

PROGRAMME GUIDE

Post-Graduate Diploma in Educational Management and Administration

(PGDEMA)



School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068
www.ignou.ac.in

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1. ABOUT THE UNIVERSITY

Indira Gandhi National Open University (IGNOU) came into being on September 20, 1985, by an Act of Parliament (1985) to achieve the following objectives:

- democratizing higher education by taking education to the doorsteps of the learners;
- providing access to high quality education to all those who seek it irrespective of age, region or formal qualifications;
- offering need-based academic programmes by giving professional and vocational orientation to the courses;
- promoting and developing open and distance education in India; and
- as an apex body, setting and maintaining standards in open and distance education in the country.

1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction
- flexible admission rules
- individualized study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular programmes
- resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations
- socially and academically relevant programmes based on students' need analysis,

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Establishment of Distance Education Council (DEC) in 1992 for the co-ordination and determination of standards of distance education systems in the country.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning, Canada (1993).
- Establishment of Staff Training and Research Institute in Distance Education (STRIDE) with support from the Commonwealth of Learning (COL), Canada.
- Launching of an IGNOU-ISRO joint channel for organizing a one-way video and two-way audio teleconferencing (1993-94).
- Extending its outreach beyond “the borders of the country by taking IGNOU programmes to West Asian countries, Maldives, Mauritius, Nepal, Seychelles etc. in all to 37 countries including China.
- Award of Excellence for Distance Education Materials by the Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan I, II, III and IV, IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at Electronic Media Production Centre, IGNOU.
- Launch of ‘Edusat’ Video-conferencing channel (2 way video, 2 way audio).

1.4 The Schools of Studies

In order to develop inter-disciplinary studies the University operates through Schools of Studies rather than Departments. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School faculty and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are:

- School of Humanities (SOH)
- School of Social Sciences (SOSS)
- School of Sciences (SOS)
- School of Education (SOE)
- School of Continuing Education (SOCE)
- School of Engineering & Technology (SOET)
- School of Management Studies (SOMS)
- School of Health Sciences (SOHS)
- School of Computer & Information Sciences (SOCIS)
- School of Agriculture (SOA)
- School of Law (SOL)
- School of Journalism and New Media Studies (SOJNMS)
- School of Gender and Development Studies (SOGDS)
- School of Tourism Hospitality Service Sectoral Management (SOTHSSM)
- School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
- School of Social Work (SOSW)
- School of Vocational Education and Training (SOVET)
- School of Extension and Development Studies (SOEDS)
- School of Foreign Languages (SOFL)
- School of Translation Studies and Training (SOTST)
- School of Performing and Visual Arts (SOPV A)

1.5 Academic Programmes

The University offers a wide range of academic programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees, and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such studies.

They are launched in order to fulfill the students' need for:

- certification,
- improvement of skills,
- acquisition of professional qualifications,
- continuing education and professional development at work place,
- self-enrichment,
- diversification and updation of knowledge.

1.6 Course Preparation

Learning materials are specially prepared by experts drawn from different well reputed institutions and Universities all over the country as well as in-house faculty. These materials are scrutinized by content experts, supervised by the instructors/unit designers and edited by content and language editors and format editors before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with content experts, in-house faculty and EMPC experts. The material, thus, prepared is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally dispatched to the Study Centres and Telecast on Gyan Darshan.

The University follows the “Credit System” for most of its programmes. Each credit is equivalent to 30 hours of study.

1.8 Support Services

- Regional Centres
- Study Centres
- Work Centres,
- Programme Centres,
- Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The Open University system is more learner-oriented, and the learner is an active participant in the teaching and learning process. Most of the instruction is imparted through distance mode rather than face-to-face communication.

The University follows a multi-media approach for instruction. It comprises:

a) Self-instructional Written Material

The printed material (written in self-instructional style) for both theory and practical components of the programme is supplied to the learners, which comes in the form of a booklet (Block) usually comprising 3 to 5 units.

b) Audio-Visual Material Aids

The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the student. A video programme is normally of 25-30 minutes duration. The audio tapes are run and video cassettes are screened at the Study Centres during the hours of the counselling sessions which are duly notified by the Coordinator of Study Centre.

The video programmes are telecast on National Network and enrichment channel of Doordarshan. Some of the selected stations of All India Radio also broadcast the audio programmes. Learners can confirm the dates for the programme from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

c) Counselling Sessions

Counselling sessions are held as per the schedule drawn beforehand by the Study Centre Coordinator. They are held on weekends, that is to say, Saturday and Sunday of the week.

d) Contact Programme

The University organises contact sessions for selected programmes to meet specific learner's needs. It gives an opportunity for face-to-face interaction of students with the members of the faculty and other experts in the subject.

e) Teleconferencing

Live sessions are conducted via satellite through Training and Development Communication Channel (TDCC), the schedule for which is made available at the programme centres. The learner will have to go to the nearest reception centre at the scheduled time for taking the benefit of this facility.

f) Interactive Radio Counselling (IRC)

Interactivity is also provided to learners via PM-Radio at national as well as regional levels. This helps learners to interact with experts from the subject area(s) as well as University on various issues pertaining to their programme(s) of study.

g) Distance Learning Facilitator

If the number of learners for a particular programme at a study centre falls below 10 (ten) then usual counselling sessions will not be conducted. The support services may be handled by a Distance Learning Facilitator (DLF).

2. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of year of registration.

2.1 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, OBC's, War Widows of military forces, Kashmiri Migrants and Physically Handicapped candidates according to Government of India rules for various programmes of the University.

2.2 Educational Qualification Awarded by Private Institutions

Any educational qualification awarded by the Private Universities established under the provisions of the "*Chhattisgarh Niji Kshetra Vishwavidyalaya (Sathapana Aur Viniyaman), Adhiniyam, 2002*" are non-existent and cannot be made the basis of admission to higher studies with IGNOU.

2.3 Scholarships and Reimbursement of Fee

Reserved categories, viz. Scheduled Castes/Scheduled Tribes and Physically Handicapped candidates have to pay the fee at the time of admission to the University along with other general category candidates. Physically Handicapped candidates admitted to IGNOU are eligible for Government of India scholarship. They are advised to collect scholarship forms from the respective State Government's Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU. Similarly, candidates belonging to SC/ST have to submit their scholarship forms to the respective Directorate of Social Welfare of their state or the Office of the Social Welfare Officer through the concerned Regional Director of IGNOU for reimbursement of programme fee. Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programmes is applicable to the students of this University also. Such students are advised to apply to awarding authority.

2.4 Change/Correction of Address

In case there is any correction/change in the address, the students are directed to write to the concerned Regional Director who will forward the request after verifying the signature of student to the Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068. **They are advised not to write letters to any other officer in the University in this connection. Normally, it takes 4-6 weeks to effect the change.**

Therefore, the students are advised to make their own arrangements to get the mail redirected to the changed address during the interim period. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in

2.5 Validity of Admission

Candidates who are offered admission must join on or before the due date specified by the University. In case they seek admission for the next session, they have to apply afresh next year and go through the admission process again.

2.6 Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives, furnishing false information, will be summarily rejected without any intimation to the candidate concerned. Candidates are, therefore, advised to fill up the relevant columns carefully and enclose all the copies of the necessary certificates duly attested by a Gazetted Officer as and when asked for and submit the form to the Regional Director concerned only on or before the due date. In this connection no correspondence will be entertained. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever an account of this.

2.7 Simultaneous Registration

Candidates may take simultaneous registration in a certificate programme of 6 months' duration provided this does not clash with their initial study. The University shall not be responsible to conduct examination for such students in case the dates of examination or counselling sessions overlap.

2.8 Refund of Fee

The registration fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. The programme fee may, however, be refunded if admission is not offered for any reason through A/C Payee cheque only, after deduction of registration fee.

2.9 Study Materials and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or can download it from the IGNOU website: www.ignou.ac.in.

2.10 Disputes on Admission and Other University Matters

The place of jurisdiction for filing of a suit, if necessary, will be only New Delhi.

2.11 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take readmission for additional period of 6 months, 1 year and 2 years for Certificate Programmes, Diploma Programmes, Masters Degree (2 year duration) and Bachelors Degree (3 year duration) Programmes respectively in continuation of the earlier duration in selected programmes.

Programme	Duration	Re-admission period
Certificate Programme	6 months	6 months
Diploma Programme	1 year	1 year
Bachelor's Degree Programmes	3 years	2 years
Master's Degree Programmes	2 years	2 years

For readmission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centres and also in the website for the courses which they have not been able to completed. For further details, please see the website.

The students who fail to pay the prescribed full programme fee during the maximum duration of the programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for re-admission.

2.12 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programme who have valid student visa for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website: www.ignou.ac.in).

Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development.

2.13 Change of Elective/Course

Change of Elective/Course is permitted within 30 days from the receipt of first set of course material in the respective year only on payment of Rs. 150/- for a 4 credit course or part thereof and Rs. 300/- for a 8 credit course under graduate course and Rs. 300/- for elective up to 2/4 credits and Rs. 600/- for elective course of above 4 credits for Master degree courses by way of demand draft drawn in favour of IGNOU, payable at New Delhi. The request for change of Elective/Course should be addressed to **Registrar, Students Registration Division, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of Course/ Elective.

2.14 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **FIRST YEAR ONLY**, on payment of Rs. 100/- plus Rs.150/- per 2/4 credit course and Rs. 300/- per 8 credit course for under graduate and Rs. 300/- for elective upto 4 credits and Rs. 600/- for elective courses of above 4 credits for Master degree courses by demand draft in favour of IGNOU, payable at New Delhi. The request for change of medium should be addressed to **Registrar, Students Registration Division, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of medium.

2.15 Change/Correction of Study Centres

For the purpose of change of Study Centre, within the same region you have to send request to the Director of your Regional Centre. A copy of the same may be sent to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068 at the headquarters.

Counselling facilities for a programme may not be available at all the Centres. As such you are advised to make sure that counselling facilities are available for the programme you have chosen, at the new Centre opted for. As far as possible the request for change of Study Centre is considered favourably. However, the allotment of new Study Centre is subject to availability of seats for the programme at the new Centre asked for.

2.16 Change of Region

If you require transfer from one Region to another, you have to write to the Regional Centre from where YOU seek a transfer marking, copies to the Regional Centre where you would like to be transferred to and also to the Students Registration Division, New Delhi. Further, you have to obtain a certificate

from the Coordinator of the Study Centre where you are seeking transfer so that all records from related to you will be transferred to the Regional Centre where you seek transfer under intimation to you and Students Registration Division, New Delhi. The records are normally sent by Registered Post to guard against loss in the postal transit. Until your registration record is transferred, you will have to maintain your contact with originally allotted Study Centre and Regional Centre.

In case any learner is keen for transfer from Army/Navy/Air Force Regional Centre to any other Regional Centre of the University during the cycle/session, he/she would have to pay the fee-share money to the Regional Centre. In case the learner seeks transfer at the beginning of the session/cycle the required programme, course fee for the session/cycle shall be deposited at the Regional Centre. However, the transfer shall be subject to availability of seats wherever applicable.

2.17 Official Transcripts

The University provides the facility of official transcripts on requests made by the learners on plain paper addressed to Registrar, Students Evaluation Division, IGNOU, Maidan Garhi, New Delhi-I 10068. A fee of Rs. 100/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 300/- in case of request for sending transcript outside the country.

2.18 IGNOU Newsletter

The University publishes newsletter three times a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the news letter.

2.19 How to Approach the University?

For your information, addresses of important officers dealing with different aspects are given in this Programme Guide. Whenever you have a problem, you can directly contact the concerned officer.

Samples of various forms currently used in the University are provided in this Programme Guide as Appendix. Whenever you need any of these please take a photocopy, fill it and send it to the concerned official.

2.20 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/ Institutions, as per UGC Circular letter No. F-I-52/2000(CPP-II) dated May 5, 2004 and AIU Circular No. EV III (449/ 94/ 176915-177115 dated January 14, 1994.

2.21 Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to contact directly IGNOU headquarters at New Delhi or Regional Centres of IGNOU only.

Students interacting with intermediates shall do so at their own risk.

However, in case of any specific complaints regarding fraudulent institutions, fleecing students, please contact any of the following members of the Malpractices Prevention Committee:

- Prof. Kapil Kumar (SOSS) (Tel. : 29536342)
- Prof. Anu Aneja (SOCE) (Tel. : 29536347)
- Prof. S.B. Arora (SOHS) (Tel. : 29532965)
- Prof. Sunita Malhotra (SOS) (Tel. : 29531274)
- Registrar (Admin.) (Tel. : 29532098)
- Registrar (SR&ED) (Tel. : 29535828)

Alternatively complaints may be faxed on 29536588, 29532312 E-mail: ignouregistrar@hotmail.com
Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above numbers.

3. SCHOOL OF EDUCATION

The functions of the School of Education are within the broad framework of the objectives of IGNOU, i.e., undertake academic activities pertaining to two major areas.

- the various aspects of the practice of education as a profession, and
- the various branches of education as an academic discipline.

The school comprises the following four disciplines:

- Education
- Distance Education
- Educational Technology
- Adult Education

The academic programmes being offered by the School are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education M.A. (Education)
- Master of Education (M.Ed)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLM)
- Post-graduate Certificate in Professional Development of Teachers (PGCPDT)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre Primary Education (PGDPPEd.)
- Diploma in Education (DPE)
- Certificate in Guidance (CIG)
- Post-graduate Diploma in Higher Education Management (PGDHEM)
- PGCIATIVI
- PGCPDT
- Certificate-in-Elementary Teacher Education (CETE)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Certificate in Inclusive Education (CIE)

4. ABOUT THE POST-GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION (PGDEMA)

4.1 Introduction

The Post-graduate Diploma in Educational management and Administration (PGDEMA) is a specialised programme for educational heads, administrators. The Programme has been developed to meet the ever increasing demand for trained manpower in administrative and management positions in various educational systems organizations. The programme has been designed to provide a comprehensive view of the theoretical as well as practical aspects of educational management and administration in the existing and emerging educational scenario.

4.2 Programme Objectives

- To improve the individual performance as educational managers and leaders.
- To enhance the effectiveness and efficiency of educational organizations.
- To upgrade skills in areas such as interpersonal relationship, leadership, and team building, strategic planning and decision-making, necessary for effective management.
- To provide an understanding of basic management concepts and their application in an educational environment.

4.3 Eligibility

- Anyone with Bachelor's degree or a higher degree from any recognised University.
- Preference will be given to working teachers, head of the institutions, educational managers and educational administrators.

4.4 Duration

The minimum period required to complete the programme is one year. However, the maximum period allowed for completion of the programme will be four years.

4.5 Medium of Instruction

The Medium of instruction for this programme is English.

4.6 Programme Fee

Rs. 5,000/- for the entire programme. The total fee has to be paid at the time of admission.

5. PROGRAMME STRUCTURE

i) Compulsory courses		
Course Code	Course Title	Credits
MES-041	Growth and Development of Educational Management	6
MES-042	Dimensions of Educational Management	6
MES-043	Organisational Behaviour	6
MES-044	Institutional Management	6
ii) Optional: Anyone course out of the following:		
MES-045	School Education	4
MES-046	Higher Education	4
MES-047	Open and Distance Education	4
MES-048	Alternative Education	4
iii) Project Compulsory		
MESP-049	Project Work	6
	Total:	34

5.1 Core Courses

MES-041:	Growth and Development of Educational Management	6 credit
MES-042:	Dimensions of Educational Management	6 credit
MES-043:	Organisational Behaviour	6 credit
MES-044:	Institutional Management	6 credit

- MES 041: Growth and development of Educational Management**
- Block 1** Introduction to Educational Management
- Unit 1** Educational Management: An Overview
- Unit 2** Historical Perspective: Indian Context
- Unit 3** Theories, Models and Practices in Educational Management
- Unit 4** Principles and Techniques in Educational Management
- Unit 5** Management of Innovations
- Block 2** **Issues in Educational Management: Sectoral Dimensions**
- Unit 1** Formal Sector
- Unit 2** Non-formal Sector
- Unit 3** Government sector
- Unit 4** Non-Government Sectors
- Block 3** **Emerging Trends in Educational Management**
- Unit 1** Various Emerging Approaches in Educational Management
- Unit 2** Comparative Perspectives
- Unit 3** Roles & Applications of Information and Communication Technologies (ICTs)
- Unit 4** Action Research Approach
- MES 042: Dimensions of Educational Management**
- Block 1** **Educational Management at the National Level**
- Unit 1** Policy Formulation and Policy Planning
- Unit 2** Organizational Structure
- Unit 3** Role of National Bodies
- Unit 4** Coordination, Networking, Partnership and Linkages
- Block 2** **Educational Management at the State Level**
- Unit 1** Policy Planning in Educational Management
- Unit 2** Organizational Structure and Policy Implementation
- Unit 3** Centre State Relations.
- Unit 4** Coordination, Linkages, Cooperation and Networking
- Block 3** **Decentralised Management in Education**
- Unit 1** Decentralized Planning
- Unit 2** District and Sub-district Management
- Unit 3** Role of local self-bodies, VEC and Gram Panchayat
- Unit 4** Community Participation
- MES 043: Organisational Behaviour**
- Block 1** **Organisational Behaviour: An Introduction**
- Unit 1** Nature of Organisational Behaviour and Historical Perspectives
- Unit 2** Group Dynamics and Team Building
- Unit 3** Theories of Motivation: Implications for Management:

- Unit 4** Self management vis-a-vis Educational Management
- Block 2** **Leadership in Educational Management**
- Unit 1** Leadership Behaviour: An overview
- Unit 2** Leadership Styles
- Unit 3** Transformational Leadership in educational management
- Block 3** **Decision Making in Educational Management**
- Unit 1** Concept, importance and types of Decision-Making
- Unit 2** Decision making process (models)
- Unit 3** Management of Interpersonal Relations
- Unit 4** Conflict Management
- Block 4** **Communication in Educational Management**
- Unit 1** Meaning and Relevance of Communication in Educational Management
- Unit 2** Organizational Communication
- Unit 3** Effective Communication Approaches
- MES 044:** **Institutional Management**
- Block 1** **Management of Curriculum**
- Unit 1** Classroom Management (Instructional Management)
- Unit 2** Curriculum Transaction
- Unit 3** Management of Evaluation
- Unit 4** Management of Academic Resources
- Unit 5** Management of Curricular & Co-curricular Programmes & Activities
- Block 2** **Management of Financial Resources**
- Unit 1** Educational Finance: meaning Importance and Scope
- Unit 2** Cost and Budgeting
- Unit 3** Accounting and Auditing
- Unit 4** Resource Mobilization
- Block 3** **Management of Human and Administrative Resources**
- Unit 1** Management of Student Support System
- Unit 2** Management of Administrative Resources
- Unit 3** Management of Human Resources
- Block 4** **Management of Infrastructure**
- Unit 1** Concept, Importance, Need
- Unit 2** Management of Physical Resources
- Unit 3** Utilization of Infrastructural Resources
- Block 5** **Total Quality Management**
- Unit 1** Quality Control, Quality Assurance and Indicators
- Unit 2** Tool of Management
- Unit 3** Strategies for Quality Improvement
- Unit 4** Role of different Agencies
- Unit 5** Quality concerns and issues for research

5.2 Optional Course

The student has to opt for anyone course out of the following:

MES-045:	School Education	4 credit
MES-046:	Higher Education	4 credit
MES-047:	Open and Distance Education	4 credit
MES-048:	Alternative Education	4 credit

MES-045 : SCHOOL EDUCATION

Block 1 School Education : An Overview

- Unit 1** School Education : Present Scenario
- Unit 2** Programmes and Policies in School Education
- Unit 3** Recent Initiatives in School Education

Block 2 School Administration : Macro Perspectives

- Unit 1** School Administration at the National Level
- Unit 2** School Administration at the State Level
- Unit 3** School Administration at the District and Sub-district Level

Block 3 School Management and Administration : Micro Perspectives

- Unit 1** Building Mission and Vision of the School/Institutions
- Unit 2** Institutional Planning
- Unit 3** Implementation of Institutional Plan

Block 4 School Quality Management

- Unit 1** School Quality: Concept and Dimensions/Indicators
- Unit 2** Total Quality Management
- Unit 3** Institutional Appraisal and SWOT Analysis
- Unit 4** Professional Development of Staff, Appraisal and Accountability

MES-046 : HIGHER EDUCATION

Block 1 Managing Higher Education Institutions: A Perspective

- Unit 1** Higher Education: Historical Perspective and societal linkages
- Unit 2** Globalisation in Higher education
- Unit 3** Major emerging policy initiatives

Block 2 Structure of Higher Education

- Unit 1** Higher education institutions: The structural basis at Macro level
- Unit 2** Higher education Institutions: Governance at University level
- Unit 3** Higher education Institutions: Governance at College level

Block 3 Management Processes and Leadership

- Unit 1** Emerging Leadership
- Unit 2** Management Processes in Higher education institutions

- Block 4** **Contemporary Aspects on Institutional Management**
Unit 1 Management of Infrastructure and Financial Resources
Unit 2 Management of Human Resource and Instructional Planning
Unit 3 Management of Material Resources
Unit 4 Emerging Aspects of Management

MES-047 **OPEN AND DISTANCE EDUCATION**

Block 1 **Concept and Philosophy of Open Learning and Distance Education**

- Unit 1** Foundations of Open Learning and Distance Education
Unit 2 Evolution of Open and Distance Learning System
Unit 3 Understanding Open and Distance Learning in India: National Institute of Open Schooling (NIOS) and IGNOU
Unit 4 Subsystems of Open Distance Education

Block 2 **Management of Media and Materials in D&OL**

- Unit 1** Basics of Course Development
Unit 2 Development of SIM
Unit 3 Development of Multi-media instructional media

Block 3 **Management of student support services**

- Unit 1** Management of teaching-learning system
Unit 2 Management of Evaluation System
Unit 3 Case Studies - IGNOU, NIOS, SOU, DEI, etc.

MES-048 : **ALTERNATIVE EDUCATION**

Block 1 **Alternative Education: Concept and Evolution**

- Unit 1** Concept, Scope, genesis
Unit 2 Historical Perspectives
Unit 3 Contemporary Scenario

Block 2 **Trends in Alternative Education: Managerial Perspectives**

- Unit 1** Government Initiatives
Unit 2 NGO Initiatives
Unit 3 Private Initiatives [individual as well as Corporate Social Responsibility (SCR) projects]

Block 3 **Issues in Alternative Education**

- Unit 1** Regulatory and Legal Framework
Unit 2 Evaluation
Unit 3 Role of EFA and MDG

MESP-049 : **PROJECT WORK**

Project work constitutes an important component of the programme. The purpose is to provide the learner with practical hands on experience in the scientific process of research. You are required to identify a research problem in the area of educational management and administration. You have to go through the project work handbook provided to you for the purpose and please submit the project proposal to the concerned Regional Centre for formal approval.

6. INSTRUCTIONAL SYSTEM

The methodology of instruction in this University is different from that in conventional universities. The Open University System is more learner-oriented, The student is considered as an active participant in the teaching - learning process.

The University follows a multi media approach for instruction. It comprises;

- Self-instructional print material
- Audio and video CDs
- Audio-video programmes transmitted through Television and Radio
- Teleconferencing
- Face-to-face interaction with academic counselors at Study Centres
- Assignments
- Learning from experience exercises

6. 1 Printed Material

Print material is the primary form of instructional material, although there will be a few audio-video programmes and counseling sessions in addition to the print material. Therefore, you have to concentrate mainly on the print material that we send you.

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks. Each course begins with a course introduction. It gives you a brief idea of the course under consideration. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents i.e. the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate **self study** for you. The section on **Aims and Objectives** briefly states what we expect you to attain when you have completed the Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections. In the main body there are a few exercises. You are supposed to read the text very carefully to get answers to the questions given under the heading. These provide you the opportunity to relate the text of the study material to your social context. It is interesting and you must do it.

The section Let us sum up summarizes what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Clarification of the Terms Used**. Some books or articles for additional reading are suggested in the section **Some Useful Readings**. For your reference purpose, some of these books may be available in the study center.

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units, mark the words that you do not fully understand. Look for the meaning of such words under the section Clarification of the Terms Used or in a dictionary. Read the Unit again and again until you have understood the point. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

6.2 Audio and Video Material

In addition to the print material, audio and video programmes have been prepared for each course. The audio/video material is supplementary to the printed material. Hence, we advise you to make use of it, as these will help you to understand the subject better. Video programmes are transmitted by Doordarshan. The transmission schedule is given in the University News Letter which is sent to every student 3 times a year.

Audio-video material will not be supplied individually but will be made available for you at the Study Centres. You can watch these programmes during counseling sessions. Students desirous of buying the audio-video tapes can procure them from Marketing Unit, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-1110068.

6.3 Teleconferencing

To reach our students spread in different parts of the country, we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the Regional Centres and specified Study Centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centers. The IGNOU faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone, fax and email available at receiving centers free of cost for you. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

6.4 Counselling

In distance education, face-to-face contact between the learners and their tutors/counselors is an important activity. The purpose of such a contact is to answer your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced Academic Counsellors at the Study Centres to provide counseling and guidance to you in the courses that you have chosen for study. The counseling sessions for each of the courses will be held at suitable intervals throughout the whole academic sessions. The counseling sessions are not compulsory. However, they may be very useful in certain respects such as to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas difficult issues, and get clarifications for your queries and also to discuss and learn from your experience activities.

Face-to-face counseling will be provided to you at the study center assigned to you. You should not think that the counseling sessions will be very different from the usual classroom teaching or lecturers. Counsellors will not be delivering lectures. They try to help you overcome difficulties which you face while studying for this programme. In these sessions, you must look into the subject-based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counseling sessions.

Before you go to attend the counseling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also, try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counselors.

Generally, there will be 5 counselling sessions for a 4-credit course.

The detailed schedule of the counseling sessions will be made known to you by the Coordinator of your Study Centre.

6.5 Study Centre

To provide effective student support, IGNOU has set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work and a minimum number of student enrolment in the Study Centre for this programme. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres where counseling facilities for this programme are likely to be available on IGNOU Website www.ignou.ac.in and also in the University Prospectus.

Every Study Centre of IGNOU has:

- A coordinator who will coordinate activities at the center.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses is provided at the Study Centres. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor Marked Assignments (TMAs) will be evaluated by the Counsellors at the Study Centre.
- 3) **Library:** For each course, some of the books suggested under the heading “Some Useful Readings” are available in the Study Centres.
- 4) **Information and Advice:** At the Study Centre you will get relevant information regarding the courses offered by the University, counseling schedules, examination schedule, etc. You will also get guidance in choosing your course.
- 5) **Audio-Video Facilities:** The Centres are equipped with audio-Video facilities to help you make use of the audio and video cassettes prepared for different courses.
- 6) **Interaction with Fellow-Students:** At the Study Centres you get an opportunity to interact with fellow students.

7. EVALUATION

The evaluation system in the Programme is based on four components;

- a) Self-evaluation exercises within each unit of study (No weightage).
- b) Continuous evaluation in the form of assignments- this component carries weightage of 30% for each course.
- c) Project Work
- d) Term-end examination (TEE) has a weightage of 70% of the total weightage for each course.

Evaluation consists of two parts: 1) continuous evaluation through assignments, and 2) term-end examination. In the final result, continuous evaluation (assignment of a Course) carries 30% weightage,

while 70% weightage is given to term-end examination. The following is the scheme of awarding divisions and grades:

<i>Division</i>	<i>Percentage Range</i>	<i>Grade</i>	<i>Point Grade</i>
I	80 and above	A - Excellent	5
	60 to 79.9	B - Very Good	4
II	50 to 59.9	C - Good	3
Pass	40 to 49.9	D - Satisfactory	2
Unsuccessful	Below 40	E - Unsatisfactory	1

7.1 Submission of Assignments

Assignments constitute the continuous evaluation system. Submission of assignments is compulsory. Assignments of a Course carry 30% weightage while 70% weightage is given to the term-end examination. There is one Tutor-Marked Assignment (TMA) for each Course. You will have to submit one TMA for each Course. These assignments are designed to test your comprehension of the print material you receive, and to prepare you for the term-end examination. They are designed in such a way as to help you concentrate mainly on the printed Course material and supplement with personal experience, conceptual grasp, and keen observation.

You will not be allowed to appear for the term-end examination for a Course, if you do not submit the assignment in time for that Course.

The evaluators/counsellors after correcting the assignments shall send them back to you with their comments and marks. The comments guide you in your study and help in improving your performance.

The University/Coordinator of the Study Centre has the right not to entertain or to reject the assignments submitted after the due date. You are therefore, advised to submit the assignments before the due date.

If you do not get a passing grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, on the part of the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that he/she forwards the correct score to the Student Evaluation Division (SED) at the Headquarters.

Whenever you receive a set of material and assignments, check them immediately and ask for missing books, if any, to the Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi-I 10068) or the Regional Director, Regional Centre or the Coordinator of your Study Centre concerned.

General Information About Assignments

The purpose of asking you to work on the assignment is to test the progress made by you. The answers are to be based on your own judgment and experience. You should not reproduce the text materials or copy the information from other sources. However, you may use the course material and other sources of information you have for reference. But the answer should be in your own words and should reflect your own ideas. Please note that the assignments carry the weightage of 30% towards the final evaluation of theory courses and submission of related assignments 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 new assignment(s) of next academic session/year.

The following points should be kept in mind when you prepare the assignments:

1. Make the answer concise and systematic. Always try to avoid irrelevant details and focus on the question and its various aspects.
2. 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 the responses and not to restrict your expression.
3. You have to write the answers in your own handwriting.
4. Orientation to the assignments will be provided in the Counselling sessions.

You have to submit/send the assignment-responses to the Programme Study Centre you are attached to (as per the date set for each assignment). The dates are given in the programme schedule provided later in this booklet. (See the relevance in this programme's context)

How to send-in completed 'Assignment-Responses' and other Issues

1. Write your enrollment no., name and full address and date at the top right hand corner of the first page of your assignment response(s).
2. Write the course title, code and assignment code in capital letters in the corner at the top of the first page of your response(s).

(Leave the top left-hand corner blank for office use). The top of the first page of your responses(s) should look something like this:

Course Title

Course Code

Assignment Code

Enrollment No

Name

Address

Date

Please follow the format. If you do not write your enrollment number and address correctly, your assignment responses are likely to be lost.

3. The assignment-response should be complete in all respects. Incomplete responses will bring you poor grades.
4. Use only A4 size paper for your responses. Use good quality writing paper.
5. Leave a 2" - 3" margin on the left, and at least 4 lines in between each answer in an assignment-response. This will enable the resource person evaluating the response to write the comments at appropriate places.
6. Make sure that you answer the questions on the basis of the units sent to you.
7. You should not send printed articles as your answers to assignments.
8. Please keep a copy of the assignment responses that you send us. You may need this in case you have to resubmit it in a situation when it is lost due to one or another reason.
9. Remember that any two or more answers to a particular assignment, if found to be identical or very similar, will either be returned unmarked or awarded very low grades. It is entirely the

discretion of the evaluator to ask you to redo the assignments or give a very low grade in such cases.

10. Please submit the assignment to the programme incharge of the concerned Programme Study Centre by the specified date. If the last date for the submission of assignment falls on a holiday, the assignment response should be submitted on the following working day.

Some Do's and Don'ts about Writing Assignment

Do's

When you receive a set of materials, units and assignment, check them immediately and ask for the missing page(s)/Unit(s)/assignment(s), if any. If you wait till you start writing answers to the assignments, you will lose valuable time.

Write your enrollment Number correctly. A slight change in the number may put the University and you to trouble.

Maintain an account of assignment-responses sent to the concerned Programme Study Centre and the corrected 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.

Don'ts

Do not write your assignments on thin paper.

Do not write your enrollment number, course title, etc., on a separate sheet and then paste/pin/tie in to the assignment. Write the enrollment number and the name on the top of assignment-response itself.

Do not over-write, particularly, while 'writing your enrollment number and the assignment number. Let these be very distinct and clear.

Do not misplace/lose your graded assignment-responses. You will need them till the programme is over.

Do not enclose doubts for clarification., if any, along with the responses. Send them separately giving your enrollment number, name, address, and the title of the course, the number of the unit or 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 sentence(s)/paragraph(s) from the text without giving the reference while answering the assignments.

Please note:

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

7.2 Project Work

You need to complete the project work by selecting a problem from the area of educational management and administration. For details about how to carry out the project is given in the project handbook/ MESP-049). You are expected to go through the handbook, thoroughly to get an understanding about various aspects of Project. A minimum of 'C' Grade is necessary to pass in project.

7.3 Term-End Examination

As stated earlier, term-end examination is another component of the evaluation system. Term-end examination carries 70% weightage in the final result.

The University conducts term-end examination twice a year i.e., in June and in December. You can appear at the first year examination after the completion of the minimum one-year. In case you fail to get a pass score (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, within the final span of the programme.

Eligibility for Examination

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

1. You should have paid the course fee. You should not apply for appearing at the term-end examination of any course without getting registered for the same and if you do so, your result would not be declared and the onus shall be on you.
2. You should have opted and pursued the prescribed course.
3. You should submit the examination form in time; and
4. You should have submitted the assignments for the respective Course.

Examination Date Sheets (Schedule which indicates the date and time of examination for each Course) are sent to all the Study Centres approximately 5 months in advance. The same is also notified through IGNOU News Letter from time to time. Thus, the date sheet for June examinations is released in the month of January and for December examinations in the month of July. You can also see the date sheet at IGNOU website: www.ignou.ac.in. A fee of Rs. 50/- per course is charged as examination fee. There is separate late fee if forms are submitted after due date.

Examination Form

Submission of the examination form is an essential pre-requisite for taking examination in any course. Copies of the examination forms are available at Study Centres/Regional Centres/Evaluation Division at Headquarters. A copy is also enclosed here in this Programme Guide. You may use a photocopy of this form. Only one form is to be submitted for all the Courses in one term-end examination. You need not pay any separate fee for the examination.

The duly filled in examination form is to be submitted to the **Assistant Registrar Examination II, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068**. Examination forms without late fee can also be submitted online at the IGNOU website: www.ignou.ac.in.

It is a pre-requisite to submit the Examination Form with a fee of Rs 120/- 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/Students Registration & Evaluation at the Headquarters. A specimen copy of Examination Form is given at the end in this programme guide.

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

- 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 students appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
- 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.
- 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 should 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.

The filled-in examination form is to be submitted to the Deputy Registrar, Students Registration & Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. The dates for submission of Exam Forms are given in the following Table.

FOR JUNE FEE	LATE FEE	FOR DEC. FEE	LATE FEE
1 March to 31 March	NIL	1 Sept. to 31 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct. to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct. to 15 Nov.*	Rs.500/-
16 May to 28 May*	Rs. 1000/-	16 Nov. to 28 Nov.*	Rs. 1000/-

* During these dates submit the examination form with late fee to the concerned Regional Centres (For outside Delhi); For Delhi, Submit to the Registrar (SED).

After receiving the examination form from you, the University will send the intimation slip two weeks before the commencement of examination. If you do not receive the intimation slip one week before the commencement of examination, you may contact your Programme Study Centre, or download the Examination Intimation Slip for the examination from the University website www.ignou.ac.in Even if you have not received intimation slip or misplaced the intimation slip, you can appear at the examination by showing your identity card (student card) to the examination centre superintendent.

Your enrollment no. is your roll no. for the examination. Be careful in writing it. Any mistake in writing the roll no. will result in non-declaration of your results.

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

Programme Study Centre is the contact point for you. The University cannot send-communications to all the students individually. All the important communications are sent to the Coordinators of the Programme Study Centres and Regional Directors. The coordinators will display a copy of such important circular/notification on the notice board of the programme centre for the benefit of all the students. You are therefore, advised to get in touch with your coordinator so as to get the latest information about assignments, submission of examination forms, date sheet, list of students admitted to a particular examination, declaration of results, etc. While communicating with the University regarding examinations, please write your enrollment number and complete address clearly. In the absence of such details, your problems may not receive due attention.

GENERAL INSTRUCTIONS

1. Please file all letters that the University sends you, and keep the Programme Guide. A record of your progress is maintained at our Computer Division.
2. Do write to us if you have any difficulties or problems 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 official to send your learning material and letters promptly, without any 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 details or/and are written in ambiguous language, our responses to your queries will invariably get delayed.

4. Keep a timetable schedule for you and always try to stick to it. Be regular in your work. Much of your job will become easy.
5. In your own timetable you must make provision for 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. The golden principle is to do today what you may have planned to do tomorrow.
6. Along with printed materials, the other inputs that you will receive are audio-video programme, counselling sessions etc. On the basis of these inputs you will write assignment and prepare for the final examinations.
7. When you receive the printed material, read the Units carefully and note down the important points. You can use the space in the broad margin 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 by yourself and to keep you on the right track. That is why they are called 'Self-Check' questions. They will enable you to realize 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 the model answers and see where improvement is needed. (At times, it is possible that you may have a better answer than the one we presented. We welcome your suggestions). In any case they would help you reinforce the information/knowledge you gain through your first reading of the text. The University reserves the right to change the rules detailed in this Programme Guide. However, you will be informed about those changes through supplementary circulars well in advance.

7.3 Examination Intimation Slip

After receiving the examination forms from you, the University will send an intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examinations, you may contact your Study Centre or Regional Centre or Student Evaluation Division at the Headquarters. If your name is registered for examinations in the list sent to the Study Centre, **even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your Identity Card (Student Card) to the Superintendent of the Examination Centre.**

7.4 Examination Centre

Your Study Centre is normally your examination centre. Change of examination centre is permissible in exceptional cases for which you have to make a request to the Director. SED least one month before the commencement of examinations.

Your enrolment number is your Roll Number for examinations. Be careful in writing it. Any mistake in writing the Roll Number will result in non-declaration of your result.

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

Study Centre is the contact point for you. The University cannot send communications to all the students

individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of -all the students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about submission of examination forms, date-sheet, list of students admitted to a particular examination, declaration of result, etc.

While communicating with the University regarding examination, please clearly write your enrolment number and complete address. In the absence of such details, we will not be able to attend to your problems.

8. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to Approach your Studies : It would be beneficial for you to go through the Programme Guide as well as the Handbook provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. This will provide you an idea of what to expect from the system and how best to use the support being provided.

Quasi-permanent Separation: To bridge your semi-permanent separation from your counselor and to enable you to take advantage of the flexibilities provided in the Open Distance Learning (ODL) system, provision for Face-to-Face interaction has been made. Moreover, you can contact your teachers at the Headquarters through phone and e-mail. However, the onus of learning is on you. You must make full use of flexibility, facilities and innovativeness provided by the system.

Adhere to the Schedule of Operations : Various activities in the ODL system are time bound and the details are given in the Programme Guide and the Handbook sent to you. Adherence to the Schedule of Operations shall help you enormously in completion of the Courses. As a thumb rule, if you study three hours a day regularly, you should be successful in completing the course in the minimum stipulated time.

Studying at your Pace and Place : You can learn at your pace and place, but it would help if you periodically revise what you have learnt. This would also enable you to assess as to how much remains to be done. The Distance Education system provides for an in-built teacher in the Self Instructional Material (SIM). Your pace of learning could be faster and effective if you abide by the instructions given to you in the SIM, and follow the sequence and steps suggested therein, as the objectives of these access devices is to regulate your pace of learning.

Taking Notes: In SIMs, some space has been provided to take important notes. You should identify keywords/ terms, and put remarks while going through it. This facilitates cross-referencing. You must answer/solve problems in the Activity yourself, for better understanding and preparation for the examination.

Using Media Effectively: Audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your Study Centre for counseling and insist that your counselor shows AV programmes. Such visits will also help you obtain the latest information on broadcast and telecast of programmes and teleconferences.

9. SOME USEFUL ADDRESSES

1.	Non-receipt of study material and Assignments, Repeat Assignments	Registrar (MPDD) IGNOU Maidan Garhi New Delhi - 110 068
2.	Admissions, fees, scholarships, exemption, change of course/programme	Registrar (SRD) IGNOU Maidan Garhi New Delhi - 110 068
3.	Date Sheet, Examination Centers, Results etc.	Registrar (SED) IGNOU Maidan Garhi New Delhi - 110 068
4.	Counsellors and other problems relating to Study Centres	1. Regional Director of your Region 2. Assistant Director (Student Affairs) Regional Services Division IGNOU Maidan Garhi New Delhi - 110 068
5.	Change of address and all other related problems	Registrar (SED) IGNOU Maidan Garhi New Delhi - 110 068
6.	Purchasing of AudioNideo Tapes	Marketing Unit EMPC, IGNOU, Maidan Garhi New Delhi-1 10068
7.	Academic Matters	Dr. Vandana Programme Coordinator (PGDEMA) School of Education 'G' Block, Room No 143 IGNOU Maidan Garhi New Delhi - 110 068

You are also advised to get in touch with the Coordinator of your Study Centre for timely information.

10. LIST OF REGIONAL CENTRES (RCs) OF IGNOU

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
1	26	AGARTALA	DR. K. S. CHAKRABORTY 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	DR. SRIKANT MOHAPATRA 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	DR. S. R. ZONUNTHARA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA 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	DR. A. N. TRIPATHI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH - 202 001 UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/ HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
5	13	BANGALORE	DR. B. M. AGARWAL 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	DR. U.C. PANDEY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/o MARWARI COLLEGE PREMISES, BHAGALPUR BIHAR-812007 (M) 8292526534 ucpandey@ignou.ac.in	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BANKA, MUNGER, KHAGARIA, MADHEPURA)
7	15	BHOPAL	DR. K. S. TIWARI 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	DR. S. K. TRIPATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 0674-2301352, 0674-2371457 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	06	CHANDIGARH	DR. ASHA SHARMA REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			SECTOR 14 PANCHKULA - 134 109 HAYRANA 0172-2590208,0172-2590279 rcchandigarh@ignou.ac.in	OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
10	25	CHENNAI	DR. S. MOHANAN REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI-600 113, TAMILNADU 044-22541919 / 22542727 044-22542121, 044-24729779 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.)
11	14	COCHIN	DR. V. VENUGOPAL RADDY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)
12	46	DARBHANGA	DR. S. S. SINGH REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR 06272-251833,06272-251318 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR, WEST CHAMPARAN)
13	31	DEHRADUN	DR. ANIL KUMAR DIMRI 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)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
14	07	DELHI 1	DR. SANJEEV PANDEY 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	DR. Y. NIRMALA REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002, DELHI 011-23392374 / 23392376 / 23392377, 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	DR. M.K. DASH 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	DR. ILA DAS 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	DR. (MRS) VARDHINI BHATTACHARJEE 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, MARI GAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
19	01	HYDERABAD	DR. B. RAJAGOPAL REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-23117550-53 040-27152527, 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
20	52	IAEP - CHANDIMANDIR	COL. DEBASHISH ROY 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	COL. KAMLAKAR MUKHERJEE 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	COL. JASWINDER SINGH 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	BRIG. K.K. SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND-GS (EDN)	CENTRAL COMMAND AREA

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			LUCKNOW - 908 554 UTTAR PRADESH 0522-2482968(CIVIL); 2670(MIL) iaepcc53@yahoo.co.in	
24	54	IAEP - PUNE	COL. G.K. CHOPRA 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 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
25	55	IAEP - UDHAMPUR	LT. COL. ANAND SWAROOP PAUL 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 iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA
26	81	IAREP - SHILLONG	MAJOR N.S. INGLE REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA 0364-2705181, 0364-2705184 iarrc_81@yahoo.com	COMMAND AREA
27	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
28	74	INEP - KOCHI	CAPTAIN S.R. SRIDHAR 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	CAPTAIN V.S.BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400 023 MAHARASHTRA 022-22752245, 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
30	71	INEP - NEW DELHI	CAPTAIN ROHTAS SINGH 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 DELHI 011-26194686, 011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
31	73	INEP - VISAKHAPATNAM	CAPTAIN M. GHANASYAM OJHA 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

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
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	DR.MASOOD PARVEEZ 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	DR. S. N. AMBEDKAR 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, NAGAU, PALI)
35	12	JAMMU	ER. K. K. BHAT REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921, 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
36	37	JORHAT	DR. MAGUNICH BEHRA REGIONAL 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	DR. ASHOK SHARMA 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	DR. SANTOSH KUMARI 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, FEROPUR, FARIDKOT, MOGA)
39	20	KOHIMA	DR. T. IRALU 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	DR. SUJIT KUMAR GHOSH 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)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
41	44	KORAPUT	DR. ABHILASH NAYAK 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	DR. AMIT CHATURVEDI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ, LUCKNOW - 226024 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	DR. M. SHANMUGHAM 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	DR. M. RAJESH 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	DR. P. SIVASWAROOP 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)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
46	39	NOIDA	DR. GULAB JHA 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	DR. M.S. PARTHASARATHY 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	DR. Q. HAIDER REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR 0612-2219539 / 2219541 0612-2687042, 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)
49	02	PORT BLAIR	SH.S.SRINIVAS REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 / 230111 rreportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
50	16	PUNE	DR. KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091, 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR, KOLHAPUR)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
51	50	RAGHUNATHGANJ	DR. S. RAJA RAO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
52	35	RAIPUR	DR. H. SANGEETA MAJHI 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 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
53	42	RAJKOT	DR. P. ASHOK.KUMAR 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	DR. G.N. SHIV KUMAR 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	DR. (MRS) DIDCY LALOO REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI,

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
			NONGTHYMMI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 / 2521271 0364-2521271, 0364-2252252 0364-2521271 rcshillong@ignou.ac.in	SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
56	11	SHIMLA	DR. D. B. NEGI REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2624612,0177-2620125 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
57	45	SILIGURI	DR. YONAH BHUTIA 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	DR. MIRZA NEHAL AHMED BAIG 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	DR. B. SUKUMAR REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJDHANI SHOPPING COMPLEX, OPP. PRS HOSPITAL, KILLIPPALEM, KARAMANA (P.O.) TRIVANDRUM - 695 002 (M) : 9447500581 rcrtrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)

Sl. No.	RC CODE	RC NAME	NAME & ADDRESS	OPERATIONAL AREA
60	48	VARANASI	DR. MANORMA SINGH 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	DR. S.J. NEETHIRAJAN IGNOU REGIONAL CENTRE MADHAVI BUILDING, NUT STREET (PO), VATAKARA, KERALA-673 104 0496-2525281/09446303111 rdvatakara@gmail.com	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND)
62	33	VIJAYAWADA	DR. M. KRISHNAIAH REGIONAL DIRECTOR (I/C) 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)

11. SOME USEFUL FORMS

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

- 1) Assignment Remittance-cum-Acknowledgement Card form: Change/Correction of Address/Study Centre .
- 2) Change Medium of Study/Optional Courses
- 3) Application for Credit Transfer
- 4) Requisition for Fresh Set of Assignments
- 5) Term-end Examination Form
- 6) Intimation of Non-receipt of Study Material Assignments
- 7) Form for Early Declaration Result
- 8) Form for Obtaining Photocopy of the Answer Script
- 9) Form for Use of Official Transcript
- 10) Form for Re-evaluation of Answer Script
- 11) Form for Improvement in Division/Class
- 12) Form for Duplicate Statement of Marksheet/Grade Card
- 13) Form for Issue of Migration Certificate
- 14) Forms for Issue of a Duplicate Copy of University Diploma/Degree/Certificate
- 15) Form for Provisional Certificate
- 16) Course Registration Form for the Second Year

To,
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course
Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- for more than 4 credit per course.
This is permitted within 30 days from receipt of first set of course material.

SUB: **1. CHANGE OF PROGRAMME OF STUDY**
 2. CHANGE OF MEDIUM OF STUDY

Enrolment No.

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- 1. Change of Programme : From to
- 2. Change of Medium : From to

Change of courses of study as per following details:

Courses Offered	From	To

Fee Details : Demand draft is to be made in the name of IGNOU payable at Delhi

Demand Draft No Dated

Amount Rs. Drawn on

Signature
Name
Address
.....
.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi-110 068

Please see instructions overleaf

Application for Credit Transfer in M.A. Programme

Enrolment No.

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

Name & Address _____
 Programme of Study:

--

Details of Credit Transfer Fee paid : _____
 D.D.No. _____ Date _____ Amount _____

Drawn on (Bank & Branch) _____
 Payable in favour of IGNOU, New Delhi (fee is Rs. 200/- per 8 credit course or a part thereof)

Details of Courses applied for Credit Transfer :					IGNOU Credit Equivalence desired					
S. No.	Subject (s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits		
All of the Information provided above is true to the best of my knowledge										
(For Office use only)					Student Signature & Date :					
Recommendations of Schools :										
Credit Transfer recommended for the following Courses					Credit Transfer for the following courses not recommended					
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School

INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR CREDIT TRANSFER

1. Read the instructions given in your Programme Guide carefully.
2. For MAGPS Credit Transfer is allowed upto a maximum of 32 credits only.
3. Enclose the attested copies of the following alongwith the form :
 - Marks lists issued by the accredited Institute/University.
 - Syllabus of accredited Institute/University.
 - Prospectus issued by the accredited Institute/University.
4. Pay the credit transfer fee at the rate of Rs. 200/- per 8 credits or part thereof through a crossed Demand Draft in favour of 'Indira Gandhi National Open University' payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address :

Registrar (Student Registration Division)
Indira Gandhi National Open University
Maidan Garhi
New Delhi-110 068

Please read the Instructions overleaf before filling up this form.



**Indira Gandhi National Open University
New Delhi**

REQUISITION FOR FRESH SET OF ASSIGNMENTS

Programme of Study

Enrolment Number

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

Study Centre Code

--	--	--

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km.

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

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

Please for request for fresh set of assignments

(Please Tick (√) whichever is applicable)

1. Assignments nor received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address

.....

 Pin

Signature

Date

For Official Use Only:

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR DOING ASSIGNMENTS

1. Read Instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code and Course Title, Semester/year, wherever applicable, and Study, Centre Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments withing due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term-end examination or attempt the assignments for that course again.
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

Please mail this form to: The Regional Director of your Regional Centre



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

EXAM FORM

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

Serial No.	
------------	--

Control No.

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INSTRUCTIONS																																				
1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.																																				
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">0</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">2</td><td style="width: 20px; height: 20px;">3</td><td style="width: 20px; height: 20px;">4</td><td style="width: 20px; height: 20px;">5</td><td style="width: 20px; height: 20px;">6</td><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">9</td><td style="width: 20px; height: 20px;">A</td><td style="width: 20px; height: 20px;">B</td><td style="width: 20px; height: 20px;">C</td><td style="width: 20px; height: 20px;">D</td><td style="width: 20px; height: 20px;">E</td><td style="width: 20px; height: 20px;">F</td><td style="width: 20px; height: 20px;">G</td><td style="width: 20px; height: 20px;">H</td><td style="width: 20px; height: 20px;">I</td><td style="width: 20px; height: 20px;">J</td><td style="width: 20px; height: 20px;">K</td><td style="width: 20px; height: 20px;">L</td><td style="width: 20px; height: 20px;">M</td><td style="width: 20px; height: 20px;">N</td><td style="width: 20px; height: 20px;">O</td><td style="width: 20px; height: 20px;">P</td><td style="width: 20px; height: 20px;">Q</td><td style="width: 20px; height: 20px;">R</td><td style="width: 20px; height: 20px;">S</td><td style="width: 20px; height: 20px;">T</td><td style="width: 20px; height: 20px;">U</td><td style="width: 20px; height: 20px;">V</td><td style="width: 20px; height: 20px;">W</td><td style="width: 20px; height: 20px;">X</td><td style="width: 20px; height: 20px;">Y</td><td style="width: 20px; height: 20px;">Z</td> </tr> </table>	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
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	

Programme Code		Regional Centre Code		Study Centre Code	
----------------	--	----------------------	--	-------------------	--

Enrolment No.	Exam Centre Code <small>(Where you wish to appear in Exam)</small>
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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 box blank between each unit of address like House No., Street Name, PO, etc.)

City	District
State	Pin Code
MOBILE NO.	

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes FEE @ Rs. 120/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

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

Total No. of		x ₹	Total Amount
Courses		60	
Practical Courses		60	
Late Fee			
TOTAL			

1. Draft No.							
Amount							
2. Draft No.							
Amount							
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>		/		/		
	/		/				
Issuing Branch							
Payable at (Regional Centre under which your exam centre falls)							

SIGNATURE OF THE STUDENT
(within the Box only)

--

ISSUING BANK

--

Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR PGDBP TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	₹ 300/-	1 Oct. to 20 Oct.	₹ 300/-	
21 April to 30 April	₹ 500/-	21 Oct. to 31 Oct.	₹ 500/-	
1 May to 15 May	₹ 1000/-	1 Nov. to 15 Nov.	₹ 1000/-	

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee 120/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

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

PLEASE NOTE :

- Examination fee per course is - ₹ 120/- (Examination fee once paid will not be refunded/adjusted in any case)
- Examination form to be submitted at - Regional Centre under which your examination centre falls
- Demand draft to be made in favour of - IGNOU and payable at the city where submitting the exam form

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination.
5. Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hal Ticket;
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. Students of BA/B.Com./BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
10. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
11. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
12. Change of Examination Centre, once allotted, is not permissible under any circumstances.

DECLARATION

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

Date _____ (Signature of the student)
 Phone No. (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) _____
 (with STD code)

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

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

Centre Code _____
 Date _____

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

Early Declaration of result

The student can apply for early declaration of Term-End-Examination result with a fee of Rs. 700/- per course. The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs. 500/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Obtaining Photocopy of Answers Scripts

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Official Transcript

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar Student Evaluation Division (SED), Block-12 IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 200/- per transcript payable through DO in favour of IGNOU is charged for this purpose in case of request for sending transcript outside India, the students are required to pay Rs 400/-. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Duplication Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Demand Draft of Rs. 150/- in favour of IGNOU payable at "New Delhi". Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available on IGNOU website.

Improvement of Marks

The improvement of marks/grades is applicable only for the Bachelor's/Masters Degree Programmes, who have completed the programme. The eligibility is as under:-

The students of Bachelor(s)/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.

The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

Under the Provision of improvement a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc. Only one opportunity will be given to improve the marks/grade.

Students wishing to improve the marks will have to apply within six months from the date of Issue of final statement of marks/grade card to them on payment of Rs. 500/- per course in the form of demand draft favouring IGNOU payable at New Delhi, subject to the condition that their registration for the programme/course being applied for Improvement, is valid till the next term-end examination in which they wish to appear for improvement.

Improvement of Marks

The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-

The students of Bachelor's/Master's Degree Programmes who fall short of 2% marks to secure 2nd and 1st division.

The students of Master's Degree Programmes only, who fall short of 2% marks to secure overall 55% marks.

Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/Lab courses, Projects, Workshops and Assignments etc. Only one opportunity will be given to improve the marks/ grade.

Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them on payment of Rs. 500/- per course in the form of demand draft favouring IGNOU payable at New Delhi, subject to the condition that their registration for the programme/ course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement. Prescribed Form along-with rules & regulations is enclosed in the Student Handbook and Prospectus and also made available all IGNOU website.

To

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolement No.

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

Programme

--

Medium of Study

--

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

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

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

Name and Address : Signature :

..... Date :

.....

.....

For Official Use

Date of despatch of study material/assignments to students

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 Student Evaluation Division

**APPLICATION FORM FOR EARLY DECLARATION OF
 TERM-END EXAMINATION**

1. Name: _____
2. Programme: Enrolment No:

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

Pin

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

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

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

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

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

Exam. Centre Code: Address of Exam. Centre _____

7. Fee Details:

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)X Rs. 700/- = Total Amount :.....

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

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 be entertained.

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkata-700091	All Examination Centres in Kolkatta, Dharbanga and Ranchi



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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

1. Name

2. Programme: Enrolment No:

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3. Address :

.....

.....Pin Code

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

4. Detail of the course(s), for which photocopy of the answer script(s) is/are required:

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

--	--	--	--	--

(c) Exam Centre Address :

.....

.....

(d) Course(s)

5. Fee details:-

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

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

Demand Draft No. : Date :

Issuing Bank :

6. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University.

UNDERTAKING

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

Date :

Signature

Place :

Name :

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

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

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



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

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name :
2. Programme: Enrolment No:

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3. Address:
-
- Pin

--	--	--	--	--	--
4. Purpose for which:
transcript is required
5. **Fee detail:**
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
- No. of transcript(s): X Rs. 200/ Rs. 400/- = Total Amount: Rs.....
Required
- Demand Draft No.: Date:
- Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

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

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

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

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

1. Name:.....

2. Programme: Enrolment No.

3. Address:

.....

PIN:

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

5. Examination Centre Code :

6. Address of the Examination Centre :.....

.....

7. Courses, in which Re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
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.....

8. Fee Details:

(The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at the City of Evaluation Centre)

No. of Course(s)X Rs. 500/- = Total Amount :.....

Demand Draft No. Date

Issuing Bank

Date:

Signature of the student

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form. 'Please mention **APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**.
7. The application form duly filled-in may be sent
7. Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra (area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar (areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu (area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhawan, North Block- 4th Floor, Salt Lake, Kolkata-700091	All Examination Centres in Kolkatta, Dharbanga and Ranchi



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

1. Name
2. Programme: Enrolment No:

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

--	--	--	--	--	--	--	--
4. Purpose for which :
transcript is required
5. Fee details:-
Fee for the official transcript:-
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')
No. of transcript(s):..... X Rs. 200/- Rs. 400/- = Total Amount : Rs.
Required
Demand Draft No. : Date:
Issuing Bank:
6. Whether the transcripts to be mailed by the University: Yes/No (please tick)
7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)
.....
.....
.....

Date: (Signature of the student)

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

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

Note : The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes, who have completed the programme. The eligibility is as under:-
 - a) The students of Bachelor's/Master's degree programmes who fall short of 2% marks to secure 2nd and 1st division.
 - b) The students of Master's degree programmes only, who fall short of 2% marks to secure overall 55% marks.
2. Only one opportunity will be given to improve the marks/grade.
3. The improvement is permissible only in theory papers. No improvement is permissible in Practicals/ Lab courses, Projects, Workshops and Assignments etc.
4. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
5. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
6. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
7. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.
8. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for Improvement.
9. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
10. On the top of the envelope containing the prescribed application form,
Please mention "APPLICATION FORM FOR IMPROVEMENT IN DIVISION/
CLASS".
11. Application form must reach within the prescribed dates at the following address:-

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



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name

Enrolment No.

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

Address

.....

.....

.....

Pin

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

Programme

Month and Year of the Exam.

Centre from where appeared at
last examination

Bank Draft / IPO No. Dated

for Rs. 150/- in favour of IGNOU, New Delhi

.....
Signature

Dated

Note : Fee for duplicate grade card Rs.150. The duplicate grade card/mark sheet will be sent by Registered post.

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

The Registrar (SED)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Director)

APPLICATION 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 PIN
4. Particulars of last examination

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

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

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

Draft Details

Amount Rs. _____ D.D. No. _____ Date _____

Bank Name & _____ Place of Issue _____

(To be filled in by the Admissions Division)

1. The information furnished by Shri/Smt.Km. _____
is correct as per scholar register.
2. He/She may be issued the Migration Certificate applied for _____

Date _____

Dealing Assistant

Section Officer

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

Received the Migration Certificate No. _____ dated _____

Dated

INSTRUCTIONS

1. A fee of Rs. 300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the concerned Regional Centre City.
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 issue on payment of Rs. 300/- 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 ofhereby solemnly declare that the
Migration Certificate No.....dated.....issued
to me by theto enable me to join.....
University has been lost and I did not join any other University on the basis of the same nor have I
submitted the same for joining any other University”.



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

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

Note: For Instructions, please see reverse.

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

Sir,

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

The prescribed fee of Rs. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): _____
(in Hindi) : _____

Father's Name (in Block Letters): _____

Programme : Enrolment Number:

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

Result: _____ Grade/Division _____

Name of the Study Centre : _____

Name of the Regional Centre : _____

& other particulars : _____

Full Permanent Address of student : _____

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

Yours faithfully.

Signature of the Student

Postal Address _____

Date:

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

**Signature of Regional Director
With Stamp**

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

- 1 The form should be filled in duplicate legibly and signed by the candidate.
- 2 The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and duplicate copy will be sent through the Regional Director concerned.
- 3 A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of an affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost destroyed or defaced and on payment of the fee prescribed.
- 4 In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times, on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as prescribed for the issue of duplicate copy.

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

I _____ Son/Daughter of Shri _____
resident of _____

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

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

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

Deponent

Signature _____
Address _____

Verification

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

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(SED)
Maidan Garhi, New Delhi-110068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title

Regional Centre

Name :

Father's Name

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

Address:

.....

.....

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

**Registrar (SED)
IGNOU
Maidan Garhi,
New Delhi-110 068**

Date

.....
Signature

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

In compliance with the guidelines of the Supreme Court, IGNOU has adopted a policy that aims to prevent/ prohibit/ punish sexual harassment of women at the workplace. Academic/non-academic staff and students of this University come under its purview.

Information on this policy, rules and procedures can be accessed on the IGNOU website (www.ignou.ac.in). Incidents of sexual harassment may be reported to the Regional Director of the Regional Centre you are attached to or to any of the persons below:

Apex Committee Against Sexual Harassment (ACASH)

Prof. Jaswant Sokhi, Chairperson, SOS	011-29572850	jsokhi@ignou.ac.in
Dr. Zeba Khan, Dy. Director, EMPC	011-29573294	zkhan@ignou.ac.in
Ms Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Rachna Johri, External Member		rachnajohri@gmail.com

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Gayatri Kansal, Chairperson, SOET	011-29572321	gayatrik@ignou.ac.in
Dr. Smita Patil, Asstt. Prof., SOGDS	011-29571618	samitapatil@ignou.ac.in
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Regional Services Division Committee against Sexual Harassment (RSDCASH)

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RCCASH for Regional Centres

Members of RSDCASH will recommended the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.

Kind Attention: All Past and Present Students of IGNOU! Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. Name

Gender : M F

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

Programme of Study

Year of Enrolment Year of Completion

Regional Centre State Study Centre

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

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

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