

# Programme Guide

## Post Graduate Diploma in Corporate Social Responsibility (PGDCSR)



School of Extension and Development Studies  
**Indira Gandhi National Open University**  
Maidan Garhi, New Delhi- 110068 (India)



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*"Education is a liberating force, and in our age it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances"*  
*- Indira Gandhi*

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# Programme Guide

For

## Post Graduate Diploma in Corporate Social Responsibility (PGDCSR)



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**Indira Gandhi National Open University**  
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### Programme Design Committee

<p>Prof. Anil Kumar Sharma, Associate Professor (IIT, Roorkee), Roorkee, Uttarakhand          Mr. Ashok B. Chakraborty, Chief Sustainability Officer, NFCSR, Indian Institute of Corporate Affairs (IICA), Gurugram, Haryana          Mr. Ravi Puranik, CEO, Hindustan Unilever Foundation, Mumbai          Dr. Debasis Bhattacharya, Institute of CSR &amp; Management-Delhi (ICSRM), Narela, Delhi          Dr. Mahesh Chander, Principal Scientist &amp; Head, Division of Extension Education, IVRI, Bareilly          Mr. Ashwini Kumar, Ex General Manager(I / c), HSE &amp; CSR - BHEL, Noida          Mr. ParulSoni, Thinkthrough Consulting Private Limited, Vasant Vihar, New Delhi          Prof. Kotaru Ravi Sankar, SOMS, IGNOU, New Delhi          Prof. G Subbayamma, SOMS, IGNOU, New Delhi          Dr. Leena Singh, SOMS, IGNOU, New Delhi          Prof. B. K. Pattanaik, SOEDS, IGNOU, New Delhi          Prof. Nehal A. Farooquee, SOEDS, IGNOU, New Delhi          Dr. Pradeep Kumar, SOEDS, IGNOU, New Delhi          Dr. Grace Don Nemching, SOEDS, IGNOU, New Delhi          Prof. P.V.K. Sasidhar, SOEDS, IGNOU, New Delhi (Programme Coordinator)          Dr. Nisha Varghese, SOEDS, IGNOU, New Delhi (Programme Coordinator)</p>
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### Programme Guide Preparation and Editing

<p>Prof. P.V.K. Sasidhar, SOEDS, IGNOU, New Delhi          Dr. Nisha Varghese, SOEDS, IGNOU, New Delhi</p>
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### Programme Coordinators

<p>Dr. Nisha Varghese &lt;nishavarghese@ignou.ac.in&gt;          Prof. P.V.K.Sasidhar &lt;pvksasidhar@ignou.ac.in&gt;</p>
---

### Print Production

<p>Mr. Y.N. Sharma          AR, (Pub.), MPDD, IGNOU, New Delhi</p>	<p>Mr. Sudhir Kumar          SO, (Pub.), MPDD, IGNOU, New Delhi</p>
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*Further information on the IGNOU courses may be obtained from the University's office at Maidan Garhi, New Delhi or the official website of IGNOU at [www.ignou.ac.in](http://www.ignou.ac.in)*

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**Dear Learner,**

Welcome to the academic programme - Post Graduate Diploma in Corporate Social Responsibility (PGDCSR). IGNOU offers educational programmes through open and distance learning (ODL) and online modes. By enrolling into PGDCSR programme in ODL mode, you have become a student of IGNOU, one of the the largest Universities in the world. 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 self-learning material (SLM) and through other student support services. To start with, read this 'Programme Guide' thoroughly, keep it handy 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.

In the course of your journey, you will notice that IGNOU is a university with a difference. Unlike conventional Universities where teaching and learning takes place mostly through face-to-face mode, IGNOU adopts a multiple-media approach to facilitate teaching-learning activities. You will find that the printed SLM is the master medium of our instruction. The soft copies of SLM are also available in 'IGNOU eGyankosh' for your ready reference. It is supplemented with audio and video programmes, teleconferencing and interactive radio counseling sessions. Further, you will also benefit from the face-to-face mode of interaction during counseling sessions organised at the Learners Support Centres (LSCs). Also, the assignments, check your progress exercises and activities provide diverse learning opportunities as well as facilitate your smooth progress through the programme.

The PGDCSR programme would provide you comprehensive exposure to various theoretical and practical aspects related to CSR viz., fundamentals, process, implementation, projects and programmes and issues and perspectives of development / project work. The programme will equip you with necessary knowledge, understanding, skills, attitude and competencies in the area of CSR.

The information presented in this 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 the programme as it will help you clarify your doubts at different stages during the course of your academic journey through this programme.

With best wishes,

**Programme Coordinators**

Post Graduate Diploma in Corporate Social Responsibility (PGDCSR)

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## 1.1 ABOUT THE PROGRAMME

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Post Graduate Diploma in Corporate Social Responsibility (PGDCSR) is an innovative programme offered through ODL mode utilising multiple media such as SLM, information and communication technologies and personal contact sessions. The PGDCSR programme is located in and launched by the School of Extension and Development Studies (SOEDS) in IGNOU. The programme aims at promoting professional development and capacity building in the area of CSR.

The CSR is a multidisciplinary subject which is rapidly growing and evolving field of study. The philanthropy in the form of charity has been prevalent in India since ancient times. CSR in India has come a long way from voluntary practices to a regulatory mechanism. The Companies in India are governed by Clause 135 of the Companies Act 2013 to perform their CSR activities. The CSR rules have been applicable from the fiscal year 2014-15 onwards and require companies to set up a CSR Committee consisting of their board members. Large Indian companies are now transitioning from philanthropy to a rapidly evolving strategic engagement in development issues. The process of establishing and responding to the CSR agenda within an organization will require specialists in this field. This programme was developed to train the professionals in this area.

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## 1.2 PROGRAMME DETAILS

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### Offer and Coverage

- The PGDCSR programme is offered in both January and July sessions of every year. It is offered through the established network of IGNOU Regional Centres.

### Objectives

- To impart knowledge and understanding about CSR through Open and Distance Learning.
- To expand the capacity of learners on various theoretical and practical aspects of CSR.

- To develop professional knowledge in formulation, implementation, monitoring and evaluation of CSR projects and programmes.

#### **Eligibility**

- Graduation in any discipline from a recognised University / Institute.

#### **Medium**

- English.

#### **Duration**

- Minimum duration to complete the programme is 1 year and the maximum duration is 3 years, i.e admission is valid for 3 years.

#### **Fee**

- The fee for the entire programme is Rs. 7000/- (University may revise the fee time to time. Please check IGNOU online admission portal).

### **1.3 WHO CAN TAKE ADMISSION?**

- Senior, mid-level and entry level employees of companies undertaking CSR.
- Professionals working in development sector and NGOs implementing the CSR projects.
- Civil servants of State and Central Governments.
- Faculty, researchers and students in universities, research organizations and colleges.
- Graduates wanting to pursue a career in CSR.

### **1.4 PROSPECTS**

Corporate Social Responsibility (CSR) emerged in the early nineties as a new buzz in the business world and since then has developed into a field with substantial and diverse career opportunities. With the passing of Companies Act, 2013 and the New CSR Rules 2014, India has become the first country to bring legislation on CSR. Several Indian companies will now be required to undertake CSR projects in order to comply with the provisions of the Companies Act. With many companies undertaking these initiatives for the first time, this has opened a



whole gambit of job opportunities in public, corporate and non-profit sectors. Further, the criticality of the CSR issues has not been properly understood by the stakeholders due to less emphasis on CSR in the on-campus academic curriculum at the graduation and post-graduation levels. Therefore, the PGDCSR is a very appropriate programme in ODL mode both in terms of content and timing. It provides a unique opportunity for attaining and upgrading the knowledge of the CSR professionals. Keeping all this in view, the PGDCSR programme has been designed in such a way to enhance the holistic understanding of CSR by covering CSR fundamentals, its process, implementation and handling of projects and programmes.

- The PGDCSR holders will be equipped to serve various Government and non-government organizations (NGOs) dealing with CSR projects.
- Fresh graduates who complete this programme will be the potential candidates suitable for employment at the grassroots, supervisory and other middle level positions in the corporate organizations and NGOs handling CSR projects.
- The programme also strengthens the efficiency and effectiveness of in-service personnel working in government and NGOs, private or corporate sectors and handling various CSR projects and programmes.
- In-service professionals with PGDCSR qualification will be more potential candidates suitable for higher level positions in the CSR filed. In addition, they can act as more resourceful persons in the field.
- The PGDCSR also provides scope for those interested in establishing an NGO as part of their self-employment and greater involvement in CSR activities.

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## 1.5 PROGRAMME FRAMEWORK AND CONTENTS

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The 32 credits PGDCSR programme consists of the following courses:

Course Code	Title of the Course	Credits
MEDS-051	Fundamentals of CSR	6
MEDS-052	CSR Process	6
MEDS-053	CSR Implementation	6

MEDS-054	CSR Projects and Programmes	6
MEDSE-046	Development: Issues and Perspectives*	8
MEDSP-051	Project Work in CSR*	8
Total		32

*\*Electives. One of the two has to be selected.*

The block and unit wise structure of the courses is given below:

#### **MEDS-051: Fundamentals of CSR**

<b>Block /Unit</b>	<b>Title</b>
<b>BLOCK 1</b>	<b>EVOLUTION AND CONCEPT OF CSR</b>
Unit 1	CSR: An Overview
Unit 2	Perspective in Global Context
Unit 3	Perspective in Indian Context
<b>BLOCK 2</b>	<b>CSR LEGISLATION AND GUIDELINES: GLOBAL AND INDIA</b>
Unit 1	CSR Legislation in Other Countries
Unit 2	Companies Act, 2013
Unit 3	Other CSR Policy Guidelines
Unit 4	Other Related Rules and Guidelines
<b>BLOCK 3</b>	<b>KEY THEMATIC AREAS IN CSR - I</b>
Unit 1	Poverty Alleviation
Unit 2	Quality of Life Improvement
Unit 3	Employment Generation and Livelihood
Unit 4	Women Empowerment
<b>BLOCK 4</b>	<b>KEY THEMATIC AREAS IN CSR - II</b>
Unit 1	Microfinance
Unit 2	Environment Protection and Bio-diversity Conservation
Unit 3	Education and Skill Development
Unit 4	Awareness Creation
<b>BLOCK 5</b>	<b>KEY OUTCOMES OF CSR</b>

Unit 1	Democratizing Development
Unit 2	Community Ownership
Unit 3	Connecting the Last Mile

### MEDS-052: CSR Process

Block /Unit	Title
<b>BLOCK 1</b>	<b>OPERATIONALIZING CSR</b>
Unit 1	Structural and Functional Setup
Unit 2	Business Strategy in CSR
Unit 3	Governance and Corporate Ethics
<b>BLOCK 2</b>	<b>CSR CULTURE AND DIVERSITY</b>
Unit 1	Employer Perspective
Unit 2	Employee Engagement
Unit 3	Entrepreneurship and Welfare
Unit 4	Rehabilitation and Resettlement
<b>BLOCK 3</b>	<b>STAKEHOLDERS' ENGAGEMENT</b>
Unit 1	Stakeholders
Unit 2	NGOs and Cooperatives
Unit 3	CSR and Government Programmes
Unit 4	Corporate Foundations
Unit 5	Local Bodies
<b>BLOCK 4</b>	<b>CSR FOR SUSTAINABLE DEVELOPMENT</b>
Unit 1	UN SDGs
Unit 2	Selection of Goals and Indicators
Unit 3	Implementation Plan and Focus Area Alignment
Unit 4	Collective Action and Collaboration

**MEDS-053: CSR Implementation**

<b>Block /Unit</b>	<b>Title</b>
<b>BLOCK 1</b>	<b>CSR DEPARTMENT</b>
Unit 1	Roles and Responsibilities
Unit 2	Prioritization of CSR Projects
Unit 3	Choosing the Implementation Agency
<b>BLOCK 2</b>	<b>IMPLEMENTATION PARTNERSHIP</b>
Unit 1	Components of Implementing Agency
Unit 2	Inter-Agency Relationship
Unit 3	Role of CBOs and NGOs in Driving CSR Initiatives
Unit 4	Actioning the Theory
<b>BLOCK 3</b>	<b>ALTERNATIVE TRAJECTORIES IN CSR</b>
Unit 1	Implementation Challenges
Unit 2	Market Mechanisms for CSR
Unit 3	Social Ventures
Unit 4	Social Venture Capital
Unit 5	Policy Advocacy through CSR
<b>BLOCK 2</b>	<b>CSR REPORTING</b>
Unit 1	CSR Reporting Process
Unit 2	Frameworks for Corporate Sustainability Reporting
Unit 3	Standards of Corporate Sustainability Reporting
Unit 4	Ratings and Indices of Corporate Sustainability Reporting
Unit 5	Thematic Benchmarks

**MEDS – 054: CSR Projects and Programmes**

<b>Block /Unit</b>	<b>Title</b>
<b>BLOCK 1</b>	<b>CSR PROGRAMME PLANNING</b>
Unit 1	How to Plan CSR Programmes

Unit 2	CSR Needs Assessment
Unit 3	Stakeholders Engagement and Participation
Unit 4	Participatory Methods
<b>BLOCK 2</b>	<b>MANAGEMENT OF CSR PROGRAMMES</b>
Unit 1	Project Assessment
Unit 2	Monitoring of CSR Programmes
Unit 3	Evaluation of CSR Programmes
Unit 4	SWOT Analysis and Bar Charts
Unit 5	Networks
<b>BLOCK 3</b>	<b>USE OF BASIC STATISTICS</b>
Unit 1	Sampling
Unit 2	Quantitative Data Collection Methods and Devices
Unit 3	Qualitative Data Collection Methods and Devices
Unit 4	Overview of Statistical Tools
Unit 5	Data Processing and Analysis
<b>BLOCK 4</b>	<b>CSR ACCOUNTING AND AUDIT</b>
Unit 1	CSR Accounting
Unit 2	CSR Audit
Unit 3	Social Audit
Unit 4	SROI

#### **MEDSE-046: Development: Issues and Perspectives**

<b>Block /Unit</b>	<b>Title</b>
<b>BLOCK 1</b>	<b>DEVELOPMENT – AN OVERVIEW</b>
Unit 1	Development – Introduction and Paradigm
Unit 2	Economic Development
Unit 3	Human Development
Unit 4	Political Development

<b>BLOCK 2</b>	<b>BASIC ISSUES IN DEVELOPMENT -I</b>
Unit 1	Population
Unit 2	Poverty
Unit 3	Inequality
Unit 4	Unemployment
<b>BLOCK 3</b>	<b>BASIC ISSUES IN DEVELOPMENT -II</b>
Unit 1	Social and Cultural Dimensions of Development
Unit 2	Development and Disparities
Unit 3	Inclusive Development
Unit 4	Marginalization
<b>BLOCK 4</b>	<b>SECTORAL ISSUES IN DEVELOPMENT</b>
Unit 1	Agriculture
Unit 2	Industry
Unit 3	Infrastructure
Unit 4	Services
<b>BLOCK 5</b>	<b>CORE ISSUES IN DEVELOPMENT</b>
Unit 1	Education
Unit 2	Health
Unit 3	Gender

### **MEDSP-051: Project Work in CSR**

Handbook	Project Work in CSR
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#### **1.6 INSTRUCTIONAL SYSTEM**

The instructional system of IGNOU is more learner-oriented. In this, the learner is an active participant in the teaching-learning process. Most of the instruction is imparted through open and distance mode of communication rather than face-to-face mode. The University follows a

multiple-media approach for instruction i.e. self-instructional print material, audio-video programmes, assignments, activities, check your progress exercises, face-to-face counseling sessions / contact sessions, teleconferencing and interactive radio counselling, among others.

### **Self-instructional Print Material**

The print materials are written in self-instructional style and are supplied to learners. Each course has a specific code number assigned to it (MEDS-051, MEDS-052, MEDS-053, MEDS-054, MEDSE-046 and MEDSP-051). The learner has to complete the assignment related to each course. The contents under each course are divided into blocks and each block is further divided into units. Each block deals largely with the concepts in the block and all blocks are connected in such a way that after completing all the units, you will gain a better knowledge, understanding, practical and professional skills related to the theme of the course.

### **Audio-video Programmes**

The learning package also contains audio-video programmes which are produced by the University for clarification, supplementing and enhancement of understanding of the course material given to the student. These programmes are normally of 25-30 minutes duration. These are used at the LSCs during counseling sessions which are duly scheduled and notified by the Programme In-charge/Co-ordinator of Study Centre for the benefit of the students. The video programmes are also telecast on *Gyan Darshan*. Similarly, the audio programmes are also broadcast by *Gyan Vani / Gyandhara* radio channels.

### **Assignments**

Assignments are an integral and compulsory component of the instructional system. There is one assignment for each course. Learners will have to work on these assignments and should submit the assignment responses to the Coordinator of the allotted Study Centre in accordance with the given assignments' submission schedule. **Assignments are to be downloaded from IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) at student's zone.** Normally, the assignment marks are declared along with the term end exam results.

### **Counselling Sessions**

Following the university norms, the counselling sessions are held at the LSC as per the schedule drawn and notified by the Coordinator/Programme In-charge of the LSC. They are mostly held

on weekends (i.e. Saturdays and Sundays) as per the convenience of the host institution where the LSC is located. However, if the number of students for the programme at a study centre falls below 10 (ten), then the counselling and support services may be handled by the programme coordinator or the faculty of the School concerned or through an appropriate alternative arrangement. (*Note: University issue guidelines on counselling sessions from time to time which are to be adhered by the LSCs).*

### **Teleconferencing**

Teleconferencing sessions are conducted via satellite through interactive *Gyan Darshan* Channel from the University studios as per the schedule made available to the Regional Centres and LSCs. Teleconferencing is an effective means of interaction between the learners, experts and others concerned with the programme. It provides an interesting opportunity to the students to interact with the faculty members at the headquarters, and other experts/ eminent scholars in the field.

### **Interactive Radio Counselling / Internet Audio Counselling**

Interactive Radio Counseling is provided on radio by invited experts from different *Gyanvani* radio stations in the country. Students can ask questions right from their homes through telephone by availing the facility of toll free telephone number provided for this purpose from selected cities.

*Gyandhara* is a recent concept in distance learning in India. It is an internet based audio counselling service offered by IGNOU. Students can listen to the live discussions by the teachers and experts in the field on the topic of the day and interact with them through telephone and chat modes. Learners can access *Gyandhara* through mobile devices.

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## **1.7 DELIVERY SYSTEM**

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The PGDCSR programme is delivered as a continuous programme of one year duration starting from the beginning of the relevant academic session (July or January). Different divisions of the IGNOU are involved in delivering the programme – supplying/despaching the materials, providing student support services / facilities, conduct of examinations and certification. In case



you face any problem/difficulty at any stage, you can contact the following support division / centre.

#### **Whom to Contact for What?**

- ❑ For identity card, fee receipt, change of address, bonafide certificates, migration certificate, scholarship forms (if applicable), non-receipt of study material contact the concerned Regional Centre.
- ❑ For assignments, you can download from IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in) at students' zone.
- ❑ For non-reflection of assignment marks in your grade card, contact the Regional Director of the concerned Regional Centre and Asstt. Registrar (Assignments), Student Evaluation Division (SED), IGNOU, Maidan Garhi, New Delhi-110068. (E-mail: [assignments@ignou.ac.in](mailto:assignments@ignou.ac.in)).
- ❑ For queries relating to examination, date-sheet, result, early declaration of results, transcripts, rechecking, grade card & provisional certificate (GCPC), you can contact Dy. Registrar (Examination-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068.
- ❑ For Original Degree/Diploma and Convocation, contact your Regional Centre.
- ❑ For student grievances, register your grievance in the 'IGNOU Grievance Redress and Management (iGRAM)' portal at <https://igram.ignou.ac.in/>
- ❑ For the schedules of counselling, feedback on assignment responses contact the Coordinator of the concerned learnr support centre (LSC).
- ❑ Please check IGNOU website at frequent intervals for updates on the above.

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## **1.8 OPERATIONAL SCHEDULE**

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### **I. Operational Schedule for the Students enrolled for the July Session**

- **September - October:** Dispatch of the self learning materials

- **31<sup>st</sup> March:** Submission of Term-end Examination Form (Online) and Assignments (at the study centre).
- **June:** Term-end Examinations – **Completion of the Programme.**
- Issue of grade card & provisional certificate (GCPC) (by post)
- Award of Original Diploma (In the Convocation)

## **II. Operational Schedule for the Students enrolled for the January Session**

- **March - April:** Dispatch of the self learning materials to the students.
- **30<sup>th</sup> September:** Submission of Term-end Examination Form (Online) and Assignments (at the study centre).
- **December:** Term-end Examinations – **Completion of the Programme.**
- Issue of grade card & provisional certificate (GCPC) (by post)
- Award of Original Diploma (In the Convocation)

If you carefully follow and adhere to the relevant operational schedule given above, you will be able to complete the programme in one year. Due to any unavoidable reasons, if you are unable to complete the programme within the relevant schedule please do not feel tensed and worry about it. If you could not complete assignments or examinations of any course in the particular session, then you can complete them in the next session. Thus, there is flexibility that enables you to cope up with any such difficulty in completing it in the subsequent session(s), but within the maximum period of three years. However, we advise you to complete the programme within the minimum duration of one year.

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### **1.9 EVALUATION**

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The evaluation comprises two aspects:

- a) Continuous evaluation - one compulsory assignment for each course with a weightage of 30%.
- b) Term-End Examination (TEE) – one for each course with a weightage of 70%.

In order to successfully complete a course, the learner must obtain at least '40%' in the assignment and '40%' in the TEE separately in each course. There is no viva or assignment or

examination for the project work. The project report carries 100% weightage and 40% is the pass mark.

*(In addition to the above, the self-evaluation component includes the check your progress and activity exercises (non-credit) given within the study material. There is no weightage for them in the final assessment and they are meant to self check your progress only).*

The grading system depending on the percentage of marks secured by the candidates in Assignments and TEE is as follows:

Letter Grade	Qualitative Level	Percentage Equivalent
A	Excellent	80% and above
B	Very Good	60% to 79.9%
C	Good	50% to 59.9%
D	Satisfactory	40% to 49.9%
E	Unsatisfactory	Below 40%

The PGDCSR programme follows percentage equivalent system for certification.

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## 1.10 ASSIGNMENTS

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The purpose of 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. You will have to do one assignment for each course. Each assignment carries 100 marks and carries 30% weightage towards the final evaluation of the course. Irrespective of the year and session of the registration you need to submit the latest assignments uploaded on the website.

### Instructions

1) The top of the first page of your response sheet should look like this:

- Name:
- Enrollment No.:

- Course Title:
  - Course Code:
- 2) Use A-4 size plain or ruled paper for your responses, write on both the sides with margin and tie all the pages carefully course wise.
  - 3) Write the question number with each answer.s
  - 4) You should write in your own handwriting and only handwritten assignments are accepted and evaluated.
  - 5) Last date for submitting the assignments for July Session is 31<sup>st</sup> March of the next year and for January Session is 30<sup>th</sup> September (Univresity may relax these dates in special circumstances like Covid).

### **Guidelines**

- 1) **Planning:** Read the assignments carefully. Go through the self learning material on which they are based. Make some points regarding each question and then rearrange these in a logical order.
- 2) **Organization:** Be a little more selective and analytical. Give attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.
- 3) **Make sure that your answer:**
  - a) is around 600 to 800 words for each question;
  - b) is logical, coherent and has clear connections between sentences and paragraphs;
  - c) is written correctly giving adequate consideration to your expression, style and presentation;
- 4) **Presentations:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underline the points you wish to emphasize.
- 5) **Submission:** You have to send the assignment-responses to the Study Centre you are attached to as per schedule. The instructions given in the assignments should be kept in mind while you prepare and submit the assignment responses.

- 6) If you do not complete the assignments according to time schedule of the relevant academic session, then you have to attempt the new assignment questions of the next session and submit the assignment responses according to the schedule of that session.

### 1.11 TERM END EXAMINATIONS (TEE)

The TEE is another component of the evaluation system with 70% weightage for each course. The University conducts term-end examination (TEE) twice a year i.e. in June and in December of every year. **Please see the details of operational schedule given under section 1.8 to appear for TEE under each cycle.** In case you fail (less than 40%) in the TEE, you will be eligible to re-appear in the next TEE for that course, till the final span of the programme i. e. prior to completion of the maximum duration of 3 years.

Examination date-sheet (schedule which indicate the date and time of examination for each course) is notified on the IGNOU website.

It is a pre-requisite to submit the online examination form with prescribed fee (revised from time to time) per course. Only one form is to be submitted for all the courses you are appearing in TEE. **You can choose examination centre anywhere in India under any Regional Centre while filling the online examination form.** The exam centre will be allotted on first come first serve basis. In case the sitting at the centre has exhausted you can select the alternate centre. However, if Examination Centre chosen by you is not activated, you will be allotted to any other Examination Centre under the same Region.

The normal dates for submission of examination forms are given below:

For June TEE	For December TEE	Late fee	Address	Remark
1st March to 31st March	1st September to 30th September	NIL	Online submission	Examination fee @
1st April to 20th April	1st October to 20th October	Rs.300/-	www.ignou.ac.in	Rs.200/- per course

21st April to 30th April	21 <sup>st</sup> October to 31 <sup>st</sup> October	Rs.500/-	(revised from time to time)
1 <sup>st</sup> May to 15 <sup>th</sup> May	1 <sup>st</sup> November to 15 <sup>th</sup> November	Rs.1000/-	

University may revise these dates in special circumstances like Covid.

Please ensure:-

- Assignment(s) as applicable for the course(s) filled for appearing in the TEE are submitted.
- Registration for the course(s) is valid and not time barred.
- Minimum duration (one year) for appearing in course(s) has been completed.

University uploads Hall Ticket / Admit Card of the term-end examination on the University's website ([www.ignou.ac.in](http://www.ignou.ac.in)). Students can download the same for the examination purpose from the website.

## 1.12 GENERAL INSTRUCTIONS

- A record of your progress is maintained at IGNOU, New Delhi.
- Please save all the information that University sends you and keep the Programme Guide handy.
- Do write to us if you have any difficulties while working through the programme. Remember to intimate the relevant authority sufficiently in advance, if there is any change of address. This will help the concerned authority to send you course material, any information and letters promptly, without any delay or the risk of their being lost.
- Please try to attend as many counselling sessions as possible so as to get the best out of the programme.

- When you receive the study materials, read the units carefully and note down the important points. **You can use the space in the broad margin of the printed pages for making notes and writing your comments.**
  - Answer 'Check Your Progress' questions and complete 'Activities' given in the study materials. **Please remember, the answers to them are not to be sent to us.** The purpose is to enable you to evaluate your own performance and keep you on the right track. They will enhance your comprehension of the subject matter. You can compare your answers to Check Your Progress questions with those given at the end of the unit.
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### 1.13 ONLINE FACILITIES

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Please visit the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)) from time to time for the general updates. A few important links under the site are enlisted here.

- Schools of Studies:** Where you will get the information about the programmes offered by different schools. The PGDCSR programme is offered by the School of Extension and Development Studies (SOEDS).
- Students Support:** Results; download facilities for assignment, old question papers; queries about admission, registration, material despatch details, address checking, convocation; TEE date sheet; examination form; campus placement, prospectus etc.
- Divisions:** Under this section, there are links for Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- Student Registration Division:** This link will give you information about admission.
- Student Evaluation Division:** This link gives information about TEE and results.
- Electronic Media Production Centre:** You will get the information about the Interactive Radio Counselling and Teleconferencing schedules.

Annexure	I	: List of Regional Centres of IGNOU
Annexure	II	: Form for Change/Correction of Address
Annexure	III	: Form for Non-receipt of Materials
Annexure	IV	: Form for Early Declaration of Result of Term End Examination
Annexure	V	: Form for Obtaining Duplicate Grade Card/Mark sheet
Annexure	VI	: Form for Issue of Migration Certificate
Annexure	VII	: Form for issue of Provisional Certificate

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*Note: 1. Forms for Term End Examination and Re-evaluation of Result of Term End Examination are to be submitted online ([www.ignou.ac.in](http://www.ignou.ac.in)). Please check IGNOU website for change in the format, address, mode of submission and fee (if any) before submission of the form.*



**Annexure -I****LIST OF REGIONAL CENTRES OF IGNOU**

(Please check the respective RC website for updates on address, contact details, operational area, support services etc)

<b>S.N O</b>	<b>RCCODE</b>	<b>RCNAME</b>	<b>ADDRESS</b>	<b>OPERATIONAL AREA</b>
1	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799 004, TRIPURA 0381-2519391 / 2516266 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD-382 481, GUJARAT 02717-242975-79, 02717-241370,02717-256458 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	19	AIZWAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI A BUILDING M.G. ROAD KHATLA (NEAR CENTRAL YMCA OFF) AIZWAL - 796 001, MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR,

			UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	13	BANGALORE	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711, 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR)
6	82	BHAGALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BHAGALPUR	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455 / 2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR)
8	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH,

			BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 <a href="mailto:rcchandigarh@ignou.ac.in">rcchandigarh@ignou.ac.in</a>	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd FLOOR, G R COMPLEX 407- 408, ANNA SALAI, NANDANAM, CHENNAI- 600035 TAMILNADU PH.OFF : 044-24312766, 24312979 <a href="mailto:rcchennai@ignou.ac.in">rcchennai@ignou.ac.in</a>	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 <a href="mailto:rccochin@ignou.ac.in">rccochin@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST

			UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	CHAMPARAN, GOPALGANJ, KATIHAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789200 / 2789180 0135-2789205,0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
14	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD NEW DELHI - 110 044, DELHI 011-26990082 / 26990083 011-26058354,011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY)
15	29	DELHI 2	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377,011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN,

				SHAKURPUR, COLONY, GTB NAGAR)
16	38	DELHI 3	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7) DWARKA NEW DELHI - 110 045, DELHI 011-25088939 / 25088944 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM)
17	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923, 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
18	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI, ASSAM 0361-2343785 / 2343786 / 2343783, 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)
19	01	HYDERABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M-5 BLOCK, IST FLOOR MANORANJAN COMPLEX TELANGANA STATE HOUSING BOARD COMPLEX (ADJACENT TO GANDHI BHAVAN METRO STATION) MJ ROAD, NAMPALLY	STATE OF TELANGANA (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)

			HYDERABAD- 500001040- Phone : 040-23117550, Mobile : 9492451812 Email : rchyderabad@ignou.ac.in	
20	52	IAEP - CHANDIMANDI R	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR - 908 543 HARYANA 0172-2589355 / 2589423(CIVIL); 2668(MIL); 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
21	56	IAEP - JAIPUR	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (ARMY) swciaep@gmail.com	SOUTH WESTERN COMMAND
22	51	IAEP - KOLKATA	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668, 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
23	53	IAEP - LUCKNOW	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL);	CENTRAL COMMAND AREA

			2670(MIL) iaepcc53@yahoo.co.in	
24	54	IAEP - PUNE	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO - 908 795 020-26616592(CIVIL); 3019(MIL) 020-26102669, 020-26102670 <a href="mailto:armypunerc54@yahoo.com">armypunerc54@yahoo.com</a>	SOUTHERN COMMAND AREA
25	55	IAEP UDHAMPUR	- REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486, 01992-242486 <a href="mailto:iaeparmy55@rediffmail.com">iaeparmy55@rediffmail.com</a>	NORTHERN COMMAND AREA
26	81	IAREP SHILLONG	- REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 <a href="mailto:iarrc_81@yahoo.com">iarrc_81@yahoo.com</a>	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

			rcimphal@ignou.ac.in	
28	74	INEP - KOCHI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682 004 KERALA 0484-2667434, 0484-2666194 inepkochi_10@rediffmail.com	HQ SOUTHERN NAVAL COMMAND
29	72	INEP - MUMBAI	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 <u>inepm@rediffmail.com</u>	HQ WESTERN NAVAL COMMAND
30	71	INEP - NEW DELHI	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE, DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEFENCE WEST BLOCK.5, IIND FLR, WING-II RK PURAM, NEW DELHI – 110 066 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530 014 ANDHRA PRADESH 0891-2812669, 0891-2515834 rc73@ignou.ac.in inepv@hotmail.com	HQ EASTERN NAVAL COMMAND



32	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCHOOL) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247535, 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)
33	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH 0761-2600411 / 2600441 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
34	23	JAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785763 / 2785750 0141-2274292, 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI)
35	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA,

			CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	UDHAMPUR)
36	37	JORHAT	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
37	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 / 2260075 0184-2254621, 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)
38	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141 401 PUNJAB 01628-229993 / 237361 01628-238632,01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
39	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD,KENDOUZOU KOHIMA - 797 001 NAGALAND 0370-2260366 / 2260167 0370-2241968, 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)

40	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23589323 033-23592719 / 23589323 (RCL) 033-24739393, 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
41	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE ROAD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020 ORISSA 06852-252982 / 251535 06852-251535, 06852-252503 rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
42	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793, 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI)
43	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI-625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI,

				TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)
44	49	MUMBAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 / 25635540 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
45	36	NAGPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR - 440 033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
46	39	NOIDA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH 0120-2405012 / 2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT)
47	08	PANAJI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM - 403 521, GOA 0832-2462315,0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHDURG)
48	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR,

			TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 <a href="mailto:rcpatna@ignou.ac.in">rcpatna@ignou.ac.in</a>	BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 <a href="mailto:rcportblair@ignou.ac.in">rcportblair@ignou.ac.in</a>	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 <a href="mailto:rcpune@ignou.ac.in">rcpune@ignou.ac.in</a>	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)
51	50	RAGHUNATHGANJ	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 <a href="mailto:rcraghunathganj@ignou.ac.in">rcraghunathganj@ignou.ac.in</a>	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E. M. OFFICE HALL SECTOR – 1, SHANKAR NAGAR RAIPUR - 492 007 CHATTISGARH 0771-2428285 / 4056508 0771-2445839, 0771-2583578	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR,

			0771-2445839 rcraipur@ignou.ac.in	SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
54	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 / 2244677 0651-2244677, 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR)
55	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)

			0177-2624611 rcshimla@ignou.ac.in	
57	45	SILIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 17/12 J.C.BOSE ROAD, SUBHAS PALLY, SILIGURI - 734 001 Ph. No. :0353-252 6818 0353-252 6829 (Direct) Fax :0353 -252 6819 e-mail: rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
58	30	SRINAGAR	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 / 2311258 0194-2311258, 0194-2421506 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
59	40	TRIVANDRUM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION CHEKKALAMUKKU SREEKARIYAM TRIVANDRUM - 695 017 0471-2590300 / 2590600 0471-2590700 <a href="mailto:rctrivandrum@ignou.ac.in">rctrivandrum@ignou.ac.in</a>	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
60	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893, 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)

61	83	VATAKARA	IGNOU REGIONAL CENTRE VATAKARA KERALA	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAG OD WAYANAND)
62	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 ANDHRAPRADESH 0866-2565253 / 2565959 0866-2565253, 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM)
63	84	VISAKHAPATN AM	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2nd FLOOR,VUDA COMPLEX SECTOR-12, MVP COLONY, USHODAYA JUNCTION VISAKHAPATNAM- 530017 ANDHRA PRADESH PH.OFF : 0891-2511200 FAX : 0891-2511300 E-MAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM SRIKAKULAM, YANAM) (PUDUCHERRY, UT)



**FORM FOR CHANGE/CORRECTION OF ADDRESS****(Through Concerned Regional Director)**

Enrolment No. \_\_\_\_\_

Programme \_\_\_\_\_

Name (in caps) \_\_\_\_\_

**1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS****New Address****Old Address**


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City \_\_\_\_\_ Pin \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_

State \_\_\_\_\_

State \_\_\_\_\_

\_\_\_\_\_  
Signature of Student*(You are advised to use the photocopy of this proforma)*

## FORM FOR NON-RECEIPT OF MATERIALS

**The Regional Director**  
**Concerned Regional Centre**  
 .....

**Subject: Non-receipt of Study Material**

Enrolment No. ....

Programme ..... Medium of Study.....

I have not received the Study Materials in respect of the following:

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>
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I have remitted all the dues towards the course fee and there is no change in my address given as follows:

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

1. For Official Use

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Date of dispatch of study material to student .....

## Annexure - IV

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI

**FORM FOR EARLY DECLARATION OF RESULT OF TERM-END EXAMINATION**  
(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

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1. Name :

2. Programme Code:

Enrol.No:

3. Address:.....

..... Pin

4. Contact No: (Mobile No.).....Landline .....

5. Reason for early declaration of result:

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

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

S. No.	Course Code	Date of Examination
1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----

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

Exam. Centre Code:

Address of Exam. Centre:

8. **Fee detail:** - (The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

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

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

Issuing Bank: .....

Date:.....

(Signature of the student)

### RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

S.No.	Address of Evaluation Centre	Jurisdiction (All Examination centres under the following Regional centres)
1.	Regional Director / In-charge IGNOU Regional Evaluation Centre 3 <sup>rd</sup> Floor, Sanchi Complex, Shivaji Nagar, Bhopal -462016 (Madhya Pradesh) Ph: 0755-2570517, 2578455, 2578452 evaluationbhopal@ignou.ac.in	Bhopal, Jabalpur, Raipur, Ahmadabad, Rajkot, Nagpur, Pune
2.	Regional Director / In-charge IGNOU Regional Evaluation Centre C/1 Institutional Area, Bhubaneswar-751013 (Odisha) Ph: 0674-2300650; evaluationbhubaneswar@ignou.ac.in	Kolkata, Koraput, Raghunathganj, Ranchi, Bhuvneshwar, Visakhapatnam and Deogarh
3.	Dy. Registrar IGNOU Evaluation Centre - Delhi Block-5, IGNOU, Maidan Garhi, New Delhi-110068 Ph: 011-29533565, 011-29571501; evaluationdelhi@ignou.ac.in	Delhi-1, Delhi-2, Delhi-3, Noida, Jaipur, Jodhpur
4.	Regional Director / In-charge IGNOU Regional Evaluation Centre Kaloor, Kochi - 682 017 (Kerala) Ph: 0484-2337028, 2337038 evaluationkochi@ignou.ac.in	Vijayawada, Kochi, Bangalore, Chennai, Bijapur, Hyderabad, Madurai, Mumbai, Panaji, Port Blair, Tiruvananthapuram, Vatakara.

5.	Dy. Registrar IGNOU Regional Evaluation Centre 5-C/Ins-1, Sector-5, Vrindavan Yojna, Telibagh, Lucknow-226029 ( U.P) Ph: 0522-2442898 evaluationlucknow@ignou.ac.in	Aligarh, Chandigarh,Dehradun, Jammu, Srinagar, Karnal, Khanna, Shimla, Lucknow, Varanasi
6.	Regional Director / In-charge IGNOU Regional Evaluation Centre NEHU Campus, Umshing Shillong – 793022 (Meghalaya) evaluationshillong@ignou.ac.in	Agartala, Aizwal, Gangtok, Guwahati, Itanagar, Imphal, Jorhat, Shilong, Kohima and Siliguri
7.	Regional Director / In-charge IGNOU Regional Evaluation Centre Institutional Area, Mithapur Patna-800 001(Bihar) evaluationpatna@ignou.ac.in	Patna, Darbhanga, Saharsa, Bhagalpur



## Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

### FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student: .....

Programme: .....

Enrolment No. 

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Address (where grade card is to be sent)

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

PIN: 

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

Bank Draft/IPO/ No. ....dated ..... Issuing Bank/ post office

.....

Date: .....

Signature of the student

Note: Fee for duplicate grade card is Rs.400/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post.

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

**Registrar (Student Evaluation Division)**

Indira Gandhi National Open University

Maidan Garhi

New Delhi - 110 068.



**Indira Gandhi National Open University**  
(To be submitted to the concerned Regional Director)

**FORM FOR ISSUE OF MIGRATION CERTIFICATE**

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

1. Name .....
2. Father's Name .....
3. Address .....
4. Particulars of last examination .....

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

5. Name of the Regional Centre and Study Centre to which the Candidate attached  
\_\_\_\_\_
6. Name of the University to which the candidate wants to migrate  
\_\_\_\_\_

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

1. I hereby declare that the information provided is correct to the best of my knowledge and I have paid all the fee due to the University.
2. I have not taken any migration certificate from the University before this.
3. I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
4. In the event of any of the above information being found incorrect the Certificate shall be liable to cancellation by the University.

Signature of the Applicant

(To be filled in by the Regional Centre/ SE Division)

1. The information furnished by Shri/Smt./Km. \_\_\_\_\_  
is correct as per Grade Card.
2. He/She may be issued the Migration Certificate applied for \_\_\_\_\_

Date \_\_\_\_\_ Dealing Assistant \_\_\_\_\_ Section Officer \_\_\_\_\_

### Instructions

1. A fee of Rs. 500/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs. 500/- only in case the same has been lost, destroyed or mutilated on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs. 10/- to be sworn before a Magistrate on the following format.

“I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ hereby solemnly declare that the Migration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_ issued to me by the \_\_\_\_\_ to enable me to join \_\_\_\_\_ University has been lost and I did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.





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

**FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. 

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

Programme .....

Regional Centre.....

Name .....

Father's Name.....

Month and year of last examination .....

in which you have completed the Programme

Mailing Address .....

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

**Registrar (SED)**

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Date.....

.....

Signature