

PROGRAMME GUIDE

Post Graduate Diploma in Plantation Management (PGDPM)



School of Agriculture
Indira Gandhi National Open University
New Delhi- 110 068

&

IGNOU Regional Centre
Kaloor, Cochin-682 017

YOU ARE GOING TO BE A DISTANCE LEARNER. TRY TO DEVELOP THE HABIT OF LEARNING THINGS BY WAY OF READING RELEVANT DOCUMENTS. LET THIS PROGRAMME GUIDE MARK THE BEGINNING OF YOUR JOURNEY OF DISTANCE LEARNING.

This booklet contains relevant information in brief about the Post Graduate Diploma Programme on Plantation Management. Please keep this Programme Guide safely till you successfully complete the programme as you may need to consult it often during your course to study.

RECOGNITION

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985(Act No. 50 of 1985) IGNOU Degree/Diplomas/Certificates are recognized by all the members of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Deemed Universities/Institution vide UGC Circular No.F1-52/2000 (CPP-II) dated 5 May, 2004 & AIU circular No.EV/B(449)/94/176915-177115 dated January 14, 1994.

Message from the Vice-Chancellor



Dear Learners,

I have great pleasure to welcome you to Indira Gandhi National Open University (IGNOU), and congratulate you for joining the Post Graduate Diploma in Plantation Management.

Plantation sector is an important segment of the Indian economy. Our country has many high value plantation crops and is one of the major contributors to the total world production. The sector has great significance due to its high employment potential and provides opportunities for income generation to a large section of the society. In addition, the plantation industry offers lot of potential for earning foreign exchange through export of produce and value added products from plantations. In order to face the challenges of globalisation and increased competition, there is need to improve competitiveness of Plantation Companies by adding professionalism, latest managerial techniques and applying the technological innovations to improve productivity.

The programme provides appropriate technical know-how required for effective management major plantations of tea, coffee, rubber, spices etc. It also provides exposure to various management practices that are relevant for professional management of the sector. You will learn about the overall plantation sector, the crop production technologies as well as the post harvest management and value addition of major crops and the marketing, finance and HR aspects in the plantation sector.

I wish you all the best in your endeavour for the successful completion of this programme.

Prof. Rajasekharan Pillai
Vice-Chancellor

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1 THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University was established by an Act of the Parliament in 1985 to achieve the following objectives:

- democratizing higher education by taking it 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 distance education in India, and
- setting and maintaining standards in distance education in the country as an apex body for the purpose.

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.
- student support services.
- cost-effective programmes.
- modular programmes.
- resource sharing, collaboration and networking between other Open Universities.
- socially and academically relevant programmes based on students needs analysis.

1.3 The Schools of Studies

With a view to developing interdisciplinary studies, the university operates through Schools of studies. Each school is headed by a Director who arranges to plan, supervise, develop and organise its academic programme and courses in coordination with the school staff and the different academic, administrative and service wings of the university. The emphasis is on providing a wide choice of course at different levels. The schools of studies currently in operation are as follows:

1. School of Agriculture
2. School of Humanities
3. School of Social Sciences
4. School of Sciences
5. School of Education
6. School of Continuing Education
7. School of Engineering & Technology
8. School of Management studies

9. School of Health Science
10. School of Law
11. School of Social work
12. School of Foreign Language
13. School of Computer & Information science
14. School of Performing and Visual Arts
15. School of Translation Studies and Training
16. School of Journalism and New Media Studies
17. School of Extension and Development Studies
18. School of Vocational Education and Training
19. School of Gender and Development Studies
20. School of Tourism and Hospitality Service Sectoral Management
21. School of Inter-disciplinary and Trans- disciplinary Studies

1.4 Academic Programmes

The University offers a wide range of 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 programmes. They are launched with a view to fulfill the learner's needs for:

- Certification
- Improvement of skills
- Acquisition of professional qualifications
- Continuing education and professional development at work place
- Self-enrichment
- Diversification and updation of knowledge

1.5 Course Preparation

Learning materials are prepared by team of experts drawn from different universities/institutions all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the instructor/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with the course writers, in-house faculty and producers. This material is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the Study Centres and Doordarshan.

1.6 Credit System

The university follows the 'Credit System' for most of its programmes. Each credit amounts to 30 hours of study comprising all learning activities. Reading and comprehending the print material, listening to audio, watching of video, attending counselling sessions, teleconference and writing assignment report. Thus, a four credit course involves 120 hours. This helps the student to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful clearing of both the assignment and the term-end examination of each course in a programme.

1.7 Student Support Services

In order to provide individual support to its learners, the university has a large number of Study Centres throughout the country. These are coordinated by 40 Regional Centres and 25 recognized Regional Centres. The list of Regional Centres is given in the Appendix-I. At the Study Centers/Programme Study Centers (Programme specific Study Centers are known as Programme Study Centers), the students interact with Academic Counsellors and other students, refer to books in the Library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters.

Learners may seek the help of following University functionaries for sorting out the problems indicated:

- i) For admission, change of centre, identity card, change of address, fee receipt and bonafide certificates, non-updation of assignment marks, write to your Regional Centre.
- ii) For non-receipt of study material and assignments, write to Regional Centre and Registrar, Material and Production Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068.
- iii) For queries relating to assignments, examination date sheet, result grade cards, re-checking, change of elective etc., write directly to Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.
- iv) For Migration Certificate requisition may be sent to the Regional Director along with the following documents:
 1. Application (can be obtained from the Head Office and Regional Centers).
 2. Attested copy of the Marksheet.
 3. A fee of Rs. 200/- in the form of demand draft drawn in favour of IGNOU.

Every student will select one of the study centres (which is activated for the programme) taking into consideration his place of work or residence. However, each study center 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 his choice. The particulars regarding the Study Centre to which he is assigned will be communicated to him.

Every Study Centre has a Coordinator to coordinate the different activities at the centre, an Assistant Coordinator and other supporting staff appointed on a part-time basis. There are several Academic Counsellors in different subjects to provide counselling and guidance to the students in the subjects.

1.7.1 Programme Study Centres perform the following major functions:

1. Counselling: Face-to-face counselling for the courses will be provided at the Study Centres/Programme Study Centres.
2. Library: For each course a set of suggested books will be available in the Study Centre library. The students can refer these books during the working hours of the Study Centre.

3. **Information and Advice:** At the Study Centre the students will get relevant information regarding the courses offered by the university, counselling schedule, examination schedule, etc. You will also get guidance in submitting various forms from time to time.
4. **Interaction with Fellow-Students:** In the Study Centres, the student gets an opportunity to interact with fellow students.
5. **Teleconferencing Facility:** Some of the Programme Study Centres are equipped with the teleconference reception facilities. You can participate in telecounselling session at your study centre.

1.8 Instructional System

The University follows multi media approach in imparting instruction to its learners. It comprises:

- Self-instructional printed course material packages.
- Supporting audio-video programmes.
- Face-to-face interaction with academic counsellors at Programme Study Centres.
- Practical at designated institutions, in some programmes.
- Project Work in some programmes
- Work-related field project/Functional assignments as per programme requirements.
- Telecast of video programmes on the National Network of Doordarshan and Gyandarshan.
- Broadcast of audio programmes by All India Radio (selected stations).

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 student is an active participant in the teaching and learning process. Most of the instruction is imparted through distance rather than face-to-face communication.

The university follows a multimedia approach for instruction. It comprises:

- a) **Written Material:** The written material for both theory and practical component of the programme is supplied to the students in batches of blocks for every course. A block which comes in the form of a booklet comprises 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.

The video programmes are telecast on National Network and Enrichment Channel of Doordarshan. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Students can confirm the dates for the programmes from their Regional Centre/study centres.

- c) **Counselling Sessions:** Normally counselling sessions are held as per a schedule drawn before hand by the Programme In-charge. They are held on weekends, that is to say, Saturday and Sunday of the week.

There will be theory and practical counselling sessions for the entire programme at the selected Programme Study Centre. The practical counselling sessions will cover the practical exercise for all the eight courses. The participation in practical counselling is compulsory as the experiments are graded.

- d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel from the University studios at EMPC, the schedule of which is made available at the study centres. The learner will have to go to the nearest centre at the scheduled time for taking benefit of this facility.
- e) **Gyan Darshan Educational Channel:** A collaboration between MHRD, Prasar Bharati, IGNOU and other organizations has resulted in launching DD Gyan Darshan, the Educational Channel of India. Gyan Darshan has now gone completely digital and expanded into a bouquet of channels namely GD-1, GD-2 and GD-3 'Eklavya'. Educational Programmes are contributed by major educational institutions such as IGNOU, UGC/CEC, NCERT/CEIT, Directorate of Adult Education, IIT and other educational/development organizations in the country. Gyan Darshan transmissions uplinked from the earth station of EMPC-IGNOU, New Delhi can be accessed all over the country throughout the year and round the clock without any breaks.
- f) **Gyan Vani:** IGNOU has been offered Channel Radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOUEMPC – Gyan Darshan website.

<http://www.ignou.ac.in/gyandarshan>.

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

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 Educational Qualifications 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*” cannot be made the basis of admission to higher studies with IGNOU.

2.2 Incomplete and Late Applications

Incomplete application forms/Re-registration forms, received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill the relevant columns carefully and enclose the copies of all the required certificates duly attested by a Gazetted Officer. **The form is to be submitted to the Regional Director concerned ONLY on or before the due date.** The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever on account of this.

2.3 Validity of Admission

Learners offered admission have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

2.4 ‘Walk in Admission’ for Programmes

The candidates who are desirous of taking admission to any of the Programmes are required to approach the concerned Regional Director at any time during office hours. The admission for these programmes will remain open round the year; therefore, the candidates may get/submit the application forms as per the following schedule:

For January Session:

1st June to 31st October (without late fee)

1st November to 30th November (with late fee of Rs. 200/-)

For July Session:

1st December to 30th April (without late fee)

1st May to 31st May (with late fee of Rs. 200/-)

All other schedules, viz., the submission of Examination Form, assignments and dates for examinations will remain as notified by the University for all other Programmes.

2.5 Simultaneous Registration

Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration. However, if there is any clash of dates of counselling or examination schedule of the two programmes taken, University will not be in a position to make adjustment.

2.6. Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time of 6 months duration.

The student has to make payment per course on pro-rate basis. The details of pro-rate fee and the Re-admission Form is available at the Regional Centres for the courses which they have not been able to complete. For further details, please see the website.

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

2.7 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes 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. Programmes with limited number of seats are not offered for foreign students.

2.8 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, Defense Personal and Physically Handicapped and Kashmiri migrant students as per the Government of India rules.

2.9 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other programme of this University. However, in cases where University denies admission, the programme fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

Fee once paid will not be refunded under any circumstances.

2.10 Counselling and Examination Centre

All study centres, Programme study centres, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counseling or practicals. Regular counseling sessions will be conducted at the learner support centres

provided the number of learners for a particular course is equal to or more than 10. If the number is less than 10, then, in place of regular counseling, intensive counseling sessions will be held which essentially means that 40 per cent of the numbers of prescribed counselling sessions are to be conducted within a week's time.

2.11 Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/ change of address, the learner are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SRD Division, IGNOU, Maidan Garhi, New Delhi – 110068. **Request received directly at SRD Division, IGNOU, Maidan Garhi, New Delhi – 110068 will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the changes. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.** In case a change of Study Centre desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counseling facilities are not available for all Programmes at all the Centers, learners are advised to make sure that counseling are available, for the subject he/she chosen at the new centre opted for. Change of address and Study Centre is normally accepted subject to the availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of study centre is not permissible in programmes where practical components are involved.**

2.12 Change of Region

When a student wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110068. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer from regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student.

2.13 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 courses and Rs. 300/- per 6/8 credit course for undergraduate courses and Rs. 300/- per 2/4 credit course and Rs. 600/- per 6/8 credit course for Master degree programme by a Demand Draft drawn in favour of IGNOU payable at New Delhi. The request for change of medium should be addressed to Regional Director, concerned Regional Centre. The student is required to return-back the study material already received to Regional Director, concerned Regional Centre.

2.14 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not received the same for any reason whatsoever, the University shall not be held responsible for it. **In case, a student wants to have assignments, he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** In case of non-receipt of study material, students are required to write to concerned Regional Centre. Complain can be registered through e-mail at mpdd@ignou.ac.in.

2.15 Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi – 110068. 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. 200/- in case of request for sending transcript outside India.

2.16 Disputes on Admission and other University Matters

The place of jurisdiction for filing of a Suit if necessary will be only at New Delhi/Delhi.

2.17 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.1-52/2000 (CPP-II) dated May 5, 2004 and AIU Circular No. EV/11 (449/94/176915-177155 dated January 14, 1994 and AICTE circular No. AICTE/Academic/MoU-DEC/2005 dated May 13, 2005 (See Annexure I, II & III).

3 SCHOOL OF AGRICULTURE

School of Agriculture has been established to improve and sustain productivity and quality of human life in rural areas through Open and Distance Learning System (ODL) in Agriculture and Allied sectors. It aims to improve out-reach of agriculture education for rural masses particularly in remote, ecologically and socio-economically marginalized areas through academic, continuing and extension programmes. The objective is to strengthen human resource base through quality education and generate an army of trained manpower in agriculture through ODL in consonance with the national policies and market environment. It also aims to produce entrepreneurial skills and opportunities for life-long learning. The School is developing programmes in collaboration with various national and international organizations like Ministry of Agriculture, Ministry of Food Processing Industries, Ministry of Rural Development, Agricultural and Processed Food Products Export Development Authority (APEDA), Central Silk Board, International Network for Bamboo and Rattan (INBAR), Commonwealth of Learning (COL) and Consultative Group on International Agricultural Research (CGIAR).

Objectives

- To develop excellence, skill and entrepreneurship for strengthening the human resource base in agriculture through quality education.
- To make use of technological innovations for improving outreach and effectiveness of distance education in agriculture.
- To establish professional linkages with reputed institutions in India and abroad having expertise and experience in Distance education for institutional benefits.
- Provide equity, quality and relevance to education through principle of distance education.

3.1 Programmes on Offer

(a) PG Programme

1. Ph.D. in Agriculture Extension
2. PG Diploma in Food Safety and Quality Management
3. PG Diploma in Plantation Management
4. PG Certificate in Agriculture Policy

(b) Diploma Programme

1. Diploma in Value Added Products from Fruits and Vegetables
2. Diploma in Dairy Technology
3. Diploma in Meat Technology
4. Diploma in Production of Value Added Products from Cereals, Pulses and Oilseeds

(c) Certificate Programme

1. Certificate in Organic Farming
2. Certificate in Sericulture
3. Certificate in Water Harvesting and Management

(d) Awareness Programme

1. Awareness Programme on Dairy Farming for Rural Farmers
2. Awareness Programme on Value Added Products from Fruits & Vegetables

3.2 Programmes under Development

(a) PG Programme

1. Masters in Agri-Business Management
2. PG Diploma in Agriculture Policy

(b) Vocational and Entrepreneurial Programmes

1. Diploma in Watershed Management
2. Diploma in Fish Product Technology
3. Diploma in Horticulture
4. Certificate in Bamboo Use, Technologies & Enterprise Development
5. Certificate in Rattan Use, Technologies & Enterprise Development
6. Certificate in Beekeeping
7. Certificate in Poultry Farming

4. POST GRADUATE DIPLOMA IN PLANTATION MANAGEMENT

Plantation sector is an important segment of the Indian economy. India is home to many high value plantation crops and is one of the major contributors to the total world production. The sector has great significance due to its high employment potential and provides opportunities for income generation to a large section of the society especially women. In addition, the plantation industry offers lot of potential for earning foreign exchange through export of produce from plantations.

Globalisation and increased competition have brought in new challenges as well as opportunities to this sector. Plantation companies both new and old, need to improve their competitive edge by employing managerial skills and applying the latest technological innovations to improve productivity and be globally competitive. The sector if managed well, has scope for high income generation all the year round.

Thus, it calls for capacity building in Plantation Industry especially at the supervisory/ managerial level, for improving productivity and overall performance of this sector. The PG Diploma Programme in Plantation Management seeks to develop competent human resource for the plantation industry. The programme provides exposure to various management practices that are relevant for professional management of the sector. It also provides the technical know-how required for effectively managing major plantations such as tea, coffee, rubber, spices etc.

4.1 Objectives

The PG Diploma in Plantation Management is developed by IGNOU with the following specific objectives:

- To develop competent professionals in the Plantation Industry;
- To impart knowledge and skills in production, processing, marketing and finance management in the plantation sector, and
- To upgrade the technical proficiency of professional working in the Plantation Industry.

4.2 Programme Structure

In order to be eligible for the award of the PG Diploma, a student has to complete the following 5 courses equivalent to 32 credits (one credit is equal to 30 study hours)

Sl. No.	Course Code	Title of the Course	Credits
1.	MAM-001	Introduction to Plantation Management	4 Credits
2.	MAM-002	Crop Production Technology	8 Credits
3.	MAM-003	Post Harvest Management & Value Addition	8 Credits
4.	MAM-004	Human Resource, Marketing and Financial Management	4 Credits
5.	MAMP-001	Project Work	8 Credits
	Total Credits		32 Credits

4.3 Syllabus of the Programme

Code: MAM-001 Course-01: Introduction to Plantation Management

Block No.	Unit No.	Block/ Unit title
Block I	--	An overview of Plantation Sector
	1	Introduction to Plantation Industry
	2	Plantation Sector and National Economy
	3	Globalisation and WTO implications on Plantations
	4	Entrepreneurship Development
Block 2	--	Principles of Plantation Management
	5	Importance and role of Management
	6	Technology and Operations Management
	7	Functional Dimensions of Commodity Boards
	8	International Commodity Organisations & Agreements

Code: MAM-002 Course-02: Crop Production Technology

Block No.	Unit No.	Block/ Unit title
Block 1	--	Production and Management of Spices
	1.	Cultural Practices
	2.	INM, IPM and IDM
	3.	Organic Spices & Good Agricultural Practices
Block 2.	--	Production and Management of Tea
	4.	Cultural Practices
	5.	Nutrient Management
	6.	Plant Protection Measures
	7.	Organic Tea
Block 3	--	Production and Management of Rubber
	8.	Agro-Climatic Requirement
	9.	Nursery and Planting Materials
	10.	Planting & Cultural Operations
	11.	Crop Protection
Block 4.	--	Production and Management of Coffee
	12.	Agro-climatic Conditions
	13.	Nursery and Planting Materials
	14.	Planting & Cultural Operations
	15.	Crop Protection
	16.	Organic Coffee
Block 5	--	Production and Management of Coconut & Cashew
	17.	Cultural Practices and Nutrient Management of Coconut
	18.	Cultural Practices and Nutrient Management of Cashew
	19.	Plant protection of Coconut and Cashew

Code:MAM-003 Course-03: Post harvest Management & Value Addition

Block No.	Unit No.	Block/ Unit title
Block 1	--	Spices
	1.	Harvesting
	2.	Primary Processing & Grading
	3.	Secondary Processing & Value Addition
	4.	Quality Maintenance & Storage
Block 2	--	Tea
	5.	CTC Manufacture
	6.	Orthodox Manufacture
	7.	Green Tea Manufacture
Block 3	--	Rubber
	8.	Crop Harvesting
	9.	Primary Processing & Grading
	10.	Storage & Marketing
Block 4		Coffee
	11.	Primary Processing
	12.	Secondary Processing
	13.	Specialty Coffees
	14.	Grading & Packaging
Block 5	--	Coconut and Cashew
	15.	Harvesting and Processing of Coconut
	16.	Product Diversification and Value Addition in Coconut
	17.	Harvesting and Processing of Cashew
	18.	Byproduct utilisation and Quality of Cashew

Code: MAM-004 Course-04: Human Resource, Marketing and Financial Management

Block No.	Unit no.	Block/ Unit title
Block 1	--	Human Resource Management
	1	Introduction to HRM
	2	Labour management and IR
	3	Effective Communication and Conflict Management
Block 2	--	Marketing Management
	4	Trading procedures – Auction systems
	5	Basics of Marketing Management
	6	Marketing Information Systems
	7	Logistics and Supply Chain Management
	8	Product Promotion
Block 3	--	Financial Management
	9	Estate Accounting and Records Maintenance
	10	Principles of Costing and Cost Management
	11	Cash and Credit Management
	12	Risk Management: Insurance, Hedging and Derivative contracts
	13	Commodity Derivatives: Trading and Price Information

Course 5 MAMP-001 Project Work

Project work is a compulsory component and the student has to submit a dissertation in a chosen field of study in plantation sector, in consultation with an approved supervisor.

4.4 Eligibility for Admission

- Graduation in any discipline

4.5 Medium of Instruction

The medium of instruction of the Post Graduate Diploma in Plantation Management is English.

4.6 Target group

Supervisor/managers presently employed in various plantations such as tea, coffee, spices, rubber etc as well as graduates desirous of pursuing a challenge career in the Plantation sector.

4.7 Duration

The minimum duration of the programme is one year. However, the students are given a maximum period of four years to complete the programme from the date of registration. After which the students have to apply for readmission paying the pro-rata fee for each incomplete course of theory for further period of one year only.

4.8 Programme Fee

The programme fee for the PGDPM is Rs.4800.00.

The course fee should be paid only by way of demand drawn in the name of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals), complete Enrolment No. and Programme Code on the back of Demand Draft to ensure proper credit to your account.

The Fee can also be remitted in cash in the branches of Indian Bank or IDBI. The list of branches which are authorized for fee collection is mentioned in the Student Handbook & Prospectus. For this Rs.5/-(Rupees five only) is chargeable from the students per single transaction in cash, while depositing the fees with the Bank.

4.9 Programme Study Centre

To be identified.

5 STUDY MATERIAL

Properly planned self-instructional print material is the main part of the PG Diploma Programme on Plantation Management. The study materials prepared by the University are self-instructional in nature.

5.1 How to Study Print Material?

a) Theory

While going through the syllabus of courses you must have noted that each course has been divided into blocks. Each block has 3-4 units. These units of each block have a certain thematic unity and arranged in a related logical sequence to maintain the continuity of learning of the particular subject.

The course material will be provided for you in the form of well designed printed books. Each book is a block containing units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course, we start with the course introduction. This is followed by a brief introduction to the block.

Each unit has an introduction in which we tell you about the contents of the units. We outline a list of objectives which we expect you to achieve working through this unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end up each unit by summarizing its content to enable you to recall the main points.

In each unit, there are “Check Your Progress Exercise” which are meant to help you to assess your understanding of the subject. You must try attempting Check your progress exercise.

b) Project Manual

Project work is a compulsory component of the programme. The student has to undertake a project work, in his chosen field of study. The student has to prepare and submit the project proposal for approval. After receiving approval of the project proposal from the university, he can undertake the project work. Detailed guidelines for undertaking the project work are given in the Project Guide.

5.2 Video Material

In addition to the print material, video programmes are also being prepared for each course.

5.3 Counselling

The Programme Study Centre/Study Centre will organize counselling sessions for all courses. Here, as students, you can take help from the Counsellors in the study. The counselling sessions are not meant to be classroom lectures. You must study the material and try to assimilate it prior to coming for counselling. Whatever problems you have, you must consult your Counsellor for clarifications and help.

There will be counselling sessions for the entire programme at the selected programme Study Centre. Each counseling session will be of 2 hours duration. The detailed programme of the counselling sessions will be prepared by the Coordinator/Programme in Charge of the Study Centre/Programme Study Centre.

The Counsellor will also organise sessions where you can listen to/view video programmes. These programmes often supplement your course material. Exact dates of counselling sessions will be announced by the Study Centres concerned.

During the counselling session you will have the opportunity to interact with your fellow students which will help you to formulate self-help groups.

5.4 Teleconferencing

This is linked with both the theory and project courses and is usually held once in a month. We advise you to attend these sessions regularly at your Regional Centre. The schedule can be obtained from your Regional Centre and Programme Study Centres. This would give you opportunity to interact with students all over the country.

5.5 Gyan Vani

IGNOU has been offered FM channel radios in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. EMPC is also studying an experimental proposal for global Gyan Vani. As many as 10 FM Radio stations at Allahabad, Bangalore, Coimbatore, Vishakhapattanam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai and Delhi are already on air. The detailed schedule can be accessed at IGNOU EMPC-Gyan Darshan

Website <http://www.ignou.ac.in/gyandarshan>

5.6 Interactive Radio-Counselling

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

5.7 Study Centres

To provide effective support, IGNOU has set up a number of Study Centres all over the country. Programme Study Centres (PSCs) are being set up in selected institutes for the PG Diploma Programme. These centres will be managed by the Programme in-Charge. The details regarding the Programme Study Centres to which you are assigned will be communicated to you.

Please bring all your units as per the schedule during the counselling sessions.

6 EVALUATION

In Indira Gandhi National Open University, every course is considered as an independent unit. Hence, every course will be evaluated separately and for all purposes each course will be considered as a separate entity. There are totally five courses in PG diploma in Plantation Management comprising of 4 theory courses and one project work. For successful completion of the programme, you will have to secure pass marks in all the five courses.

6.1 Method of Evaluation of Theory Courses

Evaluation will be made through two components, namely continuous evaluation (through Assignments) and Term End Examination (TEE).

The weightage of assignments will be 30 per cent and that of Term-End Examination will be 70 per cent. For successful completion of each course, you will have to secure marks pass in both the components (that is assignments and Term End examination). The pass mark for each component is 50 per cent.

All the assignments have to be handwritten. Submission of assignments is a pre-requisite to appear for the Term-End examination. The assignments are to be submitted at you Study Centre / Programme Study Centre.

6.2 Term End Examination

The University conducts Term-end Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s) by the due date. Thus, the students can take the examinations after the completion of the course.

- **Examination Fee**

Examination fee of Rs. 50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose, you are advised to go through the list of study centres available in the Student Handbook and prospectus/Programme Guide. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, examination centre chosen by a student if is not activated, the university will allot another examination centre under the same Region.

- **Date of submission of Examination Forms**

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centres
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs. 300/-	
21 st April to 15 th May	21 st Oct to 15 th Nov	Rs. 500/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068)
16 th May to 28 th May	16 th Nov to 26 th Nov	Rs. 1000/-	

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

1. remain in touch with your Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form/ fee if any;
2. fill up the examination form for next term-end examination without waiting for the result of the previous term-end examination and also filling up the courses, for which result is awaited;
3. fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
4. **retain proof of mailing/submission of examination form till you receive examination hall ticket;**

- **Issue of Examination Hall Ticket**

University issues Examination Hall Tickets to the student's at least two weeks before the commencement of Term-end Examination, the same could also be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

The mark distribution and pass mark for each course mentioned below.

Course Code	Nature of Course	Continuous Assessment (Assignment)	Term-End Examination
		Max. Mark	Max. Mark
MAM-001	Theory	50(25)	50(25)
MAM002	Theory	100(50)	100(50)
MAM-003	Theory	100(50)	100(50)
MAM-004	Theory	50(25)	50(25)
MAM-001	Project Work	100(50)	

(The marks in bracket indicate the minimum pass mark.)

6.3 Pass percentage for the Programme.

As you can see in the above table, you will have to secure 50 per cent marks in all the courses on individual basis and on aggregate basis in all the five courses for award of the PG Diploma.

6.4 Result and Certification

The final certification of the Post Graduate diploma shall be made on a five point scale. The notional correlates of the letter grades are as follows:

Scheme of Awarding Division	Letter Grade	Grade Point	Qualitative Level	Percentage of Marks
I st Division with Dist (if applicable)	A	5	4.50 and above	80 % and above
I st Division	B	4	3.50 to 4.49	60 % to 79.9 %
II nd Division	C	3	2.50 to 3.49	50 % to 59.9 %
III rd Division	Not applicable			
Failed	F			Below 50 %

6.5 Re-evaluation of Answer Script(s)

The students who are not satisfied with the marks/grade secured by them in Term-end Examination can apply for re-evaluation within one month from the date of declaration i.e. the date on which the results are made available on the University website on payment of Rs. 500/- per course in the prescribed application form available on the University website. The better of the two scores of original marks/grades and re-evaluated marks/grades will be considered and the revised marks/grades shall be incorporated in the student's records, if applicable. Re-evaluation is not permissible for Projects, Practicals, Assignments and Seminars etc.

6.6 Early Declaration of Results

In order to facilitate the students who have got offer of admission, and or selected for employment etc and are required to produce mark-sheet/grade card by a specified given date may apply for early process of their answer scripts and declaration of the results for this purpose. The students are required to apply in the specified format available on the University website with a fee of Rs. 700/- per course through Bank Draft drawn in favour of IGNOU along with the attested photocopy of the offer of admission/ employment offer. The students can submit their requests for early declaration before the commencement of the Term-end Examination i.e., before 1st June and 1st December respectively. The University in such cases will make arrangements for processing the answer scripts and declare the results as a special case possibly in a month time from the date of examination.

7 OTHER USEFUL INFORMATION

7.1 Some Useful Addresses

For your information, addresses of important officers dealing with different educational aspects are given below. Whenever you have a problem, you can directly contact the concerned officer. **If you have any query regarding admission procedures, please write to Regional Director of your region.**

WHOM TO CONTACT FOR WHAT	
1. Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Director
3. Schedule/Information regarding Exam-form, Entrance Test, date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), Student Evaluation Division (SED), Block-12, Room No. 2, IGNOU, Maidan Garhi New Delhi-1100 068 e-mail: sgoswami@ignou.ac.in Tele No. 011-29536743, 29535924-32 / Extn. 2202, 2209
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcripts	Dy. Registrar (Exam-III), SED, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068 Email: kramesh@ignou.ac.in or Ph. 011-29536103, 29535924-32 / Extn. 2201, 2211, 1525
5. Non-reflection of Assignment Grades/Marks	Asstt. Registrar (Assignment), Student Evaluation Division, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110 068 assignments@ignou.ac.in or Ph. 011-29532294, 29535924-32 / Extn.-1312, 1319, 1325
6. Change of elective/medium/opting of left over electives/ deletion of excess credits	Concerned Regional Centre
7. Original Degree / Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam-I), SED, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068 Email- opbangia@ignou.ac.in ; convocation@ignou.ac.in Ph. 011-29535438, 29535924-32/Extn. 2224, 2213
8. Student Grievances (online)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU, Maidan Garhi. New Delhi-110 068 Email- sregrievance@ignou.ac.in Ph. 011-29532294, 29535924-32/Extn. 1313
9. Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110 068
10. Academic Content	Director, School of Agriculture, Zakir Hussain Bhawan, Academic Complex, Block – G, IGNOU, Maidan Garhi, New Delhi – 110068 Ph. 011-29533167, 29533166 Email- soa@ignou.ac.in
11. Information Regarding Counseling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
12. Approval of Project Synopsis	Project Coordinator in the Concerned School

13. Submission of Project Reports	Despatch Section, SED, Block -12, IGNOU, Maidan Garhi. New Delhi-110 068 Ph. 011-29535924-32/Extn. 2216
14. Student Support Services and Student Grievances, pre-admission inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110 068 E-mail: ssc@ignou.ac.in Ph. :011-29535414, 29533869, 2953380 Fax: 011-2953 3129

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

You are also advised to get in touch with the Programme Incharge of your Study Centre.

7.2 Online Facilities

IGNOU website is www.ignou.ac.in. A few important links under the site are enlisted here.

a) Schools: Where you will get the information about the programmes offered by different schools. In the school of agriculture, programmes being offered in agriculture sector are available.

b) For students: Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material despatch detail, address checking, convocation; term end date sheet; examination form; campus placement and prospectus and application form.

c) Single Window Information and Student Support (SWISS): Here you will get the electronic version of the prospectus and application form, information about the admission data and entrance test hall ticket and result.

d) Division: Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.

Student Registration Division- This link will give you information about admission and re-admission. Student Evaluation Division- This link give information about term end examination, results, date of submission of assignment and issue of study materials etc.

e) New Initiatives: Here is a link to Edusat where you will get the teleconferencing schedule of your programme.

f) Electronic Media: You will get the information about the Gyan Darshan Schedule, Gyan Vani schedule, Interactive Radio Counselling, teleconferencing schedule and feedback form.

7.3 Some Forms for your use

Appendix II	Sample Form for Change/Correction of Address
Appendix III	Sample Form for Non-receipt of Materials
Appendix IV	Sample Form for Term-end Theory Examination
Appendix V	Sample Form for Re-evaluation of Result of Term-end Examination
Appendix VI	Sample form for early declaration of result.
Appendix VII	Sample Form for obtaining Duplicate Grade Card/Marksheet
Appendix VIII	Application Form for Issue of Migration Certificate
Appendix IX	Re-admission Form
Appendix X	Sample form for issue of Provisional Certificate

Student may use photocopies of the above application forms.

List of Regional Centres

Sl.No	Region Code	Name of the Regional Centre	Address of the Regional Centre	Operational Area
1	01	HYDERABAD	REGIONAL DIRECTOR RAHUL CHAMBER HOUSE NO.3-5- 909HIMAYATNAGAR NARAYANGUDA MAIN ROAD HIMAYAT NAGAR HYDERABAD - 500 029 ANDHRA PRADESH TEL: 040-23221254,23221255 23221261 FAX 040-23221260 hyd2_ignourch@sancharnet.in ignourch_hyd@dataone.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICT SRIKAKULAM & VIJAYNAGARAM
2	02	PORT BLAIR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNR MAHAVIDYALAYA PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS TEL: 03192-242888,230111 rc_portblair@rediffmail.com sauand@yahoo.com	ANDAMAN & NICOBAR ISLANDS
3	03	ITANAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- SECTOR, NEAR CENTRAL SCHOOL NAHARLAGUN, ITANAGAR, DISTT. PAPUM PARE ARUNACHAL PRADESH. PIN. 791110. TEL. 0360 - 2247538 / 2247536 FAX - 0360 - 2247537	STATE OF ARUNACHAL PRADESH
4	04	GUWAHATI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NAVAGIRI ROAD, 1ST BYE LANE, CHANDMARI GUWAHATI-781003 ASSAM TEL: -0361-2662879(O),0361-2662831 FAX : 0361-2662879 grcignou@sancharnet.in , grcignou@gmail.com	STATE OF ASSAM
5	05	PATNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCO MAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001, BIHAR TEL: 0612-2221538/ 2221541 FAX: 0612-2221539 ignoupt@sancharnet.in	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC-DARBHANGA

6	07	DELHI 1	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 52, TUGHLAKABAD INSTT. AREANEAR BATRA HOSPITAL NEW DELHI - 110 062 DELHI TEL: 011-29956015/29958078 / 26056834 FAX : 011-29053172 redlignou@rediffmail.com vvgreddy2_ignou@rediffmail.com	UNION TERRITORY OF DELHI (SOUTH & WEST REGION), STATE OF HARYANA (DISTRICTS OF GURGAON, FARIDABAD)
7	09	AHMEDABAD	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY, SARKHEJ- GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT TEL: 02717-242975 / 242976 FAX: 02717-241580 rcignouahd@yahoo.com rcinou@vsnl.com	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
8	10	KARNAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, KARNAL - 132 001 HARYANA TEL: 0184-2271514 FAX: 0184-2255738 ignourck10@sancharnet.in ignourck10@bsnl.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF GURGAON, FARIDABAD)
9	11	SHIMLA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH TEL: 0177-2624613,2624611, FAX: 0177--2624611 sml_ignoures@sancharnet.in negidb@yahoo.com	STATE OF HIMACHAL PRADESH
10	12	JAMMU	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCECANAL, ROAD JAMMU - 180 001 JAMMU & KASHMIR TEL: 0191-2546529 FAX: 0191-2546995 ignourcj@sancharnet.in jammurc12@rediffmail.com	STATE OF JAMMU & KASHMIR (JAMMU REGION)

11	13	BANGALORE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 082 KARNATAKA TEL: 080-26654747 / 26657376 FAX : 080-26644848 ignourcblr@eth.net ignoubir@bgl.vsnl.net.in	STATE OF KARNATAKA, GOA
12	14	COCHIN	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA TEL 0484-340203,2348189,2330891 FAX 0484-2340204 igrcl4@vsnl.net	STATE OF KERALA, UNION TERRITORY OF LAKSHADWEEP
13	15	BHOPAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR, OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH TEL :0755-2578455 FAX : 0755-2578454 ignoubhopal@rediffmail.com ignou_bhopal@yahoo.com	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
14	16	PUNE	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA TEL: 020-25651124 FAX : 020-25671864 ignourcpune42@vsnl.net	STATE OF MAHARASHTRA
15	17	IMPHAL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX , NORTH A.O.C IMPHAL MANIPUR- 795001 TEL: 0385 - 2421190, 2421191, FAX: 2421192 ignouimp@rediffmail.com	STATE OF MANIPUR

16	19	AIZAWL	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.G.ROAD, KHATLA, AIZAWL - 796001 TEL: (0389) 2311692 / (0389) 2311693 FAX : 2311789 rd_aizwal@rediffmail.com	STATE OF MIZORAM
17	20	KOHIMA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NH-39, OPP. DZUVÜRÜ (MHON KHOLA) NEAR I.O.C., KOHIMA – 797 001, NAGALAND TEL: 0370 2241903 – 905, FAX: 0370 2241905 rd_kohima@rediffmail.com	STATE OF NAGALAND
18	21	BHUBANESHWAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA Tel : 0674-2301348 / 2301250 FAX: 0674-2300349 igrd21@hotmail.com ss_jena2002@yahoo.com	STATE OF ORISSA PHULBANI GAJAPATI
19	22	KHANNA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDINGBULEPUR (DISTRICT LUDHIANA) KHANNA – 141401, PUNJAB TEL: 01628- 229994/229993 FAX : 01628-238284 ignoukhanna@yahoo.co.in	
20	23	JAIPUR	REGIONAL DIRECTOR. IGNOU REGIONAL CENTRE 70/79, SECTOR – 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN TEL : 0141-2785750,2785750 FAX 0141-2784043 ignou@raj.nic.in ignou_rj@nic.in	STATE OF RAJASTHAN
21	24	GANGTOK	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON, TADONG PO SHUMBUK HOUSE GANGTOK – 737102, SIKKIM. TEL: 03592-270364 /231375 FAX : 03592-270923 / 231383 slg_nougkrc@sancharnet.in rd_gangtok@rediffmail.com rc_gangtok@sify.com	STATE OF SIKKIM

22	25	CHENNAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUSTARAMANI CHENNAI - 600 113 TAMILNADU TEL: 044-22541919 / 22542727 FAX: 044-22542828 ignou_rc@dataone.in ignourcc@nds3.vsnal.net.in	STATE OF TAMIL NADU, UNION TERRITORY OF PONDICHERRY
23	26	AGARTALA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE AGARTALA, TRIPURA TEL: 0381-2516715 FAX: 0381-2516266 rd@ignouagt.in	STATE OF TRIPURA
24	27	LUCKNOW	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - HALIGANJ LUCKNOW - 226 024 UTTAR PRADESH TEL: 0522-2364893 / 2762410 (RCL) FAX: 0522-2364889 ignoulko@sancharnet.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS OF MATHURA, MEERUT, GHAZIABAD, GAUTAM BUDGH NAGAR, BAGPAT, BULANDSHAR, BIJNOR, MORADABAD, RAMPUR, SAHARANPUR & MUZAFFARNAGAR)
25	28	KOLKATA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL TEL: 033-23349850 FAX: 033-23347576 ignourd28@yahoo.com rd28cal@rediffmail.com	STATE OF WEST BENGAL
26	29	DELHI 2	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI ,RAJGHAT NEW DELHI - 110 002 TEL: 011-23392375 / 23392376 / 23392377 FAX : 011-23392375 ignourd2@ndf.vsnl.net.in ignourd2@bol.net.in	UNION TERRITORY OF DELHI (NORTH & EAST REGION), STATE OF UTTAR PRADESH (DISTRICTS OF MEERUT, GHAZIABAD, GAUTAM BUDH NAGAR, BAGPAT)

27	31	DEHRADUN	DR. RAJENDER. GUJRAL, RD GNOU REGIONAL CENTRE NANOOR KHERA,TAPOVAN, RAIPUR ROAD DEHRADUN - 248 001, UTTARANCHAL TEL: 0135-2789180 FAX : 0135-2789190 ignoudn@sancharnet.in ignoudn@hotmail.com	DISTRICTS OF DEHRADUN, HARIDWAR, UTTARKASHI, PAURI GARHWAL, RUDRAPRAYAG, TEHRI GARHWAL, CHAMOLI, BAGESHWAR, THORGARH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGHNAGAR
28	32	RANCHI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457A, ASHOK NAGAR RANCHI - 834022. JHARKHAND Tel: 0651-2244688,2244699 FAX: 0651-2244400 ignouranchi@yahoo.com rdranchi@ignou.ac.in	STATE OF JHARKHAND
29	35	RAIPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALLSECTOR - 1 SHANKAR NAGAR RAIPUR – 492007, CHATTISGARH TEL: 0771-2428285 / 5056508 FAX : 07712445839 rcignou@cg.nic.in	CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
30	41	JABALPUR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLR, RAJSHEKHAR BHAVANRANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH TEL: 0761-2609269 FAX: 0761-2600411 ignoujabalpur@hotmail.com ignoujabalpur@yahoo.com	JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI (PART OF MP)
31	42	RAJKOT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CONTINUING EDUCATION BUILDING SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT TEL: 0281-2572988 subrcrajkot@yahoo.co.in	DISTRICT OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR (PART OF GUJARAT)

32	43	MADURAI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.S.I. INSTITUTIONAL CAMPUS T.P.K. ROAD (NH-7) PASUMALAI, MADURAI - 625 004 TAMILNADU TEL: 0452-2380387,2380733 FAX: 0452-2370588 ignoumadurai@yahoo.com	DISTRICTS OF MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, TIRUNELVELI, KANNIYAKUMARI, TUTICORIN, RAMANATHAPURAM, SIVAGANGA, PUDUKKOTTAI (PART OF TN)
33	44	KORAPUT	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RDBEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA TEL: 06852-252982/251535 ignou_koraput@rediffmail.com	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, SRIKAKULAM (PART OF AP), DANTEWADA, BASTAR (PART OF CG)
34	46	DARBHANGA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CAMPUS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR TEL: 06272-253719 FAX: 06272-251833 srcdarbhanga@yahoo.com antripathi29@rediffmail.com	PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA, KHAGARIA, MAD
35	47	ALIGARH	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 4/1339 A NEW SIR SYED NAGARDODHPUR , CIVIL LINES, ALIGARH-202002 UTTAR PRADESH TEL: 0571-2700120 ignousrcaligarh@yahoo.com	DISTRICT OF JYOTIBA PHULE NAGAR, RAMPUR, ALIGARH, BUDAUN, BAREILLY, HATHRAS, AGRA, FIROZABAD, SAHARANPUR, MATHURA, BULANDSHAHR, MUZAFFARNAGAR, BIJNOR, MORADABAD
36	18	SHILLONG	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "SUNNY LODGE" NONGSHILLIANG NONGTHYMMAI SHILLONG – 793014 MEGHALAYA TEL : 0364-2521117 FAX: 0364-2521271 ignou18@sancharnet.in	STATE OF MEGHALAYA

37	45	SILLIGURI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE ,SUBHAS PALLY SILIGURI- 734 001 TEL : 0353 – 252 6818 FAX : 0353 – 252 6819 ignourcsiliguri@yahoo.com ignourcsiliguri@hotmail.com ignourcsiliguri@rediffmail.com (for Learners)	DISTRICT OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN DINAJPUR, MALDAH (PART OF WB)
38	30	SRINAGAR	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSERAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR TEL: 0194-2311258 FAX: 0194-2311259 ignousgr@hotmail.com mushtaqad62@yahoo.co.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
39	48	VARANASI	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DEPUTY DIRECTOR IGNOU SUB-REGIONAL CENTRE GANDHI BHAWAN BHU CAMPUS VARANASI-221 005 TEL: 0542-2368022,2368622 ignousrc.vns@gmail.com ignousrc.vns@rediffmail.com	DISTRICT OF UTTAR PRADESH AMBEDKAR NAGAR, SANT KABIR NAGAR, MAHARAJ GANJ, JAUNPUR, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, VARANASI, GHAZIPUR, MAU, CHANDAULI, SONBHADRA.
40	33	VIJAYAWADA	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, SKPVV HINDU HIGH SCHOOL, KOTHAPETHA, VIJAYAWADA- 520 001 ignourcvijayawada@gmail.com	DISTRICT OF ANDHRA PRADESH VIJAYAWADA. SRIKULAM AND VIZAINAGARAM VISHAKHAPATNAM, EAST GODAVARI, WEST GODAVARI, KHAMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLUR AND CHITTUR

Form for Change/Correction of Address

Application for Change of Address

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme _____

Name (in caps) _____

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

City _____ Pin _____

City _____ Pin _____

State _____

State _____

Signature of Student

(You are advised to use the photocopy of this proforma)

Form for Non-receipt of Materials

The Regional Director
Concerned Regional Centre
.....

Subject: Non-receipt of Study Material & Assignments

Enrolment No.

ProgrammeMedium of Study.....

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

<u>Sl.No.</u>	<u>Course Code</u>	<u>Blocks</u>	<u>Assignments</u>
---------------	--------------------	---------------	--------------------

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 dispatch of study material/assignments to students

(You are advised to use the photocopy of this proforma)

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

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

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

Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits & those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPTS

1. Name:

2. Programme:

3. Enrolment No.

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4. Address

.....

.....

PIN:

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5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:

.....

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

9. Fee Details:

(The fee for this purpose is to be paid through Demand Draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Demand Draft No. Date

Issuing Bank

Signature of the student

Date:

(Rules and Regulations are mentioned in the next/reverse side of this form)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the results 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 will also 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 & Seminars etc.
6. The filled in form with the requisite fee is to be sent to:

**Deputy Registrar (Exam-III)
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi – 110068.**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation Division**

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

1. Name : _____

2. Programme:

Enrolment No:

3. Reason for early declaration of result: _____

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre:

6. Total Amount paid Rs.: _____ Bank DD No. _____ Date _____

(Rs. 700/- per course)

Issuing Bank _____

Signature _____

Name & address _____

of the Student _____

Date: _____

Note:-

1. Request for early declaration of result will be entertained for final semester/year or maximum of 4 backlog courses only.
2. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
3. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

Registrar (SED),
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110068.

The prescribed fee for early declaration of result is Rs. 700/- per course in form of demand draft issued in favour of 'IGNOU' and payable at 'New Delhi'.



Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARKSHEET

Name of the student:

Programme:

Enrolment No.

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Address (where grade card is to be sent)

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

PIN:

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

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

Date: Signature of the student

Note: Fee for duplicate grade card is Rs.150/-. Bank Draft/IPO should be drawn in favour of IGNOU & payable at New Delhi. The duplicate grade card will be sent by Registered post. The filled-in form with the requisite fee is to be sent to:

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



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

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
4. Particulars of last examination

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

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

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

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

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer _____

Instructions

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi as the case may be.
2. At the time of submission of the application for issue of Migration Certificate the applicant should attach Xerox copy of consolidated Statement of Marks of Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issue on payment of Rs. 200/- 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. 2/- to be sworn before a Magistrate on the following format.

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



STUDENT REGISTRATION AND EVALUATION DIVISION
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Re-admission form

1. Name & Address of the student _____

2. Programme Code :
3. Enrol. No. :
4. Regional Centre Code :
5. Study Centre Code :

6. Details of course(s) not completed for which re-admission is sought.

Sl. No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
Total Rs.				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (col.no.6+7) Rs. _____ enclosed vide Demand Draft No. _____ Date _____ of _____ (Name of Bank)

(DD should be drawn in favour of "IGNOU" payable at New Delhi

Dated : _____

Mail this **Re-admission Form** along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Signature of the Student

Note: Please retain a copy of this form for any future reference.

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months** - **for all Certificate Programmes of six months duration**
 - b) **One year** - **for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)**
 - c) **Two Years** - **for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SR&E Division
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme

Regional Centre

Name

Father's Name

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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled in Application Form should be sent to:

Registrar(SED)

**Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Date.....

.....

Signature