

**MARD**

# **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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## **MATERIAL PRODUCTION**

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*Further information about the SOCE and Indira Gandhi National Open University courses may be obtained from the University's Office at MaidanGarhi, New Delhi-110 068 or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in).*

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# CONTENTS

	<b>Page No.</b>
1. About the University	5
2. Master's Programme in Rural Development	6
3. Assignments	13
4. Submission of Dissertation	16
5. Information Regarding Examination	16
6. Preparation for Examination	19
7. Term-End Examination	19
8. Some Useful Address	22

## **ANNEXURES**

I. Detailed Programme Structure	23
II. List of Regional Centres and Sub-Regional Centres	30
III. Some useful Forms	47



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# 1. ABOUT THE UNIVERSITY

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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

<p>The degrees and diplomas of IGNOU are recognised and have the same status as those of any other Central or State University in India.</p>
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- 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.

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## **2. MASTER'S PROGRAMME IN RURAL DEVELOPMENT**

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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**.

Course Code	Title of the Course	Credits
<b>First Year Compulsory Courses</b>		
MRD-I01	Rural Development - Indian Context	6
MRD-I02	Rural Development Programmes	6
MRD-I03	Rural Development - Planning and Management	6
MRD-004	Research Methods in Rural Development .	6
MRDP-OOI	Dissertation	12
<b>Second Year Optional Courses</b>		
RDD-6	Rural Health Care	6
RDD-7	Communication and Extension in Ru: al Development	6
MRDE-IO1	Rural Social Development	6
MRDE-002	Voluntary Action in Rural Developmen	6
MRDE-003	Land Reforms and Rural Development	6
MRDE-004	Entrepreneurship and Rural Development	6

**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](http://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  $(4 \times 6) = 24$  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

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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

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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 took his guidance while working

on your Dissertation.

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:

#### **Grading System**

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

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.

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### 3. ASSIGNMENTS

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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 the 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](http://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:

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PROGRAMME TITLE: ..... ENROLLMENT NO: .....

COURSE CODE: ..... NAME : .....

COURSE TITLE: ..... ADDRESS: .....

ASSIGNMENT CODE: ..... .....

STUDY CENTRE : ..... SIGNATURE: .....

DATE: .....

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- 3) Read the assignments carefully and follow specific instructions, if any, given alongwith 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 em 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 hand writing. 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-cum- 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.**

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## **4. SUBMISSION OF DISSERTATION**

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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 the 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 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

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## **5. INFORMATION REGARDING EXAMINATION**

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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](http://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**

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

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](http://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 1<sup>st</sup> June and 1<sup>st</sup> 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 there after, 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.

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## 6. PREPARATION FOR EXAMINATION

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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.

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## 7. TERM-END EXAMINATION

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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-101 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.

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## 8. SOME USEFUL ADDRESSES

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

**MASTER'S PROGRAMME IN RURAL DEVELOPMENT DETAILED  
PROGRAMME STRUCTURE**

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

**Block-1 Rural Society and Economy**

Unit 1 Introduction to Rural Sociology

Unit 2 Rural Demography

Unit 3 Rural Social Structure

Unit-4 Rural Economic Structure

Unit-5 Rural Poverty

**Block-2 Rural Development: Concepts, Strategies and Experiences**

Unit 1 Development-An Overview

Unit 2 Rural Development: Concepts and Strategies

Unit 3 Rural Development Experiences: An Asian Perspective

Unit 4 Rural Development in India

**Block-3 Rural Development - Agrarian Issues**

Unit 1 Agrarian Movements

Unit 2 Land Reforms

Unit 3 Green Revolution

Unit 4 Agricultural Extension Services

**Block-4 Rural Development Administration**

Unit 1 Administrative Structure

Unit 2 Panchayati Raj

Unit 3 Cooperatives in Rural Development

Unit 4 Rural Credit and Banking

**Block-5 Dynamics of Change in Rural India**

Unit 1 Social Change: Mobility & Mobilization

Unit 2 Empowerment

Unit 3 Information, Education and Communication (IEC)

Unit 4 Information Technology and Rural Development

## **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)-1
- Unit 2 Swarnjayanti Gram Swarozgar Yojana (SGSY)-2
- Unit 3 Sampurna 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 II : 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 (RCH)

**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 and 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 India
- 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)

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE TILLA AGARTALA - 799 004 TRIPURA 0381-25193910381-2516714 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI)
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA UNIVERSITY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382 481 GUJARAT 02717-242975-242976 02717-241579 02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARAVALLI, MAHISAGAR AND CHHOTA UDAIPUR) DAMAN (U.T.) AND DADARA & NAGAR HAVELI (U.T.)
3	AIZAWL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. YC-10 ROPHIRA BUILDING CHALTLANG DAWRKAWN AIZAWL - 796 012 MIZORAM 0389-2391692 / 239526 00389-2391789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZAWL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, BUDAUN, ETAH, ETAWAH, FIROZABAD, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRESSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR,CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALURDAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR, SUMAN PLAZA CENTRAL JAIL ROAD, TILKAMANJHI, BHAGALPUR BIHAR 812001 0641-2610055/2610066 0641-2610077 rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA, MUNGER)
7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 12, ARERA HILLS BHOPAL BHOPAL - 462 011 MADHYA PRADESH 0755-2578455/2578452 0755-2762524 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN, AGAR-MALWA)
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 0674-2301348 / 230125 00674-2301352 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ODISHA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
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, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PERIYAR THIDAL 84/1 EVK SAMPATH SALAI VEPERY CHENNAI-600007 <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a> 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.)



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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
13	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHIL AUNIV. CAMPUS, KAMESHWAR NAGAR NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251862 06272-251833 06272-253719 <a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a>	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 008 UTTARAKHAND 0135-2789200 0135-2789205 0135-2789180 <a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a>	STATE OF UTTARAKHAND (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR)
15	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 /26990082-83 011-26058354 011-26990084 <a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 DELHI 011-23392374 /23392376 23392377 011-26493257 011-23392375 <a href="mailto:rcdelhi2@ignou.ac.in">rcdelhi2@ignou.ac.in</a>	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUDH VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJRA, BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI )

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

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
17	DELHI 3	38	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 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAMNAGAR, JANAKPURI, NAJAFGARH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICTS: GURUGRAM, MEWAT)
18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANDAKINI SADAN BASUWADIH, ROHINI ROAD DEOGHAR JASIDIH JHARKHAND 814142 06432-34448 9234455958-957-975 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK	24	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 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMCH ROAD CHRISTIAN BASTI GUWAHATI GUWAHATI ASSAM 781005 0361-2343771 / 2343785 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: KARBIANGLONG (EAST), KARBIANGLONG (WEST), MORIGAON, DARRANG, KAMRUP, KAMRUP METROPOLITAN, NALBARI, BARPETA, BONGAIGAON, DHUBRI, SOUTH SALMARA- MANKACHAR, GOALPARA, KOKRAJHAR, BAKSA, UDALGURI, CHIRANG, DIMA HASAO, CACHAR, HAILAKANDI, KARIMGANJ)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 TELANGANA 040-23117550 9492451812 rchyderabad@ignou.ac.in	STATE OF TELENGANA (DISTRICT: ADILABAD, BHADRADRI KOTHAGUDEM, HYDERABAD, JAGTIAL, JANAGAON, JAYASHANAR BHOOPALPALLY, JOGULAMBA GADWAL, KAMAREDDY, KARIMNAGAR, KHAMMAM, KOMARAM BHEEMASIFABAD, MAHABUBABAD, MAHABUBNAGAR, MANCHERIAL, MEDAK, MEDCHAL, NAGARKURNOOL, NALGONDA, NIRMAL, NIZAMABAD, PEDDAPALLI, RAJANNA SIRCILLA, RANGA REDDY, SANGAREDDY, SIDDIPET, SURYAPET, VIKARABAD, WANAPARTHY, WARANGAL RURAL, WARANGAL URBAN, YADADRI BHUANAGIRI.)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH A.O.C. IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL, KAKCHING, TENGNOPAL, KAMJONG, KANGPOKPI, JIRIBAM, NONEY, PHERZAWL)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
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, HANUMUNGARH, 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 0191-2579572 / 2546529 0191-2502921 0191-2585154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
27	JODHPUR	88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 439 PAL LINK ROAD OPP. KAMALANAGAR HOSPITAL JODHPUR RAJASTHAN 342008 0291-2755424 0291-2751524 0291-2756579 rcjodhpur@ignou.ac.in studentsrcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS: JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JANAMBHUMI BUILDING TULSHI NARAYAN SARMAH PATHNEAR NEHRU PARK JORHAT - 785001 ASSAM 0376-2301116 0376-2301115/2301114 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR, BISWANATH, CHARAIDEO, HOJAI & MAJULI)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH COLONY KARNAL - 132 001 HARYANA 0184-2271514 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) AND CHARKHI DADRI
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 01628-237361 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA, FAZILKA, PATHANKOT)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
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 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
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 rckorapat@ignou.ac.in	STATE OF ODISHA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5-C/INS-1, SECTOR - 5 VRINDAVAN YOJNA, 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 (FATEHGARH), FATEHPUR, GONDA, HAMIRPUR, HARDOI, JALAUN(ORAI), JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN,KAUSHAMBI, LAKHIMPUR(KHERI), LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI 625 018 TAMIL NADU 0452-2380775 / 2380733 0452-2380588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR, ARIYALUR)
36	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd AND 3rd FLOOR KAPPEESH BUILDING, 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, HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 MAHARASHTRA 0712-2536999,2537999 0712-2538999 rcnagpur@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)**

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 24050140 120-2405013 renoidea@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BULANDSHAHR, HAPUR, SAHARANPUR, MUZAFFARNAGAR, BIJNOR, SHAMLI, AMROHA, MORADABAD, SAMBHAL RAMPUR, AGRA, MATHURA) STATE OF DELHI (MAYUR VIHAR PH- I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE, EAST DELHI)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE H. NO. 1576 NEAR P&T STAFF QUARTERS ALTO PORVORIM 403 521GOA0832- 2414553repanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHUDURG)
40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 repatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, BHOJPUR, BUXAR, JEHANABAD, LAKHISARAI, NALANDA, PATNA, SHEIKHPURA, VAISHALI, SIWAN, SARAN, ROHTAS, KAIMUR, NAWADA, GAYA, AURANGABAD, JAMUI)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KANNADA SANGHA BUILDING NEAR SYNDICATE BANK 18, TAGORE ROAD, MOHANPURA PORT BLAIR - 744 101 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 03192-230111 reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)



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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD,PUNE – 411 016 MAHARASHTRA PH. OFF : 020-25671867 FAX : 020-25671864 E-MAIL : rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AHMEDNAGAR, AURANGABAD, BEED, DHULE, JALGAON, JALNA, KOLHAPUR, NANDURBAR, NASHIK, OSMANABAD, PUNE, SANGALI, SATARA)
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARINEAR DENA BANK, FULTALA MURSHIDABAD RAGHUNATHGANJ WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX, KACHNA POST: SADDU RAIPUR - 492014 CHHATTISGARH 0771-2283285 / 2971322 E-Mail: rcraipur@ignou.ac.in rc website: <a href="http://www.ignourcraipur.ac.in">www.ignourcraipur.ac.in</a>	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI, DANTEWADA, BASTAR, KONDAGAON, NARAYANPUR, BIJAPUR, SUKMA)
45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT 360 005 GUJARAT 0281-2572988 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDAR, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR, DEV- BHOOMI DWARKA, GIR- SOMNATH, BOTAD, MORBI), DIU (U.T.)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022 JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, LATEHAR, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, DHANBAD, PALAMU, GARHWA)
47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAYABAZAR, SAHARSA 852201, BIHAR 06478-219014, 219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS: KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIA, KISHANGANJ & PURNIA)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE UMSHING, MAWKYNROH NEHU CAMPUS SHILLONG - 793 022 MEGHALAYA 0364-2550088/2550102 / 2550015 0364-2551010 reshillong@ignou.ac.in	STATE OF MEGHALAYA (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)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA- 171 002 HIMACHAL PRADESH 0177-2624612 18001808055 (TOLL FREE) 0177-2624611 reshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 J. C. BOSE ROAD SUBHAS PALLY, SILIGURI SILIGURI - 734 001 WEST BENGAL 0353-2526818/2526819 0353-2526829 0353-2526829 rcsiliguri@ignou.ac.in RCSILIGURI45@GMAIL.COM	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)

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

SL. NO.	REGIONAL CENTRE	RC CODE	ADDRESS	JURISDICTION
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-24215 060194-2311259 <a href="mailto:rcsrinagar@ignou.ac.in">rcsrinagar@ignou.ac.in</a>	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI BUILDING KILLIPALAM KARAMANA P O TRIVANDRUM – 695 002 KERALA 0471 – 234413/ 2344120 MOB : 9447044132 0471-2344121 <a href="mailto:rctrivandrum@ignou.ac.in">rctrivandrum@ignou.ac.in</a>	STATE OF KERALA (DISTRICTS: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMIL NADU (DISTRICTS: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI 221005 UTTAR PRADESH 0542-2368622 0542-2369629 0542-2368448 <a href="mailto:revaranasi@ignou.ac.in">revaranasi@ignou.ac.in</a>	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)
54	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING, 2ND FLOOR NUT STREET (PO), VATAKARA KOZHIKODE 673104 KERALA 0496-2525281 0496-2516055 0496-2515413 <a href="mailto:rcvatakara@ignou.ac.in">rcvatakara@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAD, KOZHIKODE, MALAPPURAM), [MAHE- PUDUCHERRY (UT)]

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

<b>SL. NO.</b>	<b>REGIONAL CENTRE</b>	<b>RC CODE</b>	<b>ADDRESS</b>	<b>JURISDICTION</b>
<b>55</b>	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYAWADA 520 001 ANDHRA PRADESH 0866-2565253 / 2565959 revijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)
<b>56</b>	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR VUDA COMPLEX SECTOR-12, MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM - 530017 ANDHRA PRADESH 0891-25112000891-2511300 revisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS: EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM), [YANAM- PUDUCHERRY(UT)]

**IGNOU – ASSAM RIFLES RECOGNIZED REGIONAL CENTRES**  
(For ASSAM RIFLES Personnel Only)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
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)

SL. NO.	RC CODE	REGIONAL CENTRE	ADDRESS	JURISDICTION
1.	71	INEP- NEW DELHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 011-26105067 inepdelhi@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-VISAKHA- PATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812669 0891-2515834 inepv@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

## IGNOU – SUB-REGIONAL CENTRES

SL. NO.	SUB-RC	MENTOR RC	ADDRESS	OPERATIONAL AREA
1	DARJEELING	Siliguri	ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB- DIVISION
2	KANDHAMAL	Bhubaneswar	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
3	PITHORAGARH	Dehradun	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL
4	TIRUPATI	Vijayawada	ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC	ANANTPUR, CHITTOOR, KADAPA, KURNOOL

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**SOME USEFUL FORMS**

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**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





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:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

**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 \_\_\_\_\_

The Regional Director

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

**Sub : Non-receipt of Study Material & Assignments**

Enrolement No. 

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

Programme 

--

Medium of Study 

--

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

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

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

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

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

**For Official Use**

Date of despatch of study material/assignments to students .....



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

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.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**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**



# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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

**EXAM FORM**

Serial No.

Control No.

### INSTRUCTIONS

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

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

Programme Code           Regional Centre Code   Study Centre Code

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

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

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

City           District

State           Pin Code

MOBILE NO.

### COURSE OPTION:

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

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

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

Total No. of		Total Amount
Theory Courses	<input type="text"/>	₹ × 150 <input type="text"/>
Practical Courses	<input type="text"/>	₹ × 150 <input type="text"/>
Late Fee	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<input type="text"/>

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Issuing Branch	<input type="text"/>
Payable at (Regional Centre under which your exam centre falls)	<input type="text"/>

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 30 April	NIL	1 Sept. to 31 Oct.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 May to 10 May	₹ 1000/-	1 Nov. to 10 Nov.	₹ 1000/-	

**Before submitting the examination form please ensure that:**

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 150/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

**PLEASE NOTE :**

- Examination fee per course is - ₹150/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - **Regional Centre under which your examination centre falls**
- Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

**INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website ([www.ignou.ac.in](http://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](http://www.ignou.ac.in)) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

**DECLARATION**

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

Date \_\_\_\_\_

(Signature of the student)

Phone No. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email Id \_\_\_\_\_

Phone No. (O) \_\_\_\_\_

(with STD code)

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

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

Centre Code \_\_\_\_\_

Date \_\_\_\_\_

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





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

**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	COURSE CODE	TITLE OF THE COURSE
	.....	.....
	.....	.....
	.....	.....
	.....	.....

**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](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
- 5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
- 6) On the top of the envelope containing the prescribed application form,

Please mention ‘**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**’

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

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

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

## APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/ MARKSHEET

Name .....

Enrolment No.

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

Address

.....

.....

.....

.....

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





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(To be submitted at the concerned Regional Centre)

**Application Form for Issue of Migration Certificate**

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

- 1. Name : .....
- 2. Father's/Husband's Name : .....
- 3. Address ..... Pin .....
- 4. Particulars of last examination .....

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

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

<p>Draft Details</p> <p>Amount Rs. _____ D.D. No. _____ Date _____</p> <p>Bank Name _____ Place of Issue _____</p>
--

(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

## 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 entires 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

\_\_\_\_\_ do hereby solemnly declare that the original Degree Certificate dated \_\_\_\_\_ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the \_\_\_\_\_ examination in \_\_\_\_\_ under University Enrolment No. \_\_\_\_\_ has been lost/destroyed.

I have filed an F.I.R. with \_\_\_\_\_ Police Station \_\_\_\_\_ and a copy of the same duly attested by a Gazetted Officer/First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma/Degree/Certificate which has been lost is put to any unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from such use.

Deponent

Signature \_\_\_\_\_

Address \_\_\_\_\_

*Verification*

Verified \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_



**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: 1<sup>st</sup> to 30<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> to 31<sup>st</sup> 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:	<b>COURSE CODE</b>	<b>COURSE CODE</b>
	1. _____	4. _____
	2. _____	5. _____
	3. _____	

**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 2<sup>nd</sup> and 1<sup>st</sup> 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.



## **RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS**

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

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



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

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form:- 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for December Term- end Exam.

1. Name .....
2. Programme:  Enrolment No:
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: .....
6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

**UNDERTAKING**

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

Date: .....  
Place: .....

Signature .....  
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) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

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

**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.



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

**APPLICATION FORM FOR CHANGE OF ADDRESS/CORRECTION OF NAME**

Date: \_\_\_\_\_

To  
Registrar, SRD  
IGNOU  
Maidan Garhi  
New Delhi-110068

<b><i>Please tick the appropriate box:</i></b>	
Change/Correction of Address	<input type="checkbox"/>
Correction of Name	<input type="checkbox"/>

**THROUGH CONCERNED REGIONAL DIRECTOR**

Enrolment No. .... Programme .....

Name (in caps) .....

**1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS**

<b>New Address</b>	<b>Old Address</b>
.....	.....
.....	.....
.....	.....
City ..... Pin .....	City ..... Pin .....
State .....	State .....

**2. CORRECTION OF NAME**

*(For correction in the spelling of name please attach an attested photocopy of 10<sup>th</sup> 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 .....**





## **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](http://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](http://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)

1	Dr. Bini Toms, RSD, Chairperson RSDCASH	29572407/2505	isdcash@ignou.ac.in
2	Dr. G. Mythili, Dy. Director, STRIDE	29572604	gmythili@ignou.ac.in
3	Ms. Azra Arshad, Maintenance, Engineer EMPC	29573261 29532164	aarshad@ignou.ac.in
4	Ms. Neeru Sayal, EA, RSD	29572417	neerusayal15@gmail.com
5	Dr. Radhika Menon, Asst. Professor, Mata Sundari College (Delhi University)		

## II. IGNOU COMMITTEE AGAINST SEXUAL HARASSMENT (ICASH)

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

## III. IGNOU APEX COMMITTEE AGAINST SEXUAL HARASSMENT (ACASH)

1	Prof. Anju Sehgal Gupta, Professor, SOH Chairperson ACASH	29532054	asgupta@ignou.ac.in
2	Ms. Kailash Saluja, AR, PMDD	29572006/2030	kailashsaluja@ignou.ac.in
3	Ms. Gazala Parveen, Prod. Asst. EMPC	29573366	ghazala.syed.mail@gmail.com
4	Prof. Jyantika Dutta, Lady Irwin College		

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](mailto:rsdcash@ignou.ac.in)**

**OR**

**Address at your Regional Centre:**

Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).

### 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](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

Vice-Chancellor, IGNOU.

Enrolment No. .... Name .....

Gender :  M  F

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

Regional Centre ..... State ..... Study Centre .....

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

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

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