed regular education
- are working and cannot attend a conventional institution
- live in remote areas and are looking for educational opportunities
- want to utilise their free time purposefully
- want to upgrade their skills, competence and qualifications while working
- want to enrich their creative and vocational interests

**Some features of the open and distance education system currently practised at IGNOU are:**
- Relaxed entry rules
- Equal opportunity of admission
- Learning at your own pace and place
- Flexibility in choosing courses
- Use of modern education and communication technology
- Self-instructional print and audio/video course materials
- Network of student support services throughout the country

**SCHOOLS OF STUDY**
The following Schools of Study conduct academic programmes in the University:
- School of Continuing Education
- School of Humanities
- School of Social Sciences
- School of Sciences
- School of Education
- School of Engineering and Technology
- School of Management Studies.
- School of Health Sciences

The degrees and diplomas of IGNOU are recognised and have the same status as those of any other Central or State University in India.
• School of Computer and Information Sciences
• School of Agriculture
• School of Law
• School of Journalism and New Media Studies
• School of Gender and Development Studies
• School of Tourism Hospitality Service Sectoral Management
• School of Interdisciplinary and Trans-disciplinary Studies
• School of Social Work
• School of Vocational Education and Training
• School of Extension and Development Studies
• School of Foreign Languages
• School of Translation Studies and Training,
• School of Performing and Visual Arts

INSTRUCTIONAL SYSTEM
The University follows a multi-media approach for instruction. The instructional package comprises:

• Self-instructional printed course material
• Assignments for feed-back and assessment
• Audio and video cassettes
• Face-to-face interaction with academic counsellors at study centres
• Project work/Dissertation
• Telecast of Video programmes on the National network of Doordarshan
• Broadcast of audio programmes by All India Radio
• Teleconferencing sessions
• Radio Counselling

CREDIT SYSTEM
IGNOU follows the Credit System for its academic programmes. Each credit amounts to 30 hours of study comprising different learning activities, including assignments and listening/watching audios and videos. Thus a six credit course involves 180 hours of study. Knowing the number of credits for each course helps you to get an idea about the academic effort required for successfully completing a course.

2. MASTER’S PROGRAMME IN RURAL DEVELOPMENT

Let us begin by identifying our target groups. This programme is primarily meant for all those who would like to acquire higher education and are interested to work in the field of rural development. The programme is also meant for those who are already working in the field of Rural Development
either in the governmental or the non-governmental sector.

The specific target learners for this programme of study are:

- Bachelor’s Degree holders in any subject
- Middle and senior level rural development personnel working in Blocks, District Rural Development Agencies, Departments of State/Union Territories engaged in agricultural development and development of rural areas, planning department/planning boards at State and District levels, banks, cooperative societies, PWD, Power and other development departments working in rural areas
- Personnel of VOs/NGOs engaged or interested in rural development
- Academics teaching courses in rural development/community development
- Persons interested in enhancing their knowledge and understanding of rural development

**Master of Arts in Rural Development, Programme Code: MARD**

The discipline of Rural Development is of vital significance for understanding the development issues related to rural society. The syllabus of M.A. Programme in Rural Development is designed to include such diverse academic contents as are essential in the making of this discipline in the Indian Context. A crucial component of this programme is dissertation based on empirical research in rural areas.

The Master’s programme in Rural Development has following courses. Each course, (except dissertation) is of six credits. However, the dissertation is of 12 credits. A detailed programme structure is given in **ANNEXURE-I**.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title of the Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Compulsory Courses</td>
<td></td>
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<tr>
<td>MRD-101</td>
<td>Rural Development - Indian Context</td>
<td>6</td>
</tr>
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<td>MRD-102</td>
<td>Rural Development Programmes</td>
<td>6</td>
</tr>
<tr>
<td>MRD-103</td>
<td>Rural Development - Planning and Management</td>
<td>6</td>
</tr>
<tr>
<td>MRD-004</td>
<td>Research Methods in Rural Development</td>
<td>6</td>
</tr>
<tr>
<td>MRDP-001</td>
<td>Dissertation</td>
<td>12</td>
</tr>
<tr>
<td>Second Year</td>
<td>Optional Courses</td>
<td></td>
</tr>
<tr>
<td>RDD-6</td>
<td>Rural Health Care</td>
<td>6</td>
</tr>
<tr>
<td>RDD-7</td>
<td>Communication and Extension in Rural Development</td>
<td>6</td>
</tr>
<tr>
<td>MRDE-101</td>
<td>Rural Social Development</td>
<td>6</td>
</tr>
<tr>
<td>MRDE-002</td>
<td>Voluntary Action in Rural Development</td>
<td>6</td>
</tr>
<tr>
<td>MRDE-003</td>
<td>Land Reforms and Rural Development</td>
<td>6</td>
</tr>
<tr>
<td>MRDE-004</td>
<td>Entrepreneurship and Rural Development</td>
<td>6</td>
</tr>
</tbody>
</table>

**Second Year**: A learner must complete total of five optional courses during Second Year.
Registration for Second Year

After seeking admission to MARD first year, the learner must submit course registration form for the second academic year irrespective of the fact whether s/he has appeared in the first year term end examination or not in courses undertaken during the first year. The process of registration for the second year must be completed in the first academic year according to the schedule given in the registration form. Information regarding registration for second year will be available on IGNOU website (www.ignou.ac.in).

Explanation

A. Compulsory Courses

i) The courses MRD-101, MRD-102, MRD-103 and MRD-004 are compulsory courses. Since each of these courses is worth six credits, completion of these four courses will entitle the learner to accumulate (4X6) = 24 credits.

ii) Dissertation: The Course MRDP-001 pertains to Dissertation and is of 12 credits. In order to prepare the dissertation, learner must complete the project-work based on field work in a rural area. The learner may choose a suitable research problem and conduct original research work. The outcome of research must be stated in the form of dissertation. Two copies of the dissertation must be prepared. One copy of dissertation must be submitted to Student Evaluation Division SED for evaluation while the second copy may be retained by the learner. For more details regarding dissertation/project work learner may refer to ‘Project-Work Handbook’ specifically designed to provide guidance to the learners. Successful completion of dissertation will entitle the learner to acquire further 12 credits.

B. Optional Courses

The courses RDD-6, RDD-7, MRDE-101, MRDE-002, MRDE-003, MRDE-004 are optional courses. The learner is supposed to complete any five courses from among the courses given above. The completion of these five optional courses will entitle the learner to earn additional 30 credits.

Now as explained above at A(i), A(ii) and B, you acquire total of 24+12+30 = 66 credits. This is precisely the requirement for successful completion of this programme i.e. M.A. in Rural Development.

Credit Transfer

A learner who has completed Certificate in Rural Development (CRD) or PG Diploma in Rural Development (PGDRD) is entitled for credit transfer for M.A. in Rural Development. The number of credits transferred will be equivalent to the courses completed in the above mentioned programmes. However, no credit transfer will be allowed for RDD-5 i.e. Project Work of PGDRD.

The credit transfer scheme will be applicable only after the student has fulfilled the requirements of admission in Master’s Programme in Rural Development.

For more details regarding credit transfer policy kindly contact Student Registration Division.

The main learning material is provided to you in print. The audio and video materials are intended to supplement the print material, improve knowledge and understanding. This will help you in writing your assignments and preparing for the final examination. Viewing of video and listening to audio
programmes of the courses is, however, not compulsory. We would, nonetheless, advise you to attend the audio/video programmes at the ‘Study centres. Apart from being available at your Study Centre, video programmes are also telecast on Gyan Darshan. All India Radio broadcasts audio-programmes on some of its selected stations. Students can confirm dates for Master’s Programme in Rural Development from the study centres.

Eligibility
A person holding Bachelor’s Degree in any subject from a recognized university is eligible for enrolment in M.A. in Rural Development.

Medium of Instruction
We offer Master’s Programme in Rural Development in English and Hindi both.

Change of Medium
Change in Medium is permitted within one month of the receipt of study materials on payment of requisite fee by Demand Draft drawn in favour of IGNOU payable at Delhi. Address your letter to the Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi – 110068.

Duration
M.A. in Rural Development is of two years duration. However, in case you are unable to complete the programme in two years, you can complete the same within a maximum period of five years.

In an extreme case, if a learner is unable to complete the programme even within five years, there is provision for re-admission on payment of dues for a further period of two years. Such learners may contact Registrar, Student Registration Division, IGNOU for procedural details and more information regarding re-admission.

Programme Fee and Scholarships
The Programme fee for the First year is Rs. 5400/-. This is to be paid in lump sum at the time of admission along with the filled in application form. The fee for the Second year is Rs.5400/-. The fee for the second year is also to be paid in a lumpsum. Fee once paid will not be refunded under any circumstances.

Reserved categories viz. Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped Students have to pay the fee at the time of admission to the University along with other students.

Students belonging to these reserved categories (admitted to IGNOU) are eligible for Government of India Scholarships. You are advised to collect scholarship form from the Directorate of Social Welfare Officer of your State Government. The filled-in form may be submitted back to the State Department concerned through the Regional Director, IGNOU. This will also facilitate the reimbursement of programme fee.

Gold Medal
IGNOU has instituted a gold medal for the student who scores the highest grade in the overall computation of grades in the Master’s Programme in Rural Development each year in the first attempt.
Block and Unit Structure

Each Course comprises three to five blocks. Each block is printed as a separate booklet and has a specific theme. Each block has a number of units. You may think of unit as a lesson.

The schematic representation of the unit is as follows:

Unit-X*

Contents

X.0  Aims and Objectives
X.1  Introduction
X.2  Section I (Main Theme)

X* stands for the Unit Number

X.2.1  Sub-section I of Section 1
X.2.2  Sub-section 2 of Section 1

Check Your Progress

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

X.2  Section 2 (Main Theme)

X.2.1  Sub-section 1 of Section 2
X.2.2  Sub-section 2 of Section 2

Check Your Progress

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

X.n  Let Us Sum Up
Key Words
Suggested Readings
Model Answers
As the schematic pattern suggests, the Units are divided into several sections and sub sections for easy reading and comprehension. Each section is indicated distinctly by bold capitals and each subsection by relatively smaller but bold typeface, so as to make it easier for you to locate and identify them. For purposes of maintaining uniformity we have employed the same pattern of presenting the text throughout the Course.

Section ‘X.O’ i.e., Aims and Objectives in each Unit tells you briefly:

• The content presented in the Unit, and
• What we expect you to learn once you complete the Unit.

The last section of each Unit, is ‘Let Us Sum Up’. For purposes of recapitulation and ready reference, we summarize the text of the whole Unit in this section.

Study Centres

To provide academic support to the learners, the University has established large number of study centres throughout the country. These study centres are co-ordinated by Regional Centres. In addition to these, there are also Army/Air Force/Navy/Assam Rifles/CRPF recognized centers.

You can avail of the following facilities at IGNOU’s Study Centres:

• Counselling Sessions
• Library Facilities
• Audio-Video Programmes
• Discuss administrative and academic matters with the Co-ordinator.

Get in touch with the Coordinator of your Study Centre for seeking information and time-table related to counselling sessions of this programme.

Academic Counselling Sessions

The aim of the academic counselling sessions, conducted at a Study Centre, is to provide you an opportunity for face-to-face interaction with your Counsellor. During such sessions you can discuss problems relating to the instructional material and other important matters. This will also give you an opportunity to meet your peers. **Attending counselling sessions, though not compulsory, is useful in several respects.** Direct interaction with your counsellor and fellow learners will enable you to share views on the subject. The Counsellors will provide guidance and facilitate comprehension of some of the complex ideas or issues through lively and fruitful discussions. **So please attend them.**

We strongly emphasize that you should contact your Supervisor/Counsellor for Course MRDP-001 i.e. Dissertation (Project Work). For more details regarding selection of topic, preparation of project proposal, field work and preparation of dissertation etc. kindly refer to Project Work Handbook. You will require the guidance of Supervisor/ Counsellor for the preparation of a good project proposal and dissertation. **Your supervisor/Counsellor will grant final approval to your project proposal** which will form part of your Dissertation. **The approved proposals need not be sent to the faculty at IGNOU.** The learner should prepare the project proposal, conduct the research work and prepare the project report under the guidance of supervisor/counsellor assigned by the study centre. Your Supervisor/Counsellor will certify that you ook his guidance while working
Counselling sessions are very different from usual classroom teaching. Counsellors are usually academicians from the relevant discipline. Sometimes, persons having the requisite academic qualifications and experience of working in the field of rural development are appointed as Counsellors. Counsellors are in a position to answer your queries. At the Study/ Centre, you will also be able to watch the video programmes and listen to the audio cassettes prepared to supplement the print material. Contact the Coordinator of your Study Centre to find out the exact dates of the counselling and audio-video sessions.

Before you attend the counselling sessions, please go through the course material carefully so that you are able to identify content-areas requiring clarifications. Please note that a counselling session is effective only when it provides two way communication rather than one way communication where the Counsellor does all the talking.

**Evaluation**

Except for the Dissertation, evaluation will be done on the basis of: (a) continuous assessment of assignments (25 per cent of total weightage) (b) a term-end written examination (75 per cent of the total weightage).

The Dissertation, when submitted, is assessed as a single entity, equivalent to a course of 12 credits. Evaluation will, be done on a five point scale using the letter grades A,B,C,D,E. The notional correlates of the letter grades and point grade range are given below:

<table>
<thead>
<tr>
<th>Notional Correlates</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Point Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>5</td>
<td>4.50 and above</td>
</tr>
<tr>
<td>Very Good</td>
<td>B</td>
<td>4</td>
<td>3.50 and below 4.50</td>
</tr>
<tr>
<td>Good</td>
<td>C</td>
<td>3</td>
<td>2.50 and below 3.50</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>D</td>
<td>2</td>
<td>1.50 and below 2.50</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>E</td>
<td>1</td>
<td>0.50 and below 1.50</td>
</tr>
</tbody>
</table>

As stated earlier, evaluation-in each course (except course MRDP-001 i.e Dissertation) has following two components:

**Term-end Examination and Continuous Assessment**

A student must score at least ‘D’ in the Continuous Assessment or the term-end examination. BUT IN THE OVERALL COMPUTATION HE/SHE MUST HAVE AT LEAST ‘C’ GRADE IN EACH COURSE, TO QUALIFY FOR MARD. The minimum grade which must be obtained in the Dissertation is also ‘C’. Thus, it is necessary for the student to score at least ‘C’ Grade in each of the ten courses of the MARD.
3. ASSIGNMENTS

You must have received a set of assignments for MARD along with the set of print materials sent to you. In case you have not received it, please download the same from IGNOU website. The assignments for the programme are available on the IGNOU Website.

You have to do **one assignment for each course**. These will be considered for evaluation. Thus, in the Master’s Programme in Rural Development you will have to work on nine assignments for nine courses. This means that you have to complete four assignments **for four compulsory courses** and **five assignments for five optional courses** which you have opted for. All the assignments are ‘Tutor Marked Assignments’ (TMAs). This means that the-questions will be of the long answer medium answer and short answer types.

Are you wondering what we expect from you in these assignments?

Assignments constitute the continuous evaluation component of a course. They can be done in your home or work place or library or any other place you think has the right environment. You may consult suitable persons, books, or other sources for the completion of your assignments. An assignment, therefore, is not like writing an answer book in an examination hall. It is, however, equally important as grades are given to assignments after evaluation. As mentioned earlier, the assignments of a course in MARD carry 25 percent weightage. The grades that you get in your assignments will be counted in your final result. Therefore, you are advised to attempt your assignments seriously.

The main purpose of assignments is to test your comprehension of the learning material you receive from the faculty of rural development. The information given in the printed course material is normally considered sufficient for answering the assignments. Please 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 use them. But the assignments are designed in such a way as to help you concentrate mainly on printed course material and your personal experience.

Some of the assignments are knowledge based and some are of applied nature. Assignments which are knowledge based will require you to write essay type answers. For answering applied type of assignments you should apply the knowledge you have gained by going through a Unit/Block/Course. **In either case, the answers should be your own. You must not reproduce text material verbatim or copy the information from other sources.** However, you can make use of the material and information you have at your disposal in an innovative way. Whenever you quote from the text/books/journals, you must give the reference. You can pick up ideas from whatever sources you may have, however, plan and use them **in your own words** when you write the answers to the assignments.

The following norms have to be strictly practised when you work on the assignments:

- The answer should be precise, well documented and relevant to the question.

- Keep the word-limit of the answer in mind. A slight variation in length does not matter. But your answer should not be too short or too lengthy. Avoid discussing minor issues at great length. By
setting a word-limit for some of the assignments we mean to convey that a reasonably adequate response can be presented within the suggested word-limit.

- The assignment you have attempted should be complete in all respects. Before submission you should ensure that you have answered all the questions in assignments. Incomplete answer-sheets will bring you poor grades.

- You must submit your assignments, according to the schedule indicated in the assignments. The University/Coordinator of the Study Centre has the right to reject the assignments received after thy due date. You are, therefore, advised to submit the assignments before the due date. In case you get the assignments and study material late, the assignment responses should be submitted within one month of the date of receipt of study material and assignment or within the due date given in this schedule whichever is later.

- For your own record, **retain a copy of all the answers to assignments which you submit to the Coordinator of your Study Centre.** If you do not get back the evaluated tutor marked assignments within a month of their submission, please try to get them from your study centre personally. This may help you to improve the answers to your future assignments.

- Maintain an account of all the corrected responses to assignments received by you after evaluation. This will help you to correspond with the University in case any problem arises in future.

- If you are unable to submit the assignments or are unable to score the minimum qualifying grade ‘D’, you have to collect, attempt and submit the assignments meant for the next batch of students. The new assignments will be available on IGNOU website (www.ignou.ac.in).

- In case you find that the score indicated in the assignment sheet of your assignments has not been correctly reflected in your grade card; you are advised to contact the coordinator of our study centre with a request to forward correct authenticated award list to the Registrar Student Evaluation Division) IGNOU.

- Once you get the pass grade in an assignment, you cannot re-submit 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 Coordinator of the Study Centre.

**SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)**

1) Write your Enrolment Number, 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 reproduced from the Assignments.

The top of the first page of your response sheet for each assignment should thus look like the following:
3) Read the assignments carefully and follow specific instructions, if any, given along with the assignments.

4) Go through the units on which the assignments are based. Note the points relating to the question, rearrange those points in a logical order and work out a rough outline of your answer. While attempting a long answer type question, give adequate attention to the introduction and the conclusion. In the introduction you should give: your brief interpretation of the question and how you propose to develop the answer. The conclusion should summarise your response to the question. Make sure that the answer is logical and coherent. The answer should be divided into appropriate 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. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.

5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using thin paper. Allow a 4 cm margin on the left side and at least a few lines in between each answer. This may facilitate the evaluator to write useful comments on the margin at appropriate places.

6) Write the responses to assignments in your own handwriting. Do not print or type the answers.

7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.

8) Answers to each assignment should be written on a separate set of papers.

9) Write the question number and the question before writing the answer.

10) The completed assignment should be sent only to the Coordinator of the Study Centre allotted to you. Do not send the tutor marked response-sheets to the Student Evaluation Division, IGNOU, New Delhi.

11) After submitting the assignment at the Study Centre, get the acknowledgement from the Coordinator on the prescribed assignment remittance-acknowledgement card.

12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre that has been allotted to you by the University.
Schedule for submission of assignments is given in each set of assignments provided to you along with the study materials.

4. SUBMISSION OF DISSERTATION

You are expected to submit a properly typed (double-space) and bound dissertation not less than 100 pages in A-4 size (29x20 cm) paper. Please show your dissertation to your supervisor and seek his guidance before you go for final typing and binding work.

You should submit a Declaration which should form a part of the dissertation that the work is original and has not been submitted earlier to this University or to any other institution for fulfillment of the requirement of any course of study. A specimen copy of declaration is provided in Project Work Handbook. You will also attach a Certificate from he Supervisor stating that the Project work was done under his/her supervision and that it is a genuine and original work. A specimen certificate is is also provided in Project Work Handbook.

You should also include the approved research proposal (original) given to you by the Supervisor before binding the dissertation. The dissertation should also indicate the Enrolment No., Programme of study, Name and Address of the student.

You should keep a copy of the dissertation including a copy of the approved research proposal. The dissertation submitted to IGNOU will not be returned to the student.

If any dissertation is received in the absence of the above, the same is liable to be rejected or returned to the student for compliance. A typed and bound copy of the dissertation is to be sent by the Registered Post to:

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

5. INFORMATION REGARDING EXAMINATION

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

1) All the required assignments have been submitted within the due dates.

2) The fee has been fully paid.

3) You have opted and pursued the prescribed courses.

4) The examination form has been submitted in time (which is explained later).

5) Students must carry the Identity card issued by University to seek admission in the Examination Hall and appear in the examination.

Examination date sheet (schedule which indicates the date and time of examination for each course) is sent to all the ‘study centres sufficiently in advance.

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course.
Term End Examination

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 has not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

- **Examination Fee**

  Examination fee of Rs. 150/- per course is required to be paid on-line on ignou website. Students submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

  Normally the study centre is the examination centre. However, a student is required to fill the examination centre code in the examination form. You are advised to go through the list of study centers available in the Student Handbook and prospectus/Programme Guide. In case a student likes to take examination at a particular centre, the code of the chosen centre has to be filled up as examination centre code. However, in case an examination centre chosen by a student is not activated, the university will allot another examination centre in the same Region.

- **Schedule of Submission of Examination Forms**

<table>
<thead>
<tr>
<th>June TEE</th>
<th>December, TEE</th>
<th>Late Fee</th>
<th>Submission of Exam Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st March to 30th April</td>
<td>1st September to 31st October</td>
<td>NIL</td>
<td>Only at the concerned Regional Centre under which your examination centre falls</td>
</tr>
<tr>
<td>1st May to 10th May</td>
<td>1st November to 10th November</td>
<td>Rs.1000/-</td>
<td></td>
</tr>
</tbody>
</table>

  To avoid discrepancies in filling up examination form or to overcome other difficulties while appearing in the term-end examination students are advised to:

  1) remain in touch with the Study Centre/Regional Centre/ Student Evaluation Division so as to enquire about any change in schedule of submission of examination form/fee etc., if any;

  2) fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also specify courses, for which result is awaited;

  3) retain proof of submission of examination form till the time of receiving the examination hall ticket.

- **Issue of Examination Hall Ticket**

  University issues Examination Hall Ticket to the students atleast two weeks before the commencement of Term-end Examination. The hall ticket may also be downloaded from the University’s website www.ignou.ac.in. In case a student fails to receive the Examination Hall Ticket within one week before the commencement of the examination s/he can download the hall ticket form the website and approach the examination’ centre for appearing in the exam.
• Early Declaration of Results

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website with a requisite fee per course through Bank Draft in favour of IGNOU, Delhi alongwith the attested photocopy of the offer admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. In such a situation, the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

• Re-Evaluation of Answer Script(s)

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

Your study centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to: The Registrar (Student Evaluation Division), Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110068 at least one month before the commencement of the examination. The request received at the Headquarters thereafter, will not be entertained.

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

The Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communication is normally sent to the Coordinators of the Study Centres and Regional Directors. The Coordinator would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. You are, therefore, advised to keep in touch with your Coordinator so that you get advance information about assignments, submission of examination 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 problem.

The University normally may require time to intimate the result of a particular term-end examination. In the meantime, the dead line for submitting the examination form for re-appearing in a particular
course may expire. This is applicable only if one fails to get a passing grade. In such cases, it is advisable for you to submit an examination form without waiting for the result. Once you receive your results and if you find that you have passed in that course, you need not appear for that course again.

6. PREPARATION FOR EXAMINATION

We understand that adult learners will have many domestic and social commitments demanding their attention. But it is always possible to find some time for you to study. Convince your colleagues and family members that you need some privacy to study and adhere to the regular timetable. As soon as you receive the study materials, start working on them. Do not postpone studying the materials or writing your assignment responses.

For obvious reasons, printed material will be the primary form of instructional material, although there will be a few audio-video programmes and counselling sessions. Normally, you will have to concentrate mainly on the printed material sent to you. Please try to attend as many counselling sessions as possible so as to get the best out of the programme.

Read the Units carefully and note down the important points. You can use the space in the broad margin of the printed pages for making notes and writing your comments. Try to answer ‘Check Your Progress, questions. Please remember, the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance and keep you on the right track. That is why they are called ‘Self-Check’ questions. They will enhance your comprehension of the subject-matter.

7. TERM-END EXAMINATION

There is a term-end examination for the Programme at the end of every semester. Dates and the venue of the examination will be intimated to you in time by the Registrar (Student Evaluation Division) of the University.

There is one term-end paper for each course (except Course MRDP-001 which is a dissertation). You will have to appear for nine papers. A learner has to take term-end examination in four compulsory courses i.e. MRD-101, MRD-102, MRD-103, MRD-004 and five optional courses which he/she has chosen from among the available courses viz RD.D.6, RD.D.7, MRDE-101, MRDE-002, MRDE-003 and MRDE-004. Each paper is of three hours duration. Each paper carries 75 per cent of the total weightage and the remaining 25 percent is covered by your assignment-responses. For example, the term-end examination paper for Course MRD-101 of 100 marks will have 75 percent weightage in the computation of Grades. The rest 25 percent weightage will be given for the assignments of the same course. Final grading of your performance in each of the nine courses is computed along these lines. Since the tenth course is dissertation, it is treated as two complete papers carrying 200 percent weightage, and is graded accordingly.

Students may appear for one or more courses at a time. Please note that examinations in all the courses will be held twice a year - first in the month of June and again in December. Students admitted in a particular academic year can appear in the examination for the first time at the end of the same academic year.
If you fail to clear all the subjects in the first attempt or do not wish to appear in all the subjects at a time, you can clear them in the subsequent examinations. You are free to appear for as many courses as you like at a time. However, you must clear all the courses within five years of your admission.

To qualify in the continuous assessment (on the basis of assignments) you must take note of the following points:

i) You are required to attempt one assignment for each course. The same will be considered for grading your performance.

ii) The score for successful completion in the continuous evaluation of each course is Grade ‘D’. If you fail to make this score, (either because you were not able to submit the required assignment-responses or because of not being able to score the minimum qualifying grade i.e. ‘D’) then you will have to wait for the assignments meant for the next batch of students. You should procure a new set of assignments and submit after completion. New assignments are uploaded every year on ignou website.

iii) Except as stated under item (ii) above, there is no provision for redoing assignments for the purpose of just improving upon the grades scored, nor can they be re-evaluated except for the factual errors.

iv) The lowest successful completion score at the term-end examination is also ‘D’. In case one fails to make this score, one is eligible to reappear in the next term-end examination as and when it is held within the total span of five years permitted for the programme. For Dissertation, however, one has to score grade ‘C’ for successful completion.

v) If one fails to score overall ‘C’ in each COURSE (putting the average score on assignments and the term-end examination together), one has the option to score the lowest qualifying grade ‘C’ either by appearing at the next term-end examination or by working on a new set of assignments meant for the particular year. For example:

a) If a student in a particular Course, say MRD-l01 scores a ‘C’ grade for the term end examination and ‘D’ grade for the Continuous Evaluation i.e assignments, then he/she will be considered as having passed in that Course.

b) If a student scores a ‘D’ grade for the term-end examination and a ‘D’ grade for the Continuous Evaluation, then he/she will be considered as failed in that course.

c) If a student scores a ‘D’ grade in the term-end examination, he/she will have an option either to score at least ‘B’ grade in assignments of that course by submitting fresh assignments or may reappear in the term-end examination to improve the score so as to get overall minimum qualifying ‘C’ grade.

Queries about dates and venues of counselling sessions should be addressed to your Coordinator or Regional Director. The list of Regional Centres along with their addresses is given at Annexure II.

i) Queries related to admission, registration, change of centre, identity card, fee receipt and bonafide certificates may be addressed to your Regional Centre. However, copies of the request for
change of regional centre may also be marked to regional centre where the student would be transferred and to:

The Registrar (Student Registration Division)
IGNOU, Maidan Garhi
New Delhi - 110 068.

ii) Queries about the non-receipt/despatch of the course material, missing page(s)/Unit(s) should be addressed to Registrar, Material Production and Distribution Division

iii) For queries related to examination, datesheet, result grade cards, re-evaluation write directly to:

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

iv) Requisition for Migration Certificate may be sent to the Regional Director along with the following documents:

1) Application on a prescribed form obtainable from your Regional Centre or Student Registration Division, IGNOU, Maidan Garhi, New Delhi - 110068.

2) Attested copy of the Grade Card.

3) A requisite fee in the form of demand draft / IPO drawn in favour of IGNOU payable of New Delhi.
### 8. SOME USEFUL ADDRESSES

<table>
<thead>
<tr>
<th></th>
<th>Non-receipt of Study Material and Assignments, Repeat Assignments:</th>
<th>Regional Director, Concerned Regional Centre of Yours <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> or Block 10A, IGNOU, Maidan Garhi, New Delhi-110068</th>
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</thead>
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<td>2)</td>
<td>Admissions, Fees, Scholarships, Exemption, Change of Course/Programme:</td>
<td>Regional Director, Concerned Regional Centre of Yours <a href="http://www.ignou.ac.in">www.ignou.ac.in</a></td>
</tr>
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<td>3)</td>
<td>Date Sheet, Examination Centres, Results, etc.:</td>
<td>Registrar (SED), IGNOU, Maidan Garhi New Delhi-110 068</td>
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<td>4)</td>
<td>Counsellors and other Problems related to Study Centres:</td>
<td>1. Regional Director of your region 2. Assistant Director (Student Affairs) Regional Services Division IGNOU, Maidan Garhi, New Delhi-110 068</td>
</tr>
<tr>
<td>5)</td>
<td>Change of Address and all other Related Problems:</td>
<td>1. Regional Director of your region 2. Assistant Director (Student Affairs) Regional Services Division IGNOU, Maidan Garhi, New Delhi-110 068</td>
</tr>
<tr>
<td>6)</td>
<td>Purchasing of Audio/Video Tapes:</td>
<td>Marketing Unit EMPC, IGNOU, Maidan Garhi New Delhi-110 068</td>
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<td>7)</td>
<td>Enquiry of any problem:</td>
<td>Deputy Director Student Support Cell (SSC), IGNOU, Maidan Garhi, New Delhi-110 068</td>
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</table>
# Master’s Programme in Rural Development Detailed Programme Structure

**MRD-101: Rural Development: Indian Context**

<table>
<thead>
<tr>
<th>Block-1</th>
<th>Rural Society and Economy</th>
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</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Introduction to Rural Sociology</td>
</tr>
<tr>
<td>Unit 2</td>
<td>Rural Demography</td>
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<tr>
<td>Unit 3</td>
<td>Rural Social Structure</td>
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<td>Unit-4</td>
<td>Rural Economic Structure</td>
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<td>Unit-5</td>
<td>Rural Poverty</td>
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<tr>
<th>Block-2</th>
<th>Rural Development: Concepts, Strategies and Experiences</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Development-An Overview</td>
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<tr>
<td>Unit 2</td>
<td>Rural Development: Concepts and Strategies</td>
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<tr>
<td>Unit 3</td>
<td>Rural Development Experiences: An Asian Perspective</td>
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<tr>
<td>Unit 4</td>
<td>Rural Development in India</td>
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<tr>
<th>Block-3</th>
<th>Rural Development - Agrarian Issues</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Agrarian Movements</td>
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<td>Unit 2</td>
<td>Land Reforms</td>
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<td>Unit 3</td>
<td>Green Revolution</td>
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<td>Unit 4</td>
<td>Agricultural Extension Services</td>
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<table>
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<tr>
<th>Block-4</th>
<th>Rural Development Administration</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Administrative Structure</td>
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<tr>
<td>Unit 2</td>
<td>Panchayati Raj</td>
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<td>Unit 3</td>
<td>Cooperatives in Rural Development</td>
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<td>Unit 4</td>
<td>Rural Credit and Banking</td>
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<tr>
<th>Block-5</th>
<th>Dynamics of Change in Rural India</th>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Social Change: Mobility &amp; Mobilization</td>
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<tr>
<td>Unit 2</td>
<td>Empowerment</td>
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<tr>
<td>Unit 3</td>
<td>Information, Education and Communication (IEC)</td>
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<tr>
<td>Unit 4</td>
<td>Information Technology and Rural Development</td>
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MRD-102: Rural Development Programmes

Block-1  Poverty Alleviation Programmes - A Retrospect
Unit 1   Poverty Alleviation Programmes - A Retrospect
Unit 2   Minimum Needs Programme
Unit 3   Integrated Rural Development Programme (IRDP)
Unit 4   TRYSEM and DWCRA
Unit 5   Jawahar Rozgar Yojana (JRY)
Unit 6   Employment Assurance Scheme (BAS)

Block-2  Programmes for Self & Wage Employment and Social Security- Current Strategy
Unit 1   Swarnjayanti Gram Swarozgar Yojana (SGSY)-I
Unit 2   Swarnjayanti Gram Swarozgar Yojana (SGSY)-II
Unit 3   Sampoorna Grameen Rozgar Yojana (SGRY)
Unit 4   National Social Assistance Programme (NSAP)
Unit 5   Food Security - TPDS

Block-3  Other Development Programmes
Unit 1   Prime Minister’s Rozgar Yojana (PMRY)
Unit 2   Rural Employment Generation Programme (REGP)
Unit 3   Rashtriya Mahila Kosh
Unit 4   Programmes of Development Finance Corporations

Block-4  Rural Basic Services and Infrastructure
Unit 1   Elementary Education and Total Literacy Campaign (TLC)
Unit 2   Rural Housing
Unit 3   Rural Health Care
Unit 4   Drinking Water and Rural Sanitation
Unit 5   Rural Electrification & Energy
Unit 6   Rural Connectivity

Block-5  Natural Resources Management and Environment
Unit 1   Drought-Prone Areas Programme and Desert Development Programme
Unit 2   Integrated Wasteland Development Programme
Unit 3   Social Forestry and Joint Forest Management
Unit 4   Science and Technology for Rural Development
## MRD-103: Rural Development Planning and Management

### Block-1: Rural Development Planning
- **Unit 1**: Planning for Rural Development
- **Unit 2**: Planning Process
- **Unit 3**: Multi-level Planning
- **Unit 4**: District Planning
- **Unit 5**: Grassroots Level Planning (Block Level Planning)
- **Unit 6**: Grassroots Level Planning (Village Level Planning)

### Block-2: Rural Development Management
- **Unit 1**: Issues in Management of Rural Development Projects
- **Unit 2**: Project Dimension, Identification and Formulation
- **Unit 3**: Project Appraisal-I (Technical Feasibility)
- **Unit 4**: Project Appraisal-II (Economic Feasibility)
- **Unit 5**: Project Appraisal-III (Financial Feasibility)
- **Unit 6**: Programme Implementation (Activity Planning and Network Analysis)
- **Unit 7**: Monitoring Development Projects
- **Unit 8**: Project Evaluation

### Block-3: Voluntary Action
- **Unit 1**: Voluntary Effort in Rural Development
- **Unit 2**: Voluntary Agency Administration
- **Unit 3**: Developing Community Based Programmes and Projects
- **Unit 4**: Social Action
- **Unit 5**: Formation and Strengthening of Voluntary Organisations

## MRD-004: Research Methods in Rural Development

### Block - 1: Research in Rural Development
- **Unit 1**: Introduction to Research: Purpose, Nature and Scope
- **Unit 2**: Research in Rural Development Retrospect: National and International Perspectives
- **Unit 3**: Research Process I : Formulation of Research Problem
- **Unit 4**: Research Process IT : Preparing a Research Proposal

### Block - 2: Research Methods in Rural Development
- **Unit 1**: Methods of Social Research
- **Unit 2**: Descriptive and Experimental Research
- **Unit 3**: Evaluation and Action Research
- **Unit 4**: Naturalistic Inquiry and Case Study
Block-3 Tools of Data Collection
Unit 1 Methods of Sampling
Unit 2 Tools of Data Collection
Unit 3 Interview, Observation, Documents as Tools
Unit 4 Data Collection

Block-4 Data Processing and Analysis
Unit 1 Data Processing and Analysis
Unit 2 Descriptive Statistics
Unit 3 Inferential Statistics
Unit 4 Reporting Research

MRDP-001: Dissertation (Project Work)
Project Work Handbook
Field Work and Dissertation in Rural Development

RD.D.6: Rural Health Care

Block-1 Health in Rural India
Unit 1 Health Concepts and Components
Unit 2 Health and Development
Unit 3 Development of Health Care Services in Rural India: A Review
Unit 4 Health and Nutrition Status in Rural India
Unit 5 Different Models of Health Care Delivery: An Outline

Block-2 Health Care: Programmes. and Performance
Unit 6 Communicable Diseases in India’- An Overview
Unit 7 Prevention and Control of Communicable Diseases in Rural India
Unit 8 Environmental Sanitation and Hygiene
Unit 9 Reproductive and Child Health Programme (RC H)

Block-3 Health Care: Planning and Management
Unit 10 Planning Rural Health Care Services
Unit 11 Management of Rural Health Care Services
Unit 12 Communication and Health Education: An Outline
Unit 13 NGO Experience in Health Care
RD.D.7 : Communication and Extension in Rural Development

Block-1 Basic Principles and Techniques of Communication
Unit 1 Meaning, Concept and Functions of Communication
Unit 2 Communication ‘Channels and their Use in Rural Development
Unit 3 Communication-Media Mix for Rural Development.

Block-2 Extension: Concepts, Philosophy and Approaches
Unit 1 Concepts, Philosophy and Principles of Extension
Unit 2 Historical Development of Rural Extension in India
Unit 3 Types of Rural Extension
Unit 4 Extension Methods

Block-3 Planning Communication - Extension Support for Rural Development
Unit 1 Communication Support
Unit 2 Extension Management
Unit 3 Organisational Communication.
Unit 4 Communication Strategies for Rural Development - Media Mix

MRDE-101: Rural Social Development

Block-1 Development of Rural Women
Unit 1 Rural Women: Status and Development Strategies
Unit 2 Education and Training of Rural Women
Unit 3 Health and Nutrition of Rural Women
Unit 4 Empowerment of Rural Women (Gender Frame Work Approach)
Unit 5 Empowerment of Rural Women - Policies and Programmes

Block-2 Development of Rural Children
Unit 1 Situation of Rural Children
Unit 2 Health and Nutrition of Rural Children
Unit 3 Education of Rural Children
Unit 4 Integrated Child Development Services Programme

Block-3 Development of Scheduled Castes, Scheduled Tribes and Other Under-Privileged Groups
Unit 1 Development of Scheduled Castes
Unit 2 Development of Scheduled Tribes
Unit 3 Bonded Labour
Unit 4 Development of Artisans and Landless Labourers
Block-4 Policies and Social Legislations on Children, Women and SC/ST
Unit 1 Social Legislations on Children
Unit 2 Social Legislations on Women
Unit 3 Social Legislations on Scheduled Castes and Scheduled Tribes
Unit 4 Social Legislations on Disadvantaged
Unit 5 Other Social Legislations

MRDE: 002: Voluntary Action In Rural Development

Block-1 Voluntarism, State and Society
Unit 1 Voluntarism - Theoretical Issues
Unit 2 Voluntary Associations in a Democratic Society
Unit 3 VOs, the State 1U1d Development - Delicate Relationship
Unit 4 Philosophy and Nature of Non-Profit Organisations

Block-2 Basic Features of Voluntary Organisations
Unit 1 Organisation and Structure of VOs
Unit 2 Voluntary Agency Administration and Management
Unit 3 VOs: Issues and Agenda for Social Transformation
Unit 4 VOs - Finance and Resource Mobilisation

Block-3 Voluntary Organisations and Rural Development
Unit 1 Voluntary Effort in Rural Development - A Critical Appraisal
Unit 2 Nature and Types of VOs in Rural India
Unit 3 Problems faced by VOs in Rural Areas
Unit 4 VOs and Rural Development at Cross-Roads

Block-4 VOs: Role and Experiences in Rural Development
Unit 1 State Sponsored VOs and Rural Development
Unit 2 Community Based VOs and Rural Development
Unit 3 VOs: Some Successful Experiences
Unit 4 Global Voluntary Effort in Rural Development

MRDE-003: Land. Reforms and Rural Development

Block-1 Land Tenure Systems and Agrarian Structure
Unit 1 Significance of Land Reforms in Rural Development
Unit 2 Origin and Development of Land Tenure Systems in IOOia
Unit 3 Land Tenure Systems and Agrarian Structure-I
Unit 4 Land Tenure Systems and Agrarian Structure -II
Unit 5 Agrarian Structure and Agrarian Movements
Block-2 Land Reforms in Independent India
Unit 1 Freedom-Movement and Quest for Land Reforms, Concepts and Strategi
Unit 2 Land Reform : Constitutional Status and State Legislations-I
Unit 3 Land Reform : Cohstitutional Status and State Legislations--II
Unit 4 Land Reforms : Non Governmental Initiatives
Unit 5 Impact of Land Reforms on Rural Economy and Society

Block-3 Implementation of Land Reforms - Constraints and Prospects.
Unit 1 Land Revenue Administration - I
Unit 2 Land Revenue Administration--II
Unit 3 Land Reforms: Social, Economic and Political Limitations
Unit 4 Panchayati Raj and Land Reforms
Unit 5 Land Reforms: Asian Experiences

MRDE-004 : Entrepreneurship and Rural Development

Block-1 Understanding Entrepreneurship
Unit 1 Entrepreneurship — Concepts and Theories
Unit 2 Evolution of Entrepreneurship in India
Unit 3 Democratic State, Development and Entrepreneurship
Unit 4 Market-Economy and Entrepreneurship
Unit 5 Unleashing Rural Entrepreneurship

Block-2 Rural Entrepreneurship - Strategies and Experiences
Unit 1 Entrepreneurship - Policies and Strategies
Unit 2 Types of Rural Entrepreneurship
Unit 3 Rural Entrepreneurship - Successful Experiences
Unit 4 Rural Entrepreneurship - International Experiences
Unit 5 Domains of Rural Entrepreneurship

Block-3 An Enterprise in a Rural Area
Unit 1 Planning a Rural Enterprise
Unit 2 Human Resources and Infrastructure
Unit 3 Arranging of Finance
Unit 4 Managing a Rural Enterprise
Unit 5 Marketing Rural Products and Services
## 10. REGIONAL CENTRE CODES AND ADDRESSES

### ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

<table>
<thead>
<tr>
<th>SL. NO.</th>
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<td>26</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;P.O. AGARTALA COLLEGE TILLA&lt;br&gt;AGARTALA - 799 004&lt;br&gt;TRIPURA&lt;br&gt;0381-2519391 0381-2516714&lt;br&gt;0381-2516266&lt;br&gt;<a href="mailto:rcagartala@ignou.ac.in">rcagartala@ignou.ac.in</a></td>
<td>STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)</td>
</tr>
<tr>
<td>2</td>
<td>AHMEDABAD</td>
<td>09</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;P.O. OP. NIRMA UNIVERSITY&lt;br&gt;SARKHEJ-GANDHINAGAR HIGHWAY&lt;br&gt;CHHARODI&lt;br&gt;AHMEDABAD - 382 481&lt;br&gt;GUJARAT&lt;br&gt;02717-242975 02717-241579&lt;br&gt;02717-256458 02717-241580&lt;br&gt;<a href="mailto:rcahmedbad@ignou.ac.in">rcahmedbad@ignou.ac.in</a></td>
<td>STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NVA, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTAUDAIPUR) DAMAN (U.T.) AND DADARA &amp; NAGAR HAVELI (U.T.)</td>
</tr>
<tr>
<td>3</td>
<td>AIZAWL</td>
<td>19</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;HOUSE NO. YC-10&lt;br&gt;ROPHIRA BUILDING&lt;br&gt;CHALTLANG DAWRKAWN&lt;br&gt;AIZAWL - 796 012&lt;br&gt;MIZORAM&lt;br&gt;0389-2391682 0389-239526&lt;br&gt;0389-2391789&lt;br&gt;<a href="mailto:rcaizwal@ignou.ac.in">rcaizwal@ignou.ac.in</a></td>
<td>STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIPI, SAIHA, CHAMPHAI, LAWNGTLAI)</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;3/310 MARRIS ROAD&lt;br&gt;ALIGARH - 202 001&lt;br&gt;UTTAR PRADESH&lt;br&gt;0571-2700120 0571-2701365&lt;br&gt;0571-2402147&lt;br&gt;<a href="mailto:rcaligarh@ignou.ac.in">rcaligarh@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI</td>
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<td>13</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;SRS KALYANA KENDRA&lt;br&gt;293, 39TH CROSS, 8TH BLOCK JAYANAGAR&lt;br&gt;BANGALORE - 560 070 KARNATAKA&lt;br&gt;080-26654747/26657376&lt;br&gt;080-26639711&lt;br&gt;080-26644848&lt;br&gt;<a href="mailto:rcbangalore@ignou.ac.in">rcbangalore@ignou.ac.in</a></td>
<td>STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR &amp; CHIKMAGALUR, KANDNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)</td>
</tr>
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<td>6</td>
<td>BHAGALPUR</td>
<td>82</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD,&lt;br&gt;TILKAMANJHI, BHAGALPUR BIHAR 812001&lt;br&gt;0641-2610055/2610066&lt;br&gt;0641-2610077&lt;br&gt;<a href="mailto:rcbhagalpur@ignou.ac.in">rcbhagalpur@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)</td>
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<td>7</td>
<td>BHOPAL</td>
<td>15</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;12, ARERA HILLS BHOPAL BHOPAL - 462 011&lt;br&gt;MADHYA PRADESH&lt;br&gt;0755-2578455/2578452&lt;br&gt;0755-2762524&lt;br&gt;0755-2578454&lt;br&gt;<a href="mailto:rcbhopol@ignou.ac.in">rcbhopol@ignou.ac.in</a></td>
<td>STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAGARH, SHAJPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)</td>
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<td>8</td>
<td>BHUBANESHWAR</td>
<td>21</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;C-1, INSTITUTIONAL AREA&lt;br&gt;BHUBANESHWAR - 751 013 ODISHA&lt;br&gt;0674-2301348 / 230125&lt;br&gt;0674-2301352&lt;br&gt;0674-2371457&lt;br&gt;0674-2300349&lt;br&gt;<a href="mailto:rcbhubeswar@ignou.ac.in">rcbhubeswar@ignou.ac.in</a></td>
<td>STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAIPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJI, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)</td>
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## ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

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| 9       | BIJAPUR         | 85      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
ANAND MAHAL  
OLD ZP OFFICE  
(EX OFFICE OF MP)  
VIJAYAPURA-586101  
08352-252006  
9482311006  
rcbijapur@ignou.ac.in | STATE OF KARNATAKA  
COVERING(DISTRICTS  
BAGALKOT, BIJAPUR, BIDAR,  
GULBARGA, KOPPAL,  
RAICHUR, YADGIRI, HAVERI,  
GADAG, BELLARY, BELGAUM,  
DHARWAD) STATE OF  
MAHARASHTRA COVERING  
(DISTRICTS SOLAPUR, LATUR) |
| 10      | CHANDIGARH      | 06      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SCO 208  
SECTOR 14  
PANCHKULA - 134 109  
HARYANA  
0172-2590277,2590278  
0172-2590208  
0172-2590279  
rcchandigarh@ignou.ac.in | STATE OF PUNJAB (DISTRICT:  
Patiala, Mohali, Rupnagar, Fatehgarh Sahib),  
STATE OF HARYANA (DISTRICT:  
Ambala, Panchkula),  
CHANDIGARH (U.T.) |
| 11      | CHENNAI         | 25      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
PERIYARTHIDAL  
84/1 EVK SAMPATH SALAI  
VEPERY  
CHENNAI-600007  
rccennai@ignou.ac.in  
044-26618438 | STATE OF TAMILNADU  
(DISTRICT: Chennai,  
Thiruvallur, Kanchipuram, Vellore,  
Thiruvannamalai, Krishnagiri, Dharmapuri,  
Salem, Namakkal, Villupuram, Cuddalore,  
Perambalur, Nagapattinam),  
Puducherry (U.T.) |
| 12      | COCHIN          | 14      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
KALOOR  
COCHIN - 682 017  
KERALA  
0484-2340203 / 2348189  
2345650  
2337077  
0484-2340204  
rccochin@ignou.ac.in | STATE OF KERALA (DISTRICT:  
Alappuzha, Ernakulam,  
Idukki, Kottayam,  
Palakkad, Thrissur,  
Lakshadweep (U.T.) |
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<td>DARBHANGA</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;LALIT NARAYAN MITHIL AUNIV. CAMPUS,&lt;br&gt;KAMESHWAR NAGAR&lt;br&gt;NEAR CENTRAL BANK&lt;br&gt;DARBHANGA - 846 004&lt;br&gt;BIHAR&lt;br&gt;06272-251862&lt;br&gt;06272-251833&lt;br&gt;06272-253719&lt;br&gt;<a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: &lt;br&gt;BEGUSARAI, DARBHANGA,&lt;br EAST CHAMPARAN,&lt;br&gt;GOPALGANJ, SHEOHAR,&lt;br&gt;SITAMARHI, SAMASTIPUR,&lt;br&gt;MADHUBANI, MUZAFFARPUR&lt;br&gt;&amp; WEST CHAMPARAN)</td>
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<td>14</td>
<td>DEHRADUN</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;NANOOR KHERA, TAPOVAN&lt;br&gt;RAIPUR ROAD&lt;br&gt;DEHRADUN - 248 008&lt;br&gt;UTTARAKHAND&lt;br&gt;0135-2789200&lt;br&gt;0135-2789205&lt;br&gt;0135-2789180&lt;br&gt;<a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a></td>
<td>STATE OF UTTARAKHAND&lt;br&gt;(DISTRICT: DEHRADUN,&lt;br&gt;PAURI, CHAMOLI, TEHRI,&lt;br&gt;UTTARAKASHI,&lt;br&gt;RUDRAPRAYAG, HARIDWAR,&lt;br&gt;NAINITAL, ALMORA,&lt;br&gt;PITHORAGARH, US NAGAR,&lt;br&gt;CHAMPAWAT, BAGESHWAR)</td>
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<td>15</td>
<td>DELHI 1</td>
<td>07</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;PILOT NO J-2/1 BLOCK - B 1&lt;br&gt;MOHAN COOPERATIVE&lt;br&gt;INDUSTRIAL&lt;br&gt;ESTATE, MATHURA ROAD&lt;br&gt;NEW DELHI - 110 044&lt;br&gt;DELHI&lt;br&gt;011-26990082 /26990082-83&lt;br&gt;011-26058354&lt;br&gt;011-26990084&lt;br(<a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a>)</td>
<td>STATE OF DELHI (COVERING&lt;br&gt;AREAS OF MEHRAULI,&lt;br&gt;CHANKAYAPURI, LODHI&lt;br&gt;COLONY, SOUTH EXTENSION,&lt;br&gt;R.K. PURAM, VASANT KUNI,&lt;br&gt;Saket, Green Park, Lajpat&lt;br&gt;Nagar, G.K., Malviya&lt;br&gt;Nagar, Bhogal, Ashram,&lt;br&gt;Hauz Khas, Munirka,&lt;br&gt;Okhla, Sangam vihar,&lt;br&gt;Friends Colony,&lt;br&gt;Badarpur), STATE OF&lt;br&gt;HARYANA (DISTRICT:&lt;br&gt;Faridabad, Palwal)</td>
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<tr>
<td>16</td>
<td>DELHI 2</td>
<td>29</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;GANDHI SMRITI &amp; DARSHAN&lt;br&gt;SMITI&lt;br&gt;RAJGHAT&lt;br&gt;NEW DELHI - 110 002&lt;br&gt;DELHI&lt;br&gt;011-23392374 /23392376&lt;br&gt;23392377&lt;br&gt;011-26493257&lt;br&gt;011-23392375&lt;br&gt;(<a href="mailto:rccdelhi2@ignou.ac.in">rccdelhi2@ignou.ac.in</a>)</td>
<td>STATE OF DELHI (COVERING&lt;br&gt;AREAS OF KARALA,&lt;br&gt;PRAHLADPUR, BANGAR,&lt;br&gt;LIBASPUR, RAMA VIHAR,&lt;br&gt;RANI BAGH, SULTAN PURI,&lt;br&gt;BUDH VIHAR, MANGOLPURI,&lt;br&gt;PITAMPURA, JAHANGIR PURI,&lt;br&gt;JHARODA MAJRA, BURARI,&lt;br&gt;DR. MUKHERJEE NAGAR,&lt;br&gt;MODEL TOWN, SHAKURPUR,&lt;br&gt;COLONY, GTB NAGAR, ASHOK&lt;br&gt;VIHAR, SHAHISTR NAGAR, CIVIL&lt;br&gt;LINES, YAMUNA VIHAR, NAND&lt;br&gt;NAGRI)</td>
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<td>SL. NO.</td>
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<td>DELHI 3</td>
<td>38</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION SHAHEED RAMPHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 077 DELHI 011-25088964 011-25088939 011-25088944 011-25088983 <a href="mailto:rcdelhi3@ignou.ac.in">rcdelhi3@ignou.ac.in</a></td>
<td>STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)</td>
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<tr>
<td>18</td>
<td>DEOGHAR</td>
<td>87</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 9234455958-957-975 <a href="mailto:rcedeoghar@ignou.ac.in">rcedeoghar@ignou.ac.in</a></td>
<td>STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA &amp; GIRIDHI)</td>
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<td>19</td>
<td>GANGTOK</td>
<td>24</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5TH MILE TADONG NH-10-A BELOW CENTRAL REFERRAL HOSPITAL, EAST SIKKIM GANKTOK - 737 102 SIKKIM 0359-231102/270923 0359-231103 <a href="mailto:rcgangtok@ignou.ac.in">rcgangtok@ignou.ac.in</a></td>
<td>STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)</td>
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# Addresses and Codes of IGNOU Regional Centres (RCs)

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<td>GUWAHATI</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;HOUSE NO 71, GMCH ROAD&lt;br&gt;CHRISTIAN BASTI&lt;br&gt;GUWAHATI&lt;br&gt;GUWAHATI&lt;br&gt;ASSAM 781005&lt;br&gt;0361-2343771 / 2343785&lt;br&gt;<a href="mailto:reguwahati@ignou.ac.in">reguwahati@ignou.ac.in</a></td>
<td>STATE OF ASSAM (DISTRICT:&lt;br&gt;KARBI ANGLONG (EAST),&lt;br&gt;KARBI ANGLONG (WEST),&lt;br&gt;MORIGAON, DARRANG,&lt;br&gt;KAMRUP, KAMRUP&lt;br&gt;METROPOLITAN, NALBARI,&lt;br&gt;BARPETA, BONGAI GON,&lt;br&gt;DHUBRI, SOUTH SALMARA-MANKACHAR, GOALPARA,&lt;br&gt;KOKRAJHAR, BAKSA,&lt;br&gt;UDALGURI, CHIRANG, DIMA HASAO,&lt;br&gt;CACHAR, HAILAKANDI,&lt;br&gt;KARIMGANJ)</td>
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<td>21</td>
<td>HYDERABAD</td>
<td>01</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt; PLOT NO 207, KAVURI HILLS&lt;br&gt; PHASE II, NEAR MADHAPUR PS,&lt;br&gt;JUBILEE HILLS (P.O.)&lt;br&gt; HYDERABAD - 500 033&lt;br&gt; TELANGANA&lt;br&gt;040-23117550&lt;br&gt;9492451812&lt;br&gt;<a href="mailto:rchyderabad@ignou.ac.in">rchyderabad@ignou.ac.in</a></td>
<td>STATE OF TELENGANA&lt;br&gt;(DISTRICT:&lt;br&gt; ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD,&lt;br&gt;JAGTLI, JANAGAON,&lt;br&gt;JAYASHANAR BHOOPALPALLY,&lt;br&gt; JOGULAMBA GADWAL,&lt;br&gt; KAMAREDDY, KARIMNAGAR,&lt;br&gt; KHAMMAM, KOMARAM&lt;br&gt; BHEEM ASIFABAD,&lt;br&gt; MAHABUBABAD,&lt;br&gt; MAHABUBNAGAR,&lt;br&gt; MANCHERIAL, MEDAK,&lt;br&gt; MEDCHAL, NAGARKURNOOL,&lt;br&gt; NALGONDA, NIRMAL,&lt;br&gt; NIZAMABAD, PEDDAPALLI,&lt;br&gt; RAJANNA SIRCILLA, RANGA REDDY,&lt;br&gt; SANGA REDDY,&lt;br&gt; SIDDIPET, SURYAPET,&lt;br&gt; VIKARABAD, WANAPARTHY,&lt;br&gt; WARANGLU RURAL,&lt;br&gt; WARANGLU URBAN, YADADRI BHUANAGIRI)</td>
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<td>IMPHAL</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;ASHA JINA COMPLEX&lt;br&gt; NORTH A.O.C.&lt;br&gt;IMPHAL - 795 001&lt;br&gt;MANIPUR&lt;br&gt;0385-2421190 / 2421191&lt;br&gt;0385-2421192&lt;br&gt;<a href="mailto:rcimphal@ignou.ac.in">rcimphal@ignou.ac.in</a></td>
<td>STATE OF MANIPUR&lt;br&gt;(DISTRICT: BISHNUPUR,&lt;br&gt; CHURACHANDPUR,&lt;br&gt; CHANDEL, IMPHAL EAST,&lt;br&gt; IMPHAL WEST, SENAPATI,&lt;br&gt; TAMENGLONG, THOUBAL,&lt;br&gt; UKHRUL, KAKCHING,&lt;br&gt; TENGNOUPAL, KAMJONG,&lt;br&gt; KANGPOKPI, JIRIBAM,&lt;br&gt; NOONEY, PHERZAWL)</td>
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| 23     | ITANAGAR        | 03      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE'  
HORNHILL COMPLEX'  
'C' SECTOR (NEAR CENTRAL SCH.)  
NAHARLAGUN, PAPUM PARE  
ITANAGAR - 791 110  
ARUNACHAL PRADESH  
0360-2351705/2247536  
0360-2247538  
00360-2350990  
rcitanagar@ignou.ac.in | STATE OF ARUNACHAL  
PRADESH (DISTRICT: ANJAW,  
CHANGLANG, EAST KAMENG,  
EAST SIANG, KURUNG KUMEY,  
KARADADI, LONGDING,  
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 DURGAVATI  
VISHVAVIDYALAYA  
CAMPUS, PACHPEDHI  
JABALPUR - 482 001  
MADHYA PRADESH  
0761-2600411 /2609896  
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  
IGNOU REGIONAL CENTRE  
70/79, SECTOR - 7  
PATEL MARG  
MANSAROVAR  
JAIPUR - 302 020  
RAJASTHAN  
0141-2785730  
0141-2396427  
0141-2785763  
0141-2784043  
rcjaipur@ignou.ac.in | STATE OF RAJASTHAN  
(DISTRICT: AJMER, ALWAR,  
BARAN, BHARATPUR,  
BHILWARA, BUNDI,  
CHITTORGARH, CHURU,  
DAUSA, DHOLPUR,  
HANUMUNGANJHAR, JAIPUR,  
JHALAWAR, JHUNJHUNU,  
KARAUJI,  
KOTA, SAWAIMADHEPUR,  
SIKAR, SRIGANGANAGAR &  
TONK) |
| 26     | JAMMU          | 12      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
GOVT. SPMR COLLEGE OF  
COMMERCE  
AUROBINDO BLOCK, 1ST FLOOR CANAL ROAD  
JAMMU - 180 001  
JAMMU & KASHMIR  
0191-2578572 / 2546529  
0191-2502921  
0191-2585154  
rcjammu@ignou.ac.in | STATE OF JAMMU & KASHMIR  
(JAMMU REGION - DISTRICT:  
DODA, JAMMU, KATHUA,  
KISHITWAR, POONCH,  
RAJOURI, RAMBAN, REASI,  
SAMBA, UDHAMPUR) |
## Addresses and Codes of IGNOU Regional Centres (RCs)

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<td>JODHPUR</td>
<td>88</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;PLOT NO. 439&lt;br&gt;PAL LINK ROAD&lt;br&gt;OPP. KAMALA NAGAR HOSPITAL&lt;br&gt;JODHPUR&lt;br&gt;RAJASTHAN 342008&lt;br&gt;0291-2755424&lt;br&gt;0291-2751524&lt;br&gt;0291-2756579&lt;br&gt;<a href="mailto:rcjodhpur@ignou.ac.in">rcjodhpur@ignou.ac.in</a>&lt;br&gt;<a href="mailto:studentsrcjodhpur@ignou.ac.in">studentsrcjodhpur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN&lt;br&gt;COVERING (DISTRICTS:&lt;br&gt;JODHPUR, BARMER, JAIASLANGA&lt;BR&gt;RAJASMAND, UDAIPUR, BIKANER, JALORE, SIRUN, PASHAWAR, DUNGARPUR, PULI, PRATAPGARH, BANSWARA)</td>
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<td>JORHAT</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;JANAMBHUMI BUILDING&lt;br&gt;TULSHI NARAYAN SARMANAR&lt;br&gt;PATHNEAR NEHRU PARK&lt;br&gt;JORHAT - 785001&lt;br&gt;ASSAM&lt;br&gt;0376-2301116&lt;br&gt;0376-2301115/2301114&lt;br&gt;<a href="mailto:rejorhat@ignou.ac.in">rejorhat@ignou.ac.in</a></td>
<td>STATE OF ASSAM (DISTRICT:&lt;br&gt;NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHMAJAI, SONITPUR, BISHWANTH, CHARAIDEO, HOJAI &amp; MAJULI)</td>
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<td>10</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;06 SUBHASH COLONY&lt;br&gt;KARNAL - 132 001&lt;br&gt;HYARAN&lt;br&gt;0184-2271514&lt;br&gt;<a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a></td>
<td>STATE OF HYARANA (DISTRICT:&lt;br&gt;BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) AND CHARKHI DADRI</td>
</tr>
<tr>
<td>30</td>
<td>KHANNA</td>
<td>22</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;1.T.I. BUILDING&lt;br&gt;BULEPUR&lt;br&gt;(DISTRICT LUDHIANA)&lt;br&gt;KHANNA - 141 401&lt;br&gt;PUNJAB&lt;br&gt;01628-229993&lt;br&gt;01628-237361&lt;br&gt;<a href="mailto:rckhanna@ignou.ac.in">rckhanna@ignou.ac.in</a></td>
<td>STATE OF PUNJAB (DISTRICT:&lt;br&gt;GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHR, HOHIARHUR, SBS NAGAR, NAVANSHAHRI, BARNAL, SANGUR, BATHIND, MANS, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT)</td>
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## ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

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<tr>
<th>SL. NO.</th>
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| 31      | KOHIMA          | 20      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NEAR MOUNT HERMON SCHOOL  
DON BOSCO HR.SEC SCHOOL ROAD  
KENUOZOU  
KOHIMA - 797 001  
NAGALAND  
0370-2260366 / 2260167  
0370-22419680  
370-2260216  
rcchimah@ignou.ac.in | STATE OF NAGALAND  
(DISTRICT: KOHIMA,  
DIMAPUR, WOKHA,  
MOKOKCHUNG, ZUNHEBOTO,  
TUENSANG, LONGLENG,  
KIPHERE, 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)  
033-24739393  
033-23347576  
rcckolkata@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) |
| 33      | KORAPUT         | 44      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
DISTRICT AGRICULTURE OFFICE RD  
BEHIND WOMEN’S COLLEGE  
AT/PO/DISTT.-KORAPUT  
764 020  
ODISHA  
06852-251535  
06852-251535  
06852-252503  
rcckoraput@ignou.ac.in | STATE OF ODISHA (DISTRICT:  
KORAPUT, MALKANGIRI,  
RAYAGADA, NABARANGPUR,  
KALAHANDI, NUAPADA,  
BOLANGIR, SONEPUR, BOUDH) |
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<th>RC CODE</th>
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| 34      | LUCKNOW         | 27      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
5-C/INS-1, SECTOR - 5  
VRINDAVANYOJNA,  
TELIBAGH  
LUCKNOW  
226 029  
UTTAR PRADESH  
0522-2442832  
rclucknow@ignou.ac.in | STATE OF UTTAR PRADESH  
(DISTRICT: AMETHI, AURAIYA,  
BAHRAICH, BALRAMPUR,  
BANDA, BARABANKI,  
BAREILLY, BASTI, CHITRAKUT,  
FAIZABAD, FARUKHABAD  
(FATEHGAH), FATEHPUR,  
GONDA, HAMIRPUR, HARDOI,  
JALAUN(ORAI), JHANSI,  
KANNAUJ, KANPUR RURAL,  
KANPUR URBAN,KAUSHAMBI,  
LAKHIMPUR(KHERI),  
LALITPUR, LUCKNOW,  
MAHOBA, PILIBHIT,  
RAEBAREILY,  
SHAHJANANPUR, SHRAVASTI,  
SIDHARTHNAGAR, SITAPUR,  
UNNAO) |
| 35      | MADURAI         | 43      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SIKKANDAR CHAVADI  
ALANGANALLUR ROAD  
MADURAI  
625 018  
TAMIL NADU  
0452-2380775 / 2380733  
0452-2380588  
rcmadurai@ignou.ac.in | STATE OF TAMIL NADU  
(DISTRICT: COIMBATORE,  
DINDIGUL, ERODE, KARUR,  
MADURAI, NILGIRIS,  
PUDUKKOTAI,  
RAMANATHAPURAM,  
SIVAGANGA, THANJAVUR,  
THENI, THIRUVARUR,  
TIRUCHIRAPPALLI, TIRUPUR,  
VIRUDHUNAGAR, ARIYALUR) |
| 36      | MUMBAI          | 49      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
2nd AND 3rd FLOOR  
KAPPEESH BUILDING G, M. G.  
ROAD OPP TO MULUND RLY.  
STATION MULUND (WEST),  
MUMBAI- 400 080  
MAHARASHTRA  
022-25925540 / 25923159  
0 25925411  
rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA  
(DISTRICT: MUMBAI, THANE,  
RAIGAD, RATNAGIRI,  
PALGHAR, MUMBAI SUBURBAN) |
| 37      | NAGPUR          | 36      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
GYAN VATIKA, 14, HINDU DANT  
COLONY AMARAVATI ROAD  
NAGPUR - 440 033  
MAHARASHTRA  
0712-2536999, 2537999  
0712-2538999  ncnagpur@ignou.ac.in | STATE OF MAHARASHTRA  
(DISTRICT: AKOLA, AMRAVATI,  
BHANDARA, BULDHANA,  
CHANDRAPUR, GADCHIROLI,  
GONDIA, HINGOLI, NAGPUR,  
NANDED, PARBHANI,  
WARDHA, WASHIM,  
YAVATMAL) |
# Addresses and Codes of IGNOU Regional Centres (RCs)

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<td>NOIDA</td>
<td>39</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;C-53 SECTOR 62&lt;br&gt;INSTITUTIONAL AREA&lt;br&gt;NOIDA - 201 305&lt;br&gt;UTTAR PRADESH&lt;br&gt;0120-2405012 / 24050140&lt;br&gt;120-2405013&lt;br&gt;<a href="mailto:rcnoida@ignou.ac.in">rcnoida@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH&lt;br&gt;(DISTRICT: GAUTAM BUDH NAGAR, GHaziabad, MEERUT, BAGHPAT, BULANDSHAHIR, Hapur, Saharanpur, MUZAFFARNAGAR, Bijnor, Shamli, AMROHA, MORADABAD, SAMBHAL RAMPUR, Agra, MATHURA) STATE OF DELHI&lt;br&gt;(MAYUR VIHAR PH-I &amp; II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)</td>
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<tr>
<td>39</td>
<td>PANAJI</td>
<td>08</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;H. NO. 1576&lt;br&gt;NEAR P&amp;T STAFF QUARTERS&lt;br&gt;ALTO PORVORIM 403&lt;br&gt;521GOA0832-2414553&lt;br&gt;<a href="mailto:rcpanaji@ignou.ac.in">rcpanaji@ignou.ac.in</a></td>
<td>STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)</td>
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<td>40</td>
<td>PATNA</td>
<td>05</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001&lt;br&gt;Bihar&lt;br&gt;0612-2219539 / 2219541&lt;br&gt;0612-2687042&lt;br&gt;0612-2219538&lt;br&gt;<a href="mailto:rcpatna@ignou.ac.in">rcpatna@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)</td>
</tr>
<tr>
<td>41</td>
<td>PORT BLAIR</td>
<td>02</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;KANNADA SANGHA BUILDING&lt;br&gt;NEAR SYNDICATE BANK&lt;br&gt;18, TAGORE ROAD, MOHANPUR&lt;br&gt;PORT BLAIR - 744 101&lt;br&gt;ANDAMAN &amp; NICOBAR ISLANDS&lt;br&gt;03192-242888 / 230111&lt;br&gt;03192-230111&lt;br&gt;<a href="mailto:rcportblair@ignou.ac.in">rcportblair@ignou.ac.in</a></td>
<td>ANDAMAN &amp; NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH &amp; MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)</td>
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## ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)

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<tr>
<td>42</td>
<td>PUNE</td>
<td>16</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, PUNE – 411 016 MAHARASHTRAP. OFF: 020-25671867 FAX: 020-25671864 E-MAIL: <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA (DISTRICT: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGALI, SATARA)</td>
</tr>
<tr>
<td>43</td>
<td>RAGHUNATHGANJ</td>
<td>50</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARINEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555/271666 03483-271666 03483-271666 <a href="mailto:rcraghunathganj@ignou.ac.in">rcraghunathganj@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)</td>
</tr>
<tr>
<td>44</td>
<td>RAIPUR</td>
<td>35</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA POST: SADDU RAIPUR - 492014 CHHATTISGARH 0771-2283285/2971322 E-Mail: <a href="mailto:rcraipur@ignou.ac.in">rcraipur@ignou.ac.in</a> rc website: <a href="http://www.ignourcraipur.ac.in">www.ignourcraipur.ac.in</a></td>
<td>STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)</td>
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<tr>
<td>45</td>
<td>RAJKOT</td>
<td>42</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2571603 <a href="mailto:rcrjakot@ignou.ac.in">rcrjakot@ignou.ac.in</a></td>
<td>STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHavnagar, SURENDRANAGAR, DEV-BHOOMI DWARKA, GIR-SOMNATH, BOTAD, MORBI), DIU (U.T.)</td>
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<td>46</td>
<td>RANCHI</td>
<td>32</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;457/A, ASHOK NAGAR&lt;br&gt;RANCHI - 834 022&lt;br&gt;JHARKHAND&lt;br&gt;0651-2244688 / 2244699&lt;br&gt;0651-2244677&lt;br&gt;0651-2244400&lt;br&gt;<a href="mailto:rcranchi@ignou.ac.in">rcranchi@ignou.ac.in</a></td>
<td>STATE OF JHARKHAND&lt;br&gt;(DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHASRASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)</td>
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<td>47</td>
<td>SAHARSA</td>
<td>86</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;NAYABAZAR, SAHARSA&lt;br&gt;852201, BIHAR&lt;br&gt;06478-219014, 219015&lt;br&gt;06478-219018&lt;br/rcsaharsa@ignou.ac.in</td>
<td>STATE OF BIHAR COVERING&lt;br&gt;(DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ &amp; PURNIA)</td>
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<td>SHILLONG</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;UMSHING, MAWKYNROH&lt;br&gt;NEHU CAMPUS&lt;br&gt;SHILLONG - 793 022&lt;br&gt;MEGHALAYA&lt;br&gt;0364-2550088/2550102 / 2550015&lt;br&gt;0364-2551010&lt;br/rcshillong@ignou.ac.in</td>
<td>STATE OF MEGHALAYA&lt;br&gt;(DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, RI BHOI, SOUTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST JAINTIA HILLS, WEST KHASI HILLS)</td>
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<td>SHIMLA</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA- 171 002&lt;br&gt;HIMACHAL PRADESH&lt;br&gt;0177-2624612&lt;br&gt;18001808055 (TOLL FREE)&lt;br&gt;0177-2624611&lt;br/rcshimla@ignou.ac.in</td>
<td>STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL &amp; SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)</td>
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<td>50</td>
<td>SILIGURI</td>
<td>45</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;17/12 J. C. BOSE ROAD&lt;br&gt;SUBHAS PALLY, SILIGURI&lt;br&gt;SILIGURI - 734 001&lt;br&gt;WEST BENGAL&lt;br&gt;0353-2526818/2526819&lt;br&gt;0353-2526829&lt;br&gt;0353-2526829&lt;br/rcsiliguri@ignou.ac.in&lt;br&gt;<a href="mailto:RCSILIGURI45@GMAIL.COM">RCSILIGURI45@GMAIL.COM</a></td>
<td>STATE OF WEST BENGAL&lt;br&gt;(DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)</td>
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### ADDRESS AND CODES OF IGNOU REGIONAL CENTRES (RCs)

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<td>SRINAGAR</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;NEAR LAWRENCE VIDHYA BHAWAN&lt;br&gt;KURSU RAI BAGH&lt;br&gt;SRINAGAR - 190 008&lt;br&gt;JAMMU &amp; KASHMIR&lt;br&gt;0194-2311251&lt;br&gt;0194-2311258&lt;br&gt;0194-24215&lt;br&gt;060194-2311259&lt;br&gt;<a href="mailto:rcsrinagar@ignou.ac.in">rcsrinagar@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)</td>
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<td>52</td>
<td>TRIVANDRUM</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;RAJADHANI BUILDING&lt;br&gt;KILLIPALAM&lt;br&gt;KARAMANA P O&lt;br&gt;TRIVANDRUM – 695 002&lt;br&gt;KERALA&lt;br&gt;0471 – 234413/ 2344120&lt;br&gt;MOB : 9447044132&lt;br&gt;0471-2344121&lt;br&gt;<a href="mailto:rctrivandrum@ignou.ac.in">rctrivandrum@ignou.ac.in</a></td>
<td>STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TUTICORIN, TIRUNELVELI)</td>
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<td>53</td>
<td>VARANASI</td>
<td>48</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;GANDHI BHAWAN,B.H.U.&lt;br&gt;CAMPUS&lt;br&gt;VARANASI&lt;br&gt;221005&lt;br&gt;UTTAR PRADESH&lt;br&gt;0542-2368622&lt;br&gt;0542-2369629&lt;br&gt;0542-2368448&lt;br&gt;<a href="mailto:rcrevaranasi@ignou.ac.in">rcrevaranasi@ignou.ac.in</a></td>
<td>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, PRATAPGARH,SULTANPUR)</td>
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<td>54</td>
<td>VATAKARA</td>
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<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;MAHDAVI BUILDING,&lt;br&gt;2ND FLOORNUT STREET (PO), VATAKARA&lt;br&gt;KOZHIKODE&lt;br&gt;673104&lt;br&gt;KERALA&lt;br&gt;0496-2525281&lt;br&gt;0496-2516055&lt;br&gt;0496-2515413&lt;br&gt;<a href="mailto:rcrevakara@ignou.ac.in">rcrevakara@ignou.ac.in</a></td>
<td>STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE-PUDUCHERRY(UT)]</td>
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<td>SL. NO.</td>
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| 55     | VIJAYAWADA     | 33      | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
SKPVV HINDU HIGH SCHOOL
PREMISES, KOTHAPET
VIJAYAWADA
520 001
ANDHRA PRADESH
0866-2565253 / 2565959
rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH
(DISTRICT: KRISHNA,
GUNTUR, PRAKASHAM,
NELLORE, CHITTOOR,
KADAPA, KURNOOL,
ANANTAPUR) |
| 56     | VISAKHAPATNAM  | 84      | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
2ND FLOOR VUDA COMPLEX
SECTOR-12, MVP COLONY
USHODAYAJUNCTION
VISAKHAPATNAM - 530017
ANDHRA PRADESH
0891-2511200891-2511300
rcvisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH
COVERING (DISTRICTS: EAST
GODAVARI, WEST GODAVARI,
VISAKHAPATNAM,
VIZIANAGARAM &
SRIRAMAKULAM), [YANAM-
PUDUCHERRY(UT)] |
### IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES

*For ASSAM RIFLES Personnel Only*

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</thead>
</table>
| 1.     | 81      | IAREP–SHILLONG          | REGIONAL DIRECTOR  
IGNOU ASSAM-RIFLES RECOG R.C.  
DIRECTORATE GENERAL ASSAM RIFLES (DGAR)  
LAITUMUKHRAH  
SHILLONG - 793011  
MEGHALAYA  
0364-2705181  
0364-2705184  
iarrc_81@yahoo.co.in | COMMAND AREA |

### IGNOU – NAVY RECOGNIZED REGIONAL CENTRES

*For NAVY Personnel Only*

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>RC CODE</th>
<th>REGIONAL CENTRE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>
| 1.     | 71      | INEP-NEW DELHI       | REGIONAL DIRECTOR  
IGNOU NAVY RECOG REG CENTRE  
DIRECTORATE OF NAVAL EDUCATION  
INTEGRATED HQS.MINISTRY OF DEF  
WEST BLOCK.5, IND FLR,WING-II  
RK PURAM, NEW DELHI - 110066  
DELHI  
011-26194686  
011-26105067  
inepndelhi@rediffmail.com | NAVAL HQS |
| 2.     | 72      | INEP-MUMBAI          | REGIONAL DIRECTOR  
IGNOU NAVY RECOG REG CENTRE  
HQ. WESTERN NAVAL COMMAND  
SHAHID BHAGAT SINGH MARG  
MUMBAI - 400023  
MAHARASHTRA  
022-22752245  
022-22665458  
inepm@rediffmail.com | HQ WESTERN NAVAL COMMAND |
| 3.     | 73      | INEP-VISAKHAPATNAM   | REGIONAL DIRECTOR  
IGNOU NAVY RECOG REG CENTRE  
HQ EASTERN NAVAL COMMAND  
VISAKHAPATNAM - 530014  
ANDHRA PRADESH  
0891-2812669  
0891-2515834  
inep@hotmail.com  
rc73@ignou.ac.in | HQ EASTERN NAVAL COMMAND |
| 4.     | 74      | INEP-KOCHI           | REGIONAL DIRECTOR  
IGNOU NAVY RECOG REG CENTRE  
NAVAL BASE  
HQ SOUTHERN NAVAL COMMAND  
KOCHI - 682004, KERALA  
0484-266210,2662515  
0484-2666194  
inepkochi_10@rediffmail.com | HQ SOUTHERN NAVAL COMMAND |
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>SUB-RC</th>
<th>MENTOR RC</th>
<th>ADDRESS</th>
<th>OPERATIONAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DARJEELING</td>
<td>Siliguri</td>
<td>ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933</td>
<td>DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION</td>
</tr>
<tr>
<td>2</td>
<td>KANDHAMAL</td>
<td>Bhubaneswar</td>
<td>ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA</td>
<td>KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR</td>
</tr>
<tr>
<td>3</td>
<td>PITHORAGARH</td>
<td>Dehradun</td>
<td>ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077</td>
<td>BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL</td>
</tr>
<tr>
<td>4</td>
<td>TIRUPATI</td>
<td>Vijayawada</td>
<td>ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC</td>
<td>ANANTPUR, CHITOOR, KADAPA, KURNOOL</td>
</tr>
</tbody>
</table>
SOME USEFUL FORMS

In this section we are enclosing the samples of some forms, which are useful to you. Whenever you have to correspond with the University, please get the photocopy of the relevant form, fill it carefully and send as per instructions therein. The detailed instructions for all these forms are provided in this programme guide in different sections. The following forms are enclosed.

1) Assignment remittance-cum-acknowledgement form
2) Change of Medium of Study / Optional Courses
3) Intimation of non-receipt of study material / assignments
4) Form for Provisional Certificate
5) Requisition for fresh set of Assignments
6) Term-end Examination Form
7) Form for re-evaluation of Answer Script
8) Form for duplicate grade card / marksheet
9) Migration certificate form
10) Form for Issue of Duplicate Degree / Diploma / Certificate
11) Form for improvement in Division / Class
12) Form for early declaration of result
13) Form for obtaining photocopy of the Answer Script
14) Form for use of Official Transcript.
15) Form for Change of Address or Correction of Name
16) Re-Admission Form
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Assignment No.</th>
<th>For Office Use Only</th>
</tr>
</thead>
</table>

**Sr. No.**

**Date of Receipt:**

**Name of Evaluator:**

**Date of despatch to the Evaluator:**

**Sig. of dealing Accountant**

**Date:**

**FOR OFFICE USE ONLY**

**Sr. No.:**

**Signature of the receiver**

**Date:**

**Seal**

---

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM**

<table>
<thead>
<tr>
<th>Enrolment No.:</th>
<th>Programme:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Medium: English/Hindi</th>
</tr>
</thead>
</table>

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Sr. No.:</th>
<th>Signature of the receiver</th>
</tr>
</thead>
</table>

**Date:**

**Signature of the student**

**Date:**

---

**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

If you change your address please complete the form using block capitals and indicating:

- **Programme of Study**
- **Enrolment Number**
- **Name**
- **New or Corrected Address including Pin**
- **New Study Centre Code**
- **Choice for Medium of Study**
- **Date of Change**

For change/correction of address and change of study centre the form should be mailed to:

**The Regional Director of your region.**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE**

<table>
<thead>
<tr>
<th>Programme Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enrolment Number</th>
<th>Date Change effective from</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Existing Study Centre Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Town</th>
<th>Pin</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State Code</th>
<th>(See Code List 2 of Guide to Applicant)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature :</th>
<th>Date :</th>
</tr>
</thead>
</table>

**NOTE:** TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.
To

The Regional Director

Change of Medium: Rs. 350/- + Rs. 600/- for 4 credit and Rs. 1200/- for 8 credit per course
Change of Courses: Rs. 600/- for 4 credit per course Rs. 1200/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material

Sub.: 1. Change of Medium of Study
      2. Change of Courses of Study

Enrolment No.: ________________ ________________ ________________ ________________ ________________

1. Change of Medium: From ________________ to ________________

2. Change of courses of study as per following details:

<table>
<thead>
<tr>
<th>Title of the Course offered at the time of Registration</th>
<th>Medium</th>
<th>New Course to be offered</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fee Details: Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. ______________________________ Dated _________________________

Amount Rs. __________________ Drawn on ________________________________

Signature:

Name ______________________

Address: ______________________

____________________________________

Phone & Email _______________________

49
Sub: Non-receipt of Study Material & Assignments

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Blocks</th>
<th>Assignments</th>
</tr>
</thead>
</table>

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

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

Name and Address: ........................................ Signature: ...................................................

........................................ Date: ...................................................

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

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

For Official Use

Date of despatch of study material/assignments to students: .................................................................
APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.  

Programme Title .................................................................

Regional Centre ..............................................................................

Name ..................................................................................................

Father’s Name ....................................................................................

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

Mailing Address ..............................................................................

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

Filled in Application Form should be sent to:

The Registrar (Student Evaluation Division)
IGNOU,
Maidan Garhi,
New Delhi-110068

Date ..........................................

Signature
Please read the instructions overleaf before filling up this form:

Indira Gandhi National Open University
New Delhi

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment No.  Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum .................................................................

Please indicate course, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Course Code</th>
<th>Assignments Code</th>
<th>Course Title</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<td></td>
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<tr>
<td>3.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS
(Please Tick (✓) whichever is applicable)
1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address ................................................................. Signature ........................................
............................................................................................ Date ........................................
............................................................................................ PIN

For Official Use Only:
Date of Despatch of Assignments to student .............................................................
INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

1. Read instructions for submission of assignments given in your Programme Guide carefully.

2. Assignments should be demanded only if your registration for that course (subject) is valid.

3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code/title, Name of Semester/year, (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.

4. Submission of assignment within due dates is pre-requisite for appearing in the term end examination. You are, therefore, advised to submit your TMA at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.

5. You can appear in term end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).

6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).

7. Please do not submit your assignment responses twice either at the same Study Centre or at different study Centres for evaluation.

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

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

---

<table>
<thead>
<tr>
<th>Programme Code</th>
<th>Regional Centre Code</th>
<th>Study Centre Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Enrolment No.</th>
<th>Exam Centre Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Where you wish to appear in Exam)</td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

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

---

**COURSE OPTION:**

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes. FEE ₹ 150/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>9.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>10.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>11.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>12.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>13.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>15.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>16.</td>
<td></td>
</tr>
</tbody>
</table>

---

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

<table>
<thead>
<tr>
<th>Total No. of</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Courses</td>
<td>₹ × 150</td>
</tr>
<tr>
<td>Practical Courses</td>
<td>₹ × 150</td>
</tr>
<tr>
<td>Late Fee</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

---

**SIGNATURE OF THE STUDENT**
(Additional information)

---

**ISSUING BANK**

---

**SPECIMEN COPY—Not to be Used**
## Dates for Submission of Exam Forms

<table>
<thead>
<tr>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DEC TEE</th>
<th>LATE FEE</th>
<th>Submission of Exam Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 30 Apr</td>
<td>NIL</td>
<td>1 Sept. to 31 Oct.</td>
<td>NIL</td>
<td>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</td>
</tr>
<tr>
<td>1 May to 10 May</td>
<td>₹1000/-</td>
<td>1 Nov. to 10 Nov.</td>
<td>₹1000/-</td>
<td></td>
</tr>
</tbody>
</table>

### Instructions for Filling up the Examination Form

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.

2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).

3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.

4. Examination form should be submitted only once for each Term-end Examination.

5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket;

6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.

7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.

8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.

9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.

10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.

11. In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.

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

### Declaration

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

Date ________________ 
(Signature of the student)

Phone No. (R) ____________________ Mobile No. ____________________ Email Id ________________

Phone No. (O) ____________________
(with STD code)

### Authentication by Co-ordinator/Incharge of Study Centre/Programme Study Centre/Partner Institution/Community College

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

Centre Code ________________

Date ________________

(Signature & Stamp of Co-ordinator/Incharge)

Study Centre/PSC/PI/Community College
APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

Name: ..........................................................................................................................................................

Programme: ................................................................................................................................................

Enrolment No. .............................................................................................................................................

Address: ......................................................................................................................................................

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

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

PIN: ...........................................................................................................................................................

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

Name of Exam Centre: ......................................................................................................................................

Centre Code: ..............................................................................................................................................

Course, in which Re-evaluation is sought

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>TITLE OF THE COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fee detail:
(The fee for Re-evaluation of answer script is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at the City of Evaluation Centre)

No. of Course(s): ……………... × Rs. 750/- = Total Amount: ……………...

Demand Draft No. ……………… Date: ……………

Issuing Bank: ………………………………………………………………………

Date: …………………………………………… Signature of the student

(P.T.O)
RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.

2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.

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

4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6) On the top of the envelope containing the prescribed application form, please mention ‘APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS’

7) Application form must reach within the prescribed dates at the following address:-

<table>
<thead>
<tr>
<th>SL.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hq.</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</td>
<td>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</td>
<td>All Examination Centres in Patna, Raipur, Buvneshwar, Koraput, Siliguri and Raghunathganj.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Alliganj Lucknow – 226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</td>
<td>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</td>
<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal.</td>
</tr>
<tr>
<td>7.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.</td>
<td>All Examination Centres in Kolkata, Darbhanga and Ranchi.</td>
</tr>
</tbody>
</table>
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name .........................................................................................................................................................

Enrolment No. ........................................................................................................................................

Address ..................................................................................................................................................

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

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

Pin .........................................................................................................................................................

Programme ..............................................................................................................................................

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

Centre from where appeared at last examination ......................................................................................

Bank Draft / IPO No. ............................................................................................................................. Dated .................................................................

for Rs. 200/- in favour of IGNOU, New Delhi ........................................................................................

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

Signature

Dated .....................................................................................................................................................

Note: Fee for duplicate grade card Rs.200/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

The Registrar (Student Evaluation Division)  
Indira Gandhi National Open University  
Maidan Garhi,  
New Delhi-110 068
Application Form for Issue of Migration Certificate

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

1. Name ........................................................................................................................................

2. Father’s/Husband’s Name : ...........................................................................................................

3. Address ........................................................................................................................................
....................................................................................................................................................Pin ................................

4. Particulars of last examination ......................................................................................................

<table>
<thead>
<tr>
<th>Examination Passed (Programme)</th>
<th>Year of Passing</th>
<th>Enrolment No.</th>
<th>Marks Obtained</th>
<th>Grades Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Draft Details
Amount Rs. _______________ D.D. No. __________________ Date _______________
Bank Name ____________________________ Place of Issue ______________________

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt./Km. ________________________________ is correct as per scholar register.

2. He/She may be issued the Migration Certificate applied for __________________________

Date ________________ Dealing Assistant __________________ Section Officer ________________

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. ____________________ dated ________________

Date: ____________________ Signature of the Applicant

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INSTRUCTIONS

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.

2. At the time of submission of the application for issue of Migration Certificate the student should attach xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.

3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case it has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, _________________________________ Son/daughter/wife of ___________________________ resident of __________________________________________ hereby solemnly declare that the Migration Certificate No. ___________________ dated ___________ issued to me by the ___________________________ to enable me to join __________________________________________ University has been lost and I did not join any other University on the basis of the same nor have I submitted the same for joining any other University. In case the lost Migration Certificate is found, I shall deposit the same to the University”.

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

FORM OF APPLICATION FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY DIPLOMA/DEGREE/CERTIFICATE

Note: For Instructions, please see reverse.

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

Sir,

I wish to have a duplicate copy of my Diploma/Degree/Certificate for the Programme ___________________________ Examination for the following reasons:

The prescribed fee of Rs. 750.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): ____________________________________________

(in Hindi): ____________________________________________

Father's Name (in Block Letters): ____________________________________________

Programme: ___________________ Enrolment Number: ___________________

Examination Passed in Term End Examination - June/December, _______

Result: ___________________ Grade/Division ___________________

Name of the Study Centre: ____________________________________________

Name of the Regional Centre: ____________________________________________

& other particulars: ____________________________________________

Full Permanent Address of student: ____________________________________________

__________________________________________________________________________________

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully.

Signature of the Student

Postal Address: ___________________

Date: ___________________

I Certify that the above entries made by the applicant are correct.

Signature of Regional Director

With Stamp
INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE/DIPLOMA/CERTIFICATE

1. The form should be filled in duplicate legibly and signed by the candidate.

2. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.

3. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.

4. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 10/- BEFORE A FIRST CLASS MAGISTRATE

I ________________________________ Son/Daughter of Shri ______________________ resident of ________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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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  

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

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

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

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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ————-</td>
<td>4. ————-</td>
</tr>
<tr>
<td>2. ————-</td>
<td>5. ————-</td>
</tr>
<tr>
<td>3. ————-</td>
<td></td>
</tr>
</tbody>
</table>

6. Fee details:

(The fee for Improvement in Division/Class is Rs. 750/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): .......... X Rs. 750/- = Total Amount: .................

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

Issuing Bank: .................................................................

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

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

Exam. Centre Code………………. City/Town .................................................

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

UNDERTAKING

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

Date: ......................... Signature: ............................

Place: ...................... Name: ..............................
RULES & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

1. The improvement of marks/grades is applicable only for the Bachelor’s/Master’s Degree Programmes, who have completed the programme. The eligibility is as under:-
   
a) The students of Bachelor’s/Master’s Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.
b) The students of Master’s Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

2. Only one opportunity will be given to improve the marks/grade.

3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc.

4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.

5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. However, the students who have completed the programme as on the date of issue of this notification, wishing to improve can apply for improvement in the Term-end Examination as per following criteria.
   
a) The students mentioned at 1(a) above in June 2008.
b) The students mentioned at 1(b) above in June 2008 or December 2008.

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. Students wishing to improve their performance should submit the application in the prescribed format along with fee @Rs.500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-

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

11. On the top of the envelope containing the prescribed application form,
Please mention “APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS.
APPLICATION FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION

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

1. Name: ......................................................................................................................................................

2. Programme:       Enrolm.  

3. Address: ...................................................................................................................................................

..................................................................................................................................................
..................................................................................................................................................
.................................................................................... Pin  

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

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

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

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Date of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Rs. 1000/- per course, which is to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at the City of Evaluation Centre)

No. of Course(s): ............... X Rs. 1000/-= Total Amount: .............................

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

Issuing Bank: ..............................................................................................................

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

P.T.O.
RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
   i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University’s results.
   ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.

2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.

3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.

4. Application form must reach at the following address before the date of the examination for the course(s) for which early evaluation is sought:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</td>
<td>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</td>
<td>All Examination Centres in Patna, Raipur, Bhubneshwar, Koraput, Siliguri and Raghunathganj.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</td>
<td>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</td>
<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal.</td>
</tr>
<tr>
<td>7.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.</td>
<td>All Examination Centres in Kolkata, Darbhanga and Ranchi.</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.
1st September to 15th October for December Term-end Exam.

1. Name ……………………………………………………………………………………………………….

2. Programme: ........................................ Enrolment No: [Fill in Enrolment Number]

3. Address: ...........................................................................................................................

.............................................................................................................................................. Pin Code

4. 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): ………………………………………………………………………………………………

5. Fee details:
   (The fee for this purpose is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

   No. of Course(s): …………..…… X Rs. 100/-                =              Total Amount: ...............……....

   Demand Draft No.: ……………………… Date: .........…….

   Issuing Bank: …………………………………………………………………………………………….


   issued by the University

UNDEARTAKING

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

Date: ............................................................... Signature ............................................

Place: ............................................................... Name: ..................................................

P.T.O.
RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.

2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.

3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.

4. Student’s application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) along with the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University’s website, whichever is later.

5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation along with a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.

6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.

7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre&lt;br&gt;Block-5, IGNOU, Maidan Garhi&lt;br&gt;New Delhi-110068</td>
<td>All Examination Centres within Delhi-1, Delhi, Delhi-3, All Schools and Divisions at Hq's.</td>
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</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre&lt;br&gt;IGNOU Regional Centre&lt;br&gt;2nd Floor, Biscomaun Tower&lt;br&gt;W. Gandhi Maidan, Patna -800 001</td>
<td>All Examination Centres in Patna, Raipur, Bhubneshwar, Koraput, Siliguri and Raghunathganj.</td>
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<td>4.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre&lt;br&gt;B-1/33, Sector-H, Aliganj&lt;br&gt;Lucknow – 226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</td>
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<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building&lt;br&gt;270, Senapati Bapat Road, Pune-411016</td>
<td>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</td>
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<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizwal.</td>
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<td>Dy. Registrar Evaluation Centre&lt;br&gt;IGNOU Regional Centre&lt;br&gt;Bikash Bhavan, 4th Floor, North Block,&lt;br&gt;Bidhan Nagar (Salt Lake City)&lt;br&gt;Kolkata-700091.</td>
<td>All Examination Centres in Kolkata, Darbhanga and Ranchi.</td>
</tr>
</tbody>
</table>

8) For the photocopy (ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.
APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name: ......................................................................................................................................................

2. Programme: [ ] Enrolment No: .......................................................... ..........................................................

3. Address: ...................................................................................................................................................
..................................................................................................................................................................
..................................................................................................................................................................
..................................................................................................... Pin ..........................................................

4. Purpose for which: ....................................................................................................................................
transcript is required ................................................................................................................................

5. Fee detail:
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at ‘New Delhi’)

No. of transcript(s): ……………. X Rs. 200/ Rs. 400/- = Total Amount: Rs.…………………
Required

Demand Draft No.: …………………… Date: ……………………….

Issuing Bank: …………………………………………………………………………..................

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required
to be sent (attached a separate list, if required)
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

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

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

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

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.
APPLICATION FORM FOR CHANGE OF ADDRESS/CORRECTION OF NAME

Date: _____________________

To
Registrar, SRD
IGNOU
Maidan Garhi
New Delhi-110068

Please tick the appropriate box:
Change/Correction of Address ☐
Correction of Name ☐

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. ..................................................... Programme ..........................................................
Name (in caps) ..................................................................................................................................

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

<table>
<thead>
<tr>
<th>New Address</th>
<th>Old Address</th>
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<tbody>
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</table>

City ...................... Pin ......................
State ..................................................

City ...................... Pin ......................
State ..................................................

2. CORRECTION OF NAME

(For correction in the spelling of name please attach an attested photocopy of 10th class Certificate)

Name as recorded ................................................................................................................ (IN CAPITAL LETTERS)
Correct Name ................................................................................................................ (IN CAPITAL LETTERS)

_______________________________
Signature of Student

Phone/Mobile Number .........................

For Office Use

Control Number ......................... Lot No. ............................ Date .................................
STUDENT REGISTRATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068
RE-ADMISSION FORM

1. Name & Address of the Student: ........................................................................................................................................

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

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

2. Programme Code: ................................................................. E-mail Mob. .................................................................

3. Enrol. No: ................................................................................................................

4. Regional Centre Code: ..................................................

5. Study Centre Code ........................................................................

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Course Code</th>
<th>Title of the Course</th>
<th>Credits</th>
<th>Course Fee (₹)</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Total ₹

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

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Course Codes(s) of the missed year(s)/semester(s)</th>
<th>Re-registration fee</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Fee (col. No. 6 + 7) ₹ ........................................ enclosed vide Demand Draft No. ......................................................

Date ........................................... Amount ..................................Name of Bank .............................................................

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

Dated: ................................................................. Signature of the student

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

(Please retain a copy of this form for any future reference)
RULES & GUIDELINES FOR RE-ADMISSION

1) Re-admission is permissible in the following cases:
   a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
   b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.

2. Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the prorata course fee for re-admission. The Pro-rata fee shall be paid as per then prevailing rates.

3. Course fee paid for re-admission would be valid for a period of six months/one year/two consecutive academic years or four consecutive semesters only, as given below:
   a) Six months - for all Certificate Programmes of six months duration
   b) One year - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, and collaborative programmes B.Com & M.Com of ICAI, ICWAI and ICSI)
   c) Two years - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.

4. The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.

5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.

6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.

7. No study material (SLMs) will be supplied on re-admission, including for the missed semester/year. If the earlier SLMs is replaced, the student will be required to buy changed course material. For that matter SLMs will not be provided for the courses re-registered as missed semester/year. Students will have to make their own arrangement for the SLMs.

8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.

9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.

10. Students are required to pay the pro-rata Re-admission fee as per then prevailing rates, in lump sum, for all the courses they failed to successfully complete earlier. Fee once paid will not be refunded under any circumstances. Students of BCA-MCA Intg. Prog. should pay the pro-rata re-admission fee, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.

11. Pro-rata fee for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.

12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.

13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words ‘Re-admission’ on the reverse of the DD.

P.S.
1. Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).
IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

I. IGNOU REGIONAL SERVICES DIVISION COMMITTEE AGAINST SEXUAL HARASSMENT (RSDCASH)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Contact Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Bini Toms, RSD, Chairperson RSDCASH</td>
<td>29572407/2505</td>
<td><a href="mailto:isdcash@ignou.ac.in">isdcash@ignou.ac.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Dr. G. Mythili, Dy. Director, STRIDE</td>
<td>29572604</td>
<td><a href="mailto:gmythili@ignou.ac.in">gmythili@ignou.ac.in</a></td>
</tr>
<tr>
<td>3</td>
<td>Ms. Azra Arshad, Maintenance, Engineer EMPC</td>
<td>29573261</td>
<td><a href="mailto:aarshad@ignou.ac.in">aarshad@ignou.ac.in</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>29532164</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ms. Neeru Sayal, EA, RSD</td>
<td>29572417</td>
<td><a href="mailto:neerusayal15@gmail.com">neerusayal15@gmail.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Contact Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prof. Uma Medury, Professor, SOSS, Chairperson ICASH</td>
<td>29572741</td>
<td><a href="mailto:cash@ignou.ac.in">cash@ignou.ac.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Dr. Gurmeet Kaur, Associate Professor, SOL</td>
<td>29572984</td>
<td><a href="mailto:gurmeetkaur@ignou.ac.in">gurmeetkaur@ignou.ac.in</a></td>
</tr>
<tr>
<td>3</td>
<td>Dr. Neera Singh, Associate Professor, SOH</td>
<td>29572790</td>
<td><a href="mailto:neerasingh@ignou.ac.in">neerasingh@ignou.ac.in</a></td>
</tr>
<tr>
<td>4</td>
<td>Dr. Rakhi Sharma, Associate Professor, SOET</td>
<td>29572923</td>
<td><a href="mailto:rakhisharma@ignou.ac.in">rakhisharma@ignou.ac.in</a></td>
</tr>
<tr>
<td>5</td>
<td>Ms. Renu Katyal, AR, SOA</td>
<td>29572977</td>
<td><a href="mailto:renu@ignou.ac.in">renu@ignou.ac.in</a></td>
</tr>
<tr>
<td>6</td>
<td>Mr. P.T. Raveendran, AR, F &amp; A</td>
<td>29571211</td>
<td><a href="mailto:ptraveendran@ignou.ac.in">ptraveendran@ignou.ac.in</a></td>
</tr>
<tr>
<td>7</td>
<td>Ms. Rashmi Sarpal, PS, SOSS</td>
<td>29572702</td>
<td><a href="mailto:rashmisarpal@ignou.ac.in">rashmisarpal@ignou.ac.in</a></td>
</tr>
<tr>
<td>8</td>
<td>Ms. Parineeta, Assistant, SOTHSM</td>
<td>29571751/1758</td>
<td><a href="mailto:parinita@ignou.ac.in">parinita@ignou.ac.in</a></td>
</tr>
<tr>
<td>9</td>
<td>Dr. Taisha Abraham- Associate Professor Department of English, Jesus &amp; Mary College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ms. Naina Kapoor, Director, Sakshi, NGO</td>
<td></td>
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<tr>
<td>11</td>
<td>Ms. Swati Pal-Ph. D. in Chemistry</td>
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</tbody>
</table>

III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Contact Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH</td>
<td>29532054</td>
<td><a href="mailto:asgupta@ignou.ac.in">asgupta@ignou.ac.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Ms. Kailash Saluja, AR, PMDD</td>
<td>29572006/2030</td>
<td><a href="mailto:kailashsaluja@ignou.ac.in">kailashsaluja@ignou.ac.in</a></td>
</tr>
<tr>
<td>3</td>
<td>Ms. Gazala Parveen, Prod. Asst. EMPC</td>
<td>29573366</td>
<td><a href="mailto:ghazala.syed.mail@gmail.com">ghazala.syed.mail@gmail.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Prof. Jyantika Dutta, Lady Irwin College</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:
Address at IGNOU (Hqrs.):
Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068
Email: rsdcash@ignou.ac.in
OR
Address at your Regional Centre:
Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).
# 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.

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

*After filling out this questionnaire and mail it to: STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068*