

PG Diploma in Mental Health (PGDMH)

PROGRAMME GUIDE



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Dear Learner,

Welcome to the PG Diploma in Mental Health (PGDMH) programme offered by the Discipline of Psychology, School of Social Sciences (SOSS), IGNOU, New Delhi. It is a post-graduate diploma course of one year duration. The programme is offered in Open and Distance Learning (ODL) mode. It is possible that this may be your first experience as an ODL learner. Unlike the conventional system of education, where teaching and learning takes place in face to face manner, IGNOU adopts a multi-media approach to facilitate teaching-learning process.

The course material (Self-Learning Material) is the primary medium of instruction. It will also be supplemented with audio-video programmes. Further, teleconference sessions and interactive radio counselling sessions will also be organised from time to time to provide you support with regard to your study. You can get information regarding this from your Regional Centre. You will also get support and guidance from the counselling sessions organised at the Study Centres. Counselling sessions for the theory courses will be held at the Study centre whereas internship activities will be conducted at the Work centres. Attendance in counselling sessions of theory courses is not mandatory, though it is advisable to attend these contact classes to clarify your doubts; **however, it is compulsory to complete the prescribed duration for the internship course at the work centre. Guidelines for the selection and approval of the work centre for doing internship is given in the handbook.**

Please ensure that you keep in touch with your Study Centre with regard to the schedule of counselling sessions for theory and the Supervisor at the Work centre for the activities related to internship course.

This programme guide will help you understand the programme in a better way with regard to its features, structure, courses, assignments, evaluation and so on. It will also help you to organise your study related to various components of the programme.

Wish you all the best,

Programme Coordinator (PGDMH)

IMPORTANT INFORMATION

- 1) The course material that will be provided to you is written in a manner that promotes self learning. Further, you may refer to textbooks and reference books given at the end of each Unit under References and Suggested Readings. You may also visit libraries attached to the Study Centres, Regional Centres and IGNOU Headquarter. The learners are advised not to refer to sub-standard and abridged guides available in the market.
- 2) The University reserves the right to change the rules and procedures described in this programme guide.
- 3) The University sends study material and assignment, wherever prescribed, to the learners by registered post and if a learner does not receive the same for any reason whatsoever, the University shall not be held responsible for that.

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1. THE UNIVERSITY

The Indira Gandhi National Open University established in 1985 through an Act of Parliament, ranks as one of the premier educational institutions in the world. It has contributed significantly to the development of higher education in India through the distance mode and has established its credibility as a leading Open University in the World.

In the face of an ever increasing demand for higher education, upgradation of skills and need for continuous training of the workforce, IGNOU is fast developing into a sustainable system for enhancing seamless access to education in the country. At present, the total cumulative student strength is estimated at 30,74,377 learners, IGNOU caters to all these students through its vast network of 67 Regional Centers and 2667 Learner Support Centres (Study Centres) and 33,212 academic counsellors spread all over the country. The headquarter of IGNOU is located in New Delhi with 21 Schools of Studies. IGNOU has significant international presence having 58,437 cumulative enrolled students through its study centres abroad. The University, through the Pan Africa e-Network project, also offers a range of programmes to around 30 African countries (VC's Report, 27th Convocation, 2014). The mission of IGNOU is to advance the frontiers of knowledge and provide sustainable and learner-centric quality education, skill upgradation and training to all by using innovative technologies and methodologies. IGNOU also acts as a national resource centre for expertise and infrastructure in the ODL system. It is an apex body responsible for ensuring the sharing of professional capabilities and resources.

The University is committed to quality in all its activities – teaching, research, training and extension. IGNOU offers at present 228 academic programmes that are need-based, unconventional and vocation-oriented with a focus on socio-economic development and serving the disadvantaged. The programmes are at the awareness, certificate, diploma, degree (Bachelor's, Master's and Doctoral) levels and offered through multiple instructional packages with the convergence of different methodologies and technologies. The University caters to learners from rural and tribal areas, physically challenged, jail inmates, rehabilitation houses, government and non-government sectors, parents, home-makers, the employers and the employed. The University has put special focus on women, socially and economically disadvantaged groups, the north-east region, and other tribal and low literacy areas of the country. An estimated 690 special Study Centres address specific educational needs of disadvantaged learners.

Objectives

In order to fulfill its mission of providing access to quality education to all, the University aims at the following objectives:

- impart education and knowledge through various means suited to the open and distance education mode;
- democratizing higher education by taking it to the door steps of the learners;
- provide higher education to large sections of the population, particularly to the disadvantaged segments of society;
- providing access to high quality education irrespective of age, gender, region and religion;
- offering need based academic programmes by giving professional and vocational orientation to the courses;
- promote national integration and strengthen the natural and human resources of the country through the medium of education.

Thus, IGNOU serves useful function by offering various academic programmes that lead to Certificates, Diplomas and Degrees. It develops and produces courses for delivery through open learning and distance education mode. It is actively involved in research, training and extension education activities.

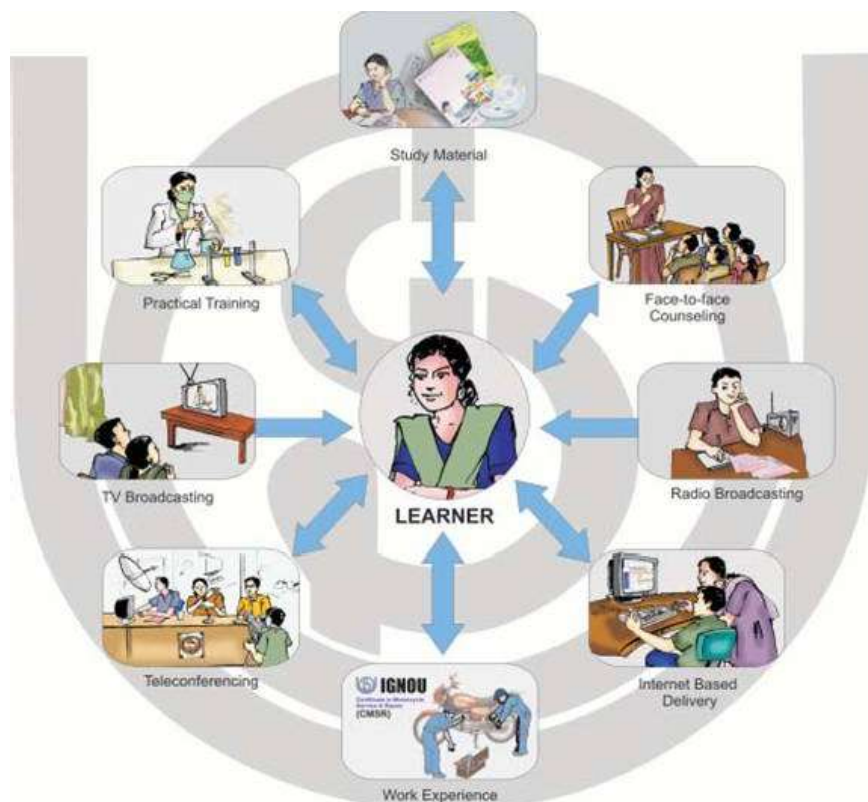
Features

IGNOU has certain unique features such as:

- National and international jurisdiction
- Flexible admission rules
- Individualized study
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Effective student support services network
- Socially and academically relevant programmes based on need analysis
- Cost-effective programmes
- Modular approach to programmes
- Resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations.

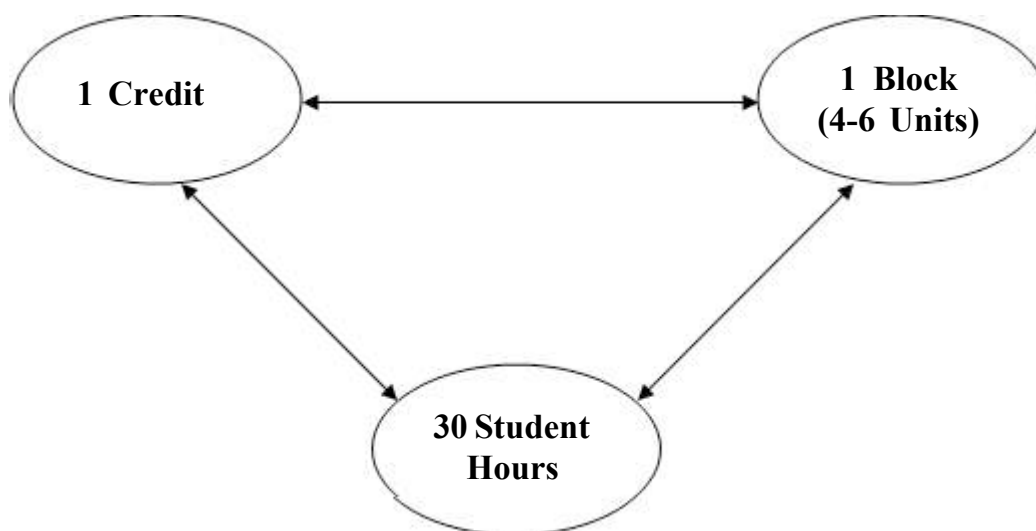
Instructional Package

IGNOU adopts a learner-centric instructional system with the use of multimedia approach. Different components of this multi media learning system comprise of print, audio, video, radio, television, teleconferencing, radio counseling, internet-based learning and face-to-face counseling. For courses having practical component such as Computers, Science, Nursing, and Psychology, students are also required to undertake practical classes at the study centres.



The learner-centric instructional system of IGNOU

In IGNOU, the learner study hours are denoted in credit system. One credit is equivalent to 30 learning hours. Each block of theory represents one credit i.e. a learner on an average would require 30 hours to complete reading a block, writing an assignment, viewing audio-video, teleconference session and practicals.



2. SCHOOL OF SOCIAL SCIENCES

School of Social Sciences (SOSS) is the biggest School in terms of Disciplines, courses offered and the faculty strength. SOSS offers academic programmes in eight Disciplines: **Anthropology, Economics, History, Library and Information Science, Political Science, Psychology, Public Administration, and Sociology.**

The school offers the following programmes:

Research Degree

- Doctor of Philosophy in Economics (PhD in Economics)
- Doctor of Philosophy in Psychology (PhD in Psychology)
- Doctor of Philosophy in Public Administration (PhD in Public Administration)
- Doctor of Philosophy in History (PhD in History)
- Doctor of Philosophy in Political Science (PhD in Political Science)
- Doctor of Philosophy in Sociology (PhD in Sociology)
- Doctor of Philosophy in Library and Information Science (PhD in Library and Information Science)
- Doctor of Philosophy in Anthropology (PhD in Anthropology)

Master's Degree

- Master of Arts (Gandhi and Peace Studies (MGPS)
- Master of Arts (Economics) (MEC)
- Master of Arts (Psychology) (MAPC)
- Master of Arts (Public Administration) (MPA)
- Master of Arts (History) (MAH)
- Master of Arts (Political Science) (MPS)
- Master of Arts Sociology (MSO)
- Master of Library and Information Science (MLIS)
- Master of Arts Anthropology (MAAN)

PG and Advance Diploma

- Post Graduate Diploma in Gandhi and Peace Studies (PGDGPS)
- Post Graduate Diploma in Disaster Management (PGDDM)
- Post Graduate Diploma in Library Automation and Networking (PGDLAN)
- Post Graduate Diploma in Mental Health (PGDMH)

PG and Advance Certificate

- Post Graduate Certificate in Gandhi and Peace Studies (PGCGPS)

Bachelor's Degree

- Bachelor in Arts (BA)

- Bachelor in Library and Information Science (BLIS)
- Bachelor Preparatory Programme (BPP)
- BA Honours Economics (BAECH)
- BA Honours History (BAHIH)
- BA Honours Political Science (BAPSH)
- BA Honours Psychology (BAPCH)
- BA Honours Public Administration (BAPAH)
- BA Honours Sociology (BASOH)
- Bachelor of Science Honours Anthropology

Certificate

- Certificate in Disaster Management (CDM)
- Certificate in Peace Studies and Conflict Management (CPSCM)
- Certificate in Library and Information Science (CLIS)
- Certificate on Life and Thought of B.R. Ambedkar (CLTA)
- Certificate in Environmental Studies (CES)

The programmes offered by the Disciplines relate to core subject areas but at the same time cut across disciplines, in order to enlarge the canvas for academic pursuits. The School also links the development of courses to the socio-economic and political contexts to bring about their relevance and significance.

The following features are a hallmark of its programmes:

- 1) Basic programmes in various disciplines at the under-graduate and post-graduate levels have been strengthened with foundation and application-oriented courses.
- 2) Short-term and long-term courses focused on vocational and professional needs.
- 3) Programmes and courses geared to meet the requirements of groups located on the fringes of society.
- 4) Programmes in areas of concern to society with a social science perspective.

The School also undertakes training programmes in the areas of disaster management, human rights, tourism and other contemporary social issues. Further, Indira Gandhi Centre for Freedom Struggle Studies (IGCFSS) and Centre for Gandhi and Peace Studies (CGPS) are also housed under SOSS.

The School of Social Sciences has always been in the forefront in designing new courses and innovations, trying to fulfill the needs, demands and requirements of the society. IGNOU being a premier centre for Open and Distance learning, the School of Social Sciences has always strived to reach out to the mass and the marginalized, delivering the best through the use of integrated technology.

3. UNIVERSITY RULES

3.1 Open Access

Access to the programme is open to all, subject to fulfillment of minimum eligibility criteria.

3.2 Scholarships and Reimbursement of Fee

Reserved categories, viz, Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Handicapped students have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Governments, Directorate of Social Welfare or the office of the Social Welfare Officer and submit the filled-in forms to them through the Regional Director concerned.

Similarly, SC/ST and other Backward Class students have to submit their scholarship forms to the respective State Directorates of Social Welfare or to the Office of the Social Welfare Officer, through the concerned Regional Director of IGNOU for reimbursement of programme fee.

3.3 Validity of Admission

Admissions are done twice in a year, i.e., January and July of every year. Candidates who are offered admissions have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again. Admission for PGDMH is done only for July session.

3.4 Incomplete and Late Applications

Incomplete and late application forms/re-registration forms and forms furnishing false information can be rejected without any intimation to the candidates. The candidates are, therefore, advised to fill the relevant columns carefully and enclose attested copies of all the necessary certificates asked for, and submit the form on or before the due date.

3.5 Simultaneous Registration

Please check the latest UGC guidelines on this.

Note: Registration fee once paid will not be refunded under any circumstances. Programme fee may, however, be refunded if admission is not given for any reason.

3.6 IGNOU Website

You may also access all relevant information from the University Website at www.ignou.ac.in

4. P.G. DIPLOMA IN MENTAL HEALTH

4.1 Introduction

The P.G. Diploma in Mental Health is offered by the Discipline of Psychology, School of Social Sciences (SOSS), IGNOU. The Programme aims at providing the learners a sound base in the field of mental health through an in-depth study into a broad range of psychological issues and concerns related to mental health. It is a capacity building programme to train the physical and mental health personnel so they can take care of the pressing and crucial need of the society to address the mental health and well-being of the people.

Mental health is a very crucial need of the present time. The Directorate of General Health Services (DGHS) in its National Mental Health Report has very clearly pointed out the dearth of personnel in the field of mental health. The report focuses on the great need for training personnel in mental health to cater to district and regional mental health centres. The Government of India has taken up the task of providing mental health services to all people of India by National Mental Health Programme executed through District Mental Health Programme irrespective of their living in rural, urban areas, or towns, cities or metropolitan areas. The Government of India through the Ministry of Health has extended mental health services through the district mental health programmes which requires today a large number of psychologists and mental health personnel. Even a Primary Health Center doctor should have sufficient knowledge in the field of mental health. Often the medical personnel feel inadequate and handicapped to address the mental health issues and concerns while treating the patients as they do not have adequate knowledge and training in this field. Moreover, persons working in the field of mental health, e.g., social workers also require a detailed knowledge of the mental disorders and various therapies to successfully address the mental health issues at the grassroots level.

Hence there is a need to train the mental health personnel in the different aspects of mental health. The P.G. Diploma in Mental Health programme aims to cater to this crucial need of the society and would go a long way in fulfilling the mental health requirements of the people keeping in mind the shortage of mental health personnel in India.

4.2 Eligibility

- Post graduates in Psychology/ Social Work/ Nursing **OR**
- Medical graduates (Allopathy/ Homoeopathy/ Ayurvedic/ Unani/ Siddha/Yoga and Naturopathy/Bachelors degree in Dental Surgery (BDS))

4.3 Duration

According to IGNOU's policy of flexibility, the programme can be completed in a minimum period of 1 year and a maximum period of 3 years.

4.4 Medium of Instruction

The P.G. Diploma in Mental Health is available in English Medium.

Programme Fees

The learner can refer to the common prospectus on the IGNOU website www.ignou.ac.in for programme fees.

The University can revise the programme fee and the revised fee shall be payable by the learner as per the schedule of payment notified by the university.

Admission is done online. Please check the website www.ignou.ac.in for details.

4.5 Credit System

IGNOU follows the credit system. The P.G. Diploma in Mental Health is of 32 credits. The learner has to successfully complete course work of 32 credits to obtain the P.G. Diploma in Mental Health. One credit is equivalent to 30 hours of study by the learner. For example, a learner will have to devote approximately 180 hours of study to complete a 6 credit course.

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

For further information you may contact any IGNOU Regional Centre or write to the Programme Coordinator at swatipatra@ignou.ac.in or pgdmhsoss@ignou.ac.in

4.6 Programme Structure and Details of the Syllabus of PGDMH

Structure of PGDMH

Course Code	Course Name	Credits
MPC 051	Fundamentals of Mental Health	6
MPC 052	Mental Disorders	6
MPC 053	Mental Health in Special Areas	6
MPC 054	Services for the Mentally Ill	6
MPCA 055	Internship	8
	Total Credits	32

4.7 Details of the Syllabus(in terms of Blocks and Units)

MPC 051 Fundamentals of Mental Health

Block 1 Concept of Mind

- Unit 1 Mental health
- Unit 2 Mind
- Unit 3 Biological basis of mind
- Unit 4 Psychological basis of mind

Block 2 Schools of Psychology

- Unit 1 Behavioural theories
- Unit 2 Biological theories
- Unit 3 Humanistic and existential theories
- Unit 4 Psychoanalytical and related theories

Block 3 Normality and Abnormality

- Unit 1 Historical perspectives of mental health
- Unit 2 Definition of normality and abnormality: criteria and measurement
- Unit 3 Conative functions-normal and pathological
- Unit 4 Cognitive functions-normal and pathological

Block 4 Family, Culture and Mental Health

- Unit 1 Developmental stages
- Unit 2 Family and mental health
- Unit 3 Sociology of mental health
- Unit 4 Culture and mental health

MPC 052 Mental Disorders

Block 1 Classification of Mental Disorders

- Unit 1 Classification of mental disorders: Need, historical perspective and the modern system of classification
- Unit 2 Schizophrenia and other psychotic disorders
- Unit 3 Mood disorders
- Unit 4 Neurotic group of disorders
- Unit 5 Other disorders which do not fall in above categories of psychiatric disorders

Block 2	Epidemiology and Prevalence of Mental Disorders
Unit 1	Epidemiology: General concepts, epidemiological methods, epidemiology of mental disorders - international
Unit 2	Epidemiology of mental disorders in India
Unit 3	Global burden of mental illness
Unit 4	Impact of mental disorders on society
Block 3	Clinical Manifestations, Course and Outcome of Mental Disorders
Unit 1	Cognitive disturbances
Unit 2	Conative disturbances
Unit 3	Affective disturbances
Unit 4	Course and outcome of mental disorders
Block 4	Identification and Assessment of Mental Disorders
Unit 1	Techniques of interviewing and case history taking
Unit 2	Steps in mental health assessment
Unit 3	Psychological assessment
Unit 4	Role of physical investigation and assessment in mental disorders
MPC 053	Mental Health in Special Areas
Block 1	Mental Health in Special Population
Unit 1	Child and adolescent mental health
Unit 2	Old age and mental health
Unit 3	Women and mental health
Unit 4	Marriage and mental health
Block 2	Specific Issues on Mental Health
Unit 1	Deliberate self harm and suicide
Unit 2	Problems related to school
Unit 3	Problems related to sex
Unit 4	Problems related to work area
Block 3	Developmental Disorders
Unit 1	Mental retardation
Unit 2	Specific learning disabilities
Unit 3	Other disabilities
Unit 4	Assessment and certification
Unit 5	Rehabilitation

Block 4 Addictions

Unit 1	Alcoholism
Unit 2	Substance abuse and addiction
Unit 3	Tobacco addiction
Unit 4	Gambling, internet and other addictions

MPC 054 Services for the Mentally Ill**Block 1 Rights and laws related to mental illness**

Unit 1	Rights related to mentally ill
Unit 2	Laws related to mentally ill
Unit 3	Other laws related to mental illness
Unit 4	Social responsibility towards mentally ill

Block 2 Mental Health Services

Unit 1	Mental health services in the community with special reference to India
Unit 2	Rehabilitation of the mentally ill persons
Unit 3	Certification for different issues related to mental illness

Block 3 Psychological Therapies

Unit 1	Counselling and guidance
Unit 2	Psychotherapy
Unit 3	Cognitive therapies
Unit 4	Anger and stress management, Crisis intervention

Block 4 Future Direction

Unit 1	Promotion of mental health
Unit 2	Positive mental health
Unit 3	Documentation in mental health and mental disorder field
Unit 4	Policies and research related to mental health and mental illness

MPCA 055 Internship

Internship will be carried out at the Work Centre attached to the concerned Study Centre that has agreed to provide training facilities. The learner needs to get in touch with the Supervisor at the Work Centre to carry out the internship training. The learner may also do the internship at their workplace provided necessary requirements are fulfilled. Further, learner can select any other work centre to carry out internship as per the eligibility criteria given in the handbook on internship.

The learner is required to put in 240 hours of work at the Work Centre. They will observe cases being handled by the clinical psychologist/ psychiatrist in the hospital or institution. They will learn about assessment and diagnosis, including interviewing, case history taking, conducting mental status examination and therapeutic interventions. Detailed activities to be carried out are given in the Internship Handbook.

4.7 Regional Centres

The P.G. Diploma in Mental Health is at present available at select Regional Centres. There are Study Centres under each of these Regional Centres. You can contact the Programme Coordinator at swatipatra@ignou.ac.in for information regarding the Regional Centres offering the Programme.

Study Centres

Each learner admitted to this programme will be attached to a **Study Centre under the Regional Centre (RC)**. Every study centre is managed by a Coordinator. The learners are advised to be in regular contact with their respective Study centres and interact with the Coordinator as frequently as possible. The facilities provided to the learners normally include the following:

- Counselling sessions in different courses relating to PGDMH at the study centre
- Library facility with basic reading materials related to the Course
- Audio-Video programmes specially designed for PGDMH
- Teleconferencing and Radio Counselling

4.8 Instructional System

The Programme adopts a multimedia approach, viz. self-instructional print materials, audio-video programmes, assignments, counselling sessions and teleconferencing.

i) Print Materials

These comprise mainly self-instructional material. The Units in the course material have been carefully designed and written by specialists engaged in study and research in the mental health field. The names of the authors are listed in the course material. It may, however, be added that the Units are by no means comprehensive in discussing different concepts and issues. It is, therefore, advised that you read as much of the books and research articles as possible, suggested at the end of the book and also from the libraries. The University will make some of these books and articles available at the Study Centre libraries.

Soft copy of course material are available under egyankosh on the IGNOU website. You can also check it on IGNOU e Content app on your mobile.

ii) Audio-video Programmes

The Audio and Video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling sessions at the Study Centres. Video programmes are also telecast on the national network of *Doordarshan/GyanDarshan*. You can refer to the video programmes under egyankosh on the IGNOU website.

iii) Counselling Sessions

Generally, counselling sessions (contact classes) are held at the Study Centres during weekends (Saturdays and Sundays) and holidays. The Study Centre Coordinators will provide the counselling schedule.

Scheme of Study

The counselling schedule for theory and practical courses in **PGDMH** will be as under:

Course	Credit	No.of Sessions	Duration
MPC 051	6	9	2 hrs.each
MPC 052	6	9	2 hrs.each
MPC 053	6	9	2 hrs.each
MPC 054	6	9	2 hrs.each
MPCA 055	8		240 hrs.

* **total 36 sessions for 4 theory courses (each 2 hrs. duration).**

* **240 hours for the internship course (it is compulsory to complete the 240 hours at the work centre)**

iv) Teleconferencing

The Teleconferencing Sessions through Gyan darshan on television are organised by the School of Social Sciences with the help of the Electronic Media Production Centre (EMPC) staff. The technical part comprises one way video and two way audio components. The subject experts counsel learners on various aspects of the courses in these sessions. You can get the information regarding the schedule of these sessions from the Regional Centre. Besides, interactive radio counseling sessions are also conducted live. You can ask questions right from your home on telephone.

v) Web Enabled Academic Support (WEAS)

PGDMH programme is also available on the Web Enabled Academic Support (WEAS) portal of IGNOU. Here you will get all information regarding the programme at one place.

5. ROLE OF ACADEMIC COUNSELLOR

Academic counsellor plays a very crucial role by being the link between the learner and the University. Knowledgeable and experienced faculty of colleges/ universities/institutions function as the academic counsellors of the University. These academic counsellors provide help, support, and advice to the learners in their academic progress.

In open distance learning system, learning is a part time activity and usually the learner has other priorities which may interfere with the studies. The learner may feel at a loss about going through the study material and doing the assignments. Time management in view of the family and work responsibilities becomes a challenging task. The learner finds himself or herself alone without any/ less contact with the peer group. Thus the learner needs guidance and counselling of the academic counsellor to overcome this feeling of isolation, get the required support, clarify doubts, and get feedback about their progress.

Academic counsellors provide the needed face-to-face support to the learners in achieving their academic goals. For this the academic counsellors need to have certain personal attributes required for effective

counselling:

- 1) Warmth: to make the learners feel welcome and valued as individuals
- 2) Acceptance: conveying unconditional acceptance and regard to the learner, and respecting their right to make their own choices and decisions

- 3) Genuineness: being genuine, honest and natural in your relationship with the learner
- 4) Empathy: being sensitive and understanding to the feelings of the learners and ensuring that this understanding is communicated to them

Components of Academic Counselling

Academic counselling consists of the following aspects:

- 1) Tutoring
- 2) Information, discussion and advice on subject related matters
- 3) Resolving specific difficulties related to the course
- 4) Development of the skills through hands on training during internship
- 5) Counselling
- 6) Advise regarding non-academic difficulties that may be hindering academic progress

Responsibilities of Academic Counsellor

The responsibilities of academic counsellor are described as follows:

- 1) Participate in the orientation programme for academic counsellors
- 2) Participate in the induction meeting
- 3) Knowledge regarding IGNOU, its rules, regulations, features and courses of the University
- 4) Understanding the concept of open and distance learning (ODL)
- 5) Understanding the characteristics of an ODL learner
- 6) Understanding the student support service system of IGNOU
- 7) Knowing the unique features of the self instructional materials of IGNOU courses
- 8) Knowledge about the P.G. Diploma in Mental Health programme
- 9) Conducting counselling sessions at the study centres, discuss the content, clarify the doubts of the learners
- 10) Providing support and guidance to the learners in their academic progress
- 11) Help the learners in doing their assignments, evaluate the assignments and provide proper feedback to them
- 12) Help the learners in preparing for Term End examination
- 13) Guiding the students to use the library facilities, audio-video materials, interactive radio counselling sessions and teleconferencing sessions
- 14) Assessing the learners' progress, motivate them and provide help and guidance to the learners to complete the programme successfully

Guidelines for evaluating assignment

Assignment is a useful tool of learning and forms an important part of the learners' assessment. It is part of continuous assessment that helps learner to get feedback on his/ her learning and improve accordingly. It is a means of communication between the learner and the academic counsellor. Hence academic counsellor should go through the learners' assignments carefully and evaluate them by providing appropriate comments.

In order to help the learner derive maximum benefit from the evaluation of assignments, the academic counsellor can use the following guidelines while evaluating the assignments.

- i) Academic counsellor should go through the assignment questions and draft a model answer.
- ii) Next, go through the assignment response of the learners and evaluate for its content, accuracy, clarity of response and language, and logical and critical analysis.
- iii) Provide tutor comments and global comments on the learners' assignment.
- iv) Tutor comments are written on the margin of each page and on the assessment sheet. The comments written on the margin are called marginal comments and those written on the assessment sheet are global comments.
- v) Comments provide feedback, support and guidance to the learner. It communicates appreciation, encouragement to the learner and lessens his/ her isolation. At the same time, it elaborates missing points, suggests improvement in the answer, and motivates the learner.
- vi) Global comments are the overall comments providing feedback on the entire assignment. It provides a comprehensive feedback to the learner identifying his/ her strong and weak points; and guiding further improvement. Thus global comments are suggestive and remedial comments.
- vii) Give teaching comments: positive (e.g., the points argued by you is justified and logical; the flow chart/ diagram given by you is good etc.); constructive (e.g., you could have explained with an example; you could have added these points etc.); personal comments (e.g., your handwriting is very good; you have answered really well etc.).
- viii) Avoid non-teaching comments: harmful (e.g., your language is horrible etc.); hollow (e.g., read the answer again; you could improve your answer etc.); misleading (e.g., you have not answered according to the question; your answer is a summary of the Unit etc.); null (e.g., non-verbal comments such as putting a question mark; underlining etc.); and negative comments (e.g., your answer is not clear, incomplete etc.).
- ix) In case the assignment response of the learner is found to be copied from the course material or from another learner, the academic counsellor can return such assignments and advise the learner to write the assignment again.

6. ROLE OF SUPERVISOR AT WORK CENTRE

The supervisor at the work centre is required to help and guide the learner in carrying out the various activities of internship. The supervisor will give the learners feedback about their performance from time to time through learner-supervisor conference.

The supervisor should interact and discuss cases with the learner. She/he must know the learner thoroughly, must have time to go through the entire record written by the learner and give due guidance. The supervisor must evaluate the learner's work and progress session by session and also the skills and knowledge that the learner is acquiring over the period of time. The supervisor may also advise the learner on professional development. The supervisor must make sure that the learner is not demoralized in any way and reinforce the positive aspects in the learner while pointing out clearly how the errors could be corrected and what the learner should do on his or her part.

7. EVALUATION

The evaluation consists of two parts: 1) continuous evaluation through Tutor Marked Assignment (TMA), and ii) Term End Examination (TEE). In the final result all the assignments of a course carry 30% weightage, while 70% weightage is given for Term End Examination.

The following is the scheme of awarding divisions:

Ist Division	-	60% and above
IInd Division	-	50% but below 59.9%
IIIrd Division	-	40% but below 49.9 %
Unsuccessful	-	Below 40%

You are required to score at least 40% marks in both continuous evaluation (assignments) as well as Term End Examination of each course separately. In the overall computation also you must get at least 40% marks in each course to complete P.G. Diploma successfully. The scores of continuous evaluation and Term End Examination are not complementary to each other for qualifying a course.

In Internship, you need to secure 40% separately in both internal and external components.

Learners who do not qualify in the Term End Examination can reappear in the next examination. IGNOU conducts TEE twice a year, i.e., in June and December. However, you need to successfully complete all the courses within 3 years of your registration, i.e., during the admission validity period.

7.1 Assignments

Assignments constitute a part of continuous evaluation. The submission of assignments is compulsory. The marks that you get in your assignments will be counted in your final result. Assignment of a course carries 30% weightage towards the final score. Therefore, you are advised to take your assignments seriously.

All the assignments are Tutor Marked Assignment (TMA) which shall be evaluated by the academic counsellor. There will be one assignment for each theory course.

The main purpose of assignment is to test your comprehension of the learning materials you receive from us and also to help you get through the courses. The evaluators/counsellors will send you back the marked and corrected assignments with their comments. The comments will help guide you in improving your study. The content provided in the printed course materials should be sufficient for answering the assignments. Since it is a post graduate diploma, it is expected that you will consult other prescribed books also. You need not, however, worry too much about the non-availability of extra reading materials for working on the assignments. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and your analytical capabilities.

You have to complete the assignments within the deadline specified in the assignments booklet. You can also download the assignments from the IGNOU website. You will not be allowed to appear for the Term End Examination (TEE) for any course if you have not submitted the specified number of assignments in time for that course. If you appear in Term End Examination without submitting the assignments, the result of the TEE would be liable to be cancelled.

You have to submit your assignments to the Coordinator of the Study Centre assigned to you. After evaluation, these TMAs will be sent back to you with comments and marks.

The University/Coordinator of the Study Centre has the right to reject the assignments submitted after the due date. You are, therefore, advised to submit the assignments before the due date.

Do not forget to get back your duly evaluated tutor marked assignments alongwith a copy of the assessment sheet containing comments of the evaluator on your performance. This may help you to improve future assignments.

For your own record, retain a copy of all the assignment responses which you submit to the Coordinator. If you do not get back your duly evaluated tutor marked assignments along with a copy of assessment sheet containing comments of evaluator on your assignment within a month after submission, please try to get it personally from your study centre. This may help you to improve upon future assignments. Also maintain an account of the corrected assignment responses received by you after evaluation. This will help you to represent your case to the University in case any problem arises.

If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignments you should write to Regional Director of your Region or may download it from the IGNOU website www.ignou.ac.in. However, once you get the pass grade in an assignment, you cannot re-submit it for improvement of grade. Assignments are not subject to re-evaluation except for factual errors, if any, committed by the evaluator. The discrepancy noticed by you in the evaluated assignments should be brought to the notice of the Coordinator of the Study Centre, so that the correct score is forwarded by him to the Student Evaluation Division at Headquarters. Score communicated by the study centre through any mode other than the award list will not be acceptable to the University for taking your score of assignments on your record. In case you find that the score indicated in the assignment sheet of your Tutor Marked Assignment has not been correctly reflected or is not entered in your grade card, you are advised to contact the Coordinator of your study centre with a request to forward correct award list to the Student Evaluation Division (SED) at the Headquarters.

Do not enclose or express doubts for clarification if any about study material or assignment alongwith the assignment. Send your doubts in a separate cover to the Programme Coordinator or Director of School of Social Sciences at IGNOU, Maidan Garhi, New Delhi-110068. Give your complete enrolment number, name, address, phone/mobile number, title of the course, and the number of the Unit or the assignment, etc. on top of your letter.

SPECIFIC INSTRUCTIONS FOR TUTOR MARKED ASSIGNMENTS (TMAs)

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Course Title, Assignment Code and Name of your Study Centre on the left hand corner of the first page of your response sheet.

Course Code and Assignment Code may be reproduced from the assignment. The top of the first page of your response sheet should look like this:

ENROLMENT NO.:

NAME:

ADDRESS:

.....

.....

SIGNATURE:

DATE:

PROGRAMME TITLE & CODE:.....

.....

COURSE CODE:

COURSE TITLE:

.....

ASSIGNMENT CODE:

STUDY CENTRE:

- 3) Read the assignments carefully and follow the specific instructions, if any given on the assignment itself about the subject matter or its presentation.
- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question give adequate attention to introduction and conclusion. Make sure that the answer is logical and coherent, and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasise.
- 5) Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
- 6) Write the responses in your own hand. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero mark for the respective question.

- 7) Do not copy from the response sheets of other learners. If copying is noticed, the assignments of such learners will be rejected.
- 8) Write each assignment separately. All the assignments should not be written in continuity.
- 9) Write the question number with each answer.

The assignment responses should be complete in all respects. Before submission you should ensure that you have answered all the questions in all assignments. Incomplete assignments bring you poor grades.

- 10) **The completed assignment should be sent to the Coordinator of the Study Centre allotted to you.** Do not send the assignment response sheets to the Student Evaluation Division at Head Quarters for evaluation.
- 11) After submitting the assignment at the Study Centre get the acknowledgement from the Coordinator on the prescribed assignment remittance-cum-acknowledgement card.
- 12) In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
- 13) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.
- 14) Assignments are also available on IGNOU Website: www.ignou.ac.in, under Student Zone.

7.2 Term End Examination (TEE)

As stated earlier, the Term End Examination is the major component of the evaluation system and it carries 70% weightage in the final result. The TEE is held twice a year, in June and in December. You must fill and send your TEE form before the last dates i.e. 31st March for June and 30th September for the December Term End Examination.

In case you fail to secure a pass score (40% marks) in the Term End Examination, you will be eligible to reappear at the next Term End Examination for that course as and when it is held, within the total span of the programme.

Eligibility for Examination

To be eligible to appear at the Term End Examination (TEE) in any course, you are required to fulfill the following conditions:

- 1) You should have paid the course fee.
- 2) You should have opted and pursued the prescribed course.
- 3) You should have submitted the assignments for the respective course.
- 4) You should have completed the internship and submitted the Internship report for TEE of Internship course.
- 5) You should have submitted the examination form and fees in time.
- 6) You should have completed one year duration of the programme.

Examination Date Sheet

Examination date sheets (Schedule which indicates the date and time of examination for each course) are sent to all the Study Centres. The same is also notified through the IGNOU website. The date sheet for the June examination and the December examination will be different.

Examination Form and Examination Fee

It is an essential pre-requisite for you to submit the Examination Form for taking examination in any course. A copy is enclosed in this Programme Guide. This copy is only a sample. You can download the form from IGNOU website and submit it. Only one form is to be submitted for all the courses in one Term End Examination.

You need to pay a separate fee for the examination. A fee of Rs. 150/- per course is charged as the examination fee. **The examination fee is also applicable for courses on Internship.** The detailed guidelines are available on the examination form.

The examination form received after the due dates or without examination and late fee, wherever applicable, shall be rejected. Refer to the IGNOU website www.ignou.ac.in for filling up examination form and payment of examination fees.

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

No learner is allowed to reappear in an examination or submit assignments after successfully passing it for improving the marks/grade.

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

Examination Intimation Slip

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

The date sheet for the June/December Term End examination is available on the University website, www.ignou.ac.in

Examination Centre

All study centres, programme study centres, special study centres are not Examination centres. Internship examination is held as Viva-voce at the regional centre.

The University at its discretion may allow you any examination centre other than your study centre. Change of the examination centre is not generally permitted. In exceptional cases only, change of centre may be considered. For this you should apply one month in advance to the Registrar, SED at IGNOU.

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

Declaration of Result

Although all efforts are made to declare the result in time, there will be no compulsion on the University to declare the results of the last examination before the commencement of the next examination. You are therefore, advised to fill up the form without necessarily waiting for the result and get it cancelled at a later date if so required.

Improvement of Division/Marks

Improvement of marks/grades is permissible for those learners of M.A. who fall short by 2% marks in securing a 1st or 2nd Division. It is also permissible for those learners of M.A. who fall short by 2% marks in securing 55% overall marks. The prescribed form for the purpose is given in this Programme Guide. Please read the conditions governing this provision given on the back of the form.

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

Always refer to the IGNOU website www.ignou.ac.in for any update on this.

8. OTHER USEFUL INFORMATION

Reservation of Seats

The University provides reservation of seats for scheduled castes, scheduled tribes and physically handicapped learners as per the Government of India rules. The details regarding scholarship and reimbursement of fee are given in section 3.

Change of Study Centre

The candidates are required to opt for only such study centres which are activated for the programme. As far as possible the University will allot the study centre opted by the candidate. However, the University may change the study centre at its convenience without concurrence of the learner at any time.

For change of Study Centre, please contact your regional centre.

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

Change of Regional Centre

When you want transfer from one region to another, you have to write to that effect to the Regional Centre from where you seek a transfer marking copies to the Regional Centre where you would like to be transferred to and also to the Registrar, Student Registration & Evaluation Division, IGNOU, New Delhi. Further, you have to obtain a certificate from the Coordinator of the Study Centre from where you are seeking transfer regarding the number of assignments submitted. The Regional Director from where you are seeking the transfer will transfer all records to the Regional Centre where you seek transfer under intimation to you and the Registrar, Student Registration & Evaluation Division. The records are normally sent by Registered Post to guard against loss in the postal transit.

For change of Region in Practical oriented programme 'NO OBJECTION CERTIFICATE' is to be obtained from the concerned Regional Centre/Study Centre where the learner needs his/her transfer.

Re-evaluation

IGNOU offers the provision of re-evaluation. Re-evaluation is done with reference to the grade/ marks given in the Answer Script and Award list. The request should be made on the prescribed form along with a draft of required fees per course payable at IGNOU, New Delhi. The request for reevaluation by the learners must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results whichever is later. The date of declaration of results will be calculated from the date on which the results are placed on the IGNOU website.

After re-evaluation, the better of the two scores of original marks/grade and re-evaluated marks will be considered.

The revised marks after the re-evaluation shall be incorporated in the learner record and the revised Grade card/Marks sheet shall be sent to the learners within one month from the receipt of the application.

Re-evaluation is not permissible for Internship, Projects, Practicals, Assignments, Seminar etc. Prescribed form for the purpose is given in this Programme Guide.

Issue of Duplicate Grade Card/Mark sheet/Degree/Diploma/Certificate

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of prescribed fees to be paid in favour of IGNOU, New Delhi. In case of loss of Degree Certificate, duplicate can be obtained after paying a fee of Rs. 200/- and filling the prescribed form. The forms for the purpose are given in this Programme Guide.

Migration Certificate

For Migration Certificate, requisition may be sent to the Regional Director concerned along with the following documents:

- 1) Application (can be obtained from the Head office or photocopy of the one given in the Programme Guide could be used.)
- 2) Attested copy of the mark sheet.
- 3) Fee of Rs. 400/- in the form of a Demand Draft drawn in favour of IGNOU payable at the city where the Regional Centre is located.

CREDIT TRANSFER

“Credit transfer” means allowing a learner of another University to get admitted to IGNOU for completing any equivalent degree/diploma programme on the basis of credits obtained by him/her from that University. A learner thus admitted does not need to write IGNOU examinations for such courses which are found equivalent to and for which appropriate credits would be deemed to have been acquired for fulfilling the IGNOU requirements for the award of a degree/diploma.

Eligibility

The credit transfer scheme is applicable to only those candidates who have not completed their degree from any other recognized University and yet are willing to complete it through IGNOU as per the rules provided.

Modalities

- 1) Normally credit transfer will be applicable only from a diploma, bachelor's degree, master's degree to an equivalent diploma, bachelor's degree and a master's degree.
- 2) Credit transfer will be permissible only in the case of learners coming from institutions established by an Act of Parliament or by an Act of State Legislature; or an institution “deemed to be university” or an “institution of national importance” or institutions recognized by statutory bodies like AICTE, ICMR, ICAR, CSIR etc.
- 3) Credit transfer can be done only on the basis of individual courses and not on the basis of year to year courses as in conventional institutions.

- 4) In order to get a diploma/degree from IGNOU a learner will be required to earn at least 50% credit from IGNOU. For example, a Masters Degree Programme which is of 64 credits would require the student to earn at least 32 credits from IGNOU for an IGNOU degree.
- 5) The degree, certificate or the marks list thus given to the learners will specifically indicate the credits earned in IGNOU and those obtained from the other institution.

Rules and Regulations for Credit Transfer

- 1) Learners who want to avail credit transfer shall get registered with IGNOU for the programmes they want to study. All the applications for credit transfer should be addressed to Dy. Registrar, SR&E, IGNOU, Maidan Garhi, New Delhi-110068.
- 2) The learners have the choice to opt for the electives of second year in the 1st year of their study.
- 3) The learner by opting for the courses in such a way so as to complete the balance credits can reduce the period of study prescribed for the completion of the degree programme and thereby, avail no payment of fees for the period not covered. The learners availing credit transfer would be allowed to complete the programme early provided they do not offer more than 32 credits in a year.
- 4) IGNOU “programmes” and “Courses” means “subjects” and “papers” respectively of conventional Universities.
- 5) Learners seeking credit transfer should apply directly to the Registrar (SR&E) IGNOU, Maidan Garhi, New Delhi – 110068 enclosing a Demand Draft for Rs. 200/- per course drawn in the name of IGNOU and payable at New Delhi, attested copies of Marks sheet and attested copies of syllabus of such courses, covered by them. Such cases will be examined separately by the Equivalence Committee at the Headquarters of the University. **This process will take a minimum period of three months from the date of receipt of such requests with all the relevant documents by the above concerned officer.**

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 respective Regional Centres 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.

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 by concerned Regional Centre.**

Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a learner 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.** In case of non-receipt of study material, learners are required to write to the concerned Regional Centre, IGNOU.

Counselling and Examination Centre

All Study Centres, Programme Study Centres, Special Study Centres may not be Examination Centres. Regular counselling sessions will be conducted at the Study Centres.

Change/Correction of Address and Study Centres

There is a printed card for change/correction of address and change of Study Centre which is dispatched along with the study material. In case there is any correction/change in the address, the learners are advised to make use of Performa provided in the Programme Guide and send it to the Regional Director concerned, who will forward the request after verifying the learners signature to SRD Division, Maidan Garhi, New Delhi-110068. **Requests received directly at SRD, New Delhi will not be entertained. The form for change of address can also be downloaded from IGNOU Website www.ignou.ac.in.** Learners are advised not to write letters to any other officers 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 Study Centre is desired, the learners are advised to fill the performa 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 the subject he/she has chosen, at the new centre opted for. Change of Address and Study Centre are not permitted until admissions are finalized.

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 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.

Official Transcripts

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to the Registrar (SED), IGNOU, MaidanGarhi, New Delhi-110068. A fee of Rs. 200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay .400/- in case of request for sending transcript outside India.

Disputes on Admission and other University matters

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

Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member of University of Association of Indian University (AIU) and are at par with Degrees/Diplomas/Certificates of all Indian University/Institutions, as per UGC Circular letter no. F.1-S2/2000 (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.

Early Declaration of Result

Sometimes students are offered admission in other institutions and/or are selected for employment etc. and they are supposed to submit mark-sheet/grade card within a specified time period. Such students may apply for an early evaluation of their answer scripts and declaration of the result. For this purpose, the students are required to apply in the specified format available on the University website on payment of the prescribed fee through Bank Draft in favour of IGNOU, New Delhi along with the attested photocopy of the offer of admission/employment etc. The students can submit their requests for early declaration of result before the commencement of the Term-End Examination, i.e., 1st June and 1st December, respectively. In such a situation the University will make arrangements for the processing of the answer scripts and declaration of the result (as a special case). The result will be declared in a period of about one month beginning from the date of examination.

Re-evaluation of Answer Scripts

The students who are not satisfied with the marks/grade secured by them in Term-End Examination may apply for re-evaluation within one month from the date of the declaration of result, i.e., the date on which the result is made available on the University website, on payment of the prescribed fee per course in the prescribed application form available on the University website.

Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 64 credits/ 32 credits course prescribed and opted by the student. For provisional certificate you have to write to the Registrar SED, IGNOU, New Delhi 110068, in prescribed form as contained in this Programme Guide.

Issue of Duplicate Grade Card/Mark sheet

A duplicate Grade Card is issued after a request is made on the prescribed form along with a draft of Rs.150/- to be paid in favour of IGNOU, New Delhi.

Issue of Duplicate Degree Certificate

A duplicate degree certificate can be issued after a request is made on the prescribed form along with a demand draft of Rs. 200 in favour of IGNOU, New Delhi. The following documents are required to be attached with the requests for issue of duplicate degree certificate:

- 1) Affidavit on non-judicial stamp paper of Rs. 10/- .
- 2) Copy of FIR lodged with the police station regarding loss of Degree Certificate.
- 3) Demand Draft/IPO for requisite fee.

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

9. TIPS FOR EFFECTIVE LEARNING IN OPEN UNIVERSITY

How to approach your studies: It would be good for you to go through the Programme Guide as well as the Handbooks, if any, provided by the University. This will help you to know exactly about the facilities being extended and how you can make best use of these in your learning. That is, you should have an idea of what to expect from the system and how best to use the support being provided.

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

Adhere to the schedule of operations: Various activities in the ODL system are time bound and the details are given in the programme guide sent to you. Adherence to the schedule of operations shall help you enormously in completion of the courses. As a thumb rule, if you study three hours a day regularly, you should be successful in the minimum stipulated time.

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

Taking notes: In SIMs, some space has been provided to take important notes. You should identify keywords/terms, and put remarks while going through it. This facilitates cross-referencing. You must answer/solve problems in the Self-assessment Questions (SAQs) and Unit End Questions yourself rather than looking for answers at the end.

Using media effectively: The audio-visual learning is faster and can be more effective. That is why multi-media is one of the integral components of our multiple media instructional package. For complementing your learning with the help of multi-media effectively, you should visit your study centre for counselling and insist that your counsellor shows A/V programmes. Such visits will also help you obtain the latest information on broadcast, and telecast of programmes and tele-conferences being held. Now, IGNOU has a 24 hr TV Channel *Gyan Darshan* and a countrywide network of FM radio stations. You should contact your cable operators to beam *Gyan Darshan*. Check the WEAS portal on the IGNOU website for all information regarding the programme and also for the study materials and video programmes.

Preparing Assignment Responses: The separation between the teacher and the taught in the Open and Distance Learning (ODL) system is bridged through dialogue established by continuous assessment. Your assignment responses provide an opportunity to your academic counsellor to guide you and pace your learning depending on your progress. Therefore, you must write your assignment yourself, in your words depending on the scope of every question. In some questions, you might be required to give a brief outline while in others you may be asked to give your justifications/demonstrate your skills and knowledge/give detailed description etc. It is also possible that you may be required to refer to a particular source of information or data and present your analysis. If possible, discuss implications and suggest application and/or give illustrations. Do not copy your answers from the study materials.

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

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

You must keep a copy of each of your assignments and file them in order, separately, for each course. While submitting your assignment at your Study Centre / Programme Centre, you must insist on obtaining acknowledgement. In case you send your assignment by post, keep the registration slip as evidence. In case of any difficulty or unconvincing response at the Study Centre, please contact your Regional Centre or the Headquarter. Normally, you should obtain your Tutor Marked Assignment (TMA) within 45 days. In case you do not receive your evaluated TMAs with tutor comments in the stipulated period, you should check with the Study Centre Coordinator. Once you receive the evaluated assignment responses, go through tutor comments. A careful reading of the comments should give you an idea as to how you can improve your responses in future.

Learning from Counselling and Peer Group: In order to make the best use of the counselling sessions, you should have read the relevant units before going for the counselling session. This will enable you to have useful interactions with your academic counsellor and peer group. Participate in the discussion with an open mind. Take note of important points identified by other peer group members and the counsellor. Do not hesitate to clarify doubts, even if they are trivial.

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

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

Even solving previous examination question papers and getting your answers checked by your counselors should help improve your performance. You can download these from the IGNOU website www.ignou.ac.in. Revision of text materials plays a vital role in your preparation for the examinations. The following are two good reasons for doing regular revisions right from the start:

You may not have enough time to revise everything you have studied in a course/programme at the last minute.

You will find the latter materials easier to study if you have sound understanding of what has been studied earlier.

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

Read the instructions and the question paper thoroughly, paying attention to each question.

Be objective and assess what precisely the questions demand of you.

Budget your time; that is, you should carefully allocate your time according to the weightage given to each question.

Plan your answer and form a sense of priority.

10. SOME USEFUL ADDRESSES

- | | | |
|----|---|--|
| 1) | Non-receipt of study material and assignments, Repeat assignments | Regional Director of your Region |
| 2) | Counsellors and other problems related to study centres | 1. Regional Director of your region
2. Assistant Director (Student Affairs)
Regional Services Division
IGNOU
Maidan Garhi, New Delhi-110 068 |
| 3) | Change of address and all other related problems | Registrar (SR&E)
IGNOU
Maidan Garhi, New Delhi-110 068 |
| 4) | Purchasing of Audio/Video Tapes | Marketing Unit, EMPC
IGNOU
Maidan Garhi, New Delhi-110 068 |
| 5) | Academic Matters | Prof. Swati Patra
Professor, Discipline of Psychology,
Academic Complex, Block-F
SOSS, IGNOU,
Maidan Garhi, New Delhi-110068
Telephone : 011-29572731 |

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

List of Regional Centres

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE : 26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA – 799 004 TRIPURA PH.OFF : 0381-2519391 FAX : 0381-2516266 EMAIL : rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD – 382 481 GUJARAT PH.OFF : 02717-242975, 242976,241579 FAX : 02717-241580 EMAIL : rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI) DAMAN (U.T.)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA 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 RC CODE: 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 RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA PH.OFF : 080-26654747 / 26657376 FAX : 080-26644848 EMAIL : rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, GADAG, HAVERI, BELLARY, CHAMARAJANAGAR & CHIKMAGALUR KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE MARWARI COLLEGE PREMISES BHAGALPUR, BIHAR 812007 PH.OFF : 0641-2905028/2905029 EMAIL : rcbhagalpur@ignou.ac.in	STATE OF BIHAR (DISTRICT: BHAGALPUR, BANKA & MUNGER)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
7	BHOPAL RC CODE: 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 / 2578452,2762524 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, ASHOK NAGAR, BETUL, BURHANPUR, DAMOH, DHAR, GWALIOR, INDORE, RAISEN, REWA, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ODISHA 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	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR- 586101 KARNATAKA PH: OFF: 08352-258417, 08971053421 EMAIL : rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR)
10	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA - 134 109 HAYRANA PH.OFF : 0172-2590277, 2590278 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.)
11	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3 rd FLOOR G R COMPLEX 407-408 ANNA SALAI NANDANAM CHENNAI - 600 035 TAMILNADU PH.OFF : 044-24312766, 24312979 FAX : 044-24312799 EMAIL : rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR) PONDICHERRY (U.T.)
12	COCHIN RC CODE: 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, KOTTAYAM, KOZHIKODE, MALAPPURAM, PALAKKAD, THIRUSSUR, WAYANAD) LAKSHADWEEP (U.T.)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
13	DARBHANAGA RC CODE: 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 : rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SIWAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL PH.OFF : 0135-2789205 FAX : 0135-2789190 EMAIL : rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUHRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR) STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE)
15	DELHI 1 RC CODE: 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 : 011-26990090, 26990091 FAX : 011-26990084 EMAIL : rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD)
16	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 PH.OFF : 011-23392374 / 23392376 -77 FAX : 011-23392375 EMAIL : rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR)
17	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK (NEAR SECTOR 7), DWARKA NEW DELHI - 110 045 PH.OFF : 011- 25088964 FAX : 011-25088983 EMAIL : rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA), STATE OF HARYANA (DISTRICT: GURGAON)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
18	DEOGHAR RC CODE 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE DEOGHAR , JHARKHAND PH.OFF : 06432-34448 EMAIL : rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS DEOGHAR, GODDA, SAHIBGANJ PAKUR, DUMKA, JAMTARA, DHANBAD, BOKARO & GIRIDIH)
19	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG PO SHUMBUK HOUSE GANTOK – 737 102, 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)
20	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71,GMC ROAD CHRISTIAN BASTI GUWAHATI – 781 005 ASSAM OFF : 0361-2343783 / 2343785-86 FAX : 0361-2343784 EMAIL : rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, 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)
21	HYDERABAD RC CODE: 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, KARIM NAGAR, KURNOOL, MEDAK, MAHABOOB NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL – 795 001 MANIPUR PH.OFF : 0385-2421190 / 2421191 FAX : 0385-2421192 EMAIL : rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMELGLONG, THOUBAL, UKHRUL)
23	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR '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	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)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
24	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGA VATI VISHVA VIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482 001 MADHYA PRADESH PH.OFF : 0761-2600411 / 2609896,2609902 FAX : 0761-2609919 EMAIL : rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SIHORA, SINGRAULI, UMARIA)
25	JAIPUR RC CODE: 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, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, SAWAI, SIKAR, SRI GANGANAGAR TONK, TONK MADHOPUR, BANSWARA & PRATAPGARH)
26	JAMMU RC CODE: 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 : 0191-2561154 EMAIL : rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR RC CODE 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ONKAR MALL SUNMANI COLLEGE OF COMMERCE JODHPUR RAJASTHAN 342008 PH.OFF : 0291-2753989	STATE OF RAJASTHAN STATE OF RAJASTHAN COVERING DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE SIROHI, NAGOUR, DUNGARPUR & PALI)
28	JORHAT RC CODE: 37	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE In the process of Establishment	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC
29	KARNAL RC CODE: 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)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
30	KHANNA RC CODE: 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)
31	KOHIMA RC CODE: 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)
32	KOLKATA RC CODE: 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, 23592719 FAX : 033-23347576 EMAIL : rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT – 764 020 ORISSA BOUDH) PH.OFF : 06852-252982 / 251535 FAX : 06852-252503 EMAIL : rckoraput@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI NUAPADA, BOLANGIR, STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYAN PUR, DANTEWADA, BIJAPUR)
34	LUCKNOW RC CODE: 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 EMAIL : rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURko, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, PRATAPGARH, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, SULTANPUR, UNNAO)
35	MADURAI RC CODE: 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, THIRUVAROOR TIRUCHIRAPPALLI, TIRUNELVELI, TIRUPUR, TUTICORIN, VIRUDHUNAGAR)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
36	MUMBAI RC CODE: 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, RATNAGIRI)
37	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD, NAGPUR 440 033 PH.OFF : 0712-2536999, 2537999 FAX : 0712-2538999 EMAIL : rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA RC CODE: 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)
39	PANAJI RC CODE: 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: SINGHDHURG)
40	PATNA RC CODE: 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, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD,KAIMUR, LAKSHISARAI, NALANDA, NAWADA, PATNA, ROHTAS,SHEIKHPURA & VAISHALI)
41	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR – 744 104 ANDAMAN & NICOBAR ISLANDS PH.OFF : 03192-242888 / 230111 FAX : 03192-230111 EMAIL : rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS (U.T.) (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE RC CODE: 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)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
43	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD - 742 225 WEST BENGAL PH.OFF : 03483-271555 / 271666 EMAIL : rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR – 492 007 CHATTISGARH PH.OFF : 0771-2428285/5056508 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)
45	RAJKOT RC CODE: 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.)
46	RANCHI RC CODE: 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, SARAIKELA KHARSAWAN, EAST SINGHBHUM,HAZARIBAGH, CHATRA & KODERMA, KHUNTI, RAMGARH)
47	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA BIHAR 852201 PH.OFF : 06478-219014,219015 EMAIL : rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR,ARARIYA, KISHANGANJ & PURNIA)
48	SHILLONG RC CODE: 18	REGIONAL DIRECTOR IGNOU REGIONAL CENTR SUNNY LODGE NONGTHYMMI NONGSHILLANG SHILLONG - 793 014 MEGHALAYA PH.OFF : 0364-2521117 / 2521271 FAX : 0364-2521271 EMAIL : rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
49	SHIMLA RC CODE: 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)

SI. NO.	REGIONAL CENTRE, AND CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
50	SILIGURI RC CODE: 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)
51	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008 JAMMU & KASHMIR PH.OFF : 0194-2311251 / 2311258 FAX : 0194-2311259 EMAIL : rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION – DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX, OPP PRS HOSPITAL, KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 PH.OFF : 0471-2344113 / 2344115 FAX : 0471-2590700 EMAIL : rctrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM) STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI)
53	VARANASI RC CODE: 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, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI)
54	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.PV.V. HINDU HIGH SCHOOL PREMISES, KOTHAPET, VIJAYAWADA - 520 001 ANDHRAPRADESH PH.OFF : 0866-2565253 / 2565959 FAX : 0866-2565353 EMAIL : rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING DISTRICTS KHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLORE & CHITTOOR
55	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673101 KERALA PH.OFF : 0496-2525281 EMAIL : rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT, KANNUR, KASARAGOD WAYANAND) Note: Currently under Cochin RC
56	VISAKHAPATNAM RCCODE:84	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2 nd FLOOR MVP ,SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM ANDHRA PRADESH PH.OFF : 0891-2511200, FAX : 0891-2511300 EMAIL : rcvisakhapatnam@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, R. VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

IGNOU-ARMY RECOGNIZED REGIONAL CENTRES (FOR ARMY Personnel Only)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	CHANDIMANDIR RC CODE: 52 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, G S (EDUCATION) BRANCH HQ WESTERN COMMAND CHANDIMANDIR – 134107 HARYANA PH.OFF : 0172-2589355 (CIVIL) 2670 (MILITARY) FAX : 0712-2589355 EMAIL : iaeprc52@rediffmail.com	WESTERN COMMAND AREA
2	JAIPUR RC CODE: 56 NO OF LSC:3	REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH C/O 56 APO - 908 546 JAIPUR, RAJASTHAN PH.OFF : 0141-6640 (MILITARY) EMAIL : swciaep@gmail.com	SOUTH WESTERN COMMAND
3	KOLKATA RC CODE: 51 NO OF LSC:4	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND C/O. 99 APO KOLKATA – 908 542, WEST BENGAL PH.OFF : 033-22222668 (CIVIL) 2670 (MILITARY) FAX : 033-22222668 EMAIL : rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
4	LUCKNOW RC CODE: 53 NO OF LSC:5	REGIONAL DIRECTOR (I/C) IGNOU ARMY RECOG.REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW – 908 554, UTTAR PRADESH PH.OFF : 0522-2482968 (CIVIL) 2670 (MILITARY) EMAIL : iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	PUNE RC CODE: 54 NO OF LSC:6	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 795 PH.OFF : 020-26616592 (CIVIL) 3019 (MILITARY) FAX : 020-26102670 EMAIL : armypunerc54@yahoo.com	SOUTHERN COMMAND AREA
6	UDHAMPUR RC CODE: 55 NO OF LSC:5	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR, JAMMU & KASHMIR PH.OFF : 01992-242486 EMAIL : iaeparmy55@rediffmail.com	NORTHERN COMMAND AREA

IGNOU-NAVY RECOGNIZED REGIONAL CENTRES

(For Navy Personnel Only)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	KOCHI RC CODE: 74 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI – 682 004 KERALA PH.OFF : 0484-266210,2662515 FAX : 0484-2666194 EMAIL : inepk@rediffmail.com	HQ, SOUTHERN NAVAL COMMAND
2	MUMBAI RC CODE: 72 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI – 400 023 MAHARASHTRA PH.OFF : 022-22752245 FAX : 022-22665458 EMAIL : inepm@rediffmail.com	HQ, WESTERN NAVAL COMMAND
3	NEW DELHI RC CODE: 71 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS. MINISTRY OF DEF(NAVY WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI – 110 066 DELHI PH.OFF : 011-26194685 26185299 FAX : 011-26105067 EMAIL : inepdelhi@rediffmail.com	NAVAL HQS
4	VISAKHAPATNAM RC CODE: 73 NO OF LSC:1	REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM – 530 014 ANDHRA PRADESH PH.OFF : 0891-2812284 FAX : 0891-2515834 EMAIL : rc73@ignou.ac.in inepv@hotmail.com	HQ, EASTERN NAVAL COMMAND

IGNOU-ASSAM RIFLES RECOGNIZED REGIONAL CENTRES

(For ASSAM RIFLES Personnel Only)

SI. NO.	REGIONAL CENTRE, CODE AND NO. OF LEARNER SUPPORT CENTRES	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	SHILLONG RC CODE: 81 NO OF LSC:30	REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 793 011 MEGHALAYA PH.OFF : 0364-2705181 FAX : 0364-2705184 EMAIL : iarrc_81@yahoo.com	COMMAND AREA

11. SOME FORMS FOR YOUR USE

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

- 1) Assignment remittance-cum-acknowledgement form; change/correction of address/study centre
- 2) Change of Medium/Courses
- 3) Application for Credit Transfer
- 4) Intimation of non-receipt of Study material/Assignments
- 5) Form for Provisional Certificate
- 6) Requisition for fresh set of Assignments
- 7) Term-End Examination Form
- 8) Form for Re-evaluation of Answer Scripts
- 9) Form for Duplicate Grade Card
- 10) Migration Certificate Form
- 11) Form for Issue of Duplicate Degree/Diploma/Certificate
- 12) Form for Improvement in Division/Class
- 13) Form for Early Declaration of Result
- 14) Form for obtaining photocopy of the Answer Script
- 15) Form for use of Official Transcript.