

Student Handbook and Prospectus

**Diploma in Elementary Education
(DEIEd) Programme**



**School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi 110 068**

*Electronic version of the prospectus is also
available
for download at:
<http://www.ignou.ac.in>*

RECOGNITION

1. IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/ Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by NCTE – **letter no. & date. - F.84-12/2011/NCTE/Acad/A47844 dt. Feb. 22, 2012**

**PRICE : Rs. 400.00 by cash at the Counter
Rs. 450.00 by registered post**

Last date to submit filled in application form to the concerned Regional Centre: **15th July, 2013**

May, 2013

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Further information about the School of Education and the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068, India or its website <http://www.ignou.ac.in>

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In response to NCTE public notice (www.ncte.india.org), the D.El.Ed. programme is being offered in the following States/Regions:

Andhra Pradesh, Punjab, Uttar Pradesh, Orissa, Jharkhand, Chattisgarh, West Bengal, Bihar, Goa, Andaman and Nicobar, Delhi and Noida RC (already PSC activated). 12 PSCs can be activated at the national level with 100 learners per PSC.

Madhya Pradesh, Uttarakhand and North-Eastern states have been permitted by NCTE to train their elementary/primary school teachers through IGNOU's D.El.Ed. programme. The intake in a session will depend on the number of Study Centres in the State.

1. ABOUT THE UNIVERSITY

1.1 Introduction

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

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

1.2 Special Features

- International jurisdiction
- Flexible admission rules
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support service network
- Cost-effective programmes
- Modular approach to programmes
- Resources sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organisations
- Socially and academically relevant programmes based on learners need analysis

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels 'Gyan Darshan'. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.

- On the spot delivery of study material to students.
- Largest network of learning support system.
- Declaration of Term-end result within 45 days.
- Increase in academic programmes manifold over the years.

1.4 Schools of Studies & Centres

With a view to develop interdisciplinary studies, the University operates through its 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 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 currently are in operation:

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

1.5 Academic Programmes

The university offers both short-term and long-term academic programmes leading to certificates, diplomas and degrees, covering conventional as well as innovative programmes. Most of these programmes have been developed after an initial survey of the demand for such studies.

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

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

1.6 Course Preparation

Learning materials are specially prepared by teams of experts drawn from different institutions and universities all over the country as well as in-house faculty. These materials are scrutinised by content experts, supervised by the instructors/unit designers and edited by language experts before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with course writers, in-house faculty and producers. The material thus prepared is previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally despatched to the students, study centres and telecast through Gyan Darshan.

1.7 Credit System

The university follows the "Credit System" for most of its programmes. Each credit is of 30 hours of study comprising all learning activities. A six-credit course, for instance, involves 180 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort he/she has to put in, in order to successfully complete a course. Completion of an academic programme (degree, diploma or certificate) requires successful clearing of assignments, term-end examinations of each course in a programme and practical components.

1.8 Support Services

In order to provide individualised support to its learners, the university has a large number of study centres throughout the country. These are coordinated by 56 Regional Centres. At the study centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch/listen to video/audio cassettes and interact with the Coordinator on administrative and academic matters. The support services are also provided through work centres, programme centres and skill development centres.

1.9 Programme Delivery

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

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

a) **Self-instructional Written Material**

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

b) **Audio-Visual Material Aids**

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

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

c) **Counselling Sessions**

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

d) **Contact Programme**

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

e) **Teleconferencing**

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

f) **Interactive Radio Counselling (IRC)**

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

g) **Distance Learning Facilitator**

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

2. UNIVERSITY RULES

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

2.1 Reservation

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

2.2 Educational Qualifications Awarded by Private Institutions

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

2.3 Incomplete and Late Applications

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

2.4 Validity of Admission

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

2.5 Validity of Degree for Admission

Master's Degree awarded without a first degree is not recognised for purpose of admission to IGNOU's Academic Programme.

Similarly degree acquired from an '**Off Campus**' Centre of Private Universities outside the territorial jurisdiction of the concerned State is also not recognised for purposes of admission to IGNOU's academic programmes unless it has specific approval of the Distance Education Council.

2.6 Simultaneous Registration

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

2.7 Counselling and Examination Centre

All study centres, Programme study centre, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practicals.

2.8 Change/Correction of Address and Programme Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learner alongwith the study material in the very first lot of despatch. In case there is any correction/change in the address, the learners are advised to make use of proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SR&E Division, Maidan Garhi, New Delhi - 110068. **Requests received directly to SRD, New Delhi will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.**

In case a change of Programme Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that counselling facilities are available, for their subject, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. **Similarly, change of Programme Centre is not permissible in programmes where practical components are involved.**

2.9 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division (SRD) and the learner as well. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc. 'No Objection Certificate' is to be obtained from the concerned Regional Centre/ Study Centre where the learner wishes his/her transfer.

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

2.10 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website www.ignou.ac.in). Admission of foreign students residing in India will be processed by the **International Division** of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development. Programmes with limited number of seats are not offered for foreign students.

2.11 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programme with entrance based after the scheduled examination.

2.12 Correction/Change of Name/Surname of Learner

Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form.

For Change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar, SRD:

- i) Original copy of Notification in a daily newspaper notifying the change of name;
- ii) Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii) Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- iv) Gazette Notification, in original, reflecting the change of name/surname;
- v) Demand Draft of Rs.200/- drawn in favour of IGNOU payable at New Delhi.

Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

KVS Employees

As per agreement with KVS, 100 no of students are entitled to get 50% fee concession in the programmes offered by university during a year. All the KVS employee seeking admission in any programme of the university are requested to forward their application through their respective institutions directly to Kendriya Vidyalaya Sangathan, New Delhi for onward transmission to SRD, HQ, New Delhi. SRD Shall forward these applications to their respective Regional Centres for necessary scrutiny.

2.13 Term-end Examination

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

● Examination Fee

Examination fee of ₹ 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at the city of the regional centre, where you are submitting your examination form. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

● Examination Centre

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose, you are advised to go

through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as examination centre code. However, in case the examination centre chosen by a student is not activated, the University will allot another examination centre under the same Region.

● **Date for Submission of Examination Forms**

| JUNE, TEE | DECEMBER, TEE | LATE FEE | WHERE TO SUBMIT THE FORM |
|--|---|----------|---|
| 1 st March to 31 st March | 1 st Sept to 30 th Sept | NIL | At the concerned Regional Centre under which your examination centre falls. |
| 1 st April to 20 th April | 1 st Oct to 20 th Oct | ₹ 300/- | |
| 21 st April to 30 th April | 21 st Oct to 31 st Oct | ₹ 500/- | |
| 1 st May to 15 th May | 1 st Nov to 15 th Nov | ₹ 1000/- | |

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ₹ 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

| | |
|--------------------------------------|--|
| Examination fee per course is | - ₹ 60/- (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at | - Regional Centre under which your examination centre falls |
| Demand draft to be made in favour of | - IGNOU and payable at the city where submitting the exam form |

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

1. Remain in touch with their Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form/fee if any;
2. fill up all the particulars carefully in the examination form to avoid rejection/delay in processing of the form;
3. retain proof of mailing/submission of examination form till you receive examination hall ticket.

● **Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student's at least two week before the commencement of Term-end Examination. The same can also be downloaded from the

University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination, the student can download the hall ticket from the website and approach the exam centre for appearing in the exam by producing his/her IGNOU identity card..

2.14 Disputes on Admission and Other University Matters

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

2.15 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India Universities (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian Universities/Institutions, as per UGC Circular letter no. F.1-52/2000(CPP-II) dated 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 & AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005.

2.16 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. **In case a student wants to have assignments, s/he can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in.** For non-receipt of study material students are required to write to Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

2.17 Change of Medium

Change of medium is permitted within 30 days from the receipt of first set of study materials in the First Year only on payment of Rs. 200/- plus Rs. 200/- per 2/4 credit course and Rs. 400/- per 6/8 credit course. No change is permissible in 2nd year. The request for change of medium should be addressed to concerned Regional Centre only. The student is required to return the study materials already received to concerned Regional Centre.

2.18 Re-admission

The student can take re-admission of any left over courses after the expiry of maximum duration of 4 years. No re-admission is allowed to any course after the expiry of six years from the date of first registration. The request for re-admission should be addressed to SRD, Maidan Garhi and take place only with pro-rata fee per course.

2.19 Early Declaration of Result

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

Early Declaration is permissible in Ter-End-Examination only. This facility is not applicable for lab/Practical courses, Project, Assignment, Workshop, seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

2.20 Re-evaluation of Term-End-Examination

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs. 500/- per course. The request for re-evaluation by the student must be made within one month from the date of

declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format attached at the end of the prospectus.

2.21 Obtaining Photocopy of the Answer Script

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format attached at the end of the prospectus.

2.22 Refund of Fee

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

2.23 Scholarship and Reimbursement of Fee

The learners belonging to the 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.

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship from the Directorate of Social Welfare or from the office of the Social Welfare Officer, of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted, registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

Scholarship scheme of National Centre for Promotion of Employment of Disabled People (NCPEDP) for Post Graduate level programme is applicable to the students of this University also. Such students are advised to apply to awarding authority.

2.24 Official Transcript

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110 068. A fee of Rs. 200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/-. Format attached at the end of the prospectus.

2.25 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs. 150/- in favour of IGNOU payable at "New Delhi". Format attached at the end of the prospectus.

2.26 IGNOU Policy Regarding Sexual Harassment at the Workplace

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

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

2.27 PREVENTION OF MALPRACTICE/NOTICE FOR GENERAL PUBLIC

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only. Students interacting with intermediaries shall do so at their own risk and cost.

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

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2953 2118)
4. Registrar, SED (Tele: 2953 5828)
5. Registrar, SRD (Tele: 2953 2741)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)
Convener
8. Deputy Registrar (SRD) (Tele: 2957 1112)

Alternatively complaints may be faxed on 29536588 29532312.

Email : ignouregistrar@ignou.ac.in

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

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

As per directions of Hon'ble Supreme Court of India ragging is prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, authority would expel him from the University.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Formulation of New Committees against Sexual Harassment in the University (RSDCASH, ICASH & ACASH)

As per the IGNOU Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment, adopted by the Board of Management at its 102nd meeting held on 14.10.2009, the Vice-Chancellor is pleased to re-constitute the following three committees:

I. Apex Committee Against Sexual Harassment (ACASH)

- | | |
|---|-------------|
| i) Prof. Anu Aneja, SOGDS (011-29571614, anuaneja@ignou.ac.in) | Chairperson |
| ii) Dr. Zeba Khan, Dy. Director, EMPC (011-29573394; zkhan@ignou.ac.in) | Member |
| iii) Ms. Kalyani Menon Sen (Feminist Activist) (kmenonsen@gmail.com) | Member |
| iv) Prof. Parvin Sinclair, Director (NCERT) (011-26519154) | Member |

II. IGNOU Committee against Sexual Harassment (ICASH)

Category: Academic Staff - 4 members

- | | |
|--|-------------|
| i) Prof. Srilatha, Professor, SOMS (011-29573009; srilatha@ignou.ac.in) | Chairperson |
| ii) Prof. Malati Mathur, Professor, SOH (011-29572783; malati_mathur@ignou.ac.in) (Member continuing from outgoing (ICASH)) | Member |
| iii) Ms. Poonam Bhushan, Associate Professor, SOE(011-29572934; pbhushan@ignou.ac.in) | |
| iv) Prof. Dolly Mathew, Professor, SOSS (011-29572728; umamedury@ignou.ac.in) | |

Category: Non-teaching Staff

- | | |
|--|--------|
| i) Ms. Santosh Gogia, AR, SOEDS (011-29571666; sgogia@ignou.ac.in) | Member |
| ii) Ms. Rajni A. Jeet, AR, IUC (01129571518; rajnijeet@ignou.ac.in) | Member |
| iii) Mr. Praveen Kr. Sharma, SPA, SOPVA (011-29571651; praveenkumarsharma@ignou.ac.in) | Member |
| iv) Ms. Neelam Rawat, SO, Admn. (011-29571422; neelamrawat@ignou.ac.in) | Member |

Category: RTA

- | | |
|---|--------|
| i) Ms. Sandhya, RTA, SOSS (9312731589; sandhyachopra@hotmail.com) | Member |
|---|--------|

Category: External co-opted women member:

- | | |
|--|--------|
| i) Ms. Chitra Mudgal (Writer, Novelist) | Member |
| ii) Ms. Kamla Vishvanathan (Jagori NGO) (9810341103) | |

III. Regional Services Division Committee against Sexual Harassment (RSDCASH)

- | | |
|--|-------------|
| i) Dr. Asha Khare, Dy. Director, EDNER (011-29534034; ashakhar@ignou.ac.in) | Chairperson |
| ii) Dr. Neeta Kapai, Dy. Director, CCETC(011-29572108; nkapai@ignou.ac.in) (Member continuing from outgoing RSDCASH) | Member |
| iii) Ms. Seema Chandok, Dy. Librarian, Library Div. (011-29571909; seemachandhok@ignou.ac.in) | Member |
| iv) Ms. Sharda, JAT, Gen. Admn.(011-29571418) | Member |
| v) Ms. Mridula Tandon (Sakshi NGO) | Member |

3. SCHOOL OF EDUCATION

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

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

The School comprises the following four disciplines:

- a) Education
- b) Distance Education
- c) Educational Technology
- d) Adult Education

The academic programmes being offered by the School are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education (M.A. Education)
- Master of Education (M.Ed)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLM)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre Primary Education (PGDPPED)
- Diploma in Elementary Education (DEIEd)
- Certificate in Guidance (CIG)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Professional Development of Teachers of Kendriya Vidyalayas
- Certificate in Inclusive Education (CIE)

4. DIPLOMA IN ELEMENTARY EDUCATION (DELED) PROGRAMME

Diploma in Elementary Education Programme is an effort of School of Education to enhance understanding and competencies of in-service teachers for carrying out the teaching learning process effectively at the elementary level. The programme also takes into account

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the university will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria.

Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

experiences gained by in-service teachers and aims strengthening their professional competencies. Pedagogical skills and attitudes in order to make teaching learning an effective and enjoyable activity.

Objectives

The following four broad objectives have been envisaged in the Programme:

- i) to develop knowledge and understanding of the Elementary School Curriculum;
- ii) to develop skills in transacting the prescribed curriculum effectively;
- iii) to acquaint the participants with the factors affecting child development, individual differences in the class room, learning and motivation process etc.
- iv) to appreciate the role of teachers in the socio-cultural and political context of the countries in general and in the elementary education system in particular.

Target Group

The target group for the programme are the untrained teachers teaching at elementary level. However, they should fulfil the eligibility criteria prescribed for the admission.

Eligibility

The untrained permanent teachers having passed 10+2 standard examination with a minimum of 50% marks or above teaching at the Primary and elementary level (Standard I to VIII) in the recognised schools. The teachers should have minimum two years teaching experience at the time of seeking admission.

- i) The reservation for SC/ST/OBC (Non-Creamy Layer) and other categories shall be as per the rules of the Central Government.
- ii) The candidate should submit their application form only at concerned Regional Centre under whose jurisdiction/operational area the working school falls.
- iii) Masters' Degree awarded without a first degree is not accepted for purpose of Academic Studies in IGNOU.
- iv) As per Government of India Notification dated 7th March, 2013, the concession for the wards of Kashmiri migrants for admission during academic session 2013-14 shall be adhered to with regard to the following:
 - 1) Relaxation in cut off percentage upto 10% subject to minimum eligibility requirement.
 - 2) Increase in intake capacity upto 5% course wise.
 - 3) Reservation of at least one seat in merit quota in technical/professional institutions.
 - 4) Waiving of domicile requirements.

Duration

Minimum - 2 Years

Maximum - 4 Years

Medium of Instruction

The medium of Instructions for this programme is English and Hindi.

Programme Fee

Proposed Programme fee is Rs, 12,000/- for the entire programme.

5 PROGRAMME STRUCTURE

| S. No. Course Title | |
|-----------------------------------|--|
| Ist Year : Theory Courses | |
| 1. | BES-001 Understanding the Elementary School Child |
| 2. | BES-002 Teaching-Learning and Assessment |
| 3. | BES-004 Contemporary Indian Society and Education |
| 4. | BES-008 Language and Early Literacy |
| 5. | BES-009 Teaching of Mathematics for the Primary School Child |
| 6. | BES-010 Teaching of Environmental Studies (EVS) |
| Practical Courses | |
| | BESL-005 School-Based Activities I |
| | BESL-006 Workshop Based Activities I |
| | BESL-007 Practice of Teaching I |
| IInd Year : Theory Courses | |
| 7. | BES-016 Life Enrichment and Self-Development |
| 8. | BES-017 School Education, Leadership and Change |
| 9-12. | Optional Pedagogic Courses (Elementary level) |
| (Any two): (4 credits each) | |
| | i) BES-018 Teaching of Social Science |
| | ii) BES-019 Teaching of Science |
| | iii) BES-012 Teaching of Mathematics |
| | iv) BES-020 Teaching of English |
| Practical Courses | |
| | BESL-005 School-Based Activities II |
| | BESL-006 Workshop Based Activities II |
| | BESL-007 Practice of Teaching II |

BES-001 Understanding the Elementary School Child

Block 1 Contexts of Development

- Unit 1 Social World of Children
- Unit 2 Going to School
- Unit 3 Social development in childhood
- Unit 4 Children at Play

Block 2 Understanding Development

- Unit 5 Introduction to Development
- Unit 6 Methods to study children

Unit 7 Physical and Psychomotor Development in Children

Unit 8 Cognitive Development

Block 3 Children and Childhood : Perspectives

Unit 9 Childhood

Unit 10 Understanding Marginalization

Unit 11 Understanding Gender

Unit 12 Inclusion

BES-002 Teaching-Learning and Assessment

Block 1 Teaching and Learning at Elementary Level

Unit 1 Understanding Teaching and Learning

Unit 2 Teaching and Learning: Different Perspectives

Unit 3 Factors Affecting Learning

Unit 4 Learning Environment

Block 2 Pedagogic Practices at Elementary Level

Unit 5 Acquisition of Knowledge and Methods of Inquiry

Unit 6 Methods of Organizing Learning Experiences

Unit 7 Teaching - Learning Materials (TLMs)

Unit 8 Planning Teaching - Learning Activities

Unit 9 Multi - grade and Teachings in other Contexts

Block 3 Assessment of Learning and Use of ICTs

Unit 10 Assessment: Basics

Unit 11 Continuous and Comprehensive Evaluation (CCE)

Unit 12 Use of ICTs for Teaching-learning

Unit 13 Computer and E-Learning

BES-004 Contemporary Indian Society and Education

Block 1 Historical Background

Unit 1 Impact of Colonialism on Education in India

Unit 2 Nationalist Movements: Education Reforms and Legacy

Block 2 Philosophy of the Indian Constitution

Unit 3 Vision of Social Transformation

Unit 4 Basic Features of the Constitution and Provision for Education

Unit 5 Education Commissions and Policies since Independence

Unit 6 Right to Education Act-2009

Block 3 Contemporary Indian Society: Issues, Concerns and Implications for Education

Unit 7 Social Diversity and Exclusion- Implications for Education

Unit 8 Equality and Excellence in Education

Unit 9 Globalisation, Liberalisation and Impact on Education

BES-008 Language and Early Literacy

Block 1 Nature of Language

Unit 1 What is Language?

Unit 2 Language Diversity

Block 2 Understanding How Language is Acquired

Unit 3 Language and Social Interaction

Unit 4 Language, Mind and Brain

Unit 5 Theories of Language Acquisition

Block 3 Language Acquisition and Language Learning: Pre-School and Early Years

Unit 6 Classroom Language and Literacy

Unit 7 Language across the Curriculum

Unit 8 Classroom Practices for Language Development

Unit 9 Language Based Learning Disabilities (LBLD)

Unit 10 Assessing Language

BES-009 Teaching of Mathematics for the Primary School Child

Block 1 Aspects of Teaching Learning Process in Mathematics

Unit 1 Learning Mathematics

Unit 2 Helping Children Learn Mathematics

Unit 3 Classroom Practices

Block 2 Numbers

Unit 4 Learning to Count

Unit 5 Ones, Tens and More

Unit 6 Addition and Subtraction

Unit 7 Multiplication and Division

Block 3 Fractions

- Unit 8 Fractions as a part of a whole
- Unit 9 Operations with Fractions
- Unit 10 Decimals
- Unit 11 Working with Numbers

Block 4 Measurement

- Unit 12 Shapes
 - Unit 13 How big it is?
 - Unit 14 How heavy it is?
 - Unit 15 Measuring Time
-

BES-010 Teaching of Environmental (EVS) Studies**Block 1 Concept of Environment Studies**

- Unit 1 Scope of EVS as a Curricular Area at the Primary Level
- Unit 2 Curriculum Organisation
- Unit 3 EVS (Science) and EVS (Social Science) as EVS

Block 2 Understanding Children's Learning

- Unit 4 Perspectives in EVS Learning
- Unit 5 Children's Ideas and Classroom Transaction

Block 3 Teaching-Learning Process and Assessment

- Unit 6 Different Ways of Teaching EVS
 - Unit 7 Planning for Teaching
 - Unit 8 Process Skills in EVS
 - Unit 9 Multiple Ways of Assessment
-

Second Year Courses

BES-016 Life Enrichment and Self-Development**Block 1 Exploring the Aim of Life**

- Unit 1 Self Awareness and Self Management
- Unit 2 Developing-Self and Self-esteem
- Unit 3 Developing Sensitivity and Tolerance
- Unit 4 Aims and Purpose of life

Block 2 Peace, Progress and Harmony

Unit 5 Decision Making and Problem Solving

Unit 6 Group Harmony and Conflict Resolution

Unit 7 Stress Management

Unit 8 Social Harmony : Becoming Agents and Catalysts of Change

BES-017 School Education, Leadership and Change**Block 1 Structure and Processes of Indian Education System**

Unit 1 School Education: Aims and Structure

Unit 2 Recent Initiatives in School Education

Unit 3 Working with Local Self-bodies, VEC and Gram Panchayats

Unit 4 Community Participation

Block 2 School Effectiveness and School Standards

Unit 5 Shaping School Culture

Unit 6 School as a Learning Organization-Vision, Mission and Objectives

Unit 7 Characteristics of an Effective School

Unit 8 School Development Plan

Unit 9 Assets of School Development Plan

Block 3 School Leadership and Management

Unit 10 Demands on Teachers as School Leaders

Unit 11 Roles, Functions and Responsibilities of a School Leader

Unit 12 Transformational Leadership in Schools

Block 4 Change Facilitation in Education

Unit 13 Enhancing Students' Learning and Achievement

Unit 14 Equal Opportunities in School-Pluralism and Gender Issues

Optional Pedagogic Courses (*Any two*):

BES-018 Teaching of Social Science**Block 1 Purpose and Rationale of Social Science**

Unit 1 Nature and Content of Social Science

Unit 2 What is Social Science, and why is it important?

Unit 3 Multiple Perspectives to Understanding the Social World

Unit 4 Various approaches to Organize Social Science

Block 2 Different Perspectives on Social Science Disciplines

- Unit 5 History: Nature and Place in School Curriculum
- Unit 6 Elitist/Status-quoist and Activist/Social Transformation Perspectives on Civics
- Unit 7 Geography: Nature and Place in School Curriculum

Block 3 Important Themes in Social Science

- Unit 8 Time, Continuity and Change
- Unit 9 Civilization: History, Culture
- Unit 10 Social Institutions
- Unit 11 Power, Authority and Governance Power
- Unit 12 Market, Exchange, Labour

Block 4 Teaching-Learning Process

- Unit 13 Social Science Class Room Teaching and Concept Formation
- Unit 14 Case Studies of Children's Understanding of Concepts

Block 5 Teaching-Learning Materials and Processes

- Unit 15 Teaching-Learning Materials
- Unit 16 Skill Development
- Unit 17 Evaluation of Learning
- Unit 18 Reviewing and Designing Curriculum

BES-019 Teaching of Science**Block 1 'Understanding Science'**

- Unit 1 Science and Scientist
- Unit 2 Nature of Science
- Unit 3 Scientific Inquiry and Scientific Data
- Unit 4 Understanding Elementary Science

Block 2 Curriculum Transactions in Classroom

- Unit 5 The Learner and Nature of Learning
- Unit 6 Teaching Learning Process
- Unit 7 Preparation of Unit Plans
- Unit 8 Assessment
- Unit 9 Inclusive Classroom

Block 3 Content Enrichment

- Unit 10 Food and Materials

- Unit 11 The World of Living
 - Unit 12 Moving Things & People: How Things Work
 - Unit 13 Natural Phenomenon and Natural Resources
-

BES-012 Teaching of Mathematics

Block 1 Thinking Mathematically

- Unit 1 Nature of Mathematics
- Unit 2 Exploring Mathematics
- Unit 3 Symmetry and Patterns

Block 2 Encouraging Learning Mathematics

- Unit 4 Constructivist Classroom Processes
- Unit 5 Building a Constructivist Classroom
- Unit 6 On Learning Mathematics
- Unit 7 Learning through Activities

Block 3 Data and Chance

- Unit 8 Learning to Handle Data
- Unit 9 Learning to Interpret Data
- Unit 10 Learning about Chance

Block 4 Algebraic Thinking

- Unit 11 Number Patterns and Relational Thinking
- Unit 12 Use of Variables
- Unit 13 Linear Equations

Block 5 Geometric Thinking

- Unit 14 Spatial Understanding
 - Unit 15 Shape and Structure
 - Unit 16 Location and Arrangement
-

BES-020 Teaching of English

Block 1 Learner and Teacher

- Unit 1 Role of English in India-Varieties, Status and Functions
- Unit 2 Understanding the EL Learner
- Unit 3 Approaches, Methods and Techniques in English Language Teaching
- Unit 4 Daily Lesson Plans and Strategies for Classroom Transaction

Block 2 Listening, Speaking and Reading

- Unit 5 Listening

- Unit 6 Speaking
- Unit 7 Evaluation of Listening and Speaking
- Unit 8 Teaching Reading: General Principles

Block 3 Teaching Writing

- Unit 9 The Mechanics of Writing
- Unit 10 Types of Writing in the Elementary School
- Unit 11 Evaluation of Written Work
- Unit 12 Teaching Grammar Activities and Games

Block 4 Creating Materials

- Unit 13 Teaching Materials - Their Need and Justification
- Unit 14 Approaches to Materials Production
- Unit 15 Evaluating and Adapting Instructional Materials

Evaluation

The University follows the following evaluation system:

- Self-assessment exercises (non-credit)
- Continuous evaluation through assignments, Activities at Schools and workshops, Practice of Teaching etc.
- Term-end Examination

Grading System

IGNOU uses the Grading System for evaluating the learners achievement on a Five Point Scale using Letter Grades A, B, C, D and E. The notional correlates of the letter grades are as follows:

| Letter Grade | Description | Point Grade |
|--------------|----------------|-------------|
| A | Excellent | 5 |
| B | Very Good | 4 |
| C | Good | 3 |
| D | Average | 2 |
| E | Unsatisfactory | 1 |

Printed Material

The print materials are the self-instructional materials for both theory and practical components of the programme. It is supplied to the students in the form of blocks. Each block contains 2-5 units. The University sends study materials and assignments 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.

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and reinforcement. These are used during counselling and workshop sessions at the programme centre. Besides,

the video programmes are telecast on the national network of Gyan Darshan.

Assignments

Assignments are an integral and compulsory component of the instructional system. There is only one tutor-marked assignments for each theory course. These assignments are to be submitted to the programme centre in accordance with the submission schedule provided separately in the programme guide.

Counselling Sessions

Generally the counselling sessions will be held at the programmes centres during weekends (Saturdays and Sundays) and long holidays. Within the general schedule of the programme, the coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators will also provide the counselling schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

Teleconferencing

To provide more clarity and understanding, two-way audio and one-way video facility will be used during teleconferencing at regional centres.

Interactive radio counselling and interactive programmes through Gyan Vani and Gyan Darshan will also be made available.

Conduct of Practicals

Practicals will be held in the schools and teacher training colleges/institutions identified as Programme Centres. As mentioned earlier, the practical courses consist of school-based, workshop-based practicals, practical oriented assignments and practice teaching. These activities will be conducted in the schools. Besides, two practical workshops of 20 days duration, i.e., 10 days in 1st year and 10 days in 2nd year with intensive face-to-face interaction to develop skills and competencies will also be organised at the Programme Centre or at any other suitable place. The student teachers will have to do practical work and various activities required for the development of teaching skills and competencies in the school under the guidance of the supervisor and principal/headmaster after taking due permission from the school concerned. Overall a student is expected to go through approximately 300 hours of contact time.

Evaluation

The system of evaluation, both for theory and practical work, is as follows:

Theory: For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. One assignment in each theory course is compulsory.
- c) The term-end examination has a weightage of 70% of the total for each course. Term-end examinations will be held in June/December every year.

Practical : For Practical courses, evaluation comprises three aspects:

- a) Continuous evaluation of school-based activities and practice teaching.
- b) Evaluation of performance in practical workshops.
- c) Evaluation of Practice Teaching.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course.

If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only upto a period of four years from the date of registration.

The letter grade system is used for grading continuous and terminal examination components. These letter grades are:

| Letter grade | Qualitative level | Point grade | Percent (%) |
|---------------------|--------------------------|--------------------|--------------------|
| A | Excellent | 5 | 80% & above |
| B | Very Good | 4 | 60-79.9% |
| C | Good | 3 | 50-59.9% |
| D | Satisfactory | 2 | 40-49.9% |
| E | Unsatisfactory | 1 | Below 40% |

The rounding off decimal pring in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4. (Please see notification attached).

The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separately.

WHOM TO CONTACT FOR WHAT

| | | |
|-----|---|--|
| 1. | Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address | Concerned Regional Centre |
| 2. | Non-receipt of study material and assignments | Concerned Regional Centre |
| 3. | Change of Elective/Medium/ opting of left over electives/Deletion of excess credits | Concerned Regional Centre |
| 4. | Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall Ticket | Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209 |
| 5. | Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript, etc. | Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068 npsingh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316 |
| 6. | Non-reflection of Assignment Grades/Marks | Deputy. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068 assignments@ignou.ac.in Ph. : 011-29571312, 011-29571319, 011-29571325 |
| 7. | Status of Project Reports of all programmes | Asstt(Projects), SED,IGNOU Maidan Garhi, New Delhi-68 Ph.: 011-29532294 Ext. 1313/1320/1321 Email : projectssed@ignou.ac.in |
| 8. | Original Degree/Diploma/Verification of Degree/Diploma | Assistant Registrar (Exam.I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213 email: convocation@ignou.ac.in |
| 9. | Re-admission and Credit Transfer | Student Registration Division, Block No. 3, IGNOU, Maidan Garhi, New Delhi-110068 |
| 10. | Student Grievances (SED) | Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sedgrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313 |
| 11. | Purchase of Audio/Video Tapes | Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068 |
| 12. | Academic Content | Director of the School concerned |
| 13. | Examination Date Sheet | Assistant Registrar (Exam.II), SED, Block-12, Room No. 2, IGNOU, Maidan Garhi, New Delhi - 110 068 |
| 14. | Regarding Programme detail | Programme Coordinator 011-29572962, 29531302 msharma@ignou.ac.in |
| 15. | Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU | Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Tel.Nos.:29535714, 29533869 Fax: 29533129 Dy.Director, City Centre, YMCA, Tourist Hostel, 1 Jai Singh Road, New Delhi 011-23344914, 011-23344915 |

ANNEXURES

Appendix I

CODES AND ADDRESSES OF REGIONAL CENTRES AND RECOGNIZED REGIONAL CENTRES

| S.NO | NAME OF RCs | RC CODE | ADDRESS | OPERATIONAL AREA |
|------|-------------|---------|--|---|
| 1 | AGARTALA | 26 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH.OFF: 0381-2519391 / 2516266 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in | STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA) |
| 2 | AHMEDABAD | 09 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT PH.OFF: 02717-242975 -79 FAX : 02717-241580 EMAIL : rcaahmedbad@ignou.ac.in | STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.) |
| 3 | AIZWAL | 19 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAI BUILDING M.G. ROAD KHATLA(NEAR CENTRAL YMCA OFF) AIZWAL – 796 001 MIZORAM PH.OFF: 0389-2311693 / 2311692 FAX : 0389-2311789 EMAIL : rcaizwal@ignou.ac.in | STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI) |
| 4 | ALIGARH | 47 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH – 202 001 UTTAR PRADESH PH.OFF: 0571-2700120 / 2701365 FAX : 0571-2402147 EMAIL : rcaligarah@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: ALIGARH, AGRA, BUDAUN, BULANDSHAHR, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD AND RAMPUR) |
| 5 | BANGALORE | 13 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA | STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, BAGALKOT, |

| | | | | |
|----|--------------|----|--|---|
| | | | PH.OFF: 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in | BIJAPUR, GADAG, HAVERI, BELLARY, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, CHAMARAJANAGAR, CHIKMAGALUR, DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI) |
| 6 | BHAGALPUR | 82 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFF. MARWARI COLLEGE PREMISES BHAGALPUR, BIHAR-812007 EMAIL: rcbhagalpur@ignou.ac.in | STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbhanga and Patna RCs</i> |
| 7 | BHOPAL | 15 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH PH.OFF: 0755-2578455 / 2578452 FAX : 0755-2578454 EMAIL : rcbhopal@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BALAGHAT, BHIND, CHHATARPUR, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SAGAR, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, PANNA, RATLAM, SATNA, SHEOPUR, TIKAMGARH, VIDISHA, ASHOKNAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN) |
| 8 | BHUBANESHWAR | 21 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA PH.OFF: 0674-2301348 / 2301250 FAX : 0674-2300349 EMAIL : rcbhubaneswar@ignou.ac.in | STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH) |
| 9 | CHANDIGARH | 06 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA PH.OFF: 0172-2590208 FAX : 0172-2590279 EMAIL : rcchandigarh@ignou.ac.in | STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.) |
| 10 | CHENNAI | 25 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3rd Floor G.R. Complex 407-408, Anna Salai, Nandanam CHENNAI - 600 035, TAMILNADU Ph. Off: 044-24312488/24312499 Email : rcchennai@ignou.ac.in | STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, |

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| | | | | NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR), PONDICHERRY (U.T.). |
| 11 | COCHIN | 14 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA PH.OFF: 0484-2340203 / 2348189 / 2330891 FAX : 0484-2340204 EMAIL : rccochin@ignou.ac.in | STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KANNUR, KASARAGOD, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THRISSUR, WAYANAD), LAKSHADWEEP (U.T.) |
| 12 | DARBHANGA | 46 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA - 846 004 BIHAR PH.OFF: 06272-251833 FAX : 06272-253719 EMAIL : rcdarbhang@ignou.ac.in | STATE OF BIHAR (DISTRICT: ARARIA, BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, KATI HAR, KHAGARIA, SAHARSA, SUPAUL, MADHEPURA, PURNEA, KISHANGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMASTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN) |
| 13 | DEHRADUN | 31 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF: 0135-2789180 / 2789200 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in | STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFARNAGAR, BUNNORE) |
| 14 | DELHI 1 | 07 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2/1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI – 110 044 DELHI PH.OFF: 011-26990082-83 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD) |
| 15 | DELHI 2 | 29 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF: 011-23392374 / 23392376 -77 FAX : 011-23392375 | STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR |

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| | | | EMAIL : rcdelhi2@ignou.ac.in | MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR) |
| 16 | DELHI 3 | 38 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045 PH.OFF: 011-25088939 / 25088944 FAX : EMAIL : rcdelhi3@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON) |
| 17 | GANGTOK | 24 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY, 5TH MILE, BELOW MANIPAL HOSPITAL TADONG, GANGTOK-737102 SIKKIM PH.OFF: 0359-2270923 FAX : 0359-2212501 EMAIL : rcgangtok@ignou.ac.in | STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM) |
| 18 | GUWAHATI | 04 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM PH.OFF: 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in | STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJ, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP METROPOLITAN, BAKSA, UDALGURI, CHIRANG) |
| 19 | HYDERABAD | 01 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH PH.OFF: 040-23117550-53 FAX : 040-23117554 EMAIL : rchyderabad@ignou.ac.in | STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIMNAGAR, KURNOOL, MEDAK, MAHABOBNAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL) |
| 20 | IMPHAL | 17 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC | STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, |

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| | | | IMPHAL – 795 001 MANIPUR PH.OFF: 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in | IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL) |
| 21 | ITANAGAR | 03 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR - 791 110 ARUNACHAL PRADESH PH.OFF: 0360-2247536 / 2247538 FAX : 0360-2247537 EMAIL : rcitanagar@ignou.ac.in | STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG) |
| 22 | JABALPUR | 41 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH.OFF: 0761-2600411 / 2600441 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in | STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, AND UMARIA) |
| 23 | JAIPUR | 23 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN PH.OFF: 0141-2785763 / 2785750 FAX : 0141-2784043 EMAIL : rcjaipur@ignou.ac.in | STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BANSWARA, BARAN, BARMER, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGARPUR, HANUMANGARH, JAIPUR, JAISALMER, JALOR, JHALAWAR, JHUNJHUNU, JODHPUR, KARALI, KOTA, NAGPUR, PALI, PRATAPGARH, RAJSAMAND,SAWAI MADHOPUR, SIKAR, SIROHI, SRI GANGANAGAR, TONK, UDAIPUR) |
| 24 | JAMMU | 12 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR PH.OFF: 0191-2579572 / 2546529 FAX : 0191-2546995 EMAIL : rcjammu@ignou.ac.in | STATE OF JAMMU & KASHMIR (JAMMU REGION – DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR) |
| 25 | JORHAT | 37 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM EMAIL: rcjorhat@ignou.ac.in | STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) <i>Note: Currently under Guwahati RC</i> |

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| 26 | KARNAL | 10 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06, SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA PH.OFF: 0184-2271514 / 2260075 FAX : 0184-2255738 EMAIL : rckarnal@ignou.ac.in | STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, MEWAT, PALWAL, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR) |
| 27 | KHANNA | 22 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA – 141 401 PUNJAB PH.OFF: 01628-229993 / 237361 FAX : 01628-238284 EMAIL : rckhanna@ignou.ac.in | STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA) |
| 28 | KOHIMA | 20 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENUOZOU KOHIMA – 797 001 NAGALAND PH.OFF: 0370-2260366 / 2260167 FAX : 0370-2260216 EMAIL : rckohima@ignou.ac.in | STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK) |
| 29 | KOLKATA | 28 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA – 700 091 WEST BENGAL PH.OFF: 033-23349850 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA) |
| 30 | KORAPUT | 44 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA PH.OFF: 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in | STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR) |
| 31 | LUCKNOW | 27 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH PH.OFF: 0522-2746120 / 2745114 FAX : 0522-2746145 | STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPUR, HARDOI, |

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| | | | EMAIL : rclucknow@ignou.ac.in | JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO) |
| 32 | MADURAI | 43 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018 TAMIL NADU PH.OFF: 0452-2380387 / 2380733 FAX : 0452-2370588 EMAIL : rcmadurai@ignou.ac.in | STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVARUR, TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR) |
| 33 | MUMBAI | 49 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI – 400 081 PH.OFF: 022-25633159 / 25635540 FAX : 022-25635540 EMAIL : rcmbai@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH AND RATNAGIRI) |
| 34 | NAGPUR | 36 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGPUR 440 033 PH.OFF: 0712-2022000 FAX : EMAIL : rcnagpur@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI) |
| 35 | NOIDA | 39 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305 UTTAR PRADESH PH.OFF: 0120-2405012 / 2405014 FAX : 0120-2405013 EMAIL : rcnoida@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT) |
| 36 | PANAJI | 08 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM – 403 521 GOA PH.OFF: 0832-2462315 FAX : 0832-2414552 EMAIL : rcpanaji@ignou.ac.in | STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINDHDURG) |

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| 37 | PATNA | 05 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR PH.OFF: 0612-2219539 / 2219541 FAX : 0612-2219538 EMAIL : rcpatna@ignou.ac.in | STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA, BHAGALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI) |
| 38 | PORT BLAIR | 02 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS PH.OFF: 03192-242888 / 230111 FAX : EMAIL : rcportblair@ignou.ac.in | ANDAMAN & NICOBAR ISLANDS (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR) |
| 39 | PUNE | 16 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA PH.OFF: 020-25671867 / 25651321 FAX : 020-25671864 EMAIL : rcpune@ignou.ac.in | STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR) |
| 40 | RAGHUNATHGANJ | 50 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI, NEAR DENA BANK FULTALA, RAGHUNATHGANJ DISTT. MURSHIDABAD WEST BENGAL - 742 225 PH.OFF: 03483-271555 / 271666 FAX : EMAIL : rcraghunathganj@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA) |
| 41 | RAIPUR | 35 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH PH.OFF: 0771-2428285 / 4056508 FAX : 0771-2445839 EMAIL : rcraipur@ignou.ac.in | STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIR- CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR) |
| 42 | RAJKOT | 42 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT – 360 005 GUJARAT PH.OFF: 0281-2572988 FAX : 0281-2571603 EMAIL : rcrajkot@ignou.ac.in | STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.) |

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| 43 | RANCHI | 32 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI – 834 022 JHARKHAND PH.OFF: 0651-2244688 / 2244699 / 2244677 FAX : 0651-2244400 EMAIL : rcranchi@ignou.ac.in | STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAİKELA KHARSAWAN, EAST SINGHBHUM, DUMKA, JAMTARA, SAHEBGANJ, PAKUR, GODDA, HAZARIBAGH, CHATRA, KODERMA, GIRIDIH, DHANBAD, BOKARO, DEOGHAR, KHUNTI, RAMGARH) |
| 44 | SHILLONG | 18 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF: 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in | STATE OF MEGHALAYA (DISTRCT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS) |
| 45 | SHIMLA | 11 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH PH.OFF: 0177-2624612 / 2624613 FAX : 0177-2624611 EMAIL : rcshimla@ignou.ac.in | STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA) |
| 46 | SILIGURI | 45 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 17/12, J.C. BOSE ROAD SUBHAS PALLY SILIGURI – 734 001 WEST BENGAL PH.OFF: 0353-2526818 FAX : 0353-2526819 EMAIL : rcsiliguri@ignou.ac.in | STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR) |
| 47 | SRINAGAR | 30 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJBAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF: 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinaragar@ignou.ac.in | STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR) |
| 48 | TRIVANDRUM | 40 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJDHANI SHOPPING COMPLEX OPP. PRS HOSPITAL, KILLIPPALAM KARAMANA P.O. TRIVANDRUM - 695 002 PH.OFF: 0471-2344113 FAX : 0471-2344121 EMAIL : rctrivandrum@ignou.ac.in | STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI) |

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| 49 | VARANASI | 48 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI – 221 005 UTTAR PRADESH PH.OFF: 0542-2368022 / 2368622 FAX : 0542-2369629 EMAIL : rcvaranasi@ignou.ac.in | STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDALI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI) |
| 50 | VIJAYAWADA | 33 | REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET VIJAYWADA - 520 001 ANDHRAPRADESH PH.OFF: 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM, SRIKAKULAM) |
| 51 | VATAKARA | 83 | IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREE (PC) VATAKARA 673104 KERALA 0496-2525281 revatakara@ignou.ac.in | STATE OF KERALA (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, WAYANAD) <i>Note: Currently under Cochin RC.</i> |
| 52 | BIJAPUR | 85 | IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR-586101 KARNATAKA PH. OFF: 08352-258417 EMAIL: rcbijapur@ignou.ac.in | STATE OF KARNATAKA COVERING (DISTRICTS BAGALKORE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR & YADGIR) |
| 53 | DEOGHAR | 87 | IGNOU REGIONAL CENTRE C/O A S COLLEGE DEOGHAR JHARKHAND 814112 PH. OFF: 06432-34448 EMAIL: rcdeoghar@ignou.ac.in | STAE OF JHARKHAND COVERING (DISTRICTS DEIGHAR, GODDA, SAHIBGANJ, PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDH) |
| 54 | JODHPUR | 88 | IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 PH. OFF: 0291-2753989 | STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR & PALI) |
| 55 | SAHARSA | 86 | IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARS BIHAR 582201 PH. OFF: 06478-228779 EMAIL: rcsaharsa@ignou.ac.in | STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATI HAR, ARARIYA, KISHANGANJ & PURNIA) |
| 56 | VISHAKHAPATN AM | 84 | IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEXT USHODAYA JUNCTION VISHAKHAPATNAM ANDHRA PRADESH revisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH (COVERING DISTRICTS KHAMMAM, EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM) |

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LIST OF STATE CODES

| Code | Description |
|-------------------|--|
| State Code | |
| 01. | Andhra Pradesh |
| 02. | Anadaman & Nicobar Islands (UT) |
| 03. | Arunachal Pradesh |
| 04. | Assam |
| 05. | Bihar |
| 06. | Chandigarh (UT) |
| 07. | Delhi |
| 08. | Goa |
| 09. | Gujarat |
| 10. | Haryana |
| 11. | Himachal Pradesh |
| 12. | Jammu & Kashmir |
| 13. | Karnataka |
| 14. | Kerala |
| 15. | Madhya Pradesh |
| 16. | Maharashtra |
| 17. | Manipur |
| 18. | Meghalaya |
| 19. | Mizoram |
| 20. | Nagaland |
| 21. | Orissa |
| 22. | Punjab |
| 23. | Rajasthan |
| 24. | Sikkim |
| 25. | Tamil Nadu |
| 26. | Tripura |
| 27. | Uttar Pradesh |
| 28. | West Bengal |
| 29. | Dadra & Nagar Haveli, Daman & Diu (UT) |
| 30. | Lakshadweep (UT) |
| 31. | Pandicherry (UT) |
| 32. | C/o 56 APO |
| 33. | C/o 99 APO |
| 34. | Learners Abroad |
| 35. | Chattisgarh |
| 36. | Jharkhand |
| 37. | Uttarakhand |

LIST OF BOARD CODES (FOR 10+2)

| Sl. No. | Code of Board | Board (Abbr) | Year from which 10+2 in effect | Name of the Board |
|---------|---------------|--------------|--------------------------------|---|
| 1. | 0101 | ABIE | ALWAYS | Board of Intermediate Education, Andhra Pradesh |
| 2. | 0401 | AHSL | 1986 | Assam Higher Secondary Education Council |
| 3. | 0501 | BIEC | ALWAYS | Bihar Intermediate Education Council |
| 4. | 0701 | CBSE | 1979 | Central Board of Secondary Education, New Delhi |
| 5. | 0702 | ICSE | 1979 | Council for the Indian School (Certificate Exam), New Delhi |
| 6. | 0703 | NOS/NIOS | 1991 | National Institute of Open Schooling, Delhi (Passed with five subjects) |
| 7. | 0801 | GBSE | 1978 | Goa, Daman & Diu Board of Sec. & Higher Sec. Ed. |
| 8. | 0901 | GSEB | 1978 | Gujarat Secondary Education Board |
| 9. | 1001 | HBSE | 1987 | Haryana Board of School Education |
| 10. | 1101 | HPBE | 1988 | Himachal Pradesh Board of School Education |
| 11. | 1201 | JKSS | 1980 | J&K State Board of School Education (Summer) |
| 12. | 1202 | JKSW | 1980 | J&K State Board of School Education (Winter) |
| 13. | 1301 | KBPE | 1971 | Board of Pre-University Education, Karnataka |
| 14. | 1401 | KU | 1966 | University of Kerala |
| 15. | 1501 | BSMP | 1988-89 | Board of Secondary Education, MP |
| 16. | 1601 | MSBE | 1978 | Maharashtra State Board of Secondary Education & Higher Secondary Board |
| 17. | 1701 | MBSE | 1980 | Board of Secondary Education, Manipur |
| 18. | 1901 | MZSE | 1980 | Mizoram Board of Secondary Education |
| 19. | 2001 | NBSE | 1980 | Nagaland Board of Secondary Education |
| 20. | 2101 | CHSE | 1980 | Council of Higher Secondary Education, Orissa |
| 21. | 2201 | PSEB | 1988 | Punjab School Education Board |
| 22. | 2301 | RBSE | 1986 | Rajasthan Board of Secondary Education |
| 23. | 2501 | TNSB | 1978 | Board of Secondary & Higher Secondary Exam., Tamil Nadu |
| 24. | 2601 | TBSE | - | Tripura Board of Secondary Education |
| 25. | 2701 | BHSI | ALWAYS | Board of High School & Intermediate Edu., U.P. |
| 26. | 2802 | WBSE | 1978 | West Bengal Council of Higher Secondary Education |
| 27. | 3601 | JAC | 2006 | Jharkhand Academic Council, Ranchi |
| 28. | 8888 | DDDD | - | A recognised three/two year Diploma/Certificate after 10th Class |
| 29. | 9999 | XXXX | - | Not listed in this list |

| Sl. No. | Code of Board | Board (Abbr) | Year from which 10+2 vocational stream in effect | Name of the Board |
|---------|---------------|--------------|--|--------------------------------------|
| 1. | 1901 | MZSE | 2001 | Mizoram Board of Secondary Education |

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin Code

4. Contact No.

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

(a) Term-end examination: June/December

(b) Exam Centre Code:

(c) Exam Centre Address:

.....

.....

(d) Course(s):

5. Fee details:-

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

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

Demand Draft No.: Date

Issuing Bank:

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

UNDERTAKING

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

Date:

Signature:

Place:

Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.
2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
3. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed fee within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.
4. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
5. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

| Sl. No. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|---------|--|---|
| 1. | Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs. |
| 2. | Dy. Registrar, Evaluation Centre Periyar Thidal No. 50 EVK Sampath Road Vepery, Chennai-600 007 | All Examination Centres in Chennai, Hyderabad Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara |
| 3. | Dy. Registrar, Evaluation Centre IGNOU Regional Centre 2nd Floor, Bismaun Tower W. Gandhi Maidan Patna-800 001 | All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj |
| 4. | Dy. Registrar, Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow - 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar |
| 5. | Dy. Registrar, Evaluation Centre IGNOU Regional Centre | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar |
| 6. | Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016 | All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl |
| 7. | Dy. Registrar IGNOU Regional Evaluation Centre "Mangolik", H/H-19/1, Bagupara PO-Aswinin Nagar, VIP Road Baguiati, Kolkata - 700 159 | All Examination Centres in Kolkata, Darbhanga and Ranchi |

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

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

1. Name:

2. Programme:..... Enrolment No:

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

3. Address:

..... Pin

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

4. Purpose for which:
transcript is required

5. Fee detail:-

Fee for the official transcript:-

Rs. 200/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- or US100\$ per transcript, if required to be sent to the Institute outside India by the University. (The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 400/- or US \$100/-

Total Amount: Rs..... required

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

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)

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

Date:

(Signature of the Student)

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

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR ISSUE OF DUPLICATE STATEMENT OF MARKS/GRADE CARD

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Fee detail:-

(The fee for duplicate grade card is Rs. 150/- which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

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

Issuing Bank:

Date:

(Signature of the student)

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

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Month and Year of the Examination:

5. Examination Centre Code :

6. Address of the Examination Centre :

.....

| 7. Courses, in which re-evaluation sought | COURSE CODE | MARKS/GRADE OBTAINED |
|---|-------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

8. Fee detail:-

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

| Sl.No. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|--------|--|---|
| 1. | Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs. |
| 2. | Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007 | All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara. |
| 3. | Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001 | All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj. |
| 4. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar, |
| 5. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411 016 | All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai. |
| 6. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005 | All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal. |
| 7. | Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091. | All Examination Centres in Kolkata, Darbhanga and Ranchi. |

* For the reevaluation of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Reason for early declaration of result:

.....

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

5. Course(s) detail for early evaluation:

| Sl. No. | COURSE CODE | DATE OF EXAMINATION |
|---------|-------------|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

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

Exam. Centre Code: Address of Exam. Centre: _____

7. Fee detail:-

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:

(Signature of the student)

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

| Sl.No. | Address of Evaluation Centre | Jurisdiction of Evaluation Centre |
|--------|--|---|
| 1. | Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068 | All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs. |
| 2. | Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007 | All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara. |
| 3. | Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001 | All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj. |
| 4. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024 | All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar, |
| 5. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411 016 | All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai. |
| 6. | Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005 | All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal. |
| 7. | Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4th Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091. | All Examination Centres in Kolkata, Darbhanga and Ranchi. |



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

Prescribed dates for submission of form: 1st to 30th April for June Term-end Exam.

1st to 31st October for December Term- end Exam.

1. Name:

2. Programme: Enrolment No:

3. Address:

.....
..... Pin

4. Term-end examination, in which programme completed June and December

Total marks/Overall point grade obtained Percentage obtained
.....

(Please enclosed photocopy of the statement of marks/grades card)

5. Courses(s), in which improvement is sought: **COURSE CODE** **COURSE CODE**
1. _____ 4. _____
2. _____ 5. _____
3. _____

6. **Fee details:**

(The fee for Improvement in Division/Class is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

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

Demand Draft No.: Date:

Issuing Bank:

7. Term-end examination, in which you wish to appear:- June/December

8. Examination centre details, where you wish to appear in term-end examination:-

Exam. Centre Code. City/Town

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class

Date:.....

Signature.....

Place:

Name:

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

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

***The Registrar
Student Evaluation Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi – 110 068.***



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 STUDENT EVALUATION DIVISION
 MAIDAN GARHI, NEW DELHI-110 068
 TERM-END EXAM JUNE / DECEMBER - 201__

EXAM FORM

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

Control No.

| | |
|---|--|
| INSTRUCTIONS 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls. 2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below. 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | |
|---|--|

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

| | | | |
|---------------|--|--|--|
| Enrolment No. | | Exam Centre Code (Where you wish to appear in Exam) | |
|---------------|--|--|--|

| | |
|--|--|
| Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname) | |
|--|--|

| | |
|--|----------|
| Address for Correspondence (Do not give Post Box No. Leave box blank between each unit of address like House No., Street Name, PO, etc.) | |
| | |
| | |
| City | District |
| | |
| State | Pin Code |
| | |
| MOBILE NO. | |
| | |

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT / ADIT / PGDLAN / BLIS Programmes **FEE @ ₹ 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)**

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

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

| | | | |
|----------------------------|--------|---------------------|--|
| Total No. of Course | | Total Amount | |
| Theory Courses | × ₹ 60 | | |
| Late Fee | | | |
| TOTAL | | | |

| | |
|--|-----|
| 1. Draft No. | |
| Amount | |
| 2. Draft No. | |
| Amount | |
| Date | / / |
| Issuing Branch | |
| Payable at: (Regional Centre under which your exam centre falls) | |

| | |
|---|--|
| SIGNATURE OF THE STUDENT (within the Box only) | |
|---|--|

ISSUING BANK

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| Dates for Submission of Exam Forms | | | | |
|------------------------------------|------------|---------------------|------------|---|
| FORJUNETEE | LATEFEE | FORDECTEE | LATEFEE | SUBMISSION OF EXAM FORM |
| 1 March to 31 March | NIL | 1 Sept. to 30 Sept. | NIL | ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS |
| 1 April to 20 April | Rs. 300/- | 1 Oct. to 20 Oct. | Rs. 300/- | |
| 21 April to 30 April | Rs. 500/- | 21 Oct. to 31 Oct. | Rs. 500/- | |
| 1 May to 15 May | Rs. 1000/- | 1 Nov. to 15 Nov. | Rs. 1000/- | |

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee Rs. 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form. **In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.**

PLEASE NOTE :

Examination fee per course is - **Rs. 60/- (Examination fee once paid will not be refunded/adjusted in any case)**
 Examination form to be submitted at - **Regional Centre under which your examination centre falls**
 Demand draft to be made in favour of - **IGNOU and payable at the city where submitting the exam form**

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

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

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

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

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

AFFIDAVIT BY THE STUDENT

(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/ enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Tel./Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Annexure II

AFFIDAVIT BY THE PARENT/GUARDIAN

(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____
(month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____
(month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE
BELONGING TO SC/ST
CATEGORIES ALONGWITH APPLICATION FORM**

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari* _____ Son/daughter* of
_____ of village/town* _____ in District/
Division* _____ of the State/Union Territory* _____ belongs to
the _____ Caste/Tribe* which is recognized as a Scheduled Caste Scheduled
Tribe*

Under:

The Constitution (Scheduled Castes) Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization

Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.)

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/ Shrimathi* _____ father/mother* of Shri/Shrimathi/ Kumari* _____ of village/town* _____ in District/ Division* _____ of the State/Union Territory* _____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ dated _____.

3. Shri/Shrimathi*/Kumari* _____ and /or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____

District Magistrate Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News/92).

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC
(NON CREAMY LAYER) CATEGORIES ALONG WITH
APPLICATION FORM**

This is to certify that _____, son/daughter of _____,
of village _____ District/Division _____ in the State _____
belongs to the _____ community which is recognized as a Backward Class in under following
resolutions of Government of India, Ministry of Welfare-

* (i) Resolution No. 12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India,
Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

* (ii) Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India,
Extraordinary,

Part-I, Section I, No. 163, dated the 20th October, 1994.

* (iii) Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary,
Part-I, Section I, No. 88, dated the 25th May, 1995.

* (iv) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India,
Extraordinary,

Part-I, Section I, No. 210, dated the 11th December, 1996.

* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.

* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I
Section I No. 270 dated 06/12/99.

* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I
Section I No. 71 dated 04/04/2000.

* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I
Section I No. 210 dated 21/09/2000.

* (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

* (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

* (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

* (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary
Part I

Section I No. 210 dated 16/01/2006.

* Shri _____ and/or his/her family ordinarily reside(s) in
the _____ District/ Division of the _____ State. This is also to
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT),
dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

* Strike out whichever is not applicable

N.B.—

(a) The above certificate should not be more than 3 years old from the date of issuance of certificate till the
time of submission of application form.

(b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the
People's Act, 1950.

(c) The authorities competent to issue caste certificates are indicated below:-

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy
Commissioner/

Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive
Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

**NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES (NON-CREAMY LAYER) FOUND
TO BE FAKE AT LATER STAGE, DISCIPLINARY ACTION ALONG WITH CANCELLED OF ADMISSION
WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.**

6. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ADMISSION - JULY 2013

Please read the following instructions carefully before filling in the application form for admission enclosed in the envelope.

(A) Submission of the Application form for Admission : The candidates will be required to submit only the filled-in application form with all attested documents as mentioned (i), (ii) & (iii) under employee Certificate in the Admission Form at the concerned Regional Centre.

(B) Please write the relevant code in the boxes provided in the Application Form.

(C) For State code, Optional subject code, Qualification code, refer pages 41 and 42.

(D) Please note that any request for change of category code shall not be entertained after the submission of Admission form at RC's.

The candidates are requested to submit the following **Original Documents for admission to the concerned Regional Centre**.

1. High and Higher Secondary/Sr. Secondary School Certificate indicating the date of birth, along with marksheet.
2. Category certificate, if applicable as mentioned in the Admission form.
3. Original Experience-cum-Employment certificate in a letterhead of a recognised school as per format given in Annexure I.
4. Affidavit by Student/Parents/Guardian (Annexure II & III).
5. Certificate to provide facilities for conducting D.El.Ed. practicals from the elementary school in the format given in the prospectus.

Address for Correspondence

Your address must be completed in all respects. The university will correspond with you at this address. If you change your address, you should inform the Regional Centre about your new contact address at the earliest.

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| Teachers sponsored by the States that have already granted permission by NCTE to train their teachers through IGNOU D.El.Ed. have to submit duly filled up application form through concerned department of the State. |
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Blank

27. **Address for Correspondence** (Do not give Post Box No. Leave a box between each unit of address like House No., Street Name, P.O., etc.) Do not repeat Student's Name/Father's Name

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City

District

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State

Pin Code

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28. **Telephone Number** (if any) with STD Code/Mobile No.
STD Code Telephone No.

29. **Mobile No.** (if any) with STD Code
STD Code Telephone No.

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30. **E-mail address/ID** (if any)

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31. **Teaching Experience** (Please give details chronologically including present employment)

| Name of the school with address | Nature of post (temporary/Permanent) with years | Type of School (Govt./Govt aided/unaided) | Registration No.of the School | Post held (Elementary/para-teacher/Asst. Teacher) | No. of years | | | |
|--|---|---|-------------------------------|---|--------------|------------------|-----|----|
| | | | | | | | | |
| Total Full Time Teaching Experience | | | | Years | Months | States sponsored | Yes | No |

32.

Employment Certificate

(To be provided by the Principal/Headmaster/Headmistress)

This is to certify that Mr./Ms..... has been teaching in this school from.....to..... as Elementary/Assistant Teacher/Parateachers teaching at Elementary level and He/She is a full time temporary/permanent teacher of this school. He/She has years of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognised by the central or a state government or a union territory.

Seal/Stamp

Place :

Date :

Signature of Principal/Headmaster/Headmistress

Name :

Designation :

Name of School :

Registration number of School:

Address of School :

Landline Telephone No.

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre under whose jurisdiction area you are Teaching. Details of Regional Centre are given in Annexure-I in the student handbook and prospectus.
2. Application form submitted to any other Regional Centre will not be entertained.
3. The last date for the receipt of filled in application form at the concerned Regional Centre is Application received after this date will not be accepted.
4. Please retain the photocopy of the form for future reference.
5. No documents are to be attached with this application form.
6. Incomplete application forms will be summarily rejected.

DECLARATION OF THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the D.El.Ed. programme for which I seek admission. I fulfill the minimum eligibility criteria and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test at the time of counselling. I have carefully studied the rules of the University as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules. In the event of any information being found blank, incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Date:

(Signature of Applicant)

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application form by Regd. Post/Speed Post to the Regional Centre under whose jurisdictional area you are Teaching. List of Regional Centres is given in Annexure-I in the student handbook and prospectus.
2. Application form submitted to any office other than the concerned Regional Centre will not be entertained.
3. No change of category code as mentioned in 4(a) and 24(b) shall be entertained after the submission of form.
4. The last date for the receipt of filled in application form at the concerned Regional Centre is 15.7.2013. Application received after this date will not be accepted.
5. Please retain the photocopy of the form for future reference.
6. Application form received without proper filling of employment-cum-experience certificate mentioned at column no. 31 and 32 will be summarily rejected.
7. Application form with overwriting/fluid will be summarily rejected.

FOR OFFICIAL USE

Mentioned at (i), (ii) & (iii)

Checked & Verified all necessary documents and the student is **Eligible/not-eligible** for admission in July, 2013 session.

Signature of the Official
Name of the Official
Designation
Name of the Regional Centre.....

Blank

INSTRUCTIONS

1. This card should be produced on demand at the Study Centre and Examination Centre or any other Establishment of IGNOU to use its facilities.
2. The facilities would be available only relating to the course or courses for which the student is actually registered.
3. Duplicate Identity Card will be issued by the Regional Director, on payment of Rs. 20/- by way of Demand Draft only in favour of IGNOU payable at the city where Regional Centre is located.
4. Loss of Identity Card is to be reported immediately to the nearest Police Station.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.



**INDIRA GANDHI
NATIONAL OPEN UNIVERSITY**

STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU Programme. We acknowledge the receipt of your application form. Please mention Enrolment Number and course applied for in all your future correspondence with the University.

To be filled in by the Student.

Course Applied for :

DD/Challan No. :

DD/Challan Date :

Amount :

DD Drawn on :

For Office Use Only

Your Enrolment Number is

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|---|--|
| | |
| | |
| Enrolment No. _____ Name of the Programme _____ Name _____ Father's/Husband's Name _____ _____ Address (in Capital Letters) _____ _____ _____ Pin Code _____ Full Signature of the Candidate _____ | <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>PASTE</p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE</p> </div> <p style="text-align: center; margin-top: 20px;"> ATTESTED BY REGIONAL DIRECTOR _____ INDIRA GANDHI NATIONAL OPEN UNIVERSITY </p> |
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|---|--|---|--|--|--|--|--|--|
| | | Affix Postage stamp for Rs 6/- | | | | | | |
| To | _____ _____ _____ _____ _____ | | | | | | | |
| From The Regional Director, IGNOU Regional Centre _____ _____ | PIN: <table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> </tr> </table> | | | | | | | |
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