

PROGRAMME GUIDE

Post-Graduate Diploma in School Leadership and Management

(PGDSLML)



**School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068**

“शिक्षा मानव को बन्धनों से मुक्त करती है और आज के युग में तो यह लोकतंत्र की भावना का आधार भी है। जन्म तथा अन्य कारणों से उत्पन्न जाति एवं वर्गगत विषमताओं को दूर करते हुए मनुष्य को इन सबसे ऊपर उठाती है।”

— इन्दिरा गांधी

"Education is a liberating force, and in our age it is also a democratising force, cutting across the barrier of caste and class, smoothing out inequalities imposed by birth and other circumstance."

- Indira Gandhi

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

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Dear student,

We welcome you to our programme, Post-graduate Diploma in School Leadership and Management (PGDSLM).

At the very beginning we would like to tell you that following your enrolment in this programme, you have become a student of Indira Gandhi National Open University, which offers educational programme through the Open and Distance Learning (ODL) mode. It is quite likely that this is going to be your first experience as a distance learner. Unlike other educational institutions where teaching and learning take place in a face to face manner, IGNOU adopts a multi-media approach to facilities teaching-learning. You will find that the printed self-learning material is the master medium. It is supplemented with audio and video programmes. You will also benefit from the counseling sessions organised at the study centre. Besides the assignments submitted by you will be evaluated and you will receive feedback from the evaluators. Thus, there would be multiple modes through which we would be interacting with each other.

It is quite natural that individuals with an academic background in the Sciences or Mathematics or Literature or Commerce, on assuming the responsibilities of a school head/principal encounter a number of challenges in managing the schools. This programme intends to help you and others, similarly placed, in getting equipped with the skills and attitudes necessary to face these challenges. PGDSLM, thus, has several objectives like developing various skills, and competencies and inculcating values that are essential for improving the performance of the school. However, all these objectives together comprise the goal of enabling you to effectively lead your school towards excellence in all spheres.

The units included in the different courses of the programme have been enriched with a number of activities and case studies taken from the school context. The case studies will help you to reinforce your learning while the activities will provide a scope to you to practically apply the knowledge and enrich your learning through your own experiences.

You, as a student of this programme may be eager to ask a number of questions about it. Therefore, to help you in obtaining answers to some of the frequently asked questions, this programme guide has been designed. This will not only provide you with the relevant information about the programme but will also help you in gaining an overall idea about its various aspects.

With best wishes,

Members of faculty
School of Education
IGNOU



1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being constrained by the limitations of place and time. With a view to develop a versatile education system with emphasis upon innovation, cost effectiveness, flexibility, universality, and societal involvement, IGNOU was established in September 1985 by an Act of Parliament. It ranks as one of the premier educational institutions in the world. IGNOU has contributed significantly to the development of higher education in India. It has been a world leader in open-distance education and that is why the "Centre of Excellence Award" in Distance Education was conferred on it in 1993 by the Commonwealth of Learning (COL). It also received the "Award of Excellence for Distance Education Materials" in 1999 from COL.

The significant features of Indira Gandhi National Open University are :

- Relaxed entry rules;
- Study according to the student's own pace and convenience;
- Study at the students' own chosen place;
- Flexibility in choosing a combination of courses from across a whole range of disciplines; and
- Use of modern educational tools like computer, and communication technology.

The University functions with the objective of :

- Providing access to higher education to large segment of population and thereof seeking to achieve the educational well being of the community;
- Providing access to higher education to the disadvantaged groups and individuals and thereby opening up opportunities to upgrade knowledge and skills;
- Bringing higher education to the door-steps of all those who want it;
- Providing an integrated development of human personality;
- Promoting awareness of national integration; and
- Providing high quality education at the university level.

2. PGDSL M PROGRAMME - GENERAL INFORMATION

Frequently Asked Questions

The frequently asked questions about the programme have been taken up below:

● **Who is eligible for PGDSL M?**

PGDSL M is a programme meant for the professional development of the prospective as well as inservice school heads/principals. Those who are responsible for the management of school as well those aspiring to be the principals of schools would benefit from this programme. The minimum academic qualification required for being eligible for this programme is graduation in any discipline.

● **How will this programme help my career?**

For any individual aspiring to become the principal/head of a school, or for those already holding the post, possession of this diploma would be helpful in professional development.

● **Are the programme offered by distance education recognised?**

All the programme offered by IGNOU are recognized. IGNOU was established through an Act of Parliament in 1985. The programme offered by it are offered by distance made and are recognised.

● What is meant by a credit?

One credit is equivalent to 30 hours of study along with other relevant academic activities. It gives you an idea of the inputs (work and time) needed for the successful completion of a programme. This programme is of 30 credits.

Now that we have answered some of the general questions about this programme, let us discuss some specific details regarding the programme.

Programme Objectives

The Objectives of the programme are as follows:

- i) To develop essential skills, competencies and values needed for effective school leadership and management.
- ii) To enable head teachers/principals to create an effective and enabling environment.
- iii) To improve the overall performance of the school.
- iv) To development a trained and competent cadre of head teachers/ principals.

Eligibility for Enrolment

Graduate/ Post Graduate Teachers, Head Teachers and Principals

Medium of Instruction

The Programme is available in Hindi and English language.

Duration of Programme- Minimum-1 year Maximum- 2 Years

You may appear in the Term-end Examination (TEE) after one year of enrolment in this programme. You will get the opportunity to appear in 2 subsequent TEEs held in June and December to complete the course and you need not have to appear for course(s) cleared in the proceeding TEEs.

Total Credits- 30

Fee- Rs. 4,200/-

Study Centres

IGNOU has established a number of study centres throughout the country. These centres provide counseling facilities on scheduled days at fixed hours on a regular basis, and also function as information centres and exam centres. Each student is assigned a study centre where he/ she submits the assignment to the study centre coordinators. In case the student does not go to his/ her study centre in person, the assignment can also be mailed to the concerned coordinators.

3. PROGRAMME STRUCTURE

PGDSLM Programme consists of 5 courses. Each course consists of 3 blocks and some audio and video programmes. The details are as follow:

S. No.	Course Code	Title of the Course	Type of Course compulsory/ optional	Credits	No. of Blocks
1.	MES-004	Head Teachers as School Leaders	Compulsory	6	3
2.	MES-005	Human Resource Development	Compulsory	6	3
3.	MES-006	Managing Teaching- Learning	Compulsory	6	3
4.	MES-007	School Governance and Financial Management	Compulsory	6	3
5.	MES-008	Leadership for Better School	Compulsory	6	3

Extended Contact Programme (ECP): The Extended Contact Programme is non-credit but is an integral part of this programme and it is compulsory for you to attend it. Some of the sessions will be held at the study centres while some may be through teleconferencing with the faculty of IGNOU as its headquarters. The sessions would include lectures, discussions, and other such individual and group activities to strengthen the knowledge gained through the SLM and to develop appropriate skills and competencies. The interactive sessions comprising the ECP will also provide you with an opportunity to interact with the resource persons and your peer. This will help you in comprehending the course content better.

The schedule of ECP will be as follows:

Day	Sessions
1	Inauguration, about PGDSLIM and course 1
2	Activities related to Course 2 and 3
3	Activities related to Course 4 and 5
4	Feedback and Valedictory Session

MES-004 Head Teachers as School Leaders

This course aims at imparting competencies and skills to head teachers to enable them to bring about the desired changes in the core characteristics of a school system. It focuses on the principles and techniques of school management helping the head teachers to play a facilitative and directive role towards effective school management. The course underlines the significance of viewing school as a learning organisation with a mission, a vision and constant opportunities for self renewal.

MES-005 Human Resource Development

For any organization to function effectively it needs people. This course underlines the importance of human resource development in the effective functioning of school as an organisation. It aims at developing competencies and skills needed for planning, managing and developing human resources. Efficient planning in human resources provides better services. The ability of the head teacher to effectively deploy the human resource is vital to the interests of the employees and the students. The importance of developing human resources lies in the understanding of the idea of organisation as human system, therefore, needing continuous learning and transforming.

MES-006 Managing Teaching- Learning

This Course deals with principles and practices of effective management of the most important activity of a school; i.e. teaching-learning by the head of the school. The overall purpose is to help the school head know, comprehend and take action regarding the various aspects of the essential function of the teaching-learning activities of a school, right from the concept of curriculum to teaching aids, evaluation and resources. The course gives a detailed exposition of the importance of a good time table in a school along with the principles of its preparation for different levels. Suggestions for organizing and improving co-curricular activities have been given.

The practical aspect of the transaction of the curriculum including lesson planning and actual classroom teaching, questioning skills, classroom management, and supervision by the head have also been highlighted. The role of the head teacher in managing various resources of Information and Communication Technology (ICT) for effective classroom transaction has been elaborated. These aspects will really be of a great advantage to the head in fulfilling of her responsibilities and maintaining effective teaching-learning process. The course further describes the nature and type of resources – physical, human, material, and financial. It offers advice to the procurement and management of these resources. The procedure for proper maintenance of various types of resources has also been discussed with emphasis mainly on the identification, application and supervision of relevant ICT inputs to provide effective support to the school maintenance system.

MES-007 School Governance and Financial Management

This course intends to help you in developing the skills and competencies related to two aspects of management of schools. First, you would be acquainted with the policies, legal issues and rules that constitute the framework

within which the governance of school is to be carried out. Secondly, so that you may achieve economic efficiency in your school, you would be helped in dealing with the various issues comprising the challenging task of management of the financial resources of the schools.

MES-008 Leadership for Better Schools

This Course focuses on school improvement as a holistic process of planned change and improvement aligned with the vision and mission of the school. In the process it seeks to develop competencies in head teachers to transform school as learning environments. In such schools, differences in achievement and performances diminish leading to an overall development of pupils from diverse backgrounds. The course also highlights the interface between the school, various governmental bodies, parents, the community and the industry.

4. COURSE STRUCTURE

MES-004 Head Teachers as School Leaders

Block 1 Profile of a School Leader

- Unit 1 Emerging Role of School in the Changing Context of Education
- Unit 2 Education Management- Nature, Scope and Significance
- Unit 3 Demands on Head Teachers as School Leaders
- Unit 4 Roles, Functions and Responsibilities of a School Leader

Block 2 Principles and Techniques of School Management

- Unit 5 Delegation of Responsibilities
- Unit 6 Communication and Negotiation
- Unit 7 Managing Meeting
- Unit 8 Managing Conflict
- Unit 9 Decision-making and Problems- solving

Block 3 School as a Learning Organisation

- Unit 10 The Learning Organisation (Vision, Mission and Objectives)
- Unit 11 Characteristics of an Effective School (Shared Values and Vision, Team Thinking, Team Institution, Self-renewal)
- Unit 12 Professional Values and Ethics
- Unit 13 Initiatives for Self-development

MES-005 Human Resources Development

Block 1 Planning for Human Resources

- Unit 1 Assessing Human Resources Needs
- Unit 2 Job Analysis
- Unit 3 Recruitment and Selection
- Unit 4 Induction, Work Distribution and Retention

- Block 2 Human Resources Management**
- Unit 5 Staff Development
 - Unit 6 Staff Motivation and Rewards
 - Unit 7 Staff Supervision and Discipline
 - Unit 8 Staff Performance and Appraisal
 - Unit 9 Staff Records

- Block 3 Developing Human Resources**
- Unit 10 Understanding Personality
 - Unit 11 Interpersonal Processes
 - Unit 12 Leadership Styles
 - Unit 13 Stress Management

MES-006 Managing Teaching- Learning

- Block 1 Planning and Organising Curriculum**
- Unit 1 Curriculum- Concept, Planning and Organisation
 - Unit 2 Time Tabling and School Calendar
 - Unit 3 Planning for Co-curricular Activities
 - Unit 4 Planning for Teaching Aids

- Block 2 Guidance and Supervision of Curriculum Transaction**
- Unit 5 Curriculum Transaction
 - Unit 6 Classroom Management
 - Unit 7 Organising Learning Experiences
 - Unit 8 Management of Evaluation (Assessment and Examination)
 - Unit 9 Management of Record Keeping

- Block 3 Management of Teaching-Learning Resources**
- Unit 10 Identifying and Selection of Appropriate Resources
 - Unit 11 Procurement and Management of Teaching- Learning Resources
 - Unit 12 Management of Physical Resources
 - Unit 13 Resource Maintenance and ICT

MES-007 School Governance and Financial Management

- Block 1 School Governance**
- Unit 1 Policies and Practices of School Governance
 - Unit 2 Rules and Regulation
 - Unit 3 Legal Issues
 - Unit 4 Partners in School Governance

Block 2 Framework for Financial Management

- Unit 5 Source of School Funds
- Unit 6 Mobilisation of Financial Resources
- Unit 7 Financial Rules
- Unit 8 Principles and Strategies for Financial Management

Block 3 Economic Efficiency and Educational Effectiveness

- Unit 9 School Budgeting and Administering Budget
- Unit 10 Maintaining School Accounts
- Unit 11 Auditing and Reporting
- Unit 12 Use of Information and Communication Technology in Financial Management

MES-008 Leadership for Better Schools

Block 1 School Development Plan

- Unit 1 Designing Development Plan for Better Schools
- Unit 2 Development Performance Indicators
- Unit 3 Managing School Development Plans

Block 2 Enriching Pupil Experiences

- Unit 4 Enhancing Pupil Learning and Achievement
- Unit 5 Managing Socio-emotional Problems
- Unit 6 Managing Differently Abled and Special Children
- Unit 7 Managing for Equal Opportunities- Pluralism and Gender Issues

Block 3 Managing Public Relation

- Unit 8 School Managers and Governing Bodies- State/ Local Govt./ Examining Board
- Unit 9 School- Parents- Community
- Unit 10 School- Industry Interface

5. 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 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 cassettes
- Audio-video programmes transmitted through Television and Radio
- Teleconferencing
- Face-to-face interaction with academic counselors at Study Centres
- Assignments

- Learning from experience exercises
- Extended Contact Programme (ECP)

5.1 Print 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 (3 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 **Summing 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.

5.2 Audio-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 advice 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-110068.

5.3 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 e-mail 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.

5.4 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 or difficult issues, and get clarifications for your queries and also to discuss 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.

5.5 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 counseling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) Counselling : Face-to-face counseling for the courses is provided at the Study Centres. The detailed programme of the counseling 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.

6. EVALUATION

The evaluation system in the PGDSL M Programme is based on three 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) Term-end examination (TEE) has a weightage of 70% of the total weightage for each course.
- d) Extended Contact Programme (ECP) (Compulsory)

We have already informed you about assignments and ECP. Now we shall provide some information about TEE. For passing a course at least D grade is needed and overall average should be at least C for successfully completing the programme. If one misses a course or fails to clear it, she may appear at it in the subsequent TEE and this will be allowed till the registration is valid i.e. 2 years. 5 points Letter grade is used for evaluation.

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:

Division	Percentage Range	Grade	Point Grade
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

6.1 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/counselors 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 book/books, if any, to the Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi-110068) or the Regional Director, Regional Centre or the Coordinator of your Study Centre concerned.

6.2 Term-end Examination

As stated earlier, term-end examination is the major component of the evaluation system and it carries 70% weightage in the final result. You must fill and send your term end examination form before the last dates i.e. 31st March for June exam and 30th September for December exam, to the Assistant Registrar (Exam-II), SED, IGNOU, Maidan Garhi, New Delhi-110068

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

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, normally, 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.

The last date for submission of examination forms is as follows:

Examination	June	December
a) Dates for submission of Examination form (without late fee)	1 st February to 31 st March	1 st August to 30 th September
c) With Late Fee of Rs. 100/- October	1 st April to 20 th April	1 st Oct. to 20 th

Please write your correct Enrolment Number, Programme Code and name at the back of the Demand Draft/IPO drawn in favour of IGNOU, New Delhi. The examination form received after due dates or without late fee, wherever applicable, shall be rejected.

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.**

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, SE Division at 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.

7. 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 provided 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 A/V programmes. Such visits will also help you obtain the latest information on broadcast and telecast of programmes and teleconferences. Now IGNOU has a 24 hr. TV Channel 'Gyan Darshan' and a countrywide network of FM radio stations. You should contact your cable operators to beam Gyan Darshan. In case, it is not possible for you to visit your SCs for some reason, you can procure these cassettes/CDs from the University for convenient viewing.

Preparing Assignment Responses: The separation between the teacher and the taught in the ODL system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your counselor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions, you might be required to give a brief outline, while in other you may be asked to give your justifications/demonstrate your skills and knowledge/given detailed description, etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. You may also discuss implications and suggest application and/or give illustrations.

When you have answered the assignments, pause for a while and recheck your response to make sure that :

- The language is your own, simple and comprehensible;
- It covers all relevant aspects and with expected details;
- The content is accurate and relevant;
- The presentation is logical and clear;
- The main points are well supported by examples/arguments/is illustrations; and
- The response has been legibly written

Taking the Term-end Examination : In our system of education, career prospects are influenced by the performance in examinations. So, you should approach examinations with some caution. However, this should not cause anxiety. Another important point to be kept in mind is that you must submit your assignments as per schedule before the examination.

Preparing for the Examinations : The surest way to success in examinations is to conscientiously employ effective study techniques over a period of time. For example, if you follow the tips provided here, your chances of success will improve. You will certainly remember more, have a better understanding, and be able to organize your ideas quickly and effectively.

On the Examination Day : When you receive the question paper:

- Read the instructions and the question paper right through very carefully, paying attention to each question;
- Be objective, and assess what precisely the questions demand of you;
- Budget your time, that is, you should carefully allocate your time according to the weightage given to each question; and
- Plan your answer and form a sense of priority.

8. OTHER USEFUL INFORMATION

8.1 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.

8.2 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-cremy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

8.3 Scholars and Reimbursement of Fee

The learners belonging to reserved Categories, Viz. Scheduled Castes, Scheduled Tribes and Physically Handicapped have to pay the full fee at the time of admission to the University along with other general category candidates.

SC/ST learners have to collect and subsequently submit their scholarship forms to the respective State's Directorate of Social Welfare or Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

Similarly, Physically Handicapped learners admitted to IGNOU Programme are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government 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.

8.4 Change or Correction of Address

There is a printed card for the change/correction of address. This card is normally sent to you along with the study material. In case there is any correction or change in your address, you are directed to make use of that printed card addressed to **Director, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi – 110 068**. You are advised not to write letter to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during this period.

8.5 Change of Study Centre

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.

8.6 Change of Region

When you want transfer from one Region to another, you have to write to that effect 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 from where you are seeking transfer will transfer all records 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.

8.7 Re-Admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

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.

8.8 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 counseling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

8.9 Refund of Fee

Fee once paid will not be refunded under any circumstances.

8.10 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.

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 Audio/Video Tapes
7. Academic Matters

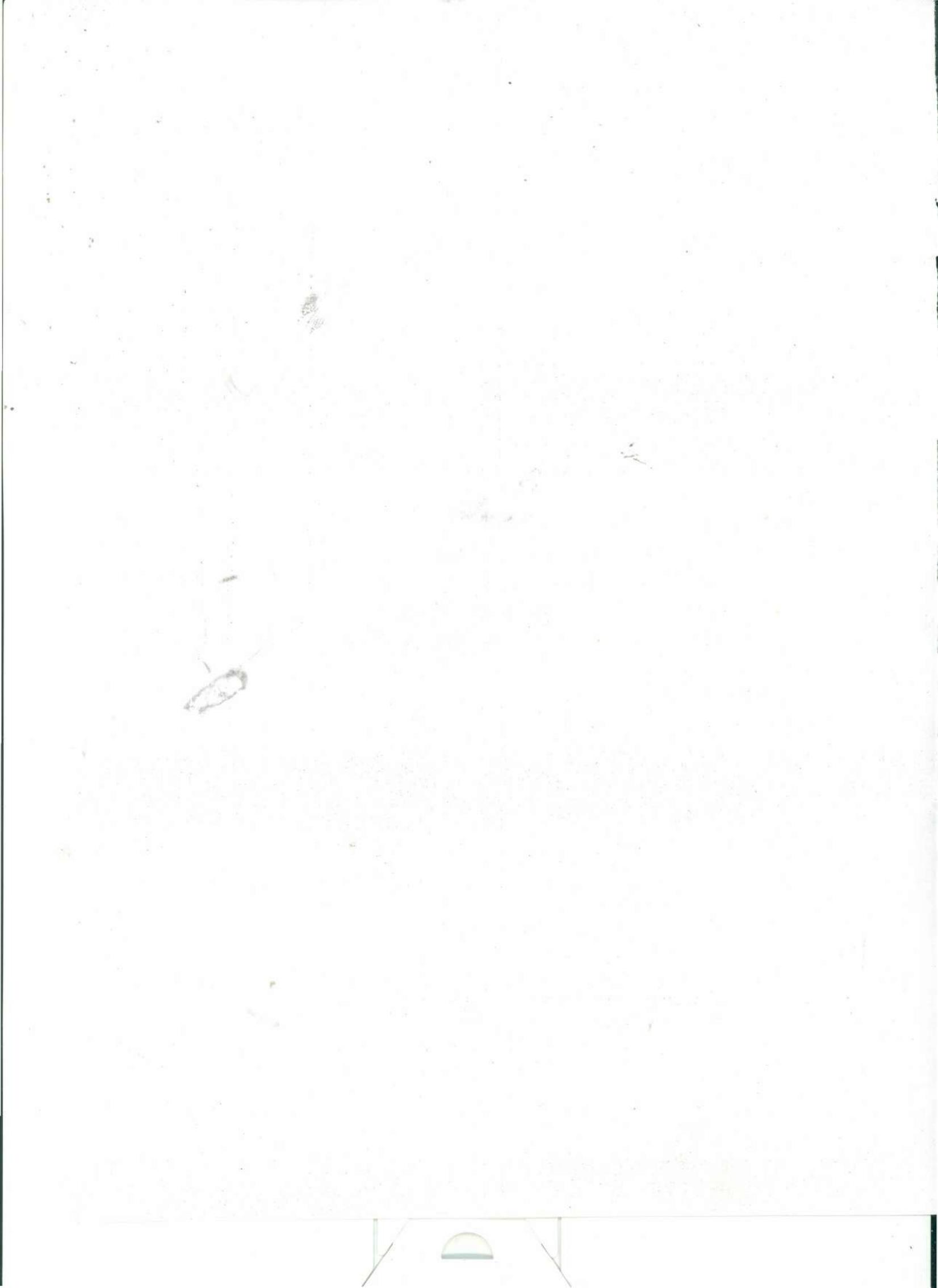
Marketing Unit
EMPC, IGNOU, Maidan Garhi
New Delhi-110068
Prof. M.C. Sharma

Programme Coordinator
(PGDSL M)
School of Education
'G' Block, Room No, 123
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. SOME USEFUL FORMS

1. Assignments Remittance-cum-Acknowledgement Form
2. Change/Correction Address and Study Centre
3. Requisition for fresh set of assignments
4. Term-end examination Form
5. Application form for re-evaluation of answer scripts
6. Application form for obtaining duplicate grade card/mark sheet
7. Application form for issue of Migration Certificate
8. Application form for issue of provisional certificate
9. Change of Medium of Instruction/Course of Study/Programme of Study
10. Form of Re-admission for all Programmes
11. Non-receipt of study material/assignment



Enrolment No.:	<input type="text"/>	Programme:	<input type="text"/>
Name:	<input type="text"/>		
Course Code:	Medium: <input type="text"/>		
S.No.	Assignment No.	For Office Use only	
		Sr. No.:	<input type="text"/>
		Date of Receipt:	<input type="text"/>
		Name of Evaluator:	<input type="text"/>
		Date of despatch to the Evaluator:	<input type="text"/>
		Date of receipt from Evaluator:	<input type="text"/>
Sig. of dealing Accountant	Date:		

Notes: 1. Submit this form to the coordinator of your study centre along with the assignment.
2. When you submit the assignment by post, enclose a self-addressed stamped envelope along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

If you change your address please complete the form using block capitals and indicating

Programme of Study
Enrolment Number
Name
New or Corrected Address including Pin
New Study Centre Code
Choice for Medium of Study
Date of Change

For change/correction of address and/or change of study centre the form should be mailed to the Regional Director of your concerned Regional Centre.

NOTE: TWO FORMS ARE PRESENTED IN THIS PAGE, USE THE RELEVANT FORM ONLY.

INDIRA GANDHI NATIONAL OPEN UNIVERSITY	
ASSIGNMENT REMITTANCE-CUM-ACKNOWLEDGEMENT FORM	
Enrolment No.:	<input type="text"/>
Name:	<input type="text"/>
Course Code:	Programme: <input type="text"/>
S. No. Assignment No.	Medium : <input type="text"/>
FOR OFFICE USE ONLY	
Sr. No.:	<input type="text"/>
Signature of receiver	<input type="text"/>
Date:	<input type="text"/>
Signature of the Student	Seal

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

Enrolment Number

Date of Change effective from

Name

New Address

Existing Study Centre Code

Town

State

Sate Code (See Code List 2 of Guide to Applicant)

Signature:

Date:

New Study Centre Code:

APPLICATION FOR CHANGE OF ADDRESS

Date:.....

To,
The Registrar (SR&E)
IGNOU, Maidan Garhi
New Delhi-110 068

Through Concerned Regional Director

Enrolment No.....

Programme

Name (in Caps).....

Details for Change/Courection of Mailing Address

New Address

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

Old Address

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

City..... Pin.....

City..... Pin.....

State.....

State.....

Signature

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./Kum

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.				

REASONS FOR REQUEST FOR FRESH SET OF ASSIGNMENTS

(Please Tick (✓) whichever is applicable)

1. Assignments not at all received 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. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioed above and wish to improve over-all qualifying grade only by attempting one assignment.

Name and Address
.....
.....
.....
.....
..... Pin

Signature
Date

For Official Use Only :

Date of Despatch of Assignments to the student

INSTRUCTIONS FOR FILLING THE FORM AND 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/title, Name of Semester/year (wherever applicable), and the Study Centre Code on your assignment responses before submitting it to concerned authorities.
4. Submission of assignment within due dates is pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre and CMAs to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068, within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. You can appear in term-end examination or submit only minimum required number of assignments if you fail to secure over-all qualifying grade in course (subject).
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 at the same Study Centre or at different Study Centres for evaluation.

Please mail this form to:

The Regional Director of your Region



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110068
TERM-END EXAM JUNE / DECEMBER - 201

EXAM FORM

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

Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

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

Programme Code	<input type="text"/>	Study Centre Code	<input type="text"/>
Enrolment No.	<input type="text"/>	Exam Centre Code (Where you wish to appear in Exam)	<input type="text"/>
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
<input type="text"/>			
Address for correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)			
<input type="text"/>			
<input type="text"/>			
City	<input type="text"/>	District	<input type="text"/>
State	<input type="text"/>	Pin Code	<input type="text"/>

COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT/ PGDLAN / BLIS Programmes Fee @ Rs. 50/- PER COURSE				Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S.No.	Course Code	S. No.	Coourse Code	SNo.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>	1.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>	3.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>	7.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>	8.	<input type="text"/>

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

Total No. of Courses	<input type="text"/>	X 50	Total Amt. <input type="text"/>
Practical Courses	<input type="text"/>	X 50	
Late Fee	<input type="text"/>		
TOTAL	<input type="text"/>		

SIGNATURE OF THE STUDENT
(within the Box only)

ISSUING BANK

<input type="text"/>

1. Draft No.	<input type="text"/>
Amount	<input type="text"/>
2. Draft No.	<input type="text"/>
Amount	<input type="text"/>
Date	<input type="text"/>
Issuing Branch	<input type="text"/>
Payable at	<input type="text"/>

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 (SRE), 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 favor 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. However, if the student cannot successfully secure minimum pass marks in the preceding TEE and appears in the current TEE, he/she will have to pay examination fee for such courses.**
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 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 along with this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of B.A/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

Name

Programme

Enrolment No.

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

Address

.....
.....

Pin

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

Month and Year of the Exam.

Exam. Centre Code

Address of the Exam. Centre

.....

Courses in which

Course Code

Name of the Course

Re-evaluation is sought

.....

.....

.....

.....

.....

.....

.....

.....

Total amount paid Rs.:

(Rs 500/- per course/paper)

Bank Draft No. and date Issuing Bank

Date:.....

Signature

(Rules and Regulations are mentioned on the reverse side of this form)

RULES AND 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 results 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 re-evaluated marks will be considered.
4. The revised marks/grade after the 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 and Seminar etc.

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

Deputy Registrar (Exam. III)
SED
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Control No.....



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

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK-SHEET

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

.....

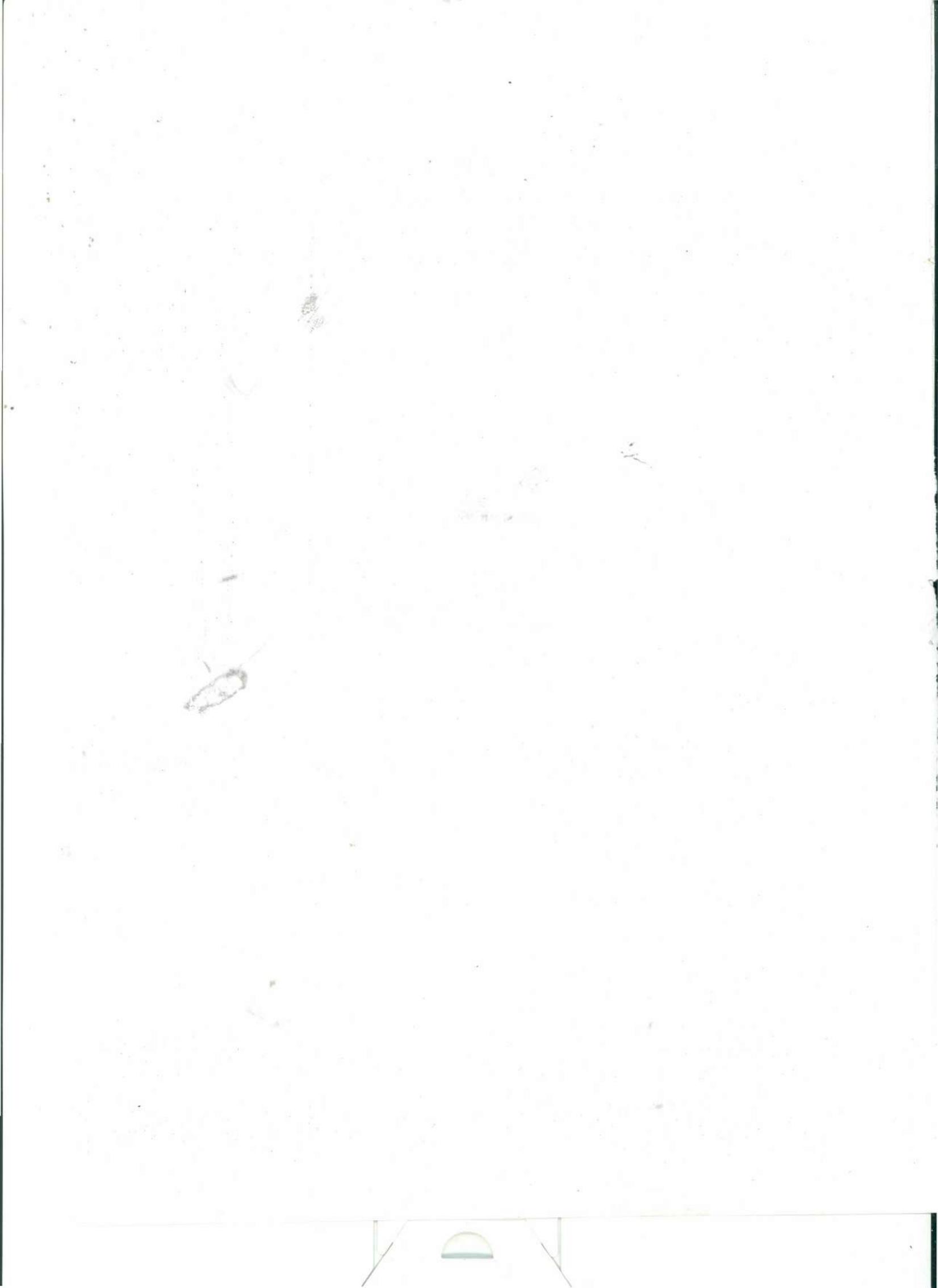
Signature

Date :

Note : Fee for duplicate grade card is 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 :

Registrar (SED)
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)

- Name
- Father's Name
- Address
- Particulars of last examination

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

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

- 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.
- I have not taken any migration certificate from the University before this.
- I further certify that I have not enrolled with any other University/Institution after passing out from IGNOU up to this date.
- In the event of any of the above information being found incorrect, the Certificate shall be liable for cancellation by the University.

Signature of the Applicant

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

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

Date Dealing Assistant Section Officer

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 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 zerox copy of consolidated Statement of Marks or Provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued 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 of hereby solemnly declare that the Migration Certificate No. dated issued to me by the to enable me to join University has been lost and I did not join any other University on the basis of the same nor have I submitted the Migration Certificate for joining any other University”.



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

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.:

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Programme Title:

Regional Centre:

Name:

Father's Name:

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

Mailing address:

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(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

To,
 The Registrar (SR&E)
 IGNOU, Maidan Garhi
 New Delhi-110 068

Change of Programme: Rs. 400/- + Rs. 200/- for 2-4 credit and Rs. 200/- for 8 credit per course
Change of Medium: Rs. 100/- + Rs. 300/- for 2-4 credit and Rs. 600/- for 8 credit per course
Change of Courses: Rs. 300/- for 2 or 4 credit per course 600/- 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
3. CHANGE OF COURSES OF STUDY
 (Tick the relevant)

Enrolment No.

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1. Change of Programme : From..... To.....
2. Change of Medium : From..... To.....
3. Change of courses of study as per following details:

Course offered	From	To
Foundation Courses		
Elective Courses		
Application Oriented Courses		

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

Demand Draft No. Date

Amount Rs. Drawn on

Signature :
 Name
 Address

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 register 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.

P.S.

1. **As per policy decision taken by the Academic Council at its 40th meeting held on 17.05.2007, BCA students registered in the pre-revised syllabus in Jan.1996, Jan.1997 & Jan.1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.**
2. **Similarly, students of MCA pre-revised syllabus and B.Sc.(Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec.2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements:for the award of Degree by Dec.2009 TEE.**
3. **For latest information visit: www.ignou.ac.in**

To
The Assistant Registrar
MPDD, IGNOU
Maidan Garhi
New Delhi-110 068

Sub: Non-receipt of Study Material

Sir,

I have not received the study material/Assignments expected of the following

Sl. No.	Course Code	Medium	Blocks	Assignments

Other Details

- (a) Enrolment No..... (b) Name & Address
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- (c) Programme.....
- (d) Medium.....
- (e) Year/Semester of registration for the above course.....

I hereby declare that above mentioned study material have not been received by me from any office of IGNOU. In case the above mentioned statement is found incorrect, I will be liable for any penalty imposed on me by the University. In case of received study material later. I will return the same to IGNOU Maidan Garhi, New Delhi-68 at my cost.

Signature of the Student

Feedback Form

Enrolment No. Name

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

Programme of Study

Regional Centre. State..... Study Centre.....

Year of Enrolment Year of Completion.....

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

Sl. No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explaining in the printed learning material	<input type="checkbox"/>				
2.	The learning materials wer received in time	<input type="checkbox"/>				
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>				
4.	Academic couselfors 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 centers are helpful	<input type="checkbox"/>				
9.	Academic counselling sessions are well organized	<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 providedthe 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

