

PROGRAMME GUIDE

For

Certificate Programme in Value Education

(CPVE)



School of Extension and Development Studies
IGNOU

Printed material is our backbone. Our study material is prepared by team of experts keeping in view the interest of the learners. Distinguished academics and professionals have been involved in the Course development. The course material is written in such a manner that the students can study it by themselves with a little assistance from Counsellors at the Study Centers. Further, text books and reference books are available in the libraries attached to the Study Centres.

Please keep this Programme Guide safely till you complete the Programme. You will need to consult it throughout the duration of the Programme.

IMPORTANT INFORMATION

“The University sends study materials and assignments, wherever prescribed, to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that.”

“In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website - www.ignou.ac.in”

“The students are specifically instructed to send Examination Forms to concerned Regional Centres only and to no other place and they are also advised to submit the Registration/Re-registration Forms only at the respective Regional Centres and nowhere else. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.”

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Further information about the School of Extension and Development Studies, Indira Gandhi National Open University may be obtained from the University's Office at Maidan Garhi, New Delhi-110 068.

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1.0 THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University (IGNOU) was established by an Act of 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, religion and gender.
- 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.

1.2 Prominent Features

IGNOU has certain unique features such as:

- International jurisdiction.
- Flexible admission rules.
- Individualized study: flexibility in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Nationwide student support services network.
- Cost-effective programmes.
- Modular approach to programmes.
- Resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organizations.
- Socially and academically relevant programmes based on need analysis, and
- Convergence of open and conventional educational systems.

1.3 Important Achievements of IGNOU

- Emergence as the largest Open University in the World.
- Over 2.98 million students in India.
- 21 Schools of study, network of 67 Regional Centers, more than 3000 Learner Support Centres and around 29 Overseas Centres.
- At present IGNOU is offering 228 academic, professional, vocational, awareness generating and skill-oriented programmes of study at the level of Certificate, Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree through its School of Studies.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Award of 100 Fellowships by COL as Rajiv Gandhi Fellowships to enable candidates from 19 countries in the Commonwealth to pursue IGNOU Programmes.
- Taking IGNOU programmes to African and West Asian countries, Maldives, Mauritius, Nepal, Indonesia, Bangladesh, Bhutan, Myanmar, Sri Lanka and Seychelles in all to 34 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24-hour Educational Channels ‘Gyan Darshan I, II, III and Kisan Channel’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of ‘EduSat’ videoconferencing channel (2 way video, 2 way audio).
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 The Schools of Studies

With a view to develop 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 programmes 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 courses at different levels. The following Schools of Studies are currently in operation:

1. School of Humanities (SOH)
2. School of Social Sciences (SOSS)
3. School of Sciences (SOS)
4. School of Education (SOE)
5. School of Continuing Education (SOCE)
6. School of Engineering and Technology (SOET)
7. School of Management Studies (SOMS)
8. School of Health Sciences (SOHS)
9. School of Computer and Information Sciences (SOCIS)
10. School of Agriculture (SOA)
11. School of Law (SOL)
12. School of Journalism and New Media Studies (SOJNMS)
13. School of Gender and Development Studies (SOGDS)
14. School of Tourism Hospitality Service Management (SOTHSM)
15. School of Inter-disciplinary and Trans-disciplinary Studies (SOITS)
16. School of Social Work (SOSW)
17. School of Vocational Education and Training (SOVET)
18. School of Extension and Development Studies (SOEDS)
19. School of Foreign Languages (SOFL)
20. School of Translation Studies and Training (SOTST)
21. School of Performing and Visual Arts (SOPVA)

1.5 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 need assessment/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 updating of knowledge, and
- Empowerment.

1.6 Course Preparation

Self Learning Materials (SLMs) as we call in distance mode of education are prepared by a team of experts selected 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 instructors/unit designers and edited by the language experts before they are finally sent for printing. Similarly, audio and videocassettes 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 telecasted on Gyandharshan.

1.7 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 assignments. 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.

1.8 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 Regional Centres and Sub-Regional Centres. At the Study Centres/Programme Study Centres (Programme specific study centers are known as Programme Study Centre), the students interact with Academic Counselors 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.

Every student will select one Study Centre taking into consideration his/her place of work or residence. Every Study Centre has a Coordinator to coordinate different activities, 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.

Major Functions of Programme Study Centres

- i) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres/Programme Study Centres. The detailed programme of the counselling sessions will be prepared by the coordinator of the Study Centre.
- ii) **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.
- iii) **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.
- iv) **Interaction with Fellow-Students:** In the Study Centres the student gets an opportunity to interact with fellow students.
- v) **Tele counselling Facility:** Some of the Programme Study Centers are equipped with the teleconference reception facilities. You can participate in tele counselling session at you study centre.

1.9 Instructional System

The University follows multimedia 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 counselors at Programme Study Centres and depending on programme requirement at work centres.
- 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 Gyandharshan.
- Broadcast of audio programmes by All India Radio (selected stations).

1.10 Programme Delivery

The methodology of instruction in IGNOU is different from that of the conventional Universities. It is more learner-oriented with active participation of the students 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:

- i) **Self Instructional Written Material:** The written material for all courses, project works and dissertation under the programme are 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.
- ii) **Audio-Visual Materials:** 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 study centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the students regularly.

- iii) **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.
- iv) **Teleconferencing :** 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 center at the scheduled time for taking benefit of this facility.
- v) **Gyan Darshan Educational Channel:** Collaboration between MHRD, Prasar Bharti, IGNOU and other organizations have resulted in launching DD Gyan Darshan, the Educational Channel of India. GD signals can be conveniently received without any special equipment anywhere. Gyan Darshan has now gone completely digitized and has expanded into a bouquet of channels.. Gyan Darshan can be accessed all over the country and round the clock without any break.
- vi) **Gyan Vani:** IGNOU has started Gyan Vani, an audio programme in Delhi .The details can be obtained from ignou's website:ignou.ac.in
- vii) **Web Radio :** Interactive Radio-Counselling know as GyanDhara 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 or through e-mail..
- viii) **E-Gyankosh:** A National Digital Repository to store, index, preserve, distribute and share the digital learning resources developed by the Open and Distance Learning Institutions in the country. Items in eGyanKosh are protected by copyright, with all rights reserved by IGNOU, unless otherwise indicated. To access the items in repository registration is required. Registration is free

2.0 ABOUT THE SCHOOL AND THE PROGRAMME

The School of Extension and Development Studies (SOEDS) aim at providing quality education and training in various aspects of extension and development, by offering programmes leading to the award of Certificate, Diploma, Post Graduate and Doctoral Degrees.

Thrust Areas of the school are:

- Extension Education
- Development Studies
- Urban Studies

Salient Features of Certificate Programme in Value Education

The salient features of this programme are:

- The minimum qualification for registering the course is +2.However those who have completed Bachelor's Degree, B.Ed., and other professional qualifications may also seek admission.
- Student can study at his/her own pace and convenience over a period of 6 months to 2 years. Student can study at his/her own chosen pace and not required to attend regular classes.
- Indigenously prepared self-instructional print materials are provided to students.

- Print materials are supported with audio and video programmes.
- There is an Activity Component which has to be done by the learner before the Term End Exam.

All these aspects are explained in detail in the succeeding sections of this Programme Guide.

2.1 PROGRAMME STRUCTURE

The University follows the credit system for its Master’s Degree Programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 4 credit course involves 120 study hours, a 6 credit course involves 180 study hours and 10 credit courses involve 300 study hours. **To successfully complete the CPVE, you will have to earn 16 credits over a period of 6 months to 2 years depending on your convenience.**

CPVE has been designed to inculcate the importance of value education in teaching learning process among teachers, teacher educants, graduates, NGO’S and professionals from the corporate and other sectors. This certificate holder can further continue for Diploma, Bachelor’s, and Master’s. in Education and related disciplines.

Programme Objectives:

- To orient the target group of teachers (mostly elementary) for integrating values in their transactional process of teaching and learning.
- To generate awareness and interest for inculcating positive values among teachers, professionals, students, parents and the community.
- To develop awareness and societal responsibility among NGO’s, Government servants and civil society organizations.

Eligibility : +2 and Above

Duration : Minimum 6 Months & Maximum 2 Years

Medium of Instruction : English

Fee :1500/-

The 16 Credits programme is offered with the following courses.

Codes	Courses	Credits
BEDS-001	Over view and Perspectives of Values (Theory)	4 Credits
BEDS-002	Social Dynamics and Value Development (Theory)	4 Credits
BEDS-003	Pedagogy of Values (Theory)	4 Credits
BEDS-004	Application ,Support Skills and Activities(Theory)	4 Credits
	Total	16 Credits

2.2 Instructional Systems

The programmes on Value Education will use multi-media approach in the instructional system viz., self-instructional print materials, audio-video programmes, assignments, counselling sessions teleconferencing, and Activities.

2.3 Delivery of Study Materials

The course materials for the programme of Certificate Programme in Value Education will be delivered in the following fashion:

Certificate Programme in Value Education (CPVE) It is a Six months programme and those who opt for admission in CPVE will receive the study materials in one lot. At first they will receive the study materials for the certificate courses as above, which will be dispatched within 6-8 weeks of the last date of admission along with the Activity Manual-Handbook.

2.4 Evaluation

In IGNOU, 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 four courses in CPVE. For successful completion of these courses, you will have to secure pass marks in the respective courses.

The evaluation of these programmes will be done in following ways:

- a) Continuous evaluation
- b) Term-end Examination

Continuous Evaluation: The Continuous evaluation will be made through assignments. Along with the study materials, you will receive the assignments for each course. They need to be submitted before appearing the term end examination. The weightage given to assignments is 30%.

Term-end Examination: The term end examination will be held twice in a year i.e. in June and December. It will have a weightage of 70%. In order to be eligible for the term-end examination, you are required to fulfill the following conditions:

- You must have opted and pursued the prescribed courses of the programme.
- You should have completed the submission of assignments for the prescribed courses.
- You should have paid the requisite fee.
- You should submit the examination form in time.

The grading system depending on the percentage of marks secured by the candidates in TEE and Activity report will be as follows:

Grade	Grade Point	Percentage
A	5	80% and above
B	4	60% to 79.9%
C	3	50% to 59.9%
D	2	40% to 49.9%
E (Unsatisfactory/Fail)	1	Below 40%

2.5 Assignments

In all courses under this modular programme, assignment carries 30% weightage. Therefore, you have to take your assignment very seriously. The main purpose of the assignment is to inspire you to thoroughly read the study materials and also to test your comprehension of the learning materials. It is advised that you should not reproduce the study materials, rather apply your judgment and if possible consult reference books and related text materials before answering the assignments. However, you do not have to worry about non-availability of extra reading materials for working on the assignments. In case the hard copy assignments don't reach the students on time they are advised to download them from IGNOU's website. The completed assignments (hard copies only) have to be submitted by students in the respective study centres.

Points to be Remembered

- Whenever you receive the course materials and assignments, check them immediately and if any assignments are missing write to MPDD or see IGNOU website (www.ignou.ac.in).
- Complete the responses on assignments in all respects check that you have not inadvertently left answering any question before submitting the assignments. Incomplete assignment will ensure you poor grade. For your own record please retain a copy of the assignment responses.
- Assignments after duly evaluated will be sent back to you along with a copy of assessment sheet carrying the comments of evaluator on your assignment. It will help you to improve upon, while answering your future assignments.
- If you fail to get pass grade in any assignment, you have to submit it again. However, once you get the pass grade in an assignment, you can not resubmit it for improvement of the grade.
- Remember that **you have to write the answers of the assignments in your own handwriting** and should not send **typed assignments**.
- You should submit the assignments before the due date. If the last date for the submission of assignment falls on holiday, it should be submitted on the following working day. The university/ coordinators of the programme study centre have the right to reject the assignments, if submitted after the due date.

- Do work on assignments regularly, which will help you in term-end examination.

The front page of the assignment of each course must contain following information.

.....

.....

.....

Assignment

Enrolment Number.....
Year of Admission
Programme Title.....
Programme Code.....
Course Title.....
Course Code.....
Assignment Code(if any).....
Regional Centre.....
Study Centre.....
Address.....

Signature

Date

Schedules for Submission of Assignment

For January Cycle		For July Cycle	
Receipt of Assignments	Submission of Assignments	Receipt of Assignments	Submission of Assignments
January	31 st March	July	31 st October

2.6 Examination Fee

You have to submit examination form along with the fee of Rs 120/- per course in the form of demand draft drawn in favour of IGNOU, payable at New Delhi. The examination forms are available at the Study Centres, Regional Centres and also at the Student Evaluation Division at the Head Quarter. Students also can submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Only one form is to be submitted for all the courses in one term-end examination. In order to avoid delay and difficulties while appearing the term-end examination, students are advised to:

- Remain in touch with the Study Centre/Regional Centre/Student Evaluation Division so as to enquire about any changes made in the schedule of submission of the examination form.
- Fill up the examination form for the next term-end examination without waiting for the result of the previous term-end examination and also specify courses for which result is awaited.
- Retain the proof of mailing/submission of the examination form till the time of receiving the examination hall ticket.
-

3.0 GENERAL INSTRUCTIONS

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

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

3.1 Some Useful Addresses

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, date-sheet, and hall ticket.	Assistant Registrar (Exam-II), Student Evaluation Division, 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), Student Evaluation Division, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110 068.
		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/deletion of excess credits	Concerned Regional Centre
7.	Original Degree/Diploma/Verification of Degree/Diploma	Dy. Registrar (Exam-I), Student Evaluation Division, Block-9, IGNOU, Maidan Garhi, New Delhi-110 068. convocation@ignou.ac.in Ph. 011-29535438, 29535924-32/ Extn. 2224, 2213
8.	Student Grievances (online)	Asstt. Registrar (Student Grievance) Student Evaluation Division, 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 Extension and Development Studies, IGNOU, Maidan Garhi, New Delhi- 110068. Email-soeds@ignou.ac.in or bkpattanaik@ignou.ac.in (Phone:01 1-29571983 ; 29534373)
11.	Information Regarding Counseling Sessions & Assignment Submission	Concerned study centres and Programme Study Centre
12.	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

3.2 Online Facilities

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

- i) **Schools:** Where you will get the information about the programmes offered by different schools.
- ii) **For students:** Results; catalogue for print media and audio video; download facilities for assignment, question papers ; queries about admission, registration, material dispatch detail, address checking, convocation; term end date sheet; examination form; campus placement and prospectus and application form.
- iii) **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.
- iv) **Division:** Under this section, there are links of Material Production and Distribution Division, Regional Service Division, Student Registration Division and Student Evaluation Division.
- v) **Student Registration Division:** This link will give you information about admission and readmission.
- vi) **Student Evaluation Division:** This link give information about term end examination, results, date of submission of assignment and issue of study materials etc.

Annexures

- Annexure I : Course Components of the Modular Programme
- Annexure II : List of Regional Centres
- Annexure III : Form for Change/Correction of Address
- Annexure IV : Form for Non-receipt of Materials
- Annexure V : Form for Term End Theory Examination
- Annexure VI : Form for Re-evaluation of Result of Term-end Examination
- Annexure VII : Form for early declaration of result.
- Annexure VIII : Form for obtaining Duplicate Grade Card/Mark sheet
- Annexure IX : Application Form for Issue of Migration Certificate
- Annexure X : Re-admission Form
- Annexure XI : Form for issue of Provisional Certificate

Student may use photocopies of the above forms.

COURSE COMPONENTS OF CERTIFICATE PROGRAMME IN VALUE EDUCATION

BEDS-001: OVERVIEW AND PERSPECTIVES OF VALUES (4 CREDITS)

Block 1 Conceptual Framework

- Unit 1 Social Malaise & Need for Value Education
- Unit 2 Concept of Morality and Moral Education
- Unit 3 Dimensions of Morality
- Unit 4 Pillars of Democracy: Living in Peace and Harmony

Block 2 Changing Culture and Human Values

- Unit 1 Indian Culture and Human Values
- Unit 2 Values Enshrined in Indian Philosophy
- Unit 3 Cultural Pluralism in Indian Society
- Unit 4 Values for Sustainable Development

Block 3 Theoretical Foundations

- Unit 1 Theories of Goodness
- Unit 2 Theories of Conduct
- Unit 3 Reason and Emotions in Human Conduct
- Unit 4 Character and Personality

BEDS-002 SOCIO-PSYCHOLOGICAL BASIS (4 CREDITS)

Block 1 Self Development

- Unit 1 Physical Development
- Unit 2 Emotional/Social Development
- Unit 3 Intellectual Development
- Unit 4 Spiritual Development

Block 2 Social Dynamics and Value Development

- Unit 1 Process of Socialization
- Unit 2 Social Interaction and Human Values
- Unit 3 Values: Conflict and Resolution
- Unit 4 Process of Human Adjustment

Block 3 Social Linkages

- Unit 1 Value Development through Social Institutions: Family & Neighborhood
- Unit 2 School and Peer

- Unit3 Role of Parents
Unit4 Influence of Media on Value Development

BEDS-003 PEDAGOGY OF VALUES**(4 CREDITS)**

Block 1 Value Development through Curriculum

- Unit 1 Value Models
Unit 2 Value Identification
Unit 3 Value Integration
Unit 4 Value Transaction

Block 2 Values and Co-curricular Activities

- Unit 1 Organization of Co-curricular Activities
Unit 2 Values and Co-curricular Activities
Unit 3 Case Studies Related with Values
Unit 4 Reinforcing Curricular Values through Co-curricular Activities

Block 3 ICT and Value Development

- Unit 1 ICT - Use and Abuse
Unit 2 Generating Awareness: Minimizing the Abuse of ICT
Unit 3 Development of a Discerning Mind through ICT

BEDS-004 APPLICATION, SUPPORT SKILLS AND ACTIVITIES**(4 CREDITS)**

Block 1 Working towards Inclusiveness

- Unit 1 Need and Concept of Inclusion: Caste, Class, Gender and Disabilities
Unit 2 Attitudinal Readiness
Unit 3 Counselling: Parents and Peers
Unit 4 Empathy

Block 2 Life Skills Development

- Unit 1 Life Skills and their Importance
Unit 2 Development of Life Skills through Curricular and Co-curricular Activities
Unit 3 Nature and Nurture: A Symbiotic Relationship

Block 3: Activities: List of Activities will be given in Block 3 of BEDS 004. Please read the instructions carefully and accordingly answer the questions given to you based on these activities. Questions also would be given to write activities on your own keeping the pattern and methodology of the outlaid activities in perspective.

ANNEXURE - II

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
CODES AND ADDRESSES OF REGIONAL CENTERS AND RECOGNISED REGIONAL CENTRES**

S.NO.	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE .B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA-799004 TRIPURA 0381-2519391,0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA(DISTRICT: DHALAI,NORTH TRIPURA,SOUTH TRIPURA, WEST TRIPURA,GOMATI,KHOWAI,SEPAHIJALA, UNOKOTI)
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975 ,02717-242976 rcahmedbad@ignou.ac.in	STATE OF GUJARAT,UNION (DISTRICT:AHMEDABAD,ANAND,BANASKANT HA,BHARUCH,DAHOD,GANDHINAGAR,MEHSA NA,PATAN,SABARKANTHA,SURAT,VADODAR A,VALSAD,DANG,KHEDA,NARMADA,NAVSAARI, PANCHMAHAL,TAPI,ARAVALLI) DAMAN&DADRA NAGAR HAVELI(U.T)
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO.C-4/5 R.HAUTLUANGA BUILDING UPPER REPUBLIC AIZWAL-796001 MIZORAM 0389-2311693, 0389-2311692, 0389-2311789 Rcaizawignou.ac.in	STATE OF MIZORAM(DISTRICT:AIZAWL,LUNGLEIU,KOLASIB,MAMIT,SE RCHHIP,SAIHA,CHAMPHAI,LAWNGTLAI
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/31 OMARRIS ROAD ALIGARH-202001, UTTAR PRADESH 0571-2700120,2701365 rcaligarh@ignou.ac.in	DISTRICTS OF UTTAR PRADESH ETAH,KASGANJ,FIROZABAD,RAMPUR, ALIGARH,HATHRAS,BADAUN,AGRA ,MORADABAD,MANPURI, MATHURA,RAMPUR,SAMBHAL,ETAWAH,J.P.NAGAR,KASHIRAM NAGAR,MAHAMAYA NAGAR,/HATHRAS,MAINPURI,MATHURA,MORADABAD,RAMPUR, SAMBHAL
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT:AAABSNGALORE,RURAL,CHIKABALLAPUR, CHITRADURGA,DAVANAGERE,KOLAR,RAMANAGARA, SHIMOGA,TUMKAR,RAMANAGARA,CHAMARAJANAGA R,CHIMAGALUR, DAKSHINA KANNADA,HASSA,KODAGU,MANDYA,MYSORE,UDIPI)
6.	Bhagalpur	82	Regional Director IGNOU Regional Centre 3RD Floor ,Suman Plaza,Central Jail Road, Tilamanjhi Bhagalpur,Bihar -812001 0641-2610055/2610066 rcbhagalpur@ignou.ac.in	STATE OF BIHAR(DISTRICT:BHAGALPUR,BANKA &MUNGER)
7.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016, MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT:ALIRAJPUR,BHIND,DATIA,HARDA,KHANDWA,M ANDSAUR,NEEMUCH,RAJGARH,SHAJAPUR,BAWANI,BHO PAL,DEWAS,GUNA,HOSHANGABAD,JHABUA,KHARGONE, MORENA,RATLAM,SHEOPUR,VIDISHA,ASHOK NAGAR,BETUL,BURHANPUR DHAR,GWALIOR,INDORE,RAISEN,SEHORE,SHIVPURI,UJJ AIN)

8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL,BHADRAK,BARAGARH,BALASORE,CUTTACK,D EOGARH,DHENKANAL,GANJAM, GAJAPATI,JHARSUGUDA,JAJPUR,JAGATSINGHPUR,K HORDHA,KEONJHAR,KANDHAMAL,PURI,KENDRAPARA ,MAYURBHANJ,NAYAGARH,SAMBALPUR,SUNDERGAR H)SRC-KANDHMAL(BALANGIR,SONEPUR,BOUDH)
9	BIJAPUR	85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S OLD ADMINISTRATIVE BUILDING,SMT.BANGARAMMA SAJJAN CAMPUS,SOLARPUR ROAD,BIJAPUR- 586103,kARNATAKA 08352-260006,08352-260005 rcbijapur@ignou.ac.in.	STATE OF KARNATAKA COVERING(DISTRICTS BAGALKOTE,BIJAPUR,BIDAR,GULBARGA,KOPPAL,RAI CHUR,YADGIR,HAVERI,GADAG,BELLARY)STATE OF MAHARASHTRA(DISTRICTS SOLAPUR,LATUR)
10	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208,SECTOR 14 PANCHKULA-134109, HARYANA 0172-2590277, 0172-2590208,0172- 2590279 rochandigarh@ignou.ac.in	STATE OF PUNJAB(DISTRICT:PATIALA,MOHALI,RUP NAGAR,FATEHGARH SAHEB)STATE OF HARYANA (DISTRICT:AMBALA,PANCHKULA)CHANDIGARH (U.T)
11	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUSTARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727044-22542121 044- 22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT:CHENNAI,THIRUVALLUR,KANCHIPURAM, VELLORE,THIRUVANNAMALAI,KRISHNAGIRI,DHARMA PURI,SALEM, NAMAKKAL,VILLUPURAM,CUDDALORE,PERAMBALUR, NAGAPATTINAM,THIRUVARUR,ARIYUR)PUDUCCHER RY(U.T)
12	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203,2348189,230484-2533021 0484-2533021,2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA(DISTRICT:ALAPPUZHA,ERNAKULAM,DUKKI,KO TTAYAM,MALAPPURAM,PALAKKAD,THIRUSSU R,LAKSHADWEEP(U.T.)

13	DARBHANGA	46	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAM ESHWARANAGAR,NEAR CENTRAL BANK DARBHANGA-846004 BI HAR 06272-253719 06272-251833</p> <p>rcdarbhanga@ignou.ac.in</p>	<p>STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN,GOPALGANJ.,SARAN,PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, SITAMARHI,MADHUBANI, DARBHANGA, SAMISTIPUR, BEGUSARAI</p>
14	DEHRADUN	31	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVANRAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180 0135-2789205 0135-2789190</p> <p>rcdehradun@ignou.ac.in</p>	<p>STATE OF UTTARAKHAND, DISTRICTS OF DEHRADUN,PAURI,CHAMOLI,TEHRI,UTTARAKASHR UDRAPRAYAG, HARIDWAR,US NAGAR, PITHORGRAH, BAGESHWAR,CHAMPAWAT, ALMORA, NANITAL) STATE OF UTTAR PRADESH (DISTRICT:SAHARANPUR,MUZAFFAR NAGAR,BIJNORE,SHAMLI(PRABUDH NAGAR)</p>
15	DELHI 1	07	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NOJ-2/1, BLOCK-B1 MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI 110 044</p> <p>EMAIL: rcdelhi1@ignou.ac.in</p>	<p>STATE OF DELHI(COVERING AREAS OF MEHRAULI,CHANAKYAPURI,R.K.PURAM, VASANT KUNJ, SAKET, GREEN PARK, G.K.,LAJPAT NAGAR,BHOGAL,MALVIYA NAGR,SHRAM, HAUZ KHAS,MUNIRKA,OKLA,SANGAM VIHAR,FRIENDS COLONY,BADARPUR),STARE OF HARYANA (DISTRICT:FARIDABAD,</p>
16	DELHI 2	29	<p>REGIONAL DIRECTOR-2 IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377 011-23392374011-23392373</p> <p>rcdelhi2@ignou.ac.in</p>	<p>STAE OF DELHI COVERING AREAS OF KARALA, PRAHLADPUR,BANAGAR,LIBASPUR,RAMA VIHAR,RANI BAGH, SULTANPURI, BUD VIHAR,MANGOLPURI, PITAMPURA, JAHANGIRPURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY,GTB NAGAR,ASHOK VIHAR,SHASTRI NAGAR,CIVIL LINES,YAMUNA VIHAR,NAND NAGRI BHR)</p>
17	DELHI 3	38	<p>REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-PALAM EXTENSION,RAMPHAL CHOWK(near sector 7) DWARKA,NEW DELHI-110045,DELHI 011-25088964 011-25088983</p> <p>rcdelhi3@ignou.ac.in</p>	<p>STATE OF DELHI(COVERING AREAS OF MUNDKA,NANGLOI JAT,PEERAGARHI,PUNBAI BAGH,BAKARWALA,MEERA BAGH,MOTI NAGAR,TILAK NAGAR,TILANGPUR, KOTLA,VIKASPURI,SUBHASH NAGAR,UTTAM NAGR,JANAKPURI,NAZAFGARH,MAHAVIR ENCLAVE,SAGARPUR,DWARKA,PALAM,PALAM FARMS,KAPASERA,DHAULA KUAN,NARAINA,MAHIPALPUR,MANSAROVAR GARDEN) STATE OF HARYANA (DISTRICT :GURGAON,MEWAT)</p>

18	DEOGHAR	87	REGIONAL DIRECTOR IGNOU REGIONAL CENTER MANDAKINI SADAN BASUWADH,ROHINI ROAD DEOGHAR,JASIDIH JHARKHAND814142 06432-34448	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR,GODDA,SAHIBGANJ,PAKUR,DUMKA,JAMT ARA&GIRIDH)
19	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 5 TH MILE TADONG NH-31A,BELOW CENTRAL REFERAL HOSPITAL,EAST SIKKIM GANGTOK – 737102 SIKKIM 03592-2311102, 270923 03592-270364 03592- 212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM(DISTRICTS: EAST SIKKIM,WEST SIKKIM,NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI-781003, ASSAM 0361-2662879 rcguwahati@ignou.ac.in	STATE OF ASSAM(DISTRICT:TINSUKIYA,DIBUGARH,SIBSAGAR,DHEMAJI, JORHAT,SONITPUR,KARBI ANGLONG,NAGAO MORIGAON,DARRANG,KAMRUP,NALBARI,BARPETA,B ONGAIGAON,GOALPARA,KOKRAJHAR,DHUBRI,NORTH CACAHR HILLS,CACHAR,HAILAKANDI,KARIMGANJ,KAMRUP,ME TROPOLITAN,BAKSA,UDALGURI,CHIRANG)
21	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207,KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATION JUBILEE HILLS (P.O) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470,40266471,402266478 040- 40266479 hyd2_ignourch@sanchamet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT:ADILABAD,ANATAPUR,HYDERABAD,KAD APA,KARIM NAGAR,KUMMOOL,KHAMMAN,MEDAK,MAHABOOB NAGAR,NALGONDA,NIZAMABAD,RANGA REDDY,WARANGAL)
22	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH, AOC IMPHAL – 795001MANIPUR 0385- 2421190 ,24211910385-2421192 385- 2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT:BISHNUPUR,CHURACHANDPUR,CHANDEL ,IMPHAL EAST ,IMPHAL WEST,SENAPATI,TAMENGLONG,THOUBAL,UKHRUL)
23	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX"C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791110 ARUNACHAL PRADESH 0360-2247536 / 22475380360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH(DISTRICT: ANJAW,CHANGLANG,EAST KAMENG,EAST SIANG,KURUNG KUMEY,LOHIT,LOWER DIBANG VALLEY,LOWER SUBANSIRI,PAPUM PARE,TAWANG,TIRAP , UPPER DIBANG,UPPER SUBANSARI,UPPER SIANG,WEST KAMENG,WEST SIANG)
24	JABALPUR	41	REGIONAL DIRECTORIGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, JABALPUR - 482001 MADHYA PRADESH 0761-2609269,65335690761-2600411 0761- 2609919 rcjabalpur@ignou.ac.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI, SINGRAULI & ANUPPUR,DAMOH,PANNA,SAGAR,CHHATTARPUR, REWA,SATNA,TIKAMGARH)

25	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATEL MARG, MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN(DISTRICT: AJMER,ALWAR,BARAN,BHARATPUR,BHILWARA,BUN DI,CHITTOR,DHOLPUR,HANUMUNGARH,JAIPUR,JHA LAWAR,JHUNJHUNU,KARALI,KOTA,SAWAIMADHEP UR,SIKAR,SRIGANGANAGAR &TONK)
26	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE CANAL ROAD, JAMMU - 180 001 , JAMMU & KASHMIR 0191- 25465290191-25795720191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION- DISTRICT:DODA,JAMMU,KATHUA,KISH TWAR,POONCH,RAJOURI,RAMBAN,RE ASI,SAMBA,UDHAMPUR))
27	JODHPUR		REGIONAL DIRECTOR IGNOU REGIONAL CENTER PLOT NO:438,PAL LINK ROAD,OPPOSITE KAMLA NEHRU HOSPITAL,JODHPUR-342008,RAJASTHAN 342008 0291-2012987,0291-2980469 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING(DISTRICTS JODHPUR,BARMER,JAISALMER,RAJASMAND,UDAI PUR,BIKANER,JALORE,SIROHI NAGOUR,DUNGARPUR,PALI,PRATAPGARH,BANSW ARA)
28	JORHAT	37	REGIONAL DIRECTOR IGNOU REGIONAL CENTER HOUSE NO.337 A.T.TOAD,TARAJAN POOL JORHAT-7850001,ASSAM 0376-2371116/2370214,0376-2371115 rcjorhatignou.ac.in	STATE OFR ASSAM (DISTRICT:NAGAON,GOLAGHAT,JORHAT.SHIVASAGA R,DIBRUGARH,TINSUKIA,LAKHIMPUR,DHEMAJI,SONI TPUR)
29	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, KARNAL - 132 001, HARYANA 0184-2271514 0184-22600750184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT:BHIWANI,FATEHBAD,HISAR,JHAJJ AR,JIND,KAITHAL,KARNAL,KURUKSHETRA,M AHENDRAGARH,PANIPAT,REWARI,ROHTAK,S IRSA,SONIPAT,YAMUNA NAGAR))
30	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141401 PUNJAB 01628- 229994/229993/237361/238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT:GURDASPUR,AMRITSAR,TARN TARAN,KAPURTHALA,JALANDHAE,HOSHIARPUR,SBS NAGAR/NAWANSHAHR,BARNALA,SANGRUR,BATHIN DA,MANSA,MUKTSAR,LUDHIANA,FEROZEPUR,FARID KORT,MOGA)
31	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD,KENDOUZOU KOHIMA – 797001 NAGALAND 0370-2260366/2260167,0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND(DISTRICT:KOHIMAS,DIMAPUR,WOKHSA, MOKOKCHUNG,ZUNHEBOTO,TUENSANG,LONGLEWN G,KIPHIRE,MON,PEREN,PHEK)
32	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT:KOLKATTA,NORTH 24 PARAGANAS,SOUT5H 24 PARAGANAS,PURBA,PURBA MEDINIPUR,BANKURA,HOWRAH,HOOGHLY,PURUL IA,BURDWAN,NADIA))

33	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764020 ORISSA 06852-252982, 06852-251535 rckoraput@ignou.ac.in	STATE OF ORISSA(DISTRICT: KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, KALAHANDI, NUAPADA(SRC-KANDHMAL- BOLANGIR,SONEPUR,BOUDH,STATE OF CHHATTISGARH(DISTRICT:BASTAR:NARAYANPUR,D ANTEWADA,BIJAPUR,SUKMA,KONDAGAON)
34	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR –H,ALIGANJ, LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120/2745114,0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT:AURAIYA,BAHRAICH,BALRAMPUR,B ANDA,BARABANKI,BAREILLY,BASTI,CHITRAKU T,FAIZABAD,FARUKHABAD(FATEHGARH),FATE HPUR,GONDA,HAMIRPUR,HARDOI,JALAUN(OR AI),JHANSI,KANNAUJ,KANPUR RURAL, KANPUR URBAN,KAUSHAMBI,LAKHIMPUR(KHERI),LALIT PUR,LUCKNOW,MAHOBAPILIBHIT,RAE BAREILLY,SHAHJANANPUR,SHRAVASTI,SIDHA RHNAGAR,SITAPUR,UNNAO)
35	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI,ALANGANALLUR ROAD, MADURAI-625018,TAMIL NADU 0452-2380387/2370733,0452-2370588 rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU COIMBATORE, NILGIRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR ,THIRUVAROOR,TIRUCHIRAPPALLI)
36	MUMBAI	34	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND (E) MUMBAI - 400081 MAHARASHTRA 022-25633159 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA(DISTRICT: MUMBAI,THANE,RAIGARH,RATNAGIRI,PAGHAR,M UMBAI SUBURBAN)
37	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14 HINDUSTAN COLONY,AMARAVATI ROAD NAGAPUR 440033, MAHARASHTRA 0712-253699,2537999,0712-2022000,0712- 2538999 rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL ,WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA-201305,UTTAR PRADESH 0120-2405012/2405014,0120-2405013	STATE OF UTTAR PRADESH (DISTRICT:NOIDA, GHAZIABAD,G.B.NAGAR, MEERUT,BAGPAT,BARAUT,GHAZIPUR,BULANDS HAHR,HAPUR)STAE OF DELHI(MAYUR VIHAR PH-1&2,MAYUR VIHAR EXTENSION,VASUNDHARA ENCLAVE)
39	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS OF MAPUSA- PANAJI ROAD, POVORIM -403521 GOA 0832-2414553,0832-2414550 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT:NORT GOA,SOUTH GOA) THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD (DISTRICT OF MAHARASHTRA-SINGDHDURG)

40	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539/2219541,0612-2219538 RCPATNA@IGNOU.AC.IN	STATE OF BIHAR ((DISTRICT:ARWAL,AURANGABAD,BHOJPUR,B UXAR.GAYA,JAMUI,JEHANABAD,KAIMUR,LAK SHISARAI,NALANDA,NAWADA,PATNA,ROHTA S,SHEIKHPURA,VAISHALI,SIWAN,CHAPPRA)
41	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888,230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS(U.T)(DISTRICT:NORTH &MIDDLE ANDAMAN, SOUTH ANDAMAN,NICOBAR)
42	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, PUNE - 411 016 MAHARASHTRA 020-256671867 020-2567 1864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR ,BID, PUNE, OSMANABAD, SOLAPUR,SANGLI, SATARA & KOLHAPUR
43	RAGHUNATHGANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI,NEAR DENA BANK,FULTALA MURSHIDABAD,RAGHUNATHGANG WEST BENGAL-742225	STATE OF WEST BENGAL(DISTRICT:MURSHIDABAD,BIRBHUM,MAL DA)
44	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX,KACHNA POST:SADDU,RAIPUR-492014 CHHATTISGARH 0771-2428285/5056508,0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH(DISTRICT:BILASPUR,DHAMTARI,DUR G,JANJGIR- CHAMPA,JASHPUR,KANKER,KAWARDHA,KORBA,KORI YA,MAHASAMUND,RAIGARH,RAIPUR,RAJNANDGAON, SURAJPUR,SARGUJA,BALOD,BALODBAZAR,BALRAMR UR,BEMETARA,,GARIABANDH,MUNGELI)

45	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360005 GUJARAT 0281-2572988,0281-2571603 rcrajkot@ignou.ac.in website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT,KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR,DEV-BHOOMI DWARKA,GIR- SOMNATH,BOTAD,MORBI),DIU(U.T)
46	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR, RANCHI – 834022 JHARKHAND 0651-2244688,2244699 0651-22446770651-2244400 rdranchi@ignou.ac.in	STATE OF JHARKHAND(DISRTECT:RANCHI,LOHARDA GA,GUMLA,SIMDEGA,PALAMU,LATEHAR,G ARHWA,WEST SINGHBHUM,SARAIKELA,KHARASAWAN,E AST SINGHBHUM,HAZARIBAGH,CHATRA,KODE RMA,KHUNTI,RAMGARH,BOKARO,DHANBA D)

47	SAHARSA	86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAUSHALYA MANSION NAYA BAZAR,SAHARSA-852201 BIHAR 06478-219014,219015,06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA,SAHARSA,SUPAUL,MADHEPUR A,KAITHAR,ARARIYA,KISHANGANJ &PURNIA)
48	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NON SHILLONG SHILLONG - 793 003 MEGHALAYA 0364-2521117 0364-2521271 ,0364-2520503,0364-2521271	STATE OF MEGHALAYA (DISTRICT: EAST GARO HILLS, EAST JAINTIA HILLS, EAST KHASI HILLS, NORTH GARO HILLS, SOUTH WEST GARO HILLS, SOUTH WEST KHASI HILLS, WEST GARO HILLS, WEST HYNIEWTA, ARJAINTIA HILLS, WEST KHASI HILLS)
49	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING KHALINI, SHIMLA-171002 HIMACHAL PRADESH 0177-2624612/1624613/1624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, H AMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, M ANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12 JC BOSE ROAD SUBHAS PALLY SILIGURI – 734001 WEST BENGAL 0353-2526818 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJEELING, COOCHBIHAR, UTTAR DINAJPUR, DAKSHIN DINAJPUR, ALIPURDUAR)
51	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR-190008 JAMMU & KASHMIR 0194-2311251,0194-2322258,0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION- DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM-695002 KERALA 0471-2344113/2344120 0471-2344115,0471-2344121 rctrivandrum@ignou.ac.in	KANYAKUMARI, TUTICORIN, TIRUNELVELI (DISTRICT OF TAMIL NADU) THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICT OF KERALA)

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
53	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221 005 UTTAR PRADESH 0542-2368022/2368622, 0522-2364893, 0542-2317383 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH(DISTRICT OF AMBEDKAR NAGAR, AMETHI,ALLAHABAD,SANT KABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA,KUSHINAGAR, SANT RAVIDAS NAGAR, MIRZAPUR, MAU,VARANASI, GHAZIPUR, , CHANDAU, SONEBHADRA,PRATAPGARH,SULTAN PUR
54	VATAKARA		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NUT STREET(PO0,VATAKARA KOZHIKODE-873104,KERALA 0496-2525281/0496-2515413 rcvatakara@ignou.ac.in	STATE OF KERALA(DISTRICT:KANNUR,KASARAGOD ,WAYANAND,KOZHIKODE)
55	VIJAYAWADA		REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SKPVV,HINDU HIGH SCHOOL KOTHAPETHA, VIJAYWADA 520 001 ANDHRA PRADESH 0866-256595 ,0866-2565253 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF ,KHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLORE, SRC - TIRUPATI- CHITTOOR,KADAPA,KURNOOL,ANATAPU R)
56	VISAKHAPATNAM	84	REGIONAL DIRECTOR IGNOU REGIONAL DIRECTOR 2 ND FLOOR VUDA COMPLEX SECTOR -12,MVP COLONY USHODAYA JUNCTION VISAKHAPATNAM-530017 ANDHRA PRADESH 0891-2511200/0891-2511300 Rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING(DISTICT: EAST GODAVARI,WEST GOCAVARI,VISAKHAPATNAM,VIZIANAGARAMN &SRIKAKULAM)

ARMY RECOGNIZED REGIONAL CENTRE

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND, KOLKATA - 700021 WEST BENGAL	EASTERN COMMAND AREA
			033-2222668 rc51army_ec@yahoo.co.in	
2	CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND CHANDIMANDIR-1 34107 HARYANA 0172-2589423 (CIVIL)0712-2589423 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE BRIG-(EDN)IAEP, HQ CENTRAL COMMAND LUCKNOW - 226002 UTTAR PRADESH 0522-2482968/2292670 iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
4	PUNE	54	COL ARUN SARIN REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATIONH Q SOUTHERN COMMAND C/O 56 APO 020-26102668020-26102670	SOUTHERN COMMAND AREA
5	UDHAMPUR	55	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, UTTAR KAMAN MUKHYALAYA C/O 56APO, HQ NORTHERN COMMAND, UDHAMPUR, JAMMU & KASHMIR 01992-242486	NORTHERN COMMAND AREA
6	JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH, JAIPUR, RAJASTHAN 0141-2386 ETN 2668	SOUTH WESTERN COMMAND

NAVY RECOGNIZED REGIONAL CENTRES

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	NEW DELHI	71	REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II, RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 ,26185299011-26105067 inepdelhi@rediffmail.com	NAVAL HQS
2	MUMBAI	72	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22688245022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	VISAKHAPATNAM	73	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-28122840891-2515834 inepu@hotmail.com	HQ EASTERN NAVAL COMMAND
4	KOCHI	74	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASEHQ SOUTHERN NAVAL COMMAND, KOCHI - 682004 KERALA 0484-2662515,266221026610070484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

ASSAM-RIFLES RECOGNIZED REGIONAL CENTRES

S.NO	NAME OF RCS	CODE	ADDRESS	OPERATIONAL AREA
1	SHILLONG	81	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAMRIFLES (DGAR)LAITUMUKHRAH, SHILLONG - 11 MEGHALAYA 0364-705530/ 7055640364-705564 hqdgar@hotmail.com	COMMAND AREA

Form for Change/Correction of Address

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No. _____

Programme

Name (in caps)

1. DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old

_____	_____
_____	_____
_____	_____
_____	_____

City _____ *Pin* _____ *City* _____ *P* _____

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**

.....

Sub: Non-receipt of Study Material & Assignments

Enrolment No.

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Programme

Medium of Study

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

Sl. No.	Course Code	Blocks	Assignments

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

Name and Address : Signature :

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

.....

Date :

For Official Use

Date of despatch of study material/assignments to students

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Student Evaluation 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

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 Feb to 31 March	NIL	1 Aug 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 fees to the concerned Regional Centre (Outside Delhi). For Delhi, submit to the Registrar (SED).

Please submit the examination form up to **20th April / 20th Oct** at the address mentioned below and no where else by Regd. Post / Speed Post

THE REGISTRAR (SED)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY,
BLOCK-12, MAIDAN GARHI,
NEW DELHI - 110068

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. 120/- 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.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Student Evaluation Division

APPLICATION FORM FOR RE-EVALUATION OF RESULT OF ANSWER SCRIPT

N a m e

Programme:

Enrolment No.

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4. Address:
.....
.....
.....

PIN:

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

.....

5. Month and Year of the Exam:

6. Examination Centre Code :.....

7. Address of the Examination Centre :.....

8. Courses, in which Re-evaluation is sought	COURSE CODE	TITLE OF THE COURSE

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. 1200/- Total Amount

Demand Draft No. Date.....

Issuing Bank

Date: Signature of the student

(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 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 & 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:-

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

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

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 :

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Enrolment No. :

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 at the concerned Regional Director)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

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

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

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

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

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

Signature of the Applicant

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

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

Date _____ Dealing Assistant _____ Section Officer

INSTRUCTIONS

1. A fee of Rs. 200/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre City.
2. At the time of submission of the application for issue 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. 10/- to be sworn before a Magistrate on the following format.

“I, son/daughter of..... resident
ofhereby solemnly declare that the

Migration Certificate No.....datedissued

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 same for joining any other
University”.



STUDENT REGISTRATION 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. Enrolment 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 : _____ Signature of the Student

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.

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.