PROGRAMME GUIDE

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

A Product of
IGNOU-UNESCO-JNU Collaborative Efforts

School of Extension and Development Studies
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068
Members of Faculty of School of Extension and Development Studies (SOEDS)

Dr. B. K. Pattanaik - Professor & Director
Dr. P.V.K. Sasidhar - Reader
Dr. Nehal A. Farooquee - Reader

Supporting faculty member from School of Education (SOE), IGNOU

Dr. M. V. Lakshmi Reddy - Lecturer (Senior Scale), SOE and Programme Coordinator, PGDAE, SOEDS

Programme Guide Preparation and Editing

Dr. M. V. Lakshmi Reddy
Lecturer (Senior Scale), SOE, IGNOU and Programme Coordinator, PGDAE, SOEDS, IGNOU

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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 throughout 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 Sansthas (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.

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>MAE-002</td>
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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-literate and Semi-literate
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
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),

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

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.
- 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.

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

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 dispatch(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:
<table>
<thead>
<tr>
<th>Last Date of Submission</th>
<th>Course Code</th>
<th>Assignment Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of September, 2010</td>
<td>MAE – 001</td>
<td>01: MAE – 001</td>
</tr>
<tr>
<td>By the end of October, 2010</td>
<td>MAE – 002</td>
<td>01: MAE – 002</td>
</tr>
<tr>
<td>By the end of November, 2010</td>
<td>MAE – 003</td>
<td>01: MAE – 003</td>
</tr>
<tr>
<td>By the end of February, 2011</td>
<td>MES – 016</td>
<td>01: MES – 016</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>For June TEE</th>
<th>For December TEE</th>
<th>Late fee</th>
<th>Address, where Exam Form is to be sent</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st March to 31st March</td>
<td>1st September to 30th September</td>
<td>NIL</td>
<td>Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 or Regional Director of the concerned Regional Centre</td>
<td>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 $</td>
</tr>
<tr>
<td>1st April to 20th April</td>
<td>1st October to 20th October</td>
<td>Rs. 300/-</td>
<td>Regional Director of the concerned Regional Centre</td>
<td>Demand draft should be drawn in favour of IGNOU $</td>
</tr>
<tr>
<td>21st April to 15th May*</td>
<td>21st October to 15th November*</td>
<td>Rs. 500/-</td>
<td>For Outside Delhi Students Regional Director of the concerned Regional Centre</td>
<td></td>
</tr>
<tr>
<td>16th May to 28th May*</td>
<td>16th November to 28th November*</td>
<td>Rs. 1000/-</td>
<td>For Delhi Students Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068 or Regional Director of the concerned Regional Centre</td>
<td></td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>2010</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
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<td>Admission</td>
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<td>Despatch of Study materials</td>
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<td>Orientation of Resource Persons</td>
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<td>Community-based Practicals</td>
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<td>Internship/Adult Education/Training Centre/Institution-based Practicals</td>
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<td>Examination</td>
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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 at least 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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>NAME OF REGIONAL CENTRE (RC)</th>
<th>CODE</th>
<th>ADDRESS, TELEPHONE, E-MAIL</th>
<th>OPERATIONAL AREA / JURISDICTION</th>
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<tr>
<td>1.</td>
<td>HYDERABAD 01 Regional Director</td>
<td>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) <a href="mailto:hyd2_ignourch@sancharnet.in">hyd2_ignourch@sancharnet.in</a> <a href="mailto:rchyderabad@ignou.ac.in">rchyderabad@ignou.ac.in</a></td>
<td>STATE OF ANDHRA PRADESH EXCEPT THE DISTRICTS COVERED UNDER RC VIJAYAWADA</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>PORT BLAIR 02 Regional Director</td>
<td>IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN &amp; NICOBAR ISLANDS 03192-242888 / 230111 <a href="mailto:rc_portblair@rediffmail.com">rc_portblair@rediffmail.com</a> <a href="mailto:rcportblair@ignou.ac.in">rcportblair@ignou.ac.in</a></td>
<td>ANDAMAN &amp; NICOBAR ISLANDS</td>
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<tr>
<td>3.</td>
<td>ITANAGAR 03 Regional Director</td>
<td>IGNOU REGIONAL CENTRE ‘HORNHILL COMPLEX’ ‘C’ SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 <a href="mailto:rd_itanagar@rediffmail.com">rd_itanagar@rediffmail.com</a> <a href="mailto:ignou_itanagar@yahoo.com">ignou_itanagar@yahoo.com</a> <a href="mailto:rd_itanagar@rediffmail.com">rd_itanagar@rediffmail.com</a></td>
<td>STATE OF ARUNACHAL PRADESH</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>GUWAHATI 04 Regional Director</td>
<td>IGNOU REGIONAL CENTRE HOUSE NO. 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343771 Fax No. 0361-2343784 <a href="mailto:grcignou@sancharnet.in">grcignou@sancharnet.in</a> <a href="mailto:rcguwahati@ignou.ac.in">rcguwahati@ignou.ac.in</a></td>
<td>STATE OF ASSAM</td>
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<tr>
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<td>REGIONAL DIRECTOR</td>
<td>REGIONAL DIRECTOR</td>
<td>STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC DARBHANGA</td>
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<td>5.</td>
<td>PATNA 05</td>
<td>IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN PATNA - 800 001, BIHAR 0612-2221538 / 2221541 0612-2221539 <a href="mailto:rcpatna@gmail.com">rcpatna@gmail.com</a> <a href="mailto:rc05patna@gmail.com">rc05patna@gmail.com</a> <a href="mailto:ignourcpatna@gmail.com">ignourcpatna@gmail.com</a></td>
<td></td>
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</tr>
<tr>
<td>6.</td>
<td>CHANDIGARH 06</td>
<td>IGNOU REGIONAL CENTRE (PRESENTLY OPERATING FROM RC KHANNA) <a href="mailto:ignouch@gmail.com">ignouch@gmail.com</a> <a href="mailto:rcchandigarh@ignou.ac.in">rcchandigarh@ignou.ac.in</a></td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>DELHI -1 07</td>
<td>IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREA NEAR BATRA HOSPITAL NEW DELHI - 110 062 011-29956015/29958078/26056834 011-26058354 / 29053172 <a href="mailto:rcdelhi1@ignou.ac.in">rcdelhi1@ignou.ac.in</a> <a href="mailto:ramchandrard@rediffmail.com">ramchandrard@rediffmail.com</a></td>
<td>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, BHOGAL, ASHRAM HAUZ KHAS, MUNIRKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR; AND FARIDABAD DISTRICT OF HARYANA STATE.</td>
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<tr>
<td>No.</td>
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<td>PANAJI</td>
<td>08</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&amp;T STAFF QUARTERS OFF MAPUSA-PANAJI ROAD POVORIM -403521, GOA 0-9444024242 (MOB)</td>
<td>0832-2462315 <a href="mailto:msparthasarathy@yahoo.com">msparthasarathy@yahoo.com</a> <a href="mailto:rcpanaji@ignou.ac.in">rcpanaji@ignou.ac.in</a></td>
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<td>STATE OF GOA; THREE ADJOINING DISTRICTS OF KARNATAKA i.e. DHARWARD, BELGAUM, UTTARA KANNAD; AND SINDHUDURG DISTRICT OF MAHARASHTRA</td>
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<td>09</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT. OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY, CHHARODI AHMEDABAD-382481, GUJARAT 02717-242975/241579/241580</td>
<td><a href="mailto:rcignouahd@yahoo.com">rcignouahd@yahoo.com</a> <a href="mailto:rcahmedbad@ignou.ac.in">rcahmedbad@ignou.ac.in</a></td>
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<td>STATE OF GUJARAT; UNION TERRITORY OF DAMAN, DIU, DADRA &amp; NAGAR HAVELI</td>
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<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD KARNAL - 132 001, HARYANA 0184-2271514, 0184-2260075, 0184-2255738</td>
<td><a href="mailto:ignourck10@bsnl.in">ignourck10@bsnl.in</a> <a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a></td>
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<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613 / 2624611 / 2625843 / 2624612/ 2624611</td>
<td><a href="mailto:sml_ignoures@sancharnet.in">sml_ignoures@sancharnet.in</a> <a href="mailto:negidb@yahoo.com">negidb@yahoo.com</a> <a href="mailto:rcshimla@ignou.ac.in">rcshimla@ignou.ac.in</a></td>
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<td><a href="mailto:jammurc12@rediffmail.com">jammurc12@rediffmail.com</a> <a href="mailto:rcjammu@ignou.ac.in">rcjammu@ignou.ac.in</a></td>
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|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  
ignourcbcr@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  
KALOOR, 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_bhopal@yahoo.com  
rcbhopal@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  
ignourcpcpune42@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 |
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<td>SHILLONG</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NONGSHILLIANG, SHILLONG - 793 003, MEGHALAYA</td>
<td>0364-2521117, 0364-2521271 <a href="mailto:ignou18@sancharnet.in">ignou18@sancharnet.in</a> <a href="mailto:rd_shillong@rediffmail.com">rd_shillong@rediffmail.com</a> <a href="mailto:rcshillong@ignou.ac.in">rcshillong@ignou.ac.in</a></td>
<td>STATE OF MEGHALAYA</td>
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<tr>
<td>AIZWAL</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMA OFF.) AIZAWL – 796001, MIZORAM</td>
<td>0389-2311693/2311692/2311789 <a href="mailto:rd_aizwal@rediffmail.com">rd_aizwal@rediffmail.com</a> <a href="mailto:rcaizawl@ignou.ac.in">rcaizawl@ignou.ac.in</a></td>
<td>STATE OF MIZORAM</td>
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<td>KOHIMA</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVURU (MHON KHOLA) I.O.C. KOHIMA – 797001, NAGALAND</td>
<td>0370-2241903 / 2241904 0370-2241905 <a href="mailto:rd_kohima@rediffmail.com">rd_kohima@rediffmail.com</a> <a href="mailto:rckohima@ignou.ac.in">rckohima@ignou.ac.in</a></td>
<td>STATE OF NAGALAND</td>
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<tr>
<td>BHUBANESWAR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA Bhubaneswar - 751 013, ORISSA</td>
<td>0674-2301348 / 2301250 / 2301352 0674-2300349 <a href="mailto:rcbhubaneswar@ignou.ac.in">rcbhubaneswar@ignou.ac.in</a></td>
<td>STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT &amp; GAJAPATI)</td>
</tr>
<tr>
<td>KHANNA</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141401, PUNJAB</td>
<td>01628-229993/229994/237361 01628-238284 <a href="mailto:ignoukhanna@yahoo.co.in">ignoukhanna@yahoo.co.in</a> <a href="mailto:rckhanna@ignou.ac.in">rckhanna@ignou.ac.in</a></td>
<td>STATE OF PUNJAB (EXCEPT THE DISTRICTS OF RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB)</td>
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<td><strong>Jaipur</strong></td>
<td><strong>23</strong></td>
<td><strong>Regional Director</strong></td>
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</tbody>
</table>
|   |   | IGNOU Regional Centre | 70/79, Sector - 7  
Pate Marg Mansarovar  
Jaipur - 302 020, Rajasthan  
0141-2785750/2274292/2784043  
ignou-raj@.nic.in  
rcajpur@ignou.ac.in |   |
| **Gangtok** | **24** | **Regional Director (I/C)** | **State of Sikkim** |
|   |   | IGNOU Regional Centre | Gairigaon Tadong  
Po Shumbuk House  
Gangtok - 737102, Sikkim  
03592-2311102/270923/270364  
03592-212501  
rd_gangtok@rediffmail.com  
rcaignet@ignou.ac.in |   |
| **Chennai** | **25** | **Regional Director** | **State of Tamilnadu** |
|   |   | IGNOU Regional Centre | C.I.T. Campus  
Taramani Chennai - 600 113  
Tamilnadu  
044-22541919 / 22542727  
044-22542121, 044-22542828  
rgnldirector@yahoo.in  
rcaignet@ignou.ac.in |   |
| **Agartala** | **26** | **Regional Director** | **State of Tripura** |
|   |   | IGNOU Regional Centre | M.B.B. College Compound  
P.O. Agartala College  
Agartala - 799004, Tripura  
0381-2516715 / 2516266  
0381-2516714  
rd_agartala@rediffmail.com  
rcaignet@ignou.ac.in |   |
| **Lucknow** | **27** | **Regional Director** | **State of Uttar Pradesh** |
|   |   | 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 |   |
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<td>KOLKATA</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKAŠ BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850/23592719/23589323 (RCL) 033-23347576 <a href="mailto:ignourd28@yahoo.com">ignourd28@yahoo.com</a> <a href="mailto:rd28cal@rediffmail.com">rd28cal@rediffmail.com</a> <a href="mailto:rckolkata@ignou.ac.in">rckolkata@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)</td>
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<td>29</td>
<td>DELHI - 2</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI &amp; DARSHAN SAMITI, RAIGHAT NEW DELHI - 110 002 011-23392375/23392376/23392377 011-23392374/23392373 <a href="mailto:ignourd2@ngmail.com">ignourd2@ngmail.com</a> <a href="mailto:rcdelhi2@ignou.ac.in">rcdelhi2@ignou.ac.in</a></td>
<td>KARALA, PRAHLADPUR BANAGAR, LIBASPUR, RAMA VIHAR, RANI ENCLAVE, SULTAN PURI, BUDH VIHAR, MANGOL PURI, PIZAM 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, HIMMATPUR.</td>
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<td>30</td>
<td>SRINAGAR</td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR-190 008, J&amp;K 0194-2311251/2311258/2311259 <a href="mailto:igneousgr@hotmail.com">igneousgr@hotmail.com</a> <a href="mailto:rcsrinagar@ignou.ac.in">rcsrinagar@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (SRINAGAR &amp; LADAKH REGION)</td>
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<td>No.</td>
<td>Location</td>
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<td>DEHRADUN</td>
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<td>IGNOU REGIONAL CENTRE&lt;br&gt;NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN - 248 001&lt;br&gt;UTTARAKHAND&lt;br&gt;0135-2789180/2789205/2789190&lt;br&gt;<a href="mailto:dimranilk2002@yahoo.co.in">dimranilk2002@yahoo.co.in</a>&lt;br&gt;<a href="mailto:rcdehradun@ignou.ac.in">rcdehradun@ignou.ac.in</a></td>
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<td>32</td>
<td>RANCHI</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU REGIONAL CENTRE&lt;br&gt;457/A, ASHOK NAGAR RANCHI – 834022, JHARKHAND&lt;br&gt;0651-2244688/2244699/2244677&lt;br&gt;0651-2244400&lt;br&gt;<a href="mailto:ignouranchi@yahoo.com">ignouranchi@yahoo.com</a>&lt;br&gt;<a href="mailto:rdranchi@ignou.ac.in">rdranchi@ignou.ac.in</a></td>
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<td>33</td>
<td>VIJAYAWADA</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU REGIONAL CENTRE&lt;br&gt;1ST FLOOR, SKPVV HINDU HIGH SCHOOL KOTHAPETHA, VIJAYWADA -520 001, ANDHRA PRADESH&lt;br&gt;0866-256595/2565253/2565353&lt;br&gt;<a href="mailto:ignourcvijaywada@gmail.com">ignourcvijaywada@gmail.com</a>&lt;br&gt;<a href="mailto:rcvijaywada@ignou.ac.in">rcvijaywada@ignou.ac.in</a></td>
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<tr>
<td>34</td>
<td>RAIPUR</td>
<td>REGIONAL DIRECTOR</td>
<td>IGNOU REGIONAL CENTRE&lt;br&gt;REST HOUSE &amp; E.M. OFFICE HALL SECTOR – 1 SHANKAR NAGAR RAIPUR–492007, CHHATTISGARH&lt;br&gt;0771-2428285 / 5056508&lt;br&gt;0771-2445839, 0771-2445839&lt;br&gt;<a href="mailto:rrcignou@cg.nic.in">rrcignou@cg.nic.in</a>&lt;br&gt;<a href="mailto:rcraipur@ignou.ac.in">rcraipur@ignou.ac.in</a></td>
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<td>City</td>
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| 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 MAHARASHTRA
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 |
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| 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 GUJARAT  
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) |
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<td><strong>45</strong></td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI-734001, WEST BENGAL 0353-2526818, 0353-2526819 <a href="mailto:ignoursiliguri@yahoo.com">ignoursiliguri@yahoo.com</a> <a href="mailto:rcasiliguri@ignou.ac.in">rcasiliguri@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH</td>
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<td><strong>45.</strong></td>
<td><strong>DARBHANGA</strong></td>
<td><strong>46</strong></td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIVERSITY CAMPUS KAMESHWARANAGAR NEAR CENTRAL BANK DARBHANGA-846004, BIHAR 06272-253719, 06272-251833 <a href="mailto:srcdarbhanga@yahoo.com">srcdarbhanga@yahoo.com</a> <a href="mailto:antripathi29@rediffmail.com">antripathi29@rediffmail.com</a> <a href="mailto:rcdarbhanga@ignou.ac.in">rcdarbhanga@ignou.ac.in</a></td>
<td>STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA, KHAGARIA</td>
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<td><strong>46.</strong></td>
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<td><strong>47</strong></td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH-202001, UTTAR PRADESH 0571-2700120 / 2701365 <a href="mailto:ignousrcaligarh@yahoo.com">ignousrcaligarh@yahoo.com</a> <a href="mailto:rcaligarh@ignou.ac.in">rcaligarh@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH COVERING THE DISTRICTS OF ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSAHAR, MORADABAD, MANPURI, ETAWAH, MATHURA &amp; J P NAGAR</td>
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<td><strong>47.</strong></td>
<td><strong>VARANASI</strong></td>
<td><strong>48</strong></td>
<td>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005, UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2317383 <a href="mailto:ignoursrc.vns@gmail.com">ignoursrc.vns@gmail.com</a> <a href="mailto:rcvaranasi@ignou.ac.in">rcvaranasi@ignou.ac.in</a></td>
<td>DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN CHANDAUL, SONNBHADRA</td>
</tr>
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</table>
|   | MUMBAI |   | 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 |
## PROVISIONAL LIST OF PGDAE PROGRAMME STUDY CENTRES

<table>
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<th>Sl. No</th>
<th>Regional Centre</th>
<th>Programme Study Centre Code</th>
<th>Name and Address of the IGNOU Programme Study Centre</th>
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| 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, 11th Main, 4th Block, Jainagar,  
Bangalore – 560011, Karnataka |
| 7.    | Bangalore      | 1323 P                      | Programme In-Charge  
IGNOU Programme Study Centre  
MES Teachers College ‘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 |
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<td>1574 P</td>
<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Anand Vihar College for Women&lt;br&gt;Tulsi Nagar District, Bhopal, Madhya Pradesh</td>
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<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Baston College for the Professional Studies&lt;br&gt;Near Giwaji University&lt;br&gt;Putli Ghar Road&lt;br&gt;Sirol, Gwalior – 474006, Madhya Pradesh</td>
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<td>1579 P</td>
<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Career College, Gobindpura,&lt;br&gt;BHEL, Bhopal – 462023, Madhya Pradesh</td>
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<td>12.</td>
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<td>15123 P</td>
<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Institute of Advanced Studies in Education&lt;br&gt;(Government College of Education), PGBT Campus, Berasia Road, Bhopal – 462038 Madhya Pradesh</td>
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<td>2162 P</td>
<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;College of Teacher Education&lt;br&gt;At/PO/District – Balasore, Orissa.</td>
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<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Department of Education&lt;br&gt;Ravenshaw University&lt;br&gt;Cuttack, Orissa-753003</td>
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<td>Chennai</td>
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<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;N. K. T. College of Education&lt;br&gt;21, Dr. Besant Road, Triplicane&lt;br&gt;Chennai-600005, Tamil Nadu</td>
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<td>Chennai</td>
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<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;NKT National College of Education for Women, No. 41, Dr. Besant Road, Triplicane&lt;br&gt;Chennai-600005, Tamil Nadu</td>
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<td>17.</td>
<td>Chennai</td>
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<td>Programme In-Charge&lt;br&gt;IGNOU Programme Study Centre&lt;br&gt;Pope John Paul-II, College of Education&lt;br&gt;Reddiarpalayam, Pondicherry - 605010</td>
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| 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 |
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<td>Delhi-III</td>
<td>0781 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Institute of Technology Gopal Nagar, Najafgar New Delhi – 110043</td>
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<tr>
<td>28.</td>
<td>Gangtok</td>
<td>2405 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Loyola College of Education Namchi, South Sikkim – 737126, Sikkim</td>
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<tr>
<td>29.</td>
<td>Guwahati</td>
<td>0412 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Banikanta College of Teacher Education Lachit Nagar Guwahati – 781007, Assam</td>
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<td>30.</td>
<td>Hyderabad</td>
<td>0153 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Al – Madina College of Education Salem Nagar Mahaboob Nagar – 509001, Andhra Pradesh</td>
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<td>31.</td>
<td>Imphal</td>
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<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Manipur University Canchipur, Imphal-795003</td>
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<td>32.</td>
<td>Itanagar</td>
<td>0311 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Rajiv Gandhi University, Doimukh, Rono Hill Dist. Papum Pare, Arunachal Pradesh-791112</td>
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<td>33.</td>
<td>Jabalpur</td>
<td>1530 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Government College of Education P.S.M. Jabalpur, Madhya Pradesh</td>
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<td>34.</td>
<td>Jabalpur</td>
<td>15102 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Mata Gujari Mahila Vidhyalaya Marhatal Civic Centre Jabalpur - 482002</td>
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<tr>
<td>35.</td>
<td>Jabalpur</td>
<td>15115 P</td>
<td>Programme In-Charge</td>
<td>IGNOU Programme Study Centre Government College of Education Near High Court, Jabalpur, Madhya Pradesh</td>
</tr>
<tr>
<td>No.</td>
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<td>Programme In-Charge</td>
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<td>36</td>
<td>Jaipur</td>
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<td>Vidya Bhawan G. S. Teachers College</td>
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<td>Udaipur – 313004, Rajasthan</td>
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Sec – 32A, Urban Estate  
Chandigarh Road  
Ludhiyana – 141010, Punjab |
| 46. | Kolkata   | 2887 | 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 | IGNOU Programme Study Centre  
Nandalal Ghosh B. T. College  
Panpur, P.O. Narayanpur  
Distt. North 24 Parganas – 743126  
West Bengal |
| 48. | Kolkata   | 2896 | IGNOU Programme Study Centre  
Sammilani Teachers Training College  
Barakhola, Krishakpally, Mukundapur  
Dist 24 PGS (South), Kolkata-700099, W.B. |
| 49. | Kolkata   | 2897 | IGNOU Programme Study Centre  
Govt. Training College, Hooghly  
Chak Bazar, PO & Dt. Hooghly  
Hooghly-712103, West Bengal |
| 50. | Koraput   | 2158 | IGNOU Programme Study Centre  
D. A. V. College of Teacher Education,  
Koraput -746020, Orissa |
| 51. | Koraput   | 2161 | IGNOU Programme Study Centre  
College of Teacher Education  
AT/PO/Distt.– Bolangir  
Bolangir-767001, Orissa |
| 52. | Lucknow   | 2790 | IGNOU Programme Study Centre  
Department of Education  
University of Lucknow  
Lucknow-226007, Uttar Pradesh |
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| 53. | Madurai        | 2516 | Programme In-Charge
IGNOU Programme Study Centre
Sri Ramakrishna Mission Vidya College of Education, Coimbatore-641020, Tamil Nadu |
| 54. | Madurai        | 2517 | Programme In-Charge
IGNOU Programme Study Centre
Thiagarajar College of Preceptors, Teppakkulam, Madurai – 625009, Tamil Nadu   |
| 55. | Madurai        | 2585 | Programme In-Charge
IGNOU Programme Study Centre
Alagappa University College of Education Karaikudi – 630003, Tamil Nadu        |
| 56. | Mumbai         | 1623 | 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 | 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 | Programme In-Charge
IGNOU Programme Study Centre
Nirmala Institute of Education
Altinho, Panaji
Goa - 403001                                                                  |
| 60. | Patna          | 0535 | Programme In-Charge
IGNOU Programme Study Centre
IIMIT, Behind Vishnu Place,
Boring Canal Road
Patna – 800001, Bihar                                                           |
| 61. | Patna          | 05141| Programme In-Charge
IGNOU Programme Study Centre
Patna Training College
Patna University
Dariyapur,
Patna – 800004, Bihar                                                           |
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<th>Programme Details</th>
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| 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 |
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To
The Regional Director
IGNOU Regional Centre

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.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars of the Material/Course Code</th>
<th>Medium</th>
<th>Blocks/Booklets</th>
<th>Assignments</th>
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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.

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<th>Sl. No.</th>
<th>Particulars of the material/ Course Code</th>
<th>No. of Blocks/ Booklets</th>
<th>Medium (English)</th>
<th>Received or not</th>
<th>Remarks, if any</th>
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<td>2.</td>
<td>Assignments</td>
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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.

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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: ......................................................................
...............................................................................

53
Appendix-III(3)

PROFORMA FOR ASSIGNMENT RECORD OF THE STUDENT

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

<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th>Assignment No./Code</th>
<th>Date of Submission</th>
<th>Date of Receipt of Evaluated assignments</th>
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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: .............................................................
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)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity No. and title</th>
<th>Name and Address of the Mentor</th>
<th>Designation, if any</th>
<th>Qualification</th>
<th>Signature of the Mentor</th>
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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).
Appendix-III(4b)

INFORMATION REGARDING COMPLETION OF COMMUNITY-BASED PRACTICAL ACTIVITIES

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity No. and title</th>
<th>Date of Completion of the Activity</th>
<th>Name of the Mentor</th>
<th>Credits of the Activity</th>
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**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).
Appendix-III(5)

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) ........................................................................................................................................
   Signature: ..................................................
   Place:  
   Name: ..................................................
   Date: 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.
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

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

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: ......................

Name: .............................................
Enrolment No.: ..............................
Address: ........................................

Signature: .....................................
ADULT EDUCATION/TRAINING 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)
INSTRUCTIONS
1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

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

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

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

City

District

State

Pin Code

COURSE OPTION:
Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 50/- PER COURSE

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
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<th>Course Code</th>
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Course Codes (Exam already taken in the last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID

<table>
<thead>
<tr>
<th>S.No.</th>
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FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

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<th>Total No. of Courses × 50</th>
<th>Total Amount</th>
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<tr>
<td>Practical Courses × 50</td>
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<tr>
<td>Late Fee</td>
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<td>TOTAL</td>
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<th>2. Draft No.</th>
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<td>Amount</td>
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</table>

Date

Issuing Branch

Payable at NEW DELHI

SIGNATURE OF THE STUDENT (within the Box only)

ISSUING BANK
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)

<table>
<thead>
<tr>
<th>Dates for Submission of Exam Forms</th>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DEC TEE</th>
<th>LATE FEE</th>
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<tr>
<td>1 March to 31 March</td>
<td>NIL</td>
<td>1 Sept. to 30 Sept.</td>
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<tr>
<td>1 April to 20 April</td>
<td>Rs. 300/-</td>
<td>1 Oct. to 20 Oct.</td>
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<tr>
<td>21 April to 15 May</td>
<td>Rs. 500/-</td>
<td>21 Oct. to 15 Nov.</td>
<td>Rs. 500/-</td>
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<tr>
<td>16 May to 28 May</td>
<td>Rs. 1000/-</td>
<td>16 Nov. to 28 Nov.</td>
<td>Rs. 1000/-</td>
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</tbody>
</table>

* 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 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.