

PGDAE

PROGRAMME GUIDE

POST-GRADUATE DIPLOMA IN ADULT EDUCATION: Participatory Adult Learning, Documentation and Information Networking (PGDAE)

*A Product of
IGNOU-UNESCO-JNU Collaborative Efforts*



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Dear Student,

At the outset, we congratulate you upon your joining our academic programme, namely, POST-GRADUATE DIPLOMA IN ADULT EDUCATION: Participatory Adult Learning, Documentation and Information Networking (PGDAE). It is called by its simple code, PGDAE. By enrolling into PGDAE programme you have become a student of IGNOU, the largest mega University in the democratic world. IGNOU offers educational programmes through open and distance learning (ODL) mode. It is quite likely that you are getting this first ever experience as a distance learner. We, as distance teachers are, in fact, physically at a distance from you, but as far as the teaching-learning activity is concerned we are very close to you and always with you in the form of our material and other services. So, you can have smooth journey through the programme. To start with, read this 'Programme Guide' thoroughly, keep it handy and safe with you, and refer it as and when you get any doubt about progressing further in this programme. By following this Programme Guide you will not only feel comfortable but also be able to manage your programme related activities very easily.

In course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional universities/institutions where teaching and learning take place through face-to-face mode, IGNOU adopts a multi-media approach to facilitate teaching-learning activities. You will find that the printed self-learning material is the master medium of our instruction. It is supplemented with audio and video programmes. Further, you will also benefit from the face-to-face mode of interaction during counselling sessions organised at the Programme Study Centre. Besides these, the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, you will realise that there are multiple modes which provide diverse opportunities for your interaction as well as facilitate your smooth progress through the programme.

PGDAE programme would provide you comprehensive exposure to theoretical and practical aspects, processes, issues, activities, etc of adult education. The programme will equip you with necessary knowledge, understanding, skills, attitudes and competencies that will help you build your capacity to participate in adult educational activities, enable you to carry out professional tasks and roles, engage you in knowledge generation and management processes in the context of adult education, and facilitate you in managing and disseminating information through social and professional networks at local, national and international levels.

The information presented in this booklet, i. e. Programme Guide, will help you in organising and systematising your study in respect of various components and stages of the programme. This Programme Guide provides you important information about the programme as a whole, viz., its objectives, structure, mode of delivery, programme schedule, counselling sessions, assignments, evaluation, etc. It is expected that you will preserve this Programme Guide till you complete this programme as this Guide will help you clarify your doubts at different stages during the course of your academic journey through this PGDAE programme.

With best wishes,

Programme Coordinator, PGDAE and
Members of faculty of School of Extension and Development Studies, IGNOU.

1. GENERAL INFORMATION ABOUT PGDAE

1.1 Introduction

Post-Graduate Diploma in Adult Education: Participatory Adult Learning, Documentation and Information Networking is an innovative programme offered through distance and open learning mode utilising multiple media such as self-instructional print materials, information and communication technologies and personal contact sessions. Hereafter the programme is called by its simple code, PGDAE. It is the result of collaborative efforts of the:

- a) UNESCO Institute for Lifelong Learning (UIL), Hamburg, Germany;
- b) Group of Adult Education of School of Social Sciences of Jawaharlal Nehru University (JNU), New Delhi, India; and
- c) School of Extension and Development Studies of Indira Gandhi National Open University (IGNOU), New Delhi, India.

PGDAE programme is located in and launched by the School of Extension and Development Studies (SOEDS) of IGNOU. SOEDS is one of the 21 Schools of Studies of IGNOU, but a new one established in the year 2007 only. PGDAE is, thus, the first programme of its kind offered by SOEDS through distance and open learning mode. The programme **aims at** promoting professional development and capacity building in the area of adult education with an emphasis on participatory adult learning, documentation and information networking at local, national and international levels. It is meant for both *in-service* and *pre-service* graduates. PGDAE programme is of 34 credits; and one credit is equivalent to 30 study hours and related activities. PGDAE programme has 5 courses – 4 theory courses, each of 6 credits and one practical course of 10 credits, distributed under three different components or types of practical activities.

1.2 Launch Year, Offer and Coverage

PGDAE programme has been launched with effect from July, 2009 academic session of IGNOU. It will be offered every year but in July session only. It is offered through out the country through the established network of IGNOU Regional Centres (See **Appendix – I**) and Programme Study Centres of PGDAE programme (See **Appendix – II**). In course of time, perhaps after a couple of years, it may be offered in other countries as well, but in collaboration with relevant foreign institutes.

1.3 Programme Objectives

The objectives of the programme are:

- a) To promote professional competency and capacity building of adult education functionaries as well as all those interested in entering and seeking career in the field of adult education;
- b) To develop their knowledge and understanding of various aspects of theory and practice of adult education;
- c) To upgrade their knowledge and understanding of adult education policies and programmes;
- d) To enhance their understanding and skills of documentation, management and dissemination of knowledge and information on various aspects and processes of adult education;

- e) To improve their knowledge, understanding, skills and abilities related to organizing and managing an adult learning setup;
- f) To equip them with the skills of involving the community in participatory planning and development of curriculum, teaching-learning, training, evaluation and research processes in adult education;
- g) To enhance their understanding, abilities and skills of networking for their personal, social, and professional development; and
- h) To enable them to critically analyse, appreciate and promote the role of adult education in the emerging social, political, cultural, economic, developmental, environmental and educational situations for effecting transformation at the national and international levels.

1.4 Target Population

The target population of this programme includes, amongst others:

- 1) Any Bachelor's Degree holder intending to pursue adult education as an area of study, specialization or career (**Pre-service**); and
- 2) Personnel working or involved in the field of adult education (**In-service**) such as:
 - Middle level functionaries of different programmes of literacy and adult education and other relevant fields implemented by Central/State Governments, Universities, Colleges, Non-Governmental Organisations/Voluntary Organisations, etc.
 - Staff of Directorates of Adult/Mass Education, State Resource Centres (SRCs), District Resource Units, District Institutes of Education and Training (DIETs), Zilla Saksharata Samitis (ZSS), Jan Shikshan Sansthan (JSS), Community Colleges, etc.
 - Faculty and other staff of Departments/Centres of Adult Continuing Education and Extension in the Universities, colleges and other institutions.
 - Faculty and other staff involved in adult education programmes/activities undertaken by Undergraduate/Degree Colleges and other institutions.
 - The functionaries of various extension education programmes in the fields of agriculture, animal husbandry, health and family welfare, population and development education, etc.

1.5 Eligibility Criteria and Admission

The minimum qualification required for admission to this programme is Bachelor's Degree from any recognised University/Institute. Only 100 students will be admitted/allotted to each Programme Study Centre per year. If the number of applicants is more, the admission will be done based on merit in their Bachelor's Degree. Other things being equal, those with higher qualification and/or those working in the field of adult education and related fields may be given preference over others.

1.6 Medium of Instruction

The medium of instruction of the programme is English.

1.7 Duration of the Programme

Minimum duration of the programme is one year and the maximum duration is 4 years.

1.8 Programme Fee

The fee for the entire programme is Rs.5,000/- to be paid in one instalment.

1.9 Prospects

Being a student of the programme, he/she may get a genuine question such as: What are the prospects for the holders of this Diploma (i.e. PGDAE) in terms of employment and career opportunities?

The holders of this Diploma will be the potential candidates:

- a) Eligible for employment in the supervisory and other middle level positions in the projects implemented by Central/State Governments, Universities, Colleges, Non-Governmental Organisations/Voluntary Organisations, etc in the field of adult education and allied areas;
- b) Eligible for admission into second year of MA (Adult Education) of IGNOU, i. e., when MA(Adult Education) programme is launched by IGNOU and it progresses into second year. This is so because PGDAE will be the first year of MA (Adult Education). By completing second year of MA (Adult Education) the candidate will get Master's Degree; and
- c) Capable of playing an effective role, as trained adult educator, to bring in social, economic, political, religious, human, and spiritual development and transformation of the individuals and communities at national and international level.

2. PROGRAMME FRAMEWORK

As mentioned above, Post-Graduate Diploma in Adult Education: Participatory Adult Learning, Documentation and Information Networking (PGDAE) programme is of 34 credits. It consists of 5 courses – 4 theory courses, each of 6 credits, and one practical course of 10 credits. The practical course is divided into three broad categories/components of practical activities with different credits. All the courses are compulsory and are identified as follows.

Course No.	Course Code	Course Title	Credits
1.	MAE-001	Understanding Adult Education	6
2.	MAE-002	Policy Planning and Implementation of Adult Education in India	6
3.	MAE-003	Knowledge Management, Information Dissemination and Networking in Adult Education	6
4.	MES-016	Educational Research	6
5.	MAEL-001	Practical Work Components: Student's Handbook for Practical Work I. Community-Based Practical Activities II. Workshop-Based Practical Activities III. Adult Education/Training Centre/Institution-Based Practical Activities	3 2 5

2.1 Course Description

The structure of each of the above courses is given below.

Course MAE-001 Understanding Adult Education

As a student of adult education you need to understand various concepts, historical developments, foundations, programmes, perspectives, aspects and dimensions of adult education including its curriculum development, transaction and evaluation. This course develops comprehensive understanding of adult education. It is divided into 3 Blocks, together consisting of 15 units.

Block 1 Development of Adult Education

- Unit 1 Adult Education: The Basic Concept, Terms, Features and Objectives
- Unit 2 Indian Adult Education: A Historical Perspective
- Unit 3 Global, Regional and National Scenarios on Literacy
- Unit 4 Policy on Adult and Lifelong Learning: International and National Perspectives

Block 2 Foundations of Adult Education

- Unit 5 Adult and Lifelong Learning: An Overview of Philosophical Foundations
- Unit 6 Trends in Philosophical Foundations of Adult Education
- Unit 7 Psychology of Adult Learning and Motivation
- Unit 8 Sociological Background of Adult and Lifelong Learning

Block 3 Curriculum Development, Transaction and Evaluation

- Unit 9 Curriculum Development in Adult Education
- Unit 10 Community Participation in Curriculum Development and Transaction
- Unit 11 Teaching and Training Methods and Techniques in Adult Education
- Unit 12 Curriculum Transaction: Basics of Communication in Adult Learning
- Unit 13 Curriculum Transaction: Communication Media, Systems and Strategy
- Unit 14 Curriculum Transaction: Role of Information and Communication Technologies
- Unit 15 Curriculum Evaluation in Adult Education

Course MAE-002 Policy Planning and Implementation of Adult Education in India

To be an effective adult educator, it is essential for you to understand policy planning and implementation of adult education. This course presents adult education in Five Year Plans, agencies involved in implementation of adult education, and emphasises participatory training and research in adult education for creating a literate and educative environment aimed at promoting lifelong learning. This course consists of four Blocks, together containing 16 units.

Block 1 Five Year Plans and Adult Education

- Unit 1 Current Adult Education Policy and Programmes: An Overview
- Unit 2 Adult Education Administration
- Unit 3 Resource Support Structures of Adult Education
- Unit 4 New Initiatives and Emerging Challenges

Block 2 Implementing Agencies

- Unit 5 Role of Government Departments
- Unit 6 Role of Universities, Colleges and Students
- Unit 7 Role of Non-Governmental Organisations
- Unit 8 Role of Local Bodies, Community and Individuals

Block 3 Participatory Training and Research in Adult Education

- Unit 9 Participatory Training: Concept and Process
- Unit 10 Participatory Training: Methodology and Materials
- Unit 11 Learning Environment of Participatory Training
- Unit 12 Participatory Research

Block 4 Towards Lifelong Learning: Creating a Literate Environment

- Unit 13 Post-Literacy and Continuing Education
- Unit 14 Institutionalisation of Continuing Education
- Unit 15 Reading Materials for Neo-literates and Semi-literates
- Unit 16 Role of Libraries in Post-literacy and Continuing Education

Course MAE-003 Knowledge Management, Information Dissemination and Networking in Adult Education

An adult educator is required to understand various aspects, issues and dynamics of knowledge management, information dissemination and networking in adult education. This course deals with all these in the context of managing an adult learning setup and in establishing and expanding, local, national and international networks of adult education for marching towards learning society. This course consists of the following four Blocks together containing 16 units.

Block 1 Knowledge and Documentation

- Unit 1 Knowledge: Concept, Types and Management
- Unit 2 Knowledge Management in an Adult Learning Setup
- Unit 3 Documentation: Concept, Systems, Services and Evaluation
- Unit 4 Adult Learning Setup: Role of Process Documentation

Block 2 Information Management and Dissemination

- Unit 5 Information Dissemination: Basics
- Unit 6 Information Dissemination: Services
- Unit 7 Standards for Information Management and Dissemination
- Unit 8 Managing a Library in an Adult Learning Setup
- Unit 9 Building Library Resources and Services

Block 3 Networking and Adult Learning

- Unit 10 Networking in Social and Professional life
- Unit 11 Understanding Networking in Adult Learning
- Unit 12 Computer Networks: Information Networking, Production and Dissemination
- Unit 13 ALADIN: Case Study of a Network of Networks

Block 4 Network Management for Learning Society Networking

- Unit 14 Organisational Behaviour
- Unit 15 Dynamics of Working Together
- Unit 16 Expansion of ALADIN-India: Marching Towards Learning Society

MES-016 Educational Research

While adult education calls for participatory approaches to knowledge generation, dissemination and application as it is dealt with in Block 3 of Course MAE-002, an adult educator will be better informed if he is clear about the conventional educational research as well. This course provides comprehensive understanding of different perspectives, assumptions, approaches, types, designs, tools and techniques of data collection and analysis, among others, of educational research. It has 5 Blocks, with 23 units in all.

Block 1 Perspective of Knowledge

- Unit 1 Introduction to Educational Research
- Unit 2 Knowledge Generation: Historical Perspective-I
- Unit 3 Knowledge Generation: Historical Perspective-II
- Unit 4 Approaches to Educational Research: Assumptions, Scope and Limitations

Block 2 Different Types of Studies in Educational Research

- Unit 5 Descriptive Research
- Unit 6 Experimental Research-I
- Unit 7 Experimental Research-II
- Unit 8 Qualitative Research
- Unit 9 Philosophical and Historical Studies

Block 3 Research Design

Unit 10 Identification of Problem and Formulation of Research Questions

Unit 11 Hypotheses: Nature of Formulation

Unit 12 Sampling

Unit 13 Tools and Techniques of Data Collection

Block 4 Data Analysis and Interpretation

Unit 14 Analysis of Quantitative Data (Descriptive Statistical Measure: Selection and Application)

Unit 15 Analysis of Quantitative Data: Inferential Statistics Based on Parametric Tests

Unit 16 Analysis of Quantitative Data: Inferential Statistics Based on Non-Parametric Tests

Unit 17 Analysis of Qualitative Data

Unit 18 Data Analysis Techniques in Qualitative Research

Unit 19 Computer Data Analysis

Block 5 Research Reports and Applications

Unit 20 Writing Proposal/Synopsis

Unit 21 Method of Literature Search/Review

Unit 22 Research Report: Various Components and Structure

Unit 23 Scheme of Chapterisation and Referencing Structure

MAEL-001 Practical Work Components: Student's Handbook for Practical Work

This is the practical course. The practical work of the course provides for development of necessary skills, competencies and abilities required by you as an adult educator for working with the individuals, community and the institutions. The practical work is based on or related to the subject content presented in the theory courses. The practical work is suitably categorised and organised under the following three components or types of practical activities to be performed by each student of PGDAE.

- 1) Community-Based Practical Activities
- 2) Workshop-Based Practical Activities
- 3) Adult Education/Training Centre/Institution-Based Practical Activities

Some details about these practical activities are as follows.

- 1) **Community-Based Practical Activities:** The practical activities under this category will be performed by each student in the community where (s)he lives and/or works. While being enrolled as a student of PGDAE, you may be an employee (in-service) in adult education or allied areas or an un-employee, and thus you are a member of particular community where you are living and/or working. You will be required to undertake or perform the specified activities in the community. It is based on the premise that being a member of the

community and the student of PGDAE, you can perform certain activities in the community and for the community. The details about conduct of these activities are presented in the “Student’s Handbook for Practical Work”, which contains self-sufficient, self-explanatory and self-instructional material. After going through the same, you will get self-oriented and self-trained to perform these activities. However, you will perform these activities under the help and guidance of the mentor(s).

- 2) **Workshop-Based Practical Activities:** It is essential that you are exposed to workshop-based practical experiences to successfully complete PGDAE programme. One workshop of 12 days will be organised at the Programme Study Centre. The workshop-based practicals provide for certain pre-workshop, during the workshop and post-workshop activities. The practical activities under this category will be performed by each student when the workshop is organised by the concerned Programme Study Centre to which he/she is attached. The workshop will be conducted by involving the Workshop Director/Facilitator and the resource persons/experts in adult education and those trained for the purpose. Besides, video programmes will be used as support materials. In the workshop, you will participate in various activities individually as well as in groups. These activities provide you adequate exposure to the practice of adult education and use of participatory processes, approaches, methods, techniques, etc. in planning, implementation, training, evaluation and research in adult education. Also, you will get proper feedback on your reports of community-based practical activities and enrich your skills necessary for organising educational, developmental and welfare activities for adults and the communities. During the workshop you will also get orientation to the work to be done by you as a part of adult education/training centre/institution-based practical activities after the workshop.
- 3) **Adult Education/Training Centre/Institution-Based Practical Activities:** It is imperative that you acquire necessary experiences, abilities and skills of working with an adult education/training centre/institution involved in promoting educational, training, research, development and welfare programmes/activities for adults or the communities. It is like an internship for each unemployed student (pre-service) providing for first ever institutional experience; and for those already employed (in-service) and involved in the field of adult education and allied areas, it provides for experiences that help in establishing linkages, coordination and cooperation for community benefit in specific matters with a new institution or it provides the opportunity of mentoring the pre-service students by taking them as interns. The practical activities under this category will be performed by each student as per his/her choice made from among the specified categories of the Centres/Institutions or the relevant optional activities provided for.

3. INSTRUCTIONAL SYSTEM

As mentioned earlier, the Open University (IGNOU) system is different from that of any conventional University. This system is more learner-oriented or learner-centred. In this system the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through distance modes of communication rather than face-to-face communication. The University follows a multi-media approach for instruction. So, the instructional system of PGDAE, a programme of IGNOU, also follows multi-media approach i.e. self-instructional print material, audio-video programmes, assignments, face-to-face counselling sessions/contact sessions, workshops, teleconferencing and Interactive Radio Counselling. The instructional system, thus, comprises the following.

3.1 Self-instructional Print Material

The print material is written in self-instructional style. It is in the form of blocks (booklets) of courses for theory and practical components of the programme. It is supplied to each learner along with a set of assignment questions. The learners have to complete the required assignments related to each course. Each course may have 3-5 blocks and each block may have 3-6 units in general. Each course has a code number. The print material for three types of practical activities of PGDAE programme is available in the form one booklet, Student's Handbook for Practical Work.

3.2 Audio-video Programmes

The learning package also contains audio-video programmes which have been produced by the University for clarification and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. Some programmes depending upon the need may be upto one hour duration. These are used at the Programme Study Centres during the hours of counselling sessions which are duly scheduled and notified by the Programme In-charge/Co-ordinator of Programme Study Centre as well as during the workshop sessions for the benefit of the students. While the audio programmes are yet to be developed, following are the titles of video programmes made for PGDAE. 1. *Adult Education: The Basic Concept, Objectives and Features* (MAE-001 – 41mts/58secs), 2. *Concept, Scope and Features of Distance Education* (MAE-001 – 41mts/12secs), 3. *Philosophy and Sociology of Lifelong Learning* (MAE-001– 30 mts/7secs), 4. *Role of Information and Communication Technology in Lifelong Learning* (MAE-001 – 30mts/11secs), 5. *Participatory Research* (MAE-002 – 44mts/23secs), 6. *Creating a Literate Environment* (MAE-002 – 25mts/7secs), 7. *Knowledge Management in an Adult Learning Setup* (MAE-003 – 29mts/57secs), 8. *Introduction to Information Management and Dissemination* (MAE-003 – 35mts/28secs), and 9. *ALADIN – A Global Network* (MAE-003 – 29mts/50secs). The video programmes are also telecast on National Network and enrichment channel of Doordarshan. Similarly, the audio programmes are also broadcast by the selected stations of All India Radio. Learners can confirm the dates of the programmes from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletter sent to the students periodically.

3.3 Assignments

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each theory course. Students will have to work on these assignments. Each student should go through the relevant details given about assignments in this Programme Guide, and submit the assignment responses to the Coordinator/Programme In-charge of the Programme Study Centre in accordance with the given assignments' submission schedule.

3.4 Counselling Sessions

Normally the counselling sessions are held at the Programme Study Centres as per the schedule drawn and notified by the Coordinator/Programme In-charge of the concerned Centre. Counselling sessions for theory courses as well as the practical course are organised for the benefit of the students. They are mostly held on weekends (i.e. Saturday and Sunday) as per the convenience of the host institution where the Study Centre is located. However, if the number of students for the programme at a programme study centre falls below 10 (ten), then the counselling and support services may be handled by a Distance Learning Facilitator or through an appropriate alternative arrangement made therefor.

3.5 Workshop

The University provides for one workshop for PGDAE programme. This is meant to provide specific experiences to the learners and to meet the specific needs and requirements of the programme. This also gives an opportunity to the learners for face-to-face interaction with peer group, the members of the faculty, other experts in the subject and also the staff of Programme Study Centres. The schedule along with details of practical work are provided in the Student's Handbook for Practical Work.

3.6 Teleconferencing

Two-way audio and one-way video live teleconferencing sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC as per the schedule made available to the Regional and Study Centres. The learners will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

3.7 Interactive Radio Counselling

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by invited experts. Students can ask questions right from their homes on telephone. These sessions are conducted for an hour on Sundays from 189 radio stations in the country. A toll free telephone number 1600 112345 has been provided for this purpose from selected cities.

3.8 Practical Handbooks

In order to provide self-orientation to the students for performance of the prescribed practical activities by them and to facilitate organisation by the Programme Study Centres of the workshop-based practical activities, Student's Handbook for Practical Work as well as Resource Persons' Handbook have been prepared. These specially prepared Handbooks are respectively helpful for those students who enroll for PGDAE and for those personnel who are involved in facilitating/organising the relevant practical activities of the programme. These handbooks provide complete information about the practical components/activities of the programme. These handbooks further explain the roles and responsibilities of the learners, the resource persons and other personnel involved in facilitating or organising the practical activities of the programme.

3.9 Performance of Practical Work

Practical activities under three different components of the Practical Course MAEL-001 are to be performed or carried out by each student at the specified places/institutions as per the schedule. The details of these activities are given in the Student's Handbook for Practical Work. The reports of practical activities will be evaluated by the concerned personnel at the Programme Study Centre and the details in this regard are given in the Resource Persons' Handbook. On the whole, a student is expected to perform approximately 300 hours of practical activities covering the three types of practical components. Attendance at the designated institutions as well as conduct of the practical activities is compulsory. At the same time, the services are tuned to cater to unexpected difficulties of the learners. The flexibility of open and distance learning system provides for a chance to those learners who missed/failed to attend or to do it during a year. They are allowed to do it in the subsequent year, but, as may be determined by the University.

Places of Practical Work: The three categories of practical activities mentioned above will be conducted/performed at the three different places: a) *Community-based practical activities* are conducted in the community where the student lives/works; b) *Workshop-based activities* are generally conducted at the Programme Study Centre to which the student is attached; and c) *Adult education/training centre/institution-based practical activities* are conducted at the institution identified by the student from among the specified categories of Centres/Institutions or as per other options provided for. To sum up, the places of practical work are as follows.

- **Community:** It is the place where the student lives/works and carries out community-based practical activities. As per his/her choice and requirement he/she will identify the mentor(s) from the community or local institutions – formal/non-formal – of his/her choice, who can guide and help him/her in performing/conducting the specified activity(ies).
- **Programme Study Centre:** It is an educational institution identified and established by IGNOU as a Centre for conducting induction programme, academic counselling sessions, practical workshop and other relevant activities for the students. The Programme Study Centre of PGDAE will be managed by the Programme-In-charge/Coordinator and assisted by other personnel. Each Centre will be handling maximum of 100 students only.
- **Adult Education/Training Centre/Institution:** It is an institution/centre/department involved in promoting educational, training, research, development and/or welfare programmes/activities for adults or the communities. It may be governmental, semi-governmental or autonomous organisation or any voluntary organisation/NGO. In order to facilitate the student to choose/identify a centre/institution, different categories of these Centres/Institutes are given in the Student's Handbook for Practical Work. The student will first approach the identified centre/institution, obtain due permission from the concerned to attach himself/herself with the Centre/Institution as a voluntary intern. The student has to bear his/her expenses related to the work, unless otherwise the concerned centre/institution pays on its own. He/she has to perform the activities under the help and guidance of the identified mentor at the centre/institution.

The services of the Regional Centres of IGNOU can be utilised by the Programme Study Centres and students as and when required in respect of any matter related to PGDAE programme. In order to provide effective support services to the students regarding the theory and practical work, IGNOU has set up a number of Programme Study Centres all over the country. So, the detailed particulars regarding Programme Study Centres to which you are attached will be communicated to you by the Regional Centre concerned. But, you will have to manage your own resources to reach Programme Study Centre to avail the services.

4. DELIVERY SYSTEM

The PGDAE programme is delivered as a continuous programme of one year. Different Units of the IGNOU system are involved in delivering the programme – delivering the materials, providing services and facilities, etc, to you. In case you face any problem/difficulty in pursuing the programme, you can contact the following.

Whom to Contact for What?

- For your identity card, fee receipt, change of address, Migration Certificate, Scholarship Forms and bonafide certificates, contact the Regional Director of the concerned Regional Centre.
- For non-receipt of study material and assignments, contact the Regional Director of the concerned Regional Centre. In case you want to have assignments only, you can obtain a copy of the same from Programme Study Centre also or you can download the same from IGNOU website: www.ignou.ac.in.
- For non-reflection of assignment grades/marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: assignments@ignou.ac.in or mjha@ignou.ac.in, Phone: 29535924/ Extn. 1312,1319,1325).
- For queries relating to examinations, date-sheets, result, transcript, rechecking, grade card, provisional certificate, etc., you can contact Dy. Registrar (Examination-III), Student Evaluation Division, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: kramesh@ignou.ac.in. Phone: 29536103, 29535924/Extn. 2201, 2211, 1316).
- For Original Degree/Diploma/Verification of Degree/Diploma, Convocation, contact the DR (Exam-I) SE Division, IGNOU, Block-9, Maidan Garhi, New Delhi-110068. (E-mail: opbangia@ignou.ac.in. Phone: 29532294, 29535924/Extn. 1313).
- For student grievances (SED) contact the Asstt. Registrar (Student Grievances, SED, Block-3, Room No.13, IGNOU, Maidan Garhi, New Delhi-110068 (E-mail: sregrievances@ignou.ac.in. Phone: 29532234, 29535924/ Extn. 1313).
- For purchase of Audio/Video Tapes contact the Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068.
- For the schedules of counselling, feedback on assignment responses and information on workshop contact the Coordinator of your Programme Study Centre.
- For information on academic matters contact the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: soeds@ignou.ac.in or bkpattanaik@ignou.ac.in. Phone: 29571983; 29534373).

5. OPERATIONAL SCHEDULE

The Operational Schedule related to PGDAE programme is as follows.

A) Schedule related to Despatch of Materials to Students: For convenience of PGDAE students, the print material of the programme will be delivered in two clusters as given below.

- i) August, 2010 (**First despatch**): The following materials will be despatched.
 - Programme Guide
 - Course material of the following courses
 - Course MAE-001: Blocks 1, 2 and 3
 - Course MAE-002: Blocks 1, 2, 3 and 4
 - Course MAE-003: Blocks 1, 2, 3 and 4
 - Assignments of Courses MAE-001, MAE-002, MAE-003 and MES-016 (one set)
- ii) November, 2010 (**Second despatch**): The following materials will be despatched.
 - Course material of Course MAE – 016: Blocks 1, 2, 3, 4 and 5
 - Course MAEL-001: Practical Work Components: Student's Handbook for Practical Work.

B) Schedule related to Other Aspects/Activities

- August, 2010 Students start their study by studying the Programme Guide first and then the Course material
- September, 2010 Academic Counselling begins at Programme Study Centres
- September, 2010 Submission of Assignment of Course MAE-001 by the students
- October, 2010 Submission of Assignment of Course MAE-002 by the students
- November, 2010 Submission of Assignment of Course MAE-003 by the students
- December, 2010 Student studies the Student's Handbook for Practical Work and prepares himself/herself for the Community-based Practical Activities of practical course components of course MAEL-001.
- December, 2010 – Performance of Community-based Practical Activities by the students. Simultaneously they do the groundwork required for March, 2011 Adult Education/Training Centre/Institution-based Practical Work.
- February, 2011 Submission of Assignment of Course MES-016 by the students
- March/April, 2011 Organisation of Workshop-based Practical Activities by the Programme Study Centre
- April-May, 2011 Adult Education/Training Centre/Institution-based Practical Activities and any other related activities.
- June, 2011 Term-end Examination

If you follow and adhere to the above operational schedule systematically and carefully you will be able to complete the programme smoothly in one year. But, due to any unavoidable personal problem or difficulty, if you are unable to complete it in one year please do not feel tense and worry much about it. There is flexibility to enable you to cope up with such difficulty and you can complete it in the subsequent year(s), but within the maximum period of four years allowed for the programme.

6. EVALUATION

The scheme of evaluation of student's performance in the theory courses and the practical course of PGDAE is as follows.

Theory Courses: For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises (non-credit) within each unit of study material.
- b) Continuous evaluation in the form of periodic compulsory assignments. One assignment for each course. This carries a weight(age) of 30% for each course.
- c) Term-End Examination has a weight(age) of 70% of the total for each course. Term-end examination will be held in June/December every year. But, for this year batch, that is, for those enrolled for the academic session beginning from July, 2010, it (TEE) will be held in June, 2011.

Practical Course: There is one practical course. It comprises the following three components or types of practical activities.

- 1) Community-Based Practical Activities
- 2) Workshop-Based Practical Activities
- 3) Adult Education/Training Centre/Institution-Based Practical Activities

The evaluation of student's performance in each component or type of activities is done on continuous and comprehensive basis and the final grade is awarded at the end of the Course. There is no TEE for the practical course (MAEL-001) or any one of the practical components.

In order to successfully complete a theory course, the student must obtain at least 'D' grade in the assignment and 'D' grade in the Term-End Examination (TEE) separately in each course. However, overall average of grades in Continuous Evaluation (CE) and Term-End Examination (TEE) in each theory course should be at least "C".

In Practical Course, the minimum qualifying Grade in each of the three practical components or types of activities is "C".

If a student has missed any term-end examination of a course for any reason, s/he may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of maximum duration of four years from the date of registration to the programme.

Letter grade system is used for grading continuous and term-end examination components and declaring the result. On the basis of total Grade Points of Continuous and Term-End Examination in a course, the Course Grade is awarded on the 5 point scale in terms of the following range.

Letter Grade	Qualitative Level	Grade Points	Average Grade Point Range	Percentage Equivalent
A	Excellent	5	4.50 & above	80% and above
B	Very Good	4	3.50 to 4.49	60% to 79.9%
C	Good	3	2.50 to 3.49	50% to 59.9%
D	Satisfactory	2	1.50 to 2.49	40% to 49.9%
E	Unsatisfactory	1	Below 1.49	Below 40%

For successful completion of PGDAE programme, the student must get at least 'C' Grade in each of the theory courses and the practical course separately.

7. GENERAL INFORMATION ABOUT ASSIGNMENTS

Submission of Assignments

The purpose of our asking you to work on the assignments is to provide you an opportunity of articulating your assimilated knowledge and understanding into written form and also to test your capacity of transferring the theoretical learning from the courses to practical situations. Thus, the assignments, practically enhance your understanding as well as skills of articulation and expression in writing. There is one assignment for each theory course. The answers to assignment questions are to be based on your own judgement and experiences as a student of adult education. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and any other sources of information you have for ready reference. But, the answer should be in your own words and should reflect your own ideas. You do not have to worry about non-availability of extra reading materials for working on the assignments. They are designed in such a way as to guide you to integrate the knowledge of the course materials with your concrete personal experiences. Please note that your assignment responses carry the weight(age) of 30% marks towards the final evaluation of each theory course and submission of related assignment responses is a pre-requisite for appearing in theory term-end examination for respective courses. If you do not complete the assignments, according to time schedule of assignments of this year, then you have to attempt the assignment(s) of next academic year. You have to send the assignment-responses to the Programme Study Centre you are attached to within the date set for each assignment (See the assignments submission schedule given in this booklet).

The following points should be kept in mind while you prepare and submit the assignment responses:

- 1) Write your enrolment number, name, full address and date at the topmost right hand corner of the first page of your assignment response (Leave the topmost left-hand corner blank for office use).
- 2) Just below that, write the course title, course code and assignment code in capital letters in the centre at the top portion of the first page of your response. After that, the top of the first page of your response should look something like this:

Enrolment No.:

Name:

Address:.....

.....

Date:.....

Course Title

Course Code

Assignment Code

(Please follow the above format strictly. If you do not follow this format we will be constrained to return your responses to you for resubmission. If you do not write your enrolment number and address, your assignment-responses are likely to be useless and do not serve any purpose).

- 3) The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades. Don't send responses to assignment questions in piece-meal; they may never be put together in our offices.
- 4) Use only foolscap size paper for your responses. Use ordinary writing paper, not the very thin variety.
- 5) Leave a 3/2 margin on the left, and at least 4 lines in between two answers in an assignment response. This will enable the resource person evaluating the response to write useful comments at appropriate places.
- 6) Make sure that you answer the questions on the basis of the Units sent to you. Make the answer concise and systematic. Always focus on the question and its various aspects, and try to avoid irrelevant details.
- 7) Take care of the word limit, wherever specified in the assignments. Please stick to the word limit as far as possible. At the same time, make the descriptions adequate and not too short. The word limit is set to sharpen the focus of your responses and not to restrict your expression.
- 8) You have to write the answers in your own handwriting. If you feel that your handwriting is not properly legible, you may send the typed responses.
- 9) You should not send printed articles as your answers to assignments.
- 10) Please keep a copy of the assignment responses that you submit. You may need the same in case you have to resubmit it in situations such as the same is lost in postal transit, or you get low grade and have to rewrite and submit it again, or for whatever other reasons.
- 11) Remember that if any two or more answers to a particular assignment are found to be identical or very similar, they will either be returned unmarked or awarded very low grades. It is entirely the discretion of the evaluator to ask you to re-do the assignment or give very low grade in such cases.
- 12) Please submit the assignment responses by the specified date to the Programme-In-charge/ Coordinator of the concerned Programme Study Centre. If the last date for submission of the assignment falls on a holiday, the assignment response should be submitted on the following working day.

Some Do's and Don'ts about writing assignments

Do's

- When you receive the despatche(s) of the set of printed materials, units and assignments, check them immediately and ask for the missing page(s), Unit(s), booklet(s), if any. You can use the format given in **Appendix-III(1)** to write to the concerned Regional Centre in this regard. You can give proper feedback even to the School of Extension and Development Studies of IGNOU. For this, you can use the formats given in **Appendix-III(2)**. If you wait till you start writing answers to the assignments, you will lose valuable time.

- Write your Enrolment Number correctly. An incorrect enrolment number may put the University and you to trouble.
- Maintain copies and an account of assignment responses sent by you to the concerned Programme Study Centre and the corrected/evaluated responses received by you. This will help you to maintain the schedule of your work and avoid any difficulties and disappointments caused by unintended gaps in communication. You can use the format in **Appendix-III(3)** for your own monitoring of your assignment responses.
- Do your work regularly. You should remember that by working regularly you get a chance to do better in later assignments because you can benefit from comments received by you on your assignment responses.
- Before you write to us seeking answers to your queries, do read this Programme Guide carefully and completely. We may have already answered your query/queries. Do follow our instructions carefully.

Don'ts

- Do not write your assignments/letters on thin paper.
- Do not write your enrolment number, course title, etc, on a separate sheet and then paste/pin/tie it to the assignment responses. Write the enrolment number, name, etc on the top of assignment-response itself.
- Do not over-write, particularly while writing your enrolment number and the assignment code/number. Let these be very distinct and clear.
- Do not remind the Programme Study Centre concerned to send back corrected responses. These will be sent to you at the earliest possible opportunity, if you follow the deadlines for submitting them.
- Do not misplace/lose your graded assignment-responses. You will need them till the programme is completed by you.
- Do not enclose doubts, if any, for clarification along with the assignment responses. Send the assignment responses separately giving your enrolment number, name, address, title of the course and number of the assignment. In case you want to draw our attention to something of urgent/important nature, send it in a separate cover.
- Do not lift paragraph(s)/sentence(s) from the text without giving the reference while answering the assignments.

Assignment Submission Schedule for PGDAE

It will help you to complete the assignment in time if you start working on the assignments as soon as you get the print material. You should pace out your work in such a way that all the assignment responses are submitted by the dates specified in the schedule given below:

Last Date of Submission	Course Code	Assignment Code
By the end of September, 2010	MAE – 001	01: MAE – 001
By the end of October, 2010	MAE – 002	01: MAE – 002
By the end of November, 2010	MAE – 003	01: MAE – 003
By the end of February, 2011	MES – 016	01: MES – 016

Please note

- a) There is one assignment for each theory course. So, total of four assignments are there for four theory courses offered to you.
- b) The assignment responses may be submitted by hand at your Programme Study Centre or send them by post to the Coordinator/Programme In-charge of PSC.
- c) You should retain a copy of all your assignment responses in your own interest.
- d) If the last date for submission of the assignment falls on a holiday, the Assignment Response should be submitted on the following working day.

8. TERM-END EXAMINATION

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weight(age) in the scheme of evaluation for the final result of each theory course of PGDAE.

The University conducts term-end examination (TEE) twice a year i. e. in June and in December. But, the students are eligible to appear in the TEE of relevant programme only after completion of its prescribed minimum duration, and after fulfilling certain conditions and formalities. For instance, you are enrolled for the PGDAE programme for the session commencing from July 2010 and you will be completing minimum duration of one year by June, 2011. So you can take your term-end examination (TEE) in June 2011, (i.e. after completion of prescribed minimum duration of one year of PGDAE programme) and subject to fulfillment of the prescribed conditions and formalities. In case you fail to get a pass score (D grade) in the Term-end Examination, you will be eligible to re-appear in the next Term-end Examination for that course as and when it is held, till the final span of the programme i. e. prior to completion of the maximum duration of four years from the date of admission to the programme.

To be eligible to appear at the term-end examination in any course, you are required to fulfill the following three conditions.

- 1) You should have pursued the prescribed course.
- 2) You should have completed the submission of assignments for the respective courses.
- 3) You should submit the examination form in time for the given term-end examination.

Examination date sheets (schedule which indicate the date and time of examination for each course) are sent to all the programme study centres approximately five months in advance. The same is also notified through the IGNOU Newsletter from time to time. Thus, normally, the date sheet for June term-end examination is sent in the month of January and for the December term-end examination it is sent in the month of July.

It is a pre-requisite to submit the Examination Form with a fee of Rs.50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi for taking an examination in any course. Copies of the examination forms are available at Programme Study Centres, Regional Centres, and Students Evaluation Division at the Headquarters at New Delhi. A specimen copy of Examination Form is given at the end of this programme guide (See **Appendix – IV**) for your information and reference only.

Only one form is to be submitted for all the courses you are appearing in one term-end examination.

- Normally your 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.
- Change of Examination Centre, once allotted, is not permissible under any circumstances.

Since you got admitted in July, 2010, subject to fulfillment of the above conditions and formalities **you are eligible to appear in June, 2011 TEE**. The filled-in examination form is to be submitted to the Registrar, Students Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110068 or to the concerned Regional Centre. The dates for submission of Examination Forms are given below.

For June TEE	For December TEE	Late fee	Address, where Exam Form is to be sent	Remark
1 st March to 31 st March	1 st September to 30 th September	NIL	Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 or Regional Director of the concerned Regional Centre	Examination fee @ Rs.50/- per course in the form of Demand Draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the examination form \$
1 st April to 20 th April	1 st October to 20 th October	Rs. 300/-	For Outside Delhi Students Regional Director of the concerned Regional Centre For Delhi Students Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 or Regional Director of the concerned Regional Centre	Demand draft should be drawn in favour of IGNOU \$
21 st April to 15 th May*	21 st October to 15 th November*	Rs. 500/-		
16 th May to 28 th May*	16 th November to 28 th November*	Rs. 1000/-		

* The examination for these students will be conducted in concerned Regional Centre city only.

\$ The student is required to mention his/her name, enrollment number and programme code on the backside of the demand draft.

Note: The dates for submission of Examination form, Examination fee/late fee and format of Examination form are subject to change. Students may visit University Website for details before submission of forms. Students may appear in term-end examination at the centre of their choice by filling up the code of that study centre in the box of examination centre code in the examination form. They are advised to go through the list of study centres available in the 'Programme Guide' for opting the centre of their choice. If the centre opted by them is not established as examination centre or not allotted for any reason, they will be allotted alternative examination centre.

Your enrolment number is your roll number for the examination. Be careful while writing it. Any mistake in writing the roll number will result in non-declaration of your results.

It is your duty to check whether you are registered for the 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 results will be cancelled.

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

- to remain in touch with their Study Centre/Regional Centre/SE Division for change in schedule of submission of examination form/fee, if any;
- to fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form; and
- to retain intact the proof of mailing/submission of examination form till they receive examination intimation slip.

Issue of Examination Intimation Slip: University issues Examination Intimation Slip to the students at least 2 weeks before commencement of the term-end examination and also uploads the information at the University's website www.ignou.ac.in. If they do not receive Examination Intimation Slip within a week before commencement of the examination, they may download the Examination Intimation Slip for the examination from the website.

9. SOME GENERAL INSTRUCTIONS, CALENDER OF ACTIVITIES AND OTHER IMPORTANT POINTS

General Instructions

In addition to the above, keep in mind the following general instructions.

- 1) Please file all letters that the University sends you and keep the Programme Guide handy. A record of your progress is maintained at our office in Headquarters.
- 2) Do write to us if you have any difficulty or problem while working through the programme. If there is any change in your address, remember to intimate the relevant authority sufficiently in advance. This will help the concerned official to send your course material, any information and letters promptly, without any delay or the risk of their being lost.

- 3) All types of communications are attended to as quickly as we can. It is, however, desirable that you make your letters brief and precise. If your letters present irrelevant detail and/or are written in ambiguous language, our responses to your queries will invariably get delayed.
- 4) Keep a time-table or schedule for yourself and always try to stick to it. Be regular in your work. Much of your job will become easy. However, at times, you may have to change your own time-table suitably to adjust yourself to any unforeseen difficulties, such as illness, official duties, various social obligations, etc. By doing so, you will save yourself from unexpected delays and forced/unwanted postponements. But, the golden principle is to do today what you may have planned to do tomorrow.
- 5) When you read the Booklets/Units carefully, note down the important points. You can use the space in the broad margins of the pages for making notes and writing your comments. Try to answer 'Check Your Progress' questions. Please remember that the answers to these questions are not to be sent to us. The purpose is to enable you to evaluate your own performance while reading and to keep you on the right track. That is why they are called 'Self-Check' questions. They will enable you to realise whether you have comprehended what you have read. If you are not satisfied with your answers, do not get disappointed. You can compare your answers with those given under "Answers to Check Your Progress" section and see where improvement is needed. They will help you reinforce the information/knowledge you gain through your first reading of the text. At times, it is possible that you might have done a better answer than the one we presented. We welcome your suggestions, if any, in this regard.
- 6) Besides the printed materials, the other inputs available to you are audio-video programmes, counselling sessions for theory and practical activities. All these together will help you in writing your assignments, doing your practical activities and preparing for the final examinations.

The university reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about the changes, if any, well in advance.

Calender of Activities of PGDAE Programme

The academic year of this programme commences from July, 2010 and ends in June, 2011. The broad nature of activities of PGDAE are presented below in the form of a calender of activities for your reference and guidance. The following calender of activities of PGDAE will help you check, monitor and control or regulate your own activities, progress and status in this regard.

Calender of Activities of PGDAE Programme: Session Commences from July, 2010

2010	May	June	July	August	September	October	November	December	January 2011	February	March	April	May	June
Admission			☐											
Despatch of Study materials				▨			▨							
Orientation of Resource Persons				☐	—————		☐							
Counselling							☐		—————			☐		
Assignments					☐	—————		☐		☐	☐			
Community-based Practicals												☐		
Workshop												☐		
Internship/ Adult Education/ Training Centre/ Institution-based Practicals													☐	
Examination														☐
Monitoring					☐	—————							☐	

Other Important Points

After you complete reading of this Programme Guide and the courses MAE-001, MAE-002 and MAE-003, and before you start doing your practical activities, please read the course MAEL-001 Practical Work Components: Student’s Handbook for Practical Work thoroughly. This Handbook is your real and timely guide that helps you in performing your practical activities. The points below present a crisp and cursory view of practicals.

- Out of three types/categories/components of practical activities, community-based practical activities are to be performed first. You can have a mentor of your choice. The Mentor could be any resourceful person available in your community, neighbourhood community or in any community level institution (Formal/Non-formal) in your area or any functionary of adult educational, development, or welfare programmes being implemented in the community. The person should be atleast a Bachelor’s Degree holder in any discipline if she/he is a field functionary of a programme or working with any non-formal education institution. If the person is an unemployed member of the community or is working with any formal education institution the person to be your mentor shall possess at least a Bachelor’s Degree and B.Ed/ Diploma or Certificate in Adult Education/Andragogy/Extension Education /Continuing Education/Lifelong Education/Social Work/Rural Development/Development Studies/Library Science or any other relevant discipline. If you feel it essential and possible you can identify separate Mentor for each of the community-based practical activities. You can use the formats given in **Appendices-III(4a)** and **III(4b)** to monitor this category of your practical activities.

- Workshop is a compulsory component. Hundred percent attendance is required on the part of each student. Each workshop session will be of ninety minutes. The timing of workshop will be decided by the Programme Study Centre Coordinator/In-charge taking into consideration the local conditions. Total hours of workshop is $12 \times 6 = 72$. You can give your feedback on the workshop by using the format given in **Appendix-III(5)**.
- Adult Education/Training Centre/Institution-based practical work can be taken up only after completion of Workshop. If you are unemployed i.e., not in service, it is a kind of internship for you. Mentor for these activities could be any staff member (teacher/academic/administrator) possessing Master's Degree in any discipline and with the experience of not less than one year in the concerned Centre/Institute/Department and actively involved in the activities such as planning, implementation, monitoring, evaluation, research, etc. You can use the format given in **Appendix-III(6)** to submit your report of this category of practical activities. If you are an in-service student, you can act as a Mentor for any pre-service student colleague. In such a case, you can use the format given in **Appendix-III(6a)**. Or you can perform other optional activities prescribed for you as a part of this category of component.
- Prescribed categories of practical activities of the practical course have to be carried out at the specified places only.
- The qualifications required to be possessed by the Academic Counsellor, Workshop Director Workshop Facilitator, Resource Person are as follows. He/she must be:
 - a) in service as a faculty member/academic staff of University Departments/Centres of Adult, Continuing Education and Extension, State Resource Centres for Adult Education, University Departments of Education or Colleges of Education, Degree Colleges with Departments/Centres of Adult, Continuing Education and Extension, MEd/MA (Education) Programme Study Centres (PSCs) of IGNOU, or any Organisation, Institution or Department offering academic programmes and working in the field of education/adult education/extension education or allied areas; and
 - b) possessing M.Ed/M.A. (Education/Adult Education/Andragogy/Extension Education/Continuing Education/Lifelong Education/Distance Education/Psychology/Sociology) or Master's Degree in Library and Information Science/Social Work/Rural Development/Development Studies or any other relevant discipline);

or

M.A/M.Sc. in any discipline and M.Ed/B.Ed/BliSc or Diploma/Certificate in Adult Education/Andragogy /Extension Education/Continuing Education/Lifelong Education/Distance Education/Social Work/Rural Development/Development Studies or any other relevant discipline.
- The Coordinator/Programme In-charge of Programme Study Centre shall receive:
 - a) evaluation grades of community-based practical activities and Workshop-based practical activities from the workshop facilitator/Director.
 - b) the student's report of Adult Education/Training Centre/Institution-based practical work with Mentor's comments/remarks and get the same evaluated at the PSC by a resource person/academic counsellor.

In case of any difficulty or special circumstance requiring moderation, the grades will be moderated by SOEDS faculty or resource person nominated by SOEDS for the purpose, as the case may be, and then the so moderated evaluation grades of that particular practical activity(ies) will be sent to SED.

Appendices

Appendix-I

LIST OF REGIONAL CENTRES, CODES AND ADDRESSES

Sl. No.	NAME OF REGIONAL CENTRE (RC)	CODE	ADDRESS, TELEPHONE, E-MAIL	OPERATIONAL AREA / JURISDICTION
1.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO. 207, KAVURI HILLS PHASE – II, NEAR MADHAPUR POLICE STATION, JUBILEE HILLS (P.O) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470/40266471/402266478/ 40266479, 040-40266759 (Fax) hyd2_ignourch@sancharnet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT THE DISTRICTS COVERED UNDER RC VIJAYAWADA
2.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rc_portblair@rediffmail.com rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
3.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
4.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO. 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343771 Fax No. 0361-2343784 grcignou@sancharnet.in rcguwahati@ignou.ac.in	STATE OF ASSAM

5.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER, WEST GANDHI MAIDAN PATNA - 800 001, BIHAR 0612-2221538 / 2221541 0612-2221539 rcpatna@gmail.com rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC DARBHANGA
6.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (PRESENTLY OPERATING FROM RC KHANNA) ignouch@gmail.com rcchandigarh@ignou.ac.in	U. T. OF CHANDIGARH ; RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB DISTRICTS OF PUNJAB; PANCHKULA AND AMBALA DISTRICTS OF HARYANA; AND UNA DISTRICT OF HIMACHAL PRADESH
7.	DELHI -1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEAR BATRA HOSPITAL NEW DELHI - 110 062 011-29956015/29958078/26056834 011-26058354 / 29053172 rcdelhi1@ignou.ac.in ramchandrar@rediffmail.com	COVERING SOUTH DELHI, PART OF NEW DELHI . THE AREAS ARE: MEHRAULI, CHANAKYA PURI, LODHI COLONY, SOUTH EXTN., R. K . PURAM, VASANT VIHAR, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, GREATER KAILASH, MALVIYA NAGAR, BHO GAL, ASHRAM HAUZ KHAS, MUNIRKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR; AND FARIDABAD DISTRICT OF HARYANA STATE.

8.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS OFF MAPUSA-PANAJI ROAD POVORIM -403521, GOA 0-9444024242 (MOB) 0832-2462315 msparthasarathy@yahoo.com rcpanaji@ignou.ac.in	STATE OF GOA; THREE ADJOINING DISTRICTS OF KARNATAKA i.e. DHARWARD, BELGAUM, UTTARA KANNAD; AND SINDHUDURG DISTRICT OF MAHARASHTRA
9.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT. OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD-382481, GUJARAT 02717-242975/241579/241580 rcignouahd@yahoo.com rcahmedbad@ignou.ac.in	STATE OF GUJARAT; UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
10	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD KARNAL - 132 001, HARYANA 0184-2271514, 0184-2260075, 0184-2255738 ignourck10@bsnl.in rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA, AMBALA, FARIDABAD AND GURGAON)
11.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613 / 2624611 / 2625843 / 2624612/ 2624611 sml_ignoures@sancharnet.in negidb@yahoo.com rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT THE DISTRICT OF UNA)
12	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK (1ST FLR) CANAL ROAD, JAMMU-180 001 JAMMU & KASHMIR 0191-2546529/2579572/2546995 jammurc12@rediffmail.com rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)

13.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070, KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 ignourcblr@gmail.com rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS OF DHARWAD, BELGAM & UTTARA KANNADA
14.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALLOOR, COCHIN - 682 017, KERALA 0484-2340203/2348189 / 0484-2533021/2330891/2340204 igrc14@vsnl.net rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM
15.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL-462016 MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452, 0755-2578454 ignoubhopal@rediffmail.com ignou_bhupal@yahoo.com rcbhupal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR THE DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
16.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE- 411 016 MAHARASHTRA 020-256671867, 020-25671864 ignourcpune42@vsnl.net rcpune@ignou.ac.in	STATE OF MAHARASHTRA COVERING 14 DISTRICTS - NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR
17.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795001 MANIPUR 0385-2421190/2421191/2421192 ignouimphal@rediffmail.com rcimphal@ignou.ac.in ignouimp@man.nic.in	STATE OF MANIPUR

18.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NONGSHILLIANG, SHILLONG - 793 003, MEGHALAYA 0364-2521117, 0364-2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com rcshillong@ignou.ac.in	STATE OF MEGHALAYA
19.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL – 796001, MIZORAM 0389-2311693/2311692/2311789 rd_aizwal@rediffmail.com rcaizawl@ignou.ac.in	STATE OF MIZORAM
20.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C.KOHIMA – 797001, NAGALAND 0370-2241903 / 2241904 0370-2241905 rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
21.	BHUBANE- SHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013, ORISSA 0674-2301348 / 2301250 / 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT & GAJAPATI)
22.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141401, PUNJAB 01628-229993/229994/237361 01628-238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT THE DISTRICTS OF RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB)

23.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020, RAJASTHAN 0141-2785750/2274292/2784043 ignou-raj@.nic.in rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
24.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANGTOK – 737102, SIKKIM 03592-2311102/270923/270364 03592-212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	STATE OF SIKKIM
25.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121, 044-22542828 rgnldirector@yahoo.in rcchennai@ignou.ac.in	STATE OF TAMILNADU (THE DISTRICTS OF CHENNAI, KANCHIPURAM, VELLORE, CHENGALPAT, CUDDALORE, VILLUPPURAM, SALEM, NAMAKKAL, PERAMBALUR & TIRUVALLORE) AND UNION TERRITORY OF PONDICHERRY
26.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799004, TRIPURA 0381-2516715 / 2516266 0381-2516714 rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
27.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ, LUCKNOW - 226 024 UTTAR PRADESH 0522-2745114, 0941796654, 0522- 2762410 (RCL) 2364453, 0522-2364889 ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI, RC ALIGARH AND RC NOIDA)

28.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850/23592719/23589323 (RCL) 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
29.	DELHI - 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT NEW DELHI - 110 002 011-23392375/23392376/23392377 011-23392374/23392373 ignourd2@ngmail.com rcdelhi2@ignou.ac.in	KARALA, PRAHLADPUR BANAGAR, LIBASPUR, RAMA VIHAR, RANI ENCLAVE, SULATAN PURI, BUDH VIHAR, MANGOL PURI, PITAM PURA, JAHANGIR PURI, SANT NAGAR, JHARODA MAJA BURARI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGARI, BRAHMA PURI, PANCHSHEEL ENCLAVE, DILSHAD GARDEN, SHALIMAR GARDEN, KAROL BAGH, SADAR BAZAR, CHANDNI CHOWK, GANDHI NAGAR, SURAJMAL VIHAR, PREET VIHAR, DARYA GANJ, RAJENDRA NAGAR, CONNAUGHT PLACE, PANDAV NAGAR, KALYAN PURI, MAYUR VIHAR, HIMMATPURI.
30.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR-190 008, J&K 0194-2311251/2311258/2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)

31.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN - 248 001 UTTARAKHAND 0135-2789180/2789205/2789190 dimrianilk2002@yahoo.co.in rcdehradun@ignou.ac.in	STATE OF UTTARAKHAND (THE DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR, DEHRADUN, HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSING NAGAR & PURI)
32.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834022, JHARKHAND 0651-2244688/2244699/2244677 0651-2244400 ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
33.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, SKPVV HINDU HIGH SCHOOL KOTHAPETHA, VIJAYWADA -520 001, ANDHRA PRADESH 0866-256595/2565253/2565353 ignourcvijaywada@gmail.com rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF VIZAINAGARAM, VISAKHAPTNAM, EAST GODAVARI, WEST GODAVARI, KHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLORE, SRIKAKULAM AND CHITTOOR
34.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR – 1 SHANKAR NAGAR RAIPUR–492007, CHATTISGARH 0771-2428285 / 5056508 0771-2445839, 0771-2445839 rrcignou@cg.nic.in rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT THE DISTRICTS OF DANTEWADA & BASTAR

35	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GURUNANAK BHAWAN NEAR NAGPUR UNIVERSITY AMARAVATI ROAD NAGAPUR- 440033 09657339936 (MOB) rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING 14 DISTRICTS - AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI
36.	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (OPERATING FROM RC GUWAHATI)	OPERATING FROM RC GUWAHATI
37.	DELHI - 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (PRESENTLY OPERATING FROM RC DELHI -1) rcdelhi3@ignou.ac.in	MUNDKA, NANGLOI JAT, PEERA GARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR KOTLA, VIKAS PURI, SUBHASH NAGAR, UTTAM NAGAR, JANAK PURI, NAJAFGRH, MAHAVIR ENCLAVE, SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA OF DELHI; AND GURGAON DISTRICT OF HARYANA STATE.
38.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE (PRESENTLY OPERATING FROM RC DELHI -2) rcnoida@ignou.ac.in	GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGPAT AND BARAUT DISTRICTS OF UTTAR PRADESH
39.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM-695017, KERALA 0944750581 (MOB) ignourctrivandrum@gmail.com rctrivandrum@ignou.ac.in	KANYAKUMARI DISTRICT OF TAMIL NADU; AND THIRUVANANTHA -PURAM, KOLLAM & PATHANAMTHITTA DISTRICTS OF KERALA

40.	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH 0761-2609269/6533569/2600411 0761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website:www.ignoujabalpur.in	STATE OF MP COVERING THE DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI & ANUPPUR
41.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS, RAJKOT – 360005, GUJARAT 0281-2572988 subrcrajkot@yahoo.co.in rcrajkot@ignou.ac.in website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
42.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS TPK ROAD (NH -7) PAUMAALAI MADURAI - 625004 TAMIL NADU 0452-2380733 / 2380387 0452-2370588 ignoumadurai@yahoo.co.in rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU: COIMBATORE, NILGRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHA-PURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR TIRUNELVELI, TUTICORIN & TRICHI
43.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764020, ORISSA 06852-252982, 06852-251535 ignou_koraput@rediffmail.com rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)

44.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI-734001, WEST BENGAL 0353-2526818, 0353-2526819 ignourcsiliguri@yahoo.com rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH
45.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIVERSITY CAMPUS KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA-846004, BIHAR 06272-253719, 06272-251833 srcdarbhanga@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA, KHAGARIA
46.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH 0571-2700120 / 2701365 ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	STATE OF UTTAR PRADESH COVERING THE DISTRICTS OF ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSAHAR, MORADABAD, MANPURI, ETAWAH, MATHURA & J P NAGAR
47.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005, UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN CHANDAUL, SONBHADRA

48.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI -81 022-25633159 ignourcmumbai@gmail.com rcmumbai@ignou.ac.in	MUMBAI, THANE, RAIGARH AND RATNAGIRI DISTRICS OF MAHARASHTRA
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PROVISIONAL LIST OF PGDAE PROGRAMME STUDY CENTRES

Sl. No	Regional Centre	Programme Study Centre Code	Name and Address of the IGNOU Programme Study Centre
1.	Agartala	2603 P	Programme In-Charge IGNOU Programme Study Centre College of Teacher Education P.O. Kunjaban Agartala-799006, Tripura
2.	Ahmedabad	0941 P	Programme In-Charge IGNOU Programme Study Centre College of Education, CTE Patan – 384265, Gujarat
3.	Aizwal	1913 P	Programme In-Charge IGNOU Programme Study Centre College of Teacher Education Upper Khatia Aizwal-796001, Mizoram
4.	Aligarh	2704	Coordinator IGNOU Programme Study Centre Bareilly College, P.O.Bos No.15 Bareilly – 243005, Uttar Pradesh
5.	Aligarh	2713 P	Programme In-Charge IGNOU Programme Study Centre Aligarh Muslim University Aligarh - 202002
6.	Bangalore	1353 P	Programme In-Charge IGNOU Programme Study Centre Vijaya Teacher's College 30 Cross, 11 th Main, 4 th Block, Jainagar, Bangalore – 560011, Karnataka
7.	Bangalore	1323 P	Programme In-Charge IGNOU Programme Study Centre MES Teachers Collge 'Vidya Vihar' No.25/1, 17th Main, 2 Block, Rajaji Nagar Bangalore-560010, Karnataka
8.	Bhopal	1558 P	Programme In-Charge IGNOU Programme Study Centre Vidyasagar College 48-49, Barwani Plaza, Old Palasia Indore – 452016, Madhya Pradesh

9.	Bhopal	1574 P	Programme In-Charge IGNOU Programme Study Centre Anand Vihar College for Women Tulsi Nagar District, Bhopal, Madhya Pradesh
10.	Bhopal	1578 P	Programme In-Charge IGNOU Programme Study Centre Baston College for the Professional Studies Near Giwaji University Putli Ghar Road Sirol, Gwalior – 474006, Madhya Pradesh
11.	Bhopal	1579 P	Programme In-Charge IGNOU Programme Study Centre Career College, Gobindpura, BHEL, Bhopal – 462023, Madhya Pradesh
12.	Bhopal	15123 P	Programme In-Charge IGNOU Programme Study Centre Institute of Advanced Studies in Education (Government College of Education), PGBT Campus, Berasia Road, Bhopal – 462038 Madhya Pradesh
13.	Bhubaneswar	2162 P	Programme In-Charge IGNOU Programme Study Centre College of Teacher Education At/PO/District – Balasore, Orissa.
14.	Bhubaneswar	21119 P	Programme In-Charge IGNOU Programme Study Centre Department of Education Ravenshaw University Cuttack, Orissa-753003
15.	Chennai	2566 P	Programme In-Charge IGNOU Programme Study Centre N. K. T. College of Education 21, Dr. Besant Road, Triplicane Chennai-600005, Tamil Nadu
16.	Chennai	25179 P	Programme In-Charge IGNOU Programme Study Centre NKT National College of Education for Women, No. 41, Dr. Besant Road, Triplicane Chennai-600005, Tamil Nadu
17.	Chennai	3102 P	Programme In-Charge IGNOU Programme Study Centre Pope John Paul-II, College of Education Reddiarpalayam, Pondicherry - 605010

18.	Cochin	1426 P	Programme In-Charge IGNOU Programme Study Centre Farooq Training College Farooq College P.O. Calicut – 673632, Kerala
19.	Cochin	1453 P	Programme In-Charge IGNOU Programme Study Centre MES Training College Edathla, Dist Ernakulam Aluva-683564, Kerala
20.	Darbhanga	05135 P	Programme In-Charge IGNOU Programme Study Centre Dr. Zakir Hussain Teachers' Training College Laheriasarai, Dharbhanga – 860003
21.	Dehradun	2705	Coordinator IGNOU Programme Study Centre D. A. V. P. G. College D.A.V. College Road Dehradun-248001, Uttarakhand
22.	Dehradun	2752 P	Coordinator IGNOU Study Centre HNB Garhwal University Department of Economics Srinagar (Garhwal) Uttaranchal - 246174
23.	Delhi-I	0735 P	Programme In-Charge IGNOU Programme Study Centre Jamia Milia Islamia, Faculty of Education Jamia Nagar, New Delhi - 110025
24.	Delhi-I	0757 P	Coordinator IGNOU Programme Study Centre Amity Institute of Education Amity Campus, 44, M-Block, Saket New Delhi-110017
25.	Delhi-II	0736 P	Programme In-Charge IGNOU Programme Study Centre M.V. College of Education Maharaja Agrasen Marg Shakarpur, New Delhi-110092
26.	Delhi-III	0762 P	Coordinator IGNOU Programme Study Centre Maharaja Surajmal Institute C-4, Janakpuri New Delhi-110058

27.	Delhi-III	0781 P	Programme In-Charge IGNOU Programme Study Centre Institute of Technology Gopal Nagar, Najafgar New Delhi – 110043
28.	Gangtok	2405 P	Programme In-Charge IGNOU Programme Study Centre Loyola College of Education Namchi, South Sikkim – 737126, Sikkim
29.	Guwahati	0412 P	Programme In-Charge IGNOU Programme Study Centre Banikanta College of Teacher Education Lachit Nagar Guwahati – 781007, Assam
30.	Hyderabad	0153 P	Programme In-Charge IGNOU Programme Study Centre Al – Madina College of Education Salem Nagar Mahaboob Nagar – 509001, Andhra Pradesh
31.	Imphal	1701 P	Programme In-Charge IGNOU Programme Study Centre Manipur University Canchipur, Imphal-795003
32.	Itanagar	0311 P	Programme In-Charge IGNOU Programme Study Centre Rajiv Gandhi University, Doimukh, Rono Hill Dist. Papum Pare, Arunachal Pradesh-791112
33.	Jabalpur	1530 P	Programme In-Charge IGNOU Programme Study Centre Governmnet College of Education P.S.M. Jabalpur, Madhya Pradesh
34.	Jabalpur	15102 P	Programme In-Charge IGNOU Programme Study Centre Mata Gujari Mahila Vidhyalaya Marhatal Civic Centre Jabalpur - 482002
35.	Jabalpur	15115 P	Programme In-Charge IGNOU Programme Study Centre Government College of Education Near High Court, Jabalpur, Madhya Pradesh

36.	Jaipur	2349 P	Programme In-Charge IGNOU Programme Study Centre Vidya Bhawan G. S. Teachers College (Institute of Advanced Studies in Education) Udaipur – 313004, Rajasthan
37.	Jaipur	2351 P	Programme In-Charge IGNOU Programme Study Centre S. G. kabra Teachers College, Near Geeta Bhawan Ummaid Hospital Road Jodhpur-342003, Rajasthan
38.	Jaipur	2355 P	Programme In-Charge IGNOU Programme Study Centre Shri Agrasen P. G. College of Education (CTE), Keshav Vidyapeeth, Jamdoli Jaipur-302003, Rajasthan
39.	Jammu	1272 P	Programme In-Charge IGNOU Programme Study Centre Department of Education, University of Jammu Baba Sahab Ambedkar Road, Jammu Tawi Jammu – 180006, Jammu & Kashmir
40.	Jammu	1274 P	Programme In-Charge IGNOU Programme Study Centre Government College of Education Canal Road, Jammu Tawi, J&K-180001
41.	Karnal	1005 P	Programme In-Charge IGNOU Programme Study Centre Chotu Ram College of Education Rohtak – 124001, Haryana
42.	Karnal	1023 P	Programme In-Charge IGNOU Programme Study Centre Sohan Lal Dev College of Education Ambala City – 134002, Haryana
43.	Karnal	1052 P	Programme In-Charge IGNOU Programme Study Centre JVD PG College of Education, Sirsa
44.	Khanna	2244 P	Programme In-Charge IGNOU Programme Study Centre Khalsa College of Education Amritsar – 143002, Punjab

45.	Khanna	2260 P	Programme In-Charge IGNOU Programme Study Centre BCM College of Education Sec – 32A, Urban Estate Chandigarh Road Ludhiyana – 141010, Punjab
46.	Kolkata	2887 P	Programme In-Charge IGNOU Programme Study Centre Satya Priya Roy College of Education Anila Devi Bhawan AA 287, Sector – 1, Salt Lake Kolkata – 700064, West Bengal
47.	Kolkata	2890 P	Programme In-Charge IGNOU Programme Study Centre Nandalal Ghosh B. T. College Panpur, P.O. Narayanpur Distt. North 24 Parganas – 743126 West Bengal
48.	Kolkata	2896 P	Programme In-Charge IGNOU Programme Study Centre Sammilani Teachers Training College Barakhola, Krishakpally, Mukundapur Dist 24 PGS (South), Kolkata-700099, W.B.
49.	Kolkata	2897 P	Programme In-Charge IGNOU Programme Study Centre Govt. Training College, Hooghly Chak Bazar, PO & Dt. Hooghly Hooghly-712103, West Bengal
50.	Koraput	2158 P	Programme In-Charge IGNOU Programme Study Centre D. A. V. College of Teacher Education, Koraput -746020, Orissa
51.	Koraput	2161 P	Programme In-Charge IGNOU Programme Study Centre College of Teacher Education AT/PO/Distt.– Bolangir Bolangir-767001, Orissa
52.	Lucknow	2790 P	Programme In-Charge IGNOU Programme Study Centre Department of Education University of Lucknow Lucknow-226007, Uttar Pradesh

53.	Madurai	2516 P	Programme In-Charge IGNOU Programme Study Centre Sri Ramakrishna Mission Vidya College of Education, Coimbatore-641020, Tamil Nadu
54.	Madurai	2517 P	Programme In-Charge IGNOU Programme Study Centre Thiagarajar College of Preceptors, Teppakkulam, Madurai – 625009, Tamil Nadu
55.	Madurai	2585 P	Programme In-Charge IGNOU Programme Study Centre Alagappa University College of Education Karaikudi – 630003, Tamil Nadu
56.	Mumbai	1623 P	Programme In-Charge IGNOU Programme Study Centre Seva Sadan's College of Education Seva Sadan Marg, Ulhas Nagar-3 Thane District, Thane-421003, Maharashtra
57.	Mumbai	1688 P	Programme In-Charge IGNOU Programme Study Centre K. J. Somaiya Comprehensive College of Education, Training and Research Vidyavihar (E), Mumbai - 400077
58.	Noida	2728	Coordinator IGNOU Programme Study Centre Meerut College, Meerut-250001, Uttar Pradesh
59.	Panaji	0812 P	Programme In-Charge IGNOU Programme Study Centre Nirmala Institute of Education Altinho, Panaji Goa - 403001
60.	Patna	0535 P	Programme In-Charge IGNOU Programme Study Centre IIMIT, Behind Vishnu Place, Boring Canal Road Patna – 800001, Bihar
61.	Patna	05141 P	Programme In-Charge IGNOU Programme Study Centre Patna Training College Patna University Dariyapur, Patna – 800004, Bihar

62.	Patna	05148 P	Programme In-Charge IGNOU Programme Study Centre Department of Education, Patna University Baripath, Daryapur, Patna – 800004
63.	Port Blair	0311 P	Programme In-Charge IGNOU Programme Study Centre Rajiv Gandhi University Doimukh Rono Hills, Distt. Papum Pare Arunachal Pradesh - 791112
64.	Pune	1622 P	Programme In-Charge IGNOU Programme Study Centre Bar S.K.W. University College of Education Law College Premises, Amaravati Road Nagpur- 440010, Maharashtra
65.	Pune	1630 P	Programme In-Charge IGNOU Programme Study Centre M. C. E. S. H. G. M. Azam College of Education, 2390/B, K. B. Hidayatulla Road Azam Campus Camp Pune – 411001, Maharashtra
66.	Pune	1645 P	Programme In-Charge IGNOU Programme Study Centre Marathwada College of Education Post Box No.117, Rauza Bagh Aurangabad, Maharashtra
67.	Pune	1684 P	Programme In-Charge IGNOU Programme Study Centre College of Education, Sangamner Akote Rd Dist. Ahamednagar Sangamner-422605. Maharashtra
68.	Raghunathganj	2885 P	Programme In-Charge IGNOU Programme Study Centre Government Teachers' Training College PO and Distt. Malda West Bengal - 732101
69.	Raipur	3501 P	Programme In-Charge IGNOU Programme Study Centre Government College of Education Bilaspur, Chhattisgarh
70.	Rajkot	0939 P	Programme In-Charge IGNOU Programme Study Centre Dada Dukhayal College of Education Ward 3A, Maitri School, Distt. Kutch Adipur - 370205

71.	Rajkot	0964 P	Programme In-Charge IGNOU Programme Study Centre Dr.Subhash Mahila College of Education Mejevadi Gate, Near Khamdhrol Railway Crossing, District Junagadh-362001,Gujarat
72.	Ranchi	3602 P	Programme In-Charge IGNOU Programme Study Centre Loyala College of Education River View Area, Telco Jamshedpur -831004, Jharkhand
73.	Shillong	1803 P	Programme In-Charge IGNOU Programme Study Centre P.G.T. College, Boyce Road, Laitum Khrah Shillong-793003, Meghalaya
74.	Shimla	1117 P	Programme In-Charge IGNOU Programme Study Centre Department of Education, Himachal Pradesh University, Summer Hills Shimla – 171005, Himachal Pradesh
75.	Shimla	1126 P	Programme In-Charge IGNOU Programme Study Centre Government College of Teacher's Education, Dharamshala- 176215, Himachal Pradesh
76.	Shimla	1129 P	Programme In-Charge IGNOU Programme Study Centre S. Alya Institute of Education and Training College, Village &P.O. Rampur-Keonthal Tehsil & District Shimla Shimla – 171011, Himachal Pradesh
77.	Shimla	1170 P	Programme In-Charge IGNOU Programme Study Centre R. G. V. K. State Resource Centre Shivalik Sadan Engine Ghar Sanajuli, Shimla, Himachal Pradesh
78.	Siliguri	2885 P	Programme In-Charge IGNOU Programme Study Centre Government Teachers' Training College P.O. & Distt. Malda – 732101, West Bengal
79.	Srinagar	1224 P	Programme In-Charge IGNOU Programme Study Centre P. G. Department of Education Kashmir University Srinagar-190006, Jammu & Kashmir

80.	Thiruvananthapuram	40009 D	Programme In-Charge IGNOU Programme Study Centre State Resource Centre Nandavanan Vikas Bhawan PO Thiruvananthapuram Kerala - 695033
81.	Varanasi	27109	Programme In-Charge IGNOU Programme Study Centre Banaras Hindu University Varanasi - 221005 , Uttar Pradesh
82.	Vijayawada	0154 P	Programme In-Charge IGNOU Programme Study Centre Institute of Advanced Studies in Education Andhra University Visakhapatnam-530003, Andhra Pradesh

SOME FORMATS/PROFORMAE

To
The Regional Director
IGNOU Regional Centre

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Sub: Non-Receipt of Study Materials/Assignments

Sir,

I have **not** received the following materials in the **first despatch** / **second despatch** (Please strike off the irrelevant one) in respect of PGDAE programme.

Sl. No.	Particulars of the Material/Course Code	Medium	Blocks/Booklets	Assignments
1.		English		
2.		English		
3.		English		
4.		English		
5.		English		
6.		English		

Kindly take necessary action in this regard.

Other details:

- a) Enrolment No. :
- b) Name and Address :
- c) Programme : PGDAE
- d) Medium : English

Year/Semester of registration for the above courses: **July, 2010 session.**

I hereby declare that the above mentioned study materials have not been received by me from any office of IGNOU. In case, the above statement is found to be incorrect, I will accept any penalty imposed on me by the University. In case, I receive the materials at a later date, I will return the same to the Regional Centre at my cost.

Signature of the Student

FOR OFFICE USE ONLY

Date of despatch (delivery):
SO (MPDD)

MONITORING PROFORMA
Monitoring of Receipt of Course Materials

PGDAE: 1st Despatch of Materials

In this packet you should have received the following booklets.

Sl. No.	Particulars of the material/ Course Code	No. of Blocks/ Booklets	Medium (English)	Received or not	Remarks, if any
1.	Programme Guide	1	English		
2.	Assignments	1 set	English		
3.	MAE-001	3	English		
4.	MAE-002	4	English		
5.	MAE-003	4	English		

Please check the material received by you and give feedback.

Note: After receipt of the packet of the material despatched to you, kindly tear off this page and send this filled-in format to the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi – 110 068 .

Date:

Signature:

Name:

Enrolment No.:

Address:

MONITORING PROFORMA
Monitoring of Receipt of Course Materials

PGDAE: 2nd Despatch of Materials

In this packet you should have received the following booklets.

Sl. No.	Particulars of the material/ Course Code	No. of Blocks/ Booklets	Medium (English)	Received or not	Remarks, if any
1.	MES-016	5	English		
2.	MAEL-001: Practical Work Components: Student's Handbook for Practical Work	1	English		

Please check the material received by you and give feedback.

Note: After receipt of the packet of the material despatched to you, kindly tear off this page and send the filled-in proforma to the Director, School of Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi – 110 068 .

Date:

Signature:

Name:

Enrolment No.:

Address:

.....

PROFORMA FOR ASSIGNMENT RECORD OF THE STUDENT

- 1) Name:
- 2) Enrolment Number:
- 3) Programme Study Centre:
- 4) Details of Assignments:

Course Code & Title	Assignment No./ Code	Date of Submission	Date of Receipt of Evaluated assignments

- 5) Did you receive the evaluated assignments back? Yes/No
- 6) What was the time-lag between submission of assignment responses and the receipt of evaluated assignment responses back by you? _____ days
 - a) Were you satisfied with the above time-lag? Yes/No
 - b) If 'No', what according to you is the ideal time-lag between submission of assignments and receipt of the evaluated assignments? _____ days
- 7) Were you satisfied with the comments given on your assignment responses? Yes/No
 - a) If your answer is "Yes", did the comments help you in enhancing your understanding of the course content or in better doing of your subsequent assignment responses? Yes/No
 - b) If the comments were not satisfactory, did you ever discuss the same with the concerned evaluator? Yes/No

Date: _____ Signature:

Name:

Enrolment No.:

Address:

COMMUNITY-BASED PRACTICAL ACTIVITIES

Community-based practical activities constitute an important part of PGDAE practical course. It is based on the premise that being a member of the community, you (the student of PGDAE) can perform certain activities in the community and for the community. Our concern in this regard is to help you understand, plan, organise and conduct these activities in a systematic manner under the guidance of the Mentor(s). Mentor(s) is/are the person(s) of your choice who can be identified by you from among the community members, staff of community level institutions (Formal/Non-formal) in your area or the functionaries of educational, development, or welfare programmes being implemented in the community. He/she should be able to guide and help you in conduct of your community-based practical activities. After identifying the Mentor and performing the community-based practical activities of your choice from among the prescribed activities, you submit the information using the following two formats given as **Appendices- III(4a)** and **III(4b)** to the Programme In-charge/Coordinator at Programme Study Centre allotted to you during the workshop.

Appendix- III(4a)

Details of the Community-Based Practical Activities Completed and the Mentor(s)

Sl. No.	Activity No. and title	Name and Address of the Mentor	Designation, if any	Qualification	Signature of the Mentor

Date:

Signature:

Name:

Enrolment No.:

Address:

(Note: Please submit this filled-in format to the Programme In-charge/Coordinator at Programme Study Centre allotted to you during the workshop).

**INFORMATION REGARDING COMPLETION OF COMMUNITY-BASED
PRACTICAL ACTIVITIES**

1) The details of the Community-Based Practical Activities completed by you.

Sl. No.	Activity No. and title	Date of Completion of the Activity	Name of the Mentor	Credits of the Activity
Total credits				3 Credits

- 2) Did you prepare the reports of the above activities completed by you? Yes/No
- 3) Did you get the reports of the above activities signed (authenticated and commented) by Mentor? Yes/No
- 4) Did you submit the reports of the above activities to the Programme-In-charge/Coordinator of Programme Study Centre during the workshop? If yes, please mention date(s) of submission of the same.
- 5) Did you face any difficulty while carrying out the activities? If yes, please specify them.
- i)
- ii)
- iii)

Date:

Signature:

Name:

Enrolment No.:

Address:

(Note: Please submit this filled-in proforma to the Programme In-charge/Coordinator at Programme Study Centre allotted to you during the workshop).

FEEDBACK SHEET ON WORKSHOP-BASED PRACTICAL ACTIVITIES
(To be filled by the students after the workshop is over and to be submitted to the
Programme In-Charge / Coordinator of PSC)

- 1) Name of the student: Enrolment Number:
- 2) Programme Centre: Centre Code:
- 3) Total number of days participated in the workshop: days.
- 4) Please respond to the following
 - a) Did the workshop meet your expectations? Yes/No
 - b) Did you find sufficient time to interact with fellow students? Yes/No
 - c) Did you find time to present reports of the community-based practical activities completed by you and get any feedback on the same during the workshop? Yes/No
 - d) Did you find the workshop activities appropriate and provide sufficient scope for your effective participation? Yes/No
 - e) Did you find the timing of the workshop convenient? Yes/No

If your answer to e) above is 'No', please suggest the most convenient time period.
 From to

5) Please tick one of the options given against the following questions.

a) How do you rate the resource persons?	Excellent	Good	Average	Poor
b) How do you rate your interaction with fellow students?	Excellent	Good	Average	Poor
c) How do you rate the sessions in general?	Excellent	Good	Average	Poor
d) How do you rate the sessions based on audio/video lessons?	Excellent	Good	Average	Poor

- 6) Mention three most important strengths and weaknesses of workshop, as perceived by you.

Strengths

 - i)
 - ii)
 - iii)

Weaknesses

 - i)
 - ii)
 - iii)
- 7) Please mention your overall impressions of the workshop.
 - i)
 - ii)
 - iii)

Place: Signature:

Date: Name:

Enrolment No.:

Address:

**ADULT EDUCATION/TRAINING CENTRE/INSTITUTION-BASED
PRACTICAL WORK**

(To be submitted by the Intern (not in-service) student to the PIC/Coordinator of the Programme Study Centre concerned after completing adult education/training centre/institution-based practical work)

1) Name and address of the Adult Education/Training Centre/Institution where the internship was done.

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.....
.....

2) Name and designation of your Mentor at the Adult Education/Training Centre/Institution:

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.....

3) Whether the report of the Adult Education/Training Centre/Institution-based Practicals is authenticated and commented by the Mentor? Yes/No

4) Whether the report of the Adult Education/Training Centre/Institution-based Practical Work done is attached? Yes/No

5) Did you face any difficulty during the period of your work with the Adult Education/Training Centre/Institution? If yes, please specify.

- i)
- ii)
- iii)

Date:

Signature:

Name:

Enrolment No.:

Address:

.....

**ADULT EDUCATION/TRANING CENTRE/INSTITUTION-BASED
PRACTICAL WORK**

(To be submitted by the in-service student to the PIC/Co-ordinator of the Programme Study Centre concerned after acting as a Mentor to a pre-service student intern of PGDAE)

Employment-cum-Mentor Certificate

(To be provided by the Head of organisation)

This is to certify that Mr./Ms. has been working with this organisation since in the post of He/she is a regular full-time/part-time employee of the organisation. He/she has acted as a Mentor to the PGDAE student, named : with Enrolment No. of IGNOU, who had been with this organisation as a voluntary/paid intern from to to perform practical activities as a part of his/her Adult Education/Training Centre/Institution-based Practical Work.

Date:

Signature of the Head of the Organisation

Name:

Designation :

Address:

.....

(Seal/Stamp)

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are 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)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct. to 20 Oct.	Rs. 300/-
21 April to 15 May *	Rs. 500/-	21 Oct. to 15 Nov. *	Rs. 500/-
16 May to 28 May *	Rs. 1000/-	16 Nov. to 28 Nov. *	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110 068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e. www.ignou.ac.in Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. 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 may 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.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. 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).
10. 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.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student 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.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.