

# **PROGRAMME GUIDE**

**for**

**Master's Degree in Social Work (MSW)**

**and**

**Post Graduate Diploma in Social Work (PGDSW)**



**School of Social Work  
Indira Gandhi National Open University  
New Delhi**

Printed material is our backbone. Our study material is prepared by teams of experts keeping in view the interest of the learner group. Each Course has a Course Development Committee headed by the Vice-Chancellor and other distinguished academics and professionals involved in the course preparation. The course material is written in such a manner that the students can study it by themselves with a little assistance from our Counsellors at the Study Centres. Further, text books and reference books are available in the libraries attached to the Study Centres and Regional Centres. Therefore, students will have no need for any cheap or condensed guides for following courses of IGNOU. In fact these may harm them. Hence, the University strongly advised the students not to take recourse to such type of guides.

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

### IMPORTANT INFORMATION

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

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

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

“The policy of reservation for the OBCs/SCs & Sts under the CEI Act is applicable to all programmes/courses of study at the undergraduate, graduate, postgraduate levels, etc. except courses or programmes at high levels of specialization including at the post-doctoral level within any branch of study which the Central Government in consultation with the appropriate statutory authority (UGC/BCI/MCI/AICTE/etc.) may specify” (As per clause 3 III of the OM No.1-1/2005-UIA/847 dated 20th April 2008).

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

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## 1. THE UNIVERSITY

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Indira Gandhi National Open University was established in September, 1985 by an Act of Parliament, with a view to democratise education, so that it covers large segments of population, vocations and professions. The primary emphasis is on innovation, flexibility and cost effectiveness. Thus, it is a university with a difference.

**The major objectives of the university are:**

- to promote the educational well-being of the community,
- to democratise higher education by providing easy access to all those who desire to improve their qualifications, skills and competence by taking education to the doorsteps of people living even in remote and rural areas,
- to disseminate learning and knowledge through an innovative multi-media teaching-learning system, to provide high quality education at all levels,
- to coordinate and determine the standards of Distance Education and Open University Systems throughout the country.

**The salient features of this system of education are:**

- study according to your own pace and convenience,
- study at your own chosen place,
- flexibility in choosing courses and combination of courses from a wide range of disciplines/ subjects, and
- use of modern and appropriate educational and communication technology.

Student support services are provided by the University through a network of study centres scattered all over the country. Study centres are the actual focal points to enable you to receive regular information and learning support. Each study centre provides you with library, audio and video facilities to further help you in the learning process. Senior and experienced academics are engaged in face-to-face counseling at study centres. The study centres are generally located 'in existing educational institutions and normally function on all holidays and Sundays and also in the evenings on working days. Each study centre is supervised by a Coordinator. Regional centres have been set up in different parts of the country to coordinate the functioning of study centres.

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## 2. SALIENT FEATURES OF MSW PROGRAMME

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Compared with MSW offered by other Indian Universities, our programme is unique and innovative in many respects. The salient features of this programme are:

- 10+2/BPP+3 or its equivalent can also seek admission.
- Student can study at his/her own pace and convenience over a period of 2 to 5 years. Student can study at his/her own chosen pace and not required to attend regular classes.
- Indigenously prepared self-instructional print materials are provided to students.
- Print materials are supported with audio and video programmes.
- Multi-media programme package is made available.
- Every student of MSW is placed under the supervision of a professionally qualified social worker for field work supervision.
- There is a course on history of social work in India titled "Professional social work : Indian perspectives".

- For the first time a theory paper on "Social Work Practicum" has been introduced as a compulsory paper.

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

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### 3. PROGRAMME STRUCTURE FOR MSW

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The University follows the credit system for its Master's Degree Programme. Each credit amounts to 30 hours of study comprising all learning activities. Thus, a 4 credit course involves 120 study hours, a 6 credit course involves 180 study hours and 10 credit course involves 300 study hours. **To successfully complete the MSW programme, you will have to earn 66 credits over a period of 2 to 5 years depending on your convenience.**

The Master's Degree Programme in MSW has three major components:

1. Compulsory Papers	38 Credits
2. Optional Papers	8 Credits
3. Field Work	20 Credits
<b>Total</b>	<u>66 Credits</u>

#### 3.1 Compulsory Papers

The students have to earn 38 credits in Compulsory papers. The list of compulsory courses is given below.

##### LIST OF COMPULSARY COURSES

Course Code	Course Title	Credits
<b>Compulsory Courses</b>		
MSW-001	Origin and Development of Social Work (Theory)	4
MSW-002	Professional Social Work : Indian Perspectives (Theory)	4
MSW-003	Basic Social Science Concepts	4
MSW-004	Social Work and Social Development (Theory)	4
MSW-005	Social Work Practicum and Supervision (Theory)	4
MSW-006	Social Work Research (Theory)	6
MSW-007	Case Work and Counselling : Working with individuals	4
MSW-008	Social Group Work : Working with groups	4
MSW-009	Community Organization Management for Community Development	4

#### 3.2 Optional Course in Social Work

Under the category of optional courses, you have to choose two courses, to earn 8 credits (4 each per course).

## LIST OF OPTIONAL COURSES IN SOCIAL WORK DISCIPLINE

Course Code	Course Title	Credits
MSWE-001	HIV/AIDS : Stigma, Discrimination and Prevention	4
MSWP-001	Dissertation (Project Work)	4
Additional optional courses will be offered at a later stage.		

If you do not get material in time write to:

Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi - 110068.

### 3.3 Field Work Components

The third component of the MSW programme is the Field Work Practicum. The University has prepared two Field Work Journals for the 1st and 2nd year separately. Each year you are expected to successfully complete 10 credits of Field Work Practicum under the guidance of a professionally qualified Social Worker. The Coordinator at the Study Centre will provide you with an approved guide who has done MSW/M.A.(Social Work). Only a qualified guide can supervise you for your field work; this is mandatory. Therefore ensure from the coordinator at the study centre that your supervisor has formal qualification in social work at post graduation level. Completion of Field Work in MSW 1st year is mandatory for starting social work practicum of second year.

#### List of Field Work Components

Course Code	Year	Title	Credits	No. of Hours
MSWL-001	1st year	Social Work Practicum-I (Practical)	10	300
MSWL-002	2nd year	Social Work Practicum-II (Practical)	10	300

#### Year-wise Distribution of Courses

##### First Year

Course

- |   |    |
|---|----|
| 1. Origin and Development of Social Work (MSW-001)          | 4  |
| 2. Professional Social Work : Indian Perspectives (MSW-002) | 4  |
| 3. Basic Social Science Concepts (MSW-003)                  | 4  |
| 4. Social Work and Social Development (MSW-004)             | 4  |
| 5. Social Work Practicum and Supervision (MSW-005)          | 4  |
| 6. Social Work Research (MSW-006)                           | 4  |
| 7. Social Work Practicum-I (Practicals) (MSWL-001)          | 10 |

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36 Credits

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## IIInd Year

1. Case Work and Counselling : working with individuals (MSW-007) 4
  2. Social group work : Working with groups (MSW-008) 4
  3. Community Organization Management for Community Development (MSW-009) 4
  4. Two elective courses, namely:
    - (i) HIV/AIDS : Stigma Discrimination and Prevention (MSWE-001) 4
    - (ii) Dissertation (Project Work) (MSWP-001) 4
  5. Social Work Practicum-II (Practicals) (MSWL-002) 10
- (For MSW 2nd year : 30 credits)

Total Credits = 66

In order to enable you to complete MSW Programme within the minimum period of two years, you are allowed to take 36 credits worth of courses in 1st year and 30 credits in 2nd year.

For electronic version of the prospectus

[www.ignou.ac.in](http://www.ignou.ac.in)

For further information contact any IGNOU Regional Centre or write to:

Dr. Saumya

Block G-118, IGNOU

Maidan Garhi, New Delhi-110068

Email: [saumya@ignou.ac.in](mailto:saumya@ignou.ac.in)

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## 4. SCHEME OF STUDY

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### Year-wise Scheme of Study

Year of Study	Compulsary Courses	Optional Courses	Practicals	Total Credits
Ist Year	26 Credits	---	10 Credits	36
Second Year	12 Credits	8 Credits	10 Credits	30
<b>Total</b>	<b>36 Credits</b>	<b>8 Credits</b>	<b>20 Credits</b>	<b>66</b>

**After the first year, whether you pass/attempt the first year examinations or not, you can seek admission for the second year by submitting the course registration form with requisite programme fee within the re-registration schedule as notified by the university.**



## MSW (1<sup>st</sup> year) Curriculum

### MSW-001: ORIGIN AND DEVELOPMENT OF SOCIAL WORK

(4 CREDITS)

#### **Block 1 History of Social Work: Global Scenario**

- Unit 1 History of Social Work in Americas
- Unit 2 History of Social Work in Europe
- Unit 3 History of Social Work in Asia Pacific-I
- Unit 4 History of Social Work in Asia Pacific-II
- Unit 5 History of Social Work in Africa and Middle East

#### **Block 2 Social Work Profession and Education**

- Unit 1 Social Work as a Profession
- Unit 2 Social Work Education: Retrospect and Prospects
- Unit 3 Social Work Education through Distance Learning
- Unit 4 Values, Principles and Ethics of Professional Social Work

#### **Block 3 Social Work Concepts and Primary Methods**

- Unit 1 Introduction to Social Work Concepts
- Unit 2 Social Case Work
- Unit 3 Social Group Work
- Unit 4 Community Work in Social Work

#### **Block 4 Secondary Methods of Social Work**

- Unit 1 Social Action
- Unit 2 Social Work Research
- Unit 3 Social Welfare Administration
- Unit 4 Generalist Practice

### MSW-002 PROFESSIONAL SOCIAL WORK: INDIAN PERSPECTIVES (4 CREDITS)

#### **Block 1 Evolution Of Social Work Practice In India**

- Unit 1 History of Social Work: State Initiatives
- Unit 2 History of Social Work: Individual Initiatives
- Unit 3 History of Social Work: Initiatives through Social Movements
- Unit 4 History of Social Work in India: Initiatives by NGOs

#### **Block 2 Religion and Social Work: Indian Context**

- Unit 1 Hinduism and Social Work
- Unit 2 Islam and Social Work

- Unit 3 Sikhism and Social Work
- Unit 4 Jainism and Social Work
- Unit 5 Buddhism and Social Work
- Unit 6 Christianity and Social Work

**Block 3 Gandhian Concepts of Social Work**

- Unit 1 Gandhi's Perception of an Ideal Society
- Unit 2 Gandhi's Charter of Social Reconstruction
- Unit 3 Gandhian Social Work: Methods and Techniques
- Unit 4 Gandhian Social Work: The Historical Perspective
- Unit 5 Social Work in Post-Gandhian Era

**Block 4 Professional Social Work In Independent India**

- Unit 1 Growth of Social Work Education and Training
- Unit 2 Social Work Literature
- Unit 3 Involvement of Social Workers in National Development
- Unit 4 Career Prospects in Professional Social Work

**MSW-003 BASIC SOCIAL SCIENCE CONCEPTS**

**(4 CREDITS)**

**Block 1 Basic Concepts of Society**

- Unit 1 Social Work and its Relationship to other Disciplines
- Unit 2 Society and Culture
- Unit 3 Indian Society: Composition, Classification and Stratification
- Unit 4 Social Groups, Social Institutions and Social Control
- Unit 5 Social Change: Meaning, Characteristics and Factors

**Block 2 Basics of Psychology For Social Workers**

- Unit 1 Psychological Foundation for Social Work Practice
- Unit 2 Concepts of Social Psychology for Social Work Practice
- Unit 3 Social Learning and Motivation
- Unit 4 Defense Mechanisms and Stress

**Block 3 Family- The Basic Unit Of Society**

- Unit 1 Stages of Human Growth and Development
- Unit 2 Biological Aspects of Human Growth and Development
- Unit 3 Concept of Family and Marriage
- Unit 4 Understanding Man and Woman
- Unit 5 Family Life Cycle

**Block 4 Indian Families in Transition**

Unit 1 Family and Marriage in the Changing Society

Unit 2 Social Work with Families

Unit 3 Contemporary Problems in Family System

Unit 4 Parenting Adolescents and Youngsters

**MSW-004 SOCIAL WORK AND SOCIAL DEVELOPMENT**

**(4 CREDITS)**

**Block 1 Social Dynamics and Change**

Unit 1 Migration

Unit 2 Rural and Urban Continuum and Urbanization

Unit 3 Industrialization

Unit 4 Globalization

Unit 5 Changing Occupational Structure and Impact of liberalization

**Block 2 Concepts of Development**

Unit 1 Social and Human Development

Unit 2 Sustainable Development

Unit 3 Development and Progress: Economic and Social Dimensions

Unit 4 Gender Perspectives on Development

Unit 5 Population and Development

**Block 3 Development: Human Rights Perspective**

Unit 1 Social Ideals of Indian Constitution

Unit 2 Social Work and Human Rights

Unit 3 Welfare Economics and Development

Unit 4 Indian Judicial System

**Block 4 Social Legislations**

Unit 1 Legal Provisions for Women

Unit 2 Legal Provisions for Persons with Disability

Unit 3 Legal Provision for Children

Unit 4 Legal Aid, Social Advocacy and Role of Social Worker

**MSW-005 SOCIAL WORK PRACTICUM AND SUPERVISION (4 CREDITS)**

**Block 1 Social Work Practicum: An Overview**

- Unit 1 Social Work Practicum: Concept, Meaning, Nature, Importance and Scope
- Unit 2 History of Social Work Practicum: Development of Field Education
- Unit 3 Social Work Practicum: Global and National Scenario
- Unit 4 Social Work Practicum in Open and Distance Learning

**Block 2 Roles and Expectations in Social Work Practicum**

- Unit 1 Orientation for Social Work Practicum
- Unit 2 Roles and Expectations in Social Work Practicum
- Unit 3 Roles and Expectations of Social Work Training Institute
- Unit 4 Principles and Skills for Social Work and Agency Practice

**Block 3 Field Work Supervision**

- Unit 1 Models and Modes of Social Work Supervision
- Unit 2 Administrative and Environmental Aspects in Social Work Supervision
- Unit 3 Supportive Functions in Supervision
- Unit 4 Field practicum Supervision in Distance Learning Mode

**Block 4 Social Work Practicum in Various Settings**

- Unit 1 Individual, Family and Community
- Unit 2 Medical, Psychiatry and Child Care
- Unit 3 Education and Research
- Unit 4 Correctional Services
- Unit 5 Corporate Sector, Donor Agencies and NGOs

**MSW-006 SOCIAL WORK RESEARCH (6 CREDITS)**

**Block 1 Basics of Research in Social Work**

- Unit 1 Introduction to Social Work Research
- Unit 2 Research Review in Social Work
- Unit 3 Research Process I: Formulation of Research Problem
- Unit 4 Research Process II: Preparing a Research Proposal

**Block 2 Research Methods in Social Work**

- Unit 1 Introduction to Methods of Research in Social Work
- Unit 2 Research Methods I: Descriptive, Exploratory, Diagnostic, Evaluation and Action Research

Unit 3 Research Methods II: Experimental Research

Unit 4 Research Methods III: Qualitative Research

**Block 3 Tools and Methods of Data Collection**

Unit 1 Methods of Sampling

Unit 2 Research Tools: Questionnaire, Rating Scales, Attitudinal Scales and Tests

Unit 3 Interview, Observation and Documents

Unit 4 Data Collection

**Block 4 Data Processing and Analysis**

Unit 1 Data Processing and Analysis

Unit 2 Descriptive Statistics

Unit 3 Inferential Statistics

Unit 4 Reporting of Research

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**MSWL-001 SOCIAL WORK PRACTICUM**

**(10 CREDITS)**

## **MSW CURRICULUM: 2<sup>nd</sup> YEAR**

### **MSW-007 CASE WORK & COUNSELLING: WORKING WITH INDIVIDUALS**

**(4 CREDITS)**

#### **Block 1 Human Behaviour and Social Environment**

- Unit 1 Social Casework Practice in Indian Context
- Unit 2 Behavioural Concepts for Understanding the Clients
- Unit 3 Scope of Social Carework: Nature of the Problems to be addressed
- Unit 4 Components of Casework

#### **Block 2 Social Case Work**

- Unit 1 Caseworker Client Relationship and Principles of Casework
- Unit 2 Supportive Techniques of Helping
- Unit 3 Social Casework Process
- Unit 4 Tools of Casework
- Unit 5 Some Theoretical Approches in Casework

#### **Block 3 Basics of Counselling**

- Unit 1 Introduction to Counselling
- Unit 2 Counselling Process
- Unit 3 Supportive & Behavioural Techniques in Counselling
- Unit 4 Cognitive and Psychoanalytical Techniques in Counselling
- Unit 5 Practial Issues Involved in Counselling

#### **Block 4 Interview and Recording**

- Unit 1 Interviewing in Social Case Work
- Unit 2 Interviewing and Communication
- Unit 3 Interviewing Skills and Techniques
- Unit 4 Recording and Documentation in Social Case Work

### **MSW-008 SOCIAL GROUP WORK: WORKING WITH GROUPS**

**(4 CREDITS)**

#### **Block 1 Introduction to Social Group Work**

- Unit 1 Concept of Group
- Unit 2 Historical Evolution of Social Group Work (Global Context)
- Unit 3 Historical Evolution of Social Group Work (Indian Context)
- Unit 4 Social Group Work as a Method of Social Work

**Block 2: Group Work Dynamics**

- Unit 1 Theories of Social Group Work
- Unit 2 Stages/Phases of Group Development
- Unit 3 Process of Group Formation
- Unit 4 Values and Principles in Social Group Work

**Block 3 Leadership and Skill Development in Social Group Work**

- Unit 1 Leadership and Power
- Unit 2 Skills and Techniques of Social Group Work
- Unit 3 Relevance of Life Skill Education in Social Group Work Practice
- Unit 4 Programme Planning in Social Group Work

**Block 4 Social Group Work in Different Settings**

- Unit 1 Concepts and Dynamics of Self Help Groups (SHG) in Indian Context)
- Unit 2 Group Work in Community Settings
- Unit 3 Group Work in Institutional Settings
- Unit 4 Group Work in Educational Settings
- Unit 5 Role of Social Worker in Group Work

**MSW-009 COMMUNITY ORGANISATION MANAGEMENT FOR COMMUNITY DEVELOPMENT**

**(4 CREDITS)**

**Block 1 Concepts of Community and Community Development**

- Unit 1 Understanding Communities
- Unit 2 Profile of Urban Communities
- Unit 3 Profile of Rural Communities
- Unit 4 Profile of Tribal Communities
- Unit 5 Community Development Programmes and Accountability

**Block 2 Community Organisation for Community Development**

- Unit 1 Community Organisation
- Unit 2 Community Organisation as a Method of Social Work
- Unit 3 Current Issues in Community Organisation
- Unit 4 Attitudes, roles, Skills of a Community Organizer
- Unit 5 Models of Community Organization

**Block 3: Social Action for Community Development**

- Unit 1 Social Action (history, concept and principles)
- Unit 2 Social Action and Community work
- Unit 3 Models of Social Action

- Unit 4 Social Action (strategies and tactics)
- Unit 5 Social Action as a method of social work

**Block 4: Social Welfare Administration**

- Unit 1 Social Welfare Administration (concept, history, nature etc.)
- Unit 2 Components of Social Welfare Administration (PODSCORBOEF)
- Unit 3 Social services and their delivery
- Unit 4 Management of social services
- Unit 5 Major social policies: (Indian context).

**MSWE-001 HIV/AIDS: STIGMA, DISCRIMINATION AND PREVENTION (4 CREDITS)**

**Block 1 Basic Facts of HIV/AIDS**

- Unit 1 Global and National Scenario of HIV/AIDS
- Unit 2 HIV/AIDS Disease Profile
- Unit 3 Misconceptions of HIV/AIDS/STDs
- Unit 4 History of HIV/AIDS

**Block 2 HIV/AIDS Prevention : Socio-ethical Issues**

- Unit 1 HIV Prevention and Control: Government Initiatives
- Unit 2 HIV Prevention and Control: Personal Aspects
- Unit 3 Continuum of Care
- Unit 4 Social Influence on HIV/AIDS Transmission and Prevention
- Unit 5 HIV/AIDS and Ethical Issues

**Block 3 HIV/AIDS Education and Care**

- Unit 1 HIV/AIDS and its Implications for Individual, Family and Community
- Unit 2 HIV/AIDS Education and Behaviour Modification
- Unit 3 Care of the Person with HIV/AIDS
- Unit 4 Care of the Terminally III

**BLOCK 4: Understanding and Responding to Stigma & Discrimination**

- Unit 1 Stigma and Discrimination: Concept and Meaning
- Unit 2 Theories and Models of Stigma and Discrimination
- Unit 3 Social Stigma: Universal and Cultural Specific
- Unit 4 Provider Stigma: Social Service and Health Care Providers
- Unit 5 Response Strategies for Social Workers

**MSWL-002: SOCIAL WORK PRACTICUM (10 CREDITS)**

**MSWP-001: PROJECT WORK (4 CREDITS)**



## 4.1 How to Decide Your Time Schedule?

The University offers a lot of flexibility and openness in the courses and duration for the completion of programmes. You should take full advantage of this flexibility. As indicated earlier you can complete this programme in 2 year if you clear 36 credits of courses every year. If you are not able to complete it within this period you can take a maximum of 5 years to complete it. It would be better if you plan it in a systematic way. For two years you will receive study material and assignments according to your options but it is upto you to decide which courses you will complete in a particular year. Completion of a course would involve studying the course, completing the assignments and appearing in term end examination. If you are busy elsewhere and not able to fully devote yourself to the programme, you should fix your targets every year. If you feel that instead of 36/30 credits you would do only 24 or 16 credits plan it from the beginning of the year, study only these courses, do the assignments for them and appear for term end examination in these courses. Carry over the rest to next year. Again next year, decide your goals for that year. **Whenever you decided to do the previous year's course ask for fresh assignments in the month of November/December from Jt. Registrar, Material Production and Distribution Division at the Headquarters in the prescribed forms printed in this programme guide, and submit them according to the schedule and appear in the term end examination.** By a proper planning every year, you can complete this programme according to your convenience. As mentioned earlier, completion of field work practicum of previous year is mandatory for starting field work practicum for the second year. However, you can appear for term end examination of second year.

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## 5. FEE STRUCTURE AND SCHEDULE OF PAYMENT

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The University will keep changing the fee from time to time and one will have to find out the details from the Study Centre/Regional Centre. Programme fee is to be paid in lump sum at the time of registration along with the filled in application form. You have to pay programme fee two times i.e., 1st year and 2nd year as per the schedule without waiting for any communication from the university. For the first year you have already paid the fee at the time of admission. For second year, concerned Regional Directors will sent you Course Registration Form along with proper guidelines in the month of July. If you do not get the form, you may contact your Regional Centre before 30th September. Copies of the forms for registration in 2nd year are printed in this programme guide. You can take photocopies and use them when needed.

The programme fee should be paid only by means of demand draft drawn in favour of IGNOU and payable at the city where your Regional Centre is situated. Please write your name (in capitals) and programme code and period for which fee is paid at the back of your demand draft to ensure proper credit to your fee account. Admission and Re-registration forms along with the draft are to be submitted at Regional Centres and NOT at headquarter.

Timely payment of programme fees is your responsibility. You are expected to remit fee as early as possible without waiting for the last date. Late payments will not be entertained. In case you fail to remit the fee as per above schedule you will have to wait for next cycle of admission after a year. Non-payment of fee results in discontinuation of the despatch of study material. Such students will not be permitted to write the examinations and their admission may be cancelled. In case any student willfully appears in an examination without proper registration for a course, disciplinary action shall be taken against him/her as per rules of the University. Fee once paid is not refundable.

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## 6. MEDIUM OF INSTRUCTION

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The Master's Degree in Social work is offered by the university through the medium of English and Hindi. Printed course material and assignments are sent to you in the medium of English and Hindi. Similarly, you have to submit the assignments and attempt the term-end examinations in both the languages. Audio-Video programmes and counselling are also provided through the medium mentioned above.

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## 7. INSTRUCTIONAL SYSTEM

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

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

- self-instructional print material
- audio and video-cassettes
- audio-video programmes transmitted through Doordarshan/Gyan Darshan and Radio/IGNOU FM channels
- teleconferencing in gyan darshan channel
- face-to-face counselling at Study Centres by academic counsellors
- assignments
- practicals

### 7.1 Print Material

Print material is the primary form of instructional material, although there will be a few audio-video-programmes and counselling sessions. Therefore, you have to concentrate mainly on the printed materials that we send you periodically. The printed material would be sufficient to write assignment responses and prepare for the term end examinations.

#### How to use Print Material

The print material prepared by the University is self instructional in nature. Each course has been divided into a number of Blocks, generally 6 to 8 Blocks for 10 credit course and 4 or 5 Blocks for a 4 and 6 credit course. Each Block consists of a number of Units (lessons). Normally, all the Units covered in one Block have a thematic unity. The first page of each Block indicates the contents of each Block i.e., the number and titles of the Units covered in that Block. This is followed by a brief introduction to the Block. This Block introduction explains the total coverage of the Block as a whole as well as the coverage of each Unit in that Block.

Each Unit is structured to facilitate self study for you. The section on **Objectives** briefly states what we expect you to attain when you have completed the Unit. In **Introduction**, there is an attempt to forge a link with the topics of the previous Units and the topic to be covered in the present Unit. This is followed by the main body of the Unit, which is divided into various sections and subsections: In the main body there are a few self-check exercises under the caption **Cheek Your Progress**. Enough space is given for you to write your answers to the questions set in the self-check exercises.

The section **Let Us Sum Up** summarises what has been said in the whole Unit. This summary enables you to recall the main points covered in the Unit. To facilitate comprehension, important words/terms covered in the Unit are explained in the section **Key Words**. Some books for additional reading are suggested in the section **Some Useful Books**. For your reference purpose some of these

books may be available in the study centre. **Check Your Progress Exercises are for, your practice only, and you should not submit answers to these questions to the University for assessment.**

Read the Units carefully and note down the important points. You can use the space in the margin of the printed pages for making notes and writing your comments. While reading the Units mark the words that you do not fully understand. Look for the meaning of such words under the section Key Words or in a dictionary. Read the Unit again and again until you have understood the point. You may also try to find it in earlier Units as it may be explained there. However, if you still do not understand something, consult your counsellor during the face-to-face sessions at the Study Centre for clarification.

Try to answer ‘**Check Your Progress**’ questions. These exercises will help you to reinforce the information/ knowledge you gain through your first reading of the text. Proper comprehension of the units and the points/ notes made by you while reading through the Units would help you in answering the Check Your Progress Exercises given in the Units.

## **7.2 Audio-Video Material**

In addition to the print material, audio and video tapes have been prepared for each course. The audio-video material is supplementary to the printed material. Hence, we advise you to make use of it, as that will help you to understand the subject better. The students can take all information regarding Doordarshan programme through sending emails : [gyandarshan@ignou.ac.in](mailto:gyandarshan@ignou.ac.in), [gyanvani@ignou.ac.in](mailto:gyanvani@ignou.ac.in). All the programme details can be taken out from IGNOU website i.e. [www.ignou.ac.in](http://www.ignou.ac.in). The information will also be available at your regional and study centres. **The schedule of transmission is communicated to you through the IGNOU Newsletter.**

Audio programmes are broadcast in some select states also through Radio stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated through a monthly booklet. Audio-video material will not be supplied individually but will be made available to you at the Study Centres. You can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from: **Director, Electronic Media Production Centre, IGNOU, Maidan Garhi, New Delhi-110 068.**

## **7.3 Interactive Radio Counselling**

The University has started interactive counselling through AIR network all over India. You can participate in it by tuning in to your area Radio station. Experts from various discipline areas are available for this counselling. Students can put across their questions to these experts by using the telephone. The telephone numbers are announced by respective Radio Stations. This counselling is available on every Sunday between 4 and 5 p.m.

## **7.4 Gyan Darshan**

IGNOU in collaboration with Doordarshan now has an exclusive Educational TV Channel of India called Gyan Darshan. It is available through cable TV network. The channel telecasts educational programmes for 24 hours every day. Apart from programmes of IGNOU it will have educational programmes produced by various national education institutions. You should try to get access to it through your cable operator. The schedule of programmes with time and date is sent to all study centers one month in advance. Please obtain it from there.

## 7.5 Teleconferencing

To reach our students spread in different parts of the country we take the help of teleconferencing. These sessions are conducted from Delhi. The students can attend these at the regional centres and specified study centres of IGNOU. It is a one way video and two way audio facility. You will be sent a schedule with topics in advance through your study centres. The faculty at Delhi and other experts as resource persons participate in these sessions. You can put your problems and questions to these experts through the telephone available at receiving centres. These will help in resolving your queries related to courses and other general information pertaining to programmes of study.

## 7.6 Counselling

In distance education, face-to-face contact between the learners and their tutors/counsellors is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It is also intended to provide you an opportunity to meet fellow students. There are experienced academic counsellors at the Study Centres to provide counselling and guidance to you in the courses that you have chosen for study. The counselling sessions for each of the courses will be held at suitable intervals throughout the academic session. **The counselling sessions are not compulsory.** However, they may be very useful in certain respects such as: to share your views on the subject with teachers and fellow participants, comprehend some of the complex ideas or difficult issues, and get clarifications for many doubts which you would not otherwise try to raise, and consult academic counsellors for selecting courses of study.

Face-to-face counselling will be provided to you at the study centre assigned to you. You should note that the counselling sessions will be very different from the usual classroom teaching or lectures. Counsellors will not be delivering lectures or speeches. They will try to help you to overcome difficulties (academic as well as personal) which you face while studying for this programme. In these sessions you must look into the subject based difficulties and any other issues arising out of such difficulties. Besides, some of the audio and video cassettes that are available at that time will be played in the counselling sessions.

Before you go to attend the counselling sessions, please go through your course material and note down the points to be discussed. Unless you have gone through the Units, there may not be much to discuss. Try to concentrate on the relevant and the most important issues. Also try to understand each other's points of view. You may also establish personal contact with your fellow participants to get mutual help for academic purposes. Try to get the maximum possible help from your counsellors.

Generally there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. For Field Work guidance, details are given in the Field Work Journal.

## 7.7 Social Work Practicum (Field Work)

As mentioned earlier successful completion of Field Work Practicum (MSWL-001) in the first year is a necessary condition to take up field work practicum (MSWL-002) in 2nd year. Details are given in the Field Work Journal for 1st and 2nd year respectively. Field Work Journal provides space for writing reports of various activities such as:

Pre-term self assessment form	: 1
Community visits/Home visits	: 10 (minimum)
Institutional visits	: 5 (minimum)
Media centre	: 1 (minimum)

Financial Institution	: 1 (minimum)
Corporate sector	: 1 (minimum)
Concurrent Field visits	: 45 (minimum)
Individual Conference with FWS	: 5 (minimum)
Group Conference with FWS and peers	: 5 (minimum)
Term-end self assessment form	: 1

**For field work (Social Work Practicum) each student is to be guided by a professionally qualified supervisor having MSW or M.A. in Social Work.**

**The Study Centre Coordinator will provide you a supervisor who has the required qualification. If you do not get one, please contact the programme coordinator.**

**It is mandatory to be supervised under the guidance of qualified professional social worker.**

## 7.8 Study Centres

To provide effective student support, we have set up a number of Study Centres all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each Study Centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the Study Centre of your choice. The list of Study Centres is provided in section 14 of this Programme Guide. The particulars regarding the Study Centre to which you are assigned will be communicated to you.

Every Study Centre will have:

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff appointed on a part-time basis.
- Counsellors in different courses to provide counselling and guidance to you in the courses you have chosen.

A Study Centre will have six major functions:

- 1) **Counselling:** Face-to-face counselling for the courses will be provided at the Study Centres. Generally, as stated earlier, there will be 10 counselling sessions for an 8 credit course and 5 sessions for a 4 credit course. The detailed programme of the counselling sessions will be sent to you by the Coordinator of your Study Centre.
- 2) **Evaluation of Assignments:** Tutor Marked Assignments (TMA) will be evaluated by the Counsellors appointed for different courses at the Study Centre. These assignments will be returned to you with tutor comments and marks obtained. These comments will help you in your studies.
- 3) **Library:** For each course some of the books suggested under 'Suggested Reading' will be available in the Study Centre Library. All audio and video tapes are also available in the library.
- 4) **Information and Advice:** At the Study Centre you get relevant information regarding the courses offered by the University, counselling schedules, examination schedule, etc. You will also get guidance in choosing your elective and application-oriented courses.
- 5) **Audio-Video Facilities:** The Centres are equipped with audio-video facilities to help you make use of the audio and videocassettes prepared for different courses. Media notes of these audio-video programmes will also be available at the Study Centre. This will help you to know the contents of each programme.
- 6) **Interaction with Fellow-Students:** In the Study Centres you get an opportunity to interact with fellow students.

**Please bring all your Units and your folder of corrected assignments with you when you come to the counselling session.**

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## 8. EVALUATION

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- 1) The performance of the students will be assessed under 'Numerical Marking Scheme'. Evaluation Methodology has following components:

**Theory Courses:** i) Continuous Evaluation through assignments carries 30% weightage and ii) Term-end examination carries 70% weightage.

**Social Work Practicum:** i) Evaluation done by supervisor carries 50% weightage, & ii) External evaluation carries 50% weightage.

The **Dissertation (Project work)** carries 100% weightage.

- 2) Minimum 40% marks are required separately in continuous evaluation and term-end examination to complete each theory course.

Minimum 50% marks are required separately in each component of Social Work practicum. In case you fail to secure minimum 50% in either of the components in Social Work Practicum, you will have to repeat the Practicum.

Social Work Practicum, you will have to repeat the Practicum.

Minimum 50% marks are required in Dissertation (project work) to complete.

- 3) Depending on the percentage of marks secured by a candidate, the divisions will be awarded as follows:

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

The notional correlates of the letter grades and percentage of marks are as under:

Letter Grade	Qualitative Value	Point Grade	Equivalent % of numerical marks
A	Excellent	5	80% and above
B	Very Good	4	60% to 79.9%
C	Good	3	50% to 59.9%
D	Satisfactory	2	40% to 49.9%
E	Unsatisfactory	1	Below 40%

### 8.1 Assignments - Instructions

Assignments constitute the 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 carry 25% weightage while 75% weightage is given to the term-end examinations. Therefore, you are advised to take your assignments seriously. A simple omission on your part may cause loss to you and inconvenience at all levels in the University.

You have to complete the assignments within the due dates specified in the assignments booklet or within one month of the date of receipt of assignments whichever is later. You will not be allowed to appear for the term-end examination for any course if you do not submit the specified number of assignments in time for that course. If you appear in term-end examination, without submitting the assignments the result of term-end examination would be liable to be cancelled.'

**You will not be allowed to appear for the term-end examination for any course if you do not submit the assignment in time for that 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 after correcting the assignments send them back to you with their comments and marks. The comments guide you in your study and help in improving it. The content provided in the printed course materials should be sufficient for answering the assignments. Please do not worry about the non-availability of extra reading materials for working on the assignments. However, if you have easy access to other books, you may make use of them. The assignments are designed in such a way as to help you concentrate mainly on the printed course materials and exploit your personal experience.

There is only one Tutor Marked Assignment (TMA) which shall be evaluated by the counselor.

**Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, from Material Production and Distribution Division, (IGNOU, Maidan Garhi, New Delhi-110068).**

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 answer sheets bring you poor grades. 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.

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.

In case of tutor-marked assignments, you have to submit your response sheets to the Coordinator of the Study Centre assigned to you. After evaluation these tutor marked assignments will be sent back to you with comments and marks (grade).

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.

If you do not get pass grade in any assignment, you have to submit it again. To get fresh assignments you should write to Registrar, MPDD, IGNOU, Maidan Garhi, New Delhi-110068. 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 SE Division 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 Director of the concerned School 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:

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<b>ENROLMENT NO.:</b>	
<b>PROGRAMME TITLE:</b> .....	<b>NAME:</b> .....
<b>COURSE CODE:</b> .....	<b>ADDRESS:</b> .....
.....	.....
<b>COURSE TITLE:</b> .....	.....
<b>ASSIGNMENT CODE:</b> .....	<b>SIGNATURE:</b> .....
<b>STUDY CENTRE:</b> .....	<b>DATE:</b> .....

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All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

- 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. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. 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. While solving numericals, use proper format and give working notes wherever necessary.
- 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. Typed assignments are also acceptable. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks' for the respective question.
- 7) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students 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.
- 10) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances do not send the tutor marked 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.

## **8.2 Term-end Examination**

The University conducts term-end examination twice a year i.e., in June and December. You can take the examination for the first year courses only after completion of one year of study. Similarly, in the case of second year courses, you can take examination after completion of one year study for second year. You can appear in the failed/not appeared courses in any subsequent examinations during the validity of your registration of your programme.

You are required to submit the examination form within the prescribed dates alongwith requisite fee to appear in term-end examination. It is also mandatory that you have submitted required number of assignments by due dates to appear in term-end examination.

- **Examination Fee**

Examination fee of Rs.50/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). To obtain the photocopy of term end exam from SED, Maidan Garhi, New Delhi student has to deposit a Demand Draft of Rs. 100/-.

- **Examination Centre**

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

- **Date of Submission of Examination Forms**

June, Tee	December, Tee	Late Fee	Where to Submit the Form
1st March to 31 March	1st Sept. to 30th Sept.	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre.
1st April to 20th April	1st Oct to 20th Oct	Rs.100/-	
21st April to 15th May	21st Oct to 15th Nov	Rs.500/-	<b>For outside Delhi Students</b> (Concerned Regional Centre) <b>For Delhi Students</b> (IGNOU, Maidan Garhi, New Delhi or concerned Regional Centre)
16th May to 28th May	16th Nov to 26th Nov	Rs.1000/-	

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

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

- **Issues Examination Hall Ticket**

University issues Examination Hall Ticket to the student's atleast two week before the commencement of Term-end Examination the same could also be downloaded from the University's website [www.ignou.ac.in](http://www.ignou.ac.in). In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam.

**Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of the date of filling up the examination term. 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.**

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

Study Centre is the contact point for you. The University cannot send communication to all the students individually. All the important communications are sent to the Coordinators of the Study Centres and Regional Directors. The Coordinators would display a copy of such important circular/notification on the notice board of the Study Centre for the benefit of all the Students. You are, therefore, advised to get in touch with your Coordinator for day-to-day information about assignments, submission of examination forms, date-sheet; list of students admitted to a particular examination, declaration of result, etc.

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

### **Evaluation of Social Work Practicum**

Evaluation of MSWL-001, MSWL-002 will be done by your supervisor (50 out of 100 marks) and by External Evaluation (50 out of 100 marks). You must score 50% separately in both internal (supervisor) and external evaluation. If you fail in anyone, you will have to repeat the practicum.

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## 9. OTHER USEFUL INFORMATION

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### IGNOU Newsletter

The University publishes newsletter two times in a year in English as well as in Hindi. It is mailed to the students free of cost. All the important information relevant to the students is published in the newsletter.

### Reservation

The University provides reservation of seats for scheduled castes, scheduled tribes, War Widows, Kashmiri Migrants and physically handicapped learners, as per the Government of India rules, for admission to its various programmes.

### Scholarships and Reimbursement of Fee

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

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

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

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

### Provisional Certificate

On request from the student a provisional certificate will be issued on completion of 66 credits courses 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.

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

## Re-Registration

Learners are advised to **submit the Re-Registration forms only to the respective Regional Centre and nowhere else**. If any student sends the Registration/Re-Registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularisation. (As per the date given in Page No.1 for important date to re-admission).

### Schedule for Re-Registration

SL.No.	For July Session	For January Session	Late Fee
1.	1st Feb. to 31st March	1st Aug. to 1st Oct.	NIL
2.	1st April to 30th April	1st October to 31st Oct.	200.00
3.	1st May to 31st May	1st Nov. to 30th Nov.	500.00*
4.	1st June to 20th June	1st Dec to 20th Dec.	1000.00*

\* During these dates submit the re-registration form to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi

### Course Registration (II year)

You have to submit the Registration form for II year only at your respective Regional Centre. If any student sends the Registration/Re-registration Forms, Examination Forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have not claim on the University for regularization.

### Change of Regional Centre

When you want transfer from one Region to another Region, 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 Registrar (SRD), 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 Registrar (SRD). The records are normally sent by Registered Post to guard against loss in the postal transit.

### 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. The form for the purpose is given in this Programme Guide.

### Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional time as under in continuation of the earlier duration in selected programmes.

Certificate Programmes	6 Months (6 months duration)
Diplomas Programmes	1 Year (1 year duration)
Bachelor's Degree Programmes	2 Years (3 years duration)
Master Degree Programmes	2 Years (2 years duration)

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

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

## **Simultaneous Registration**

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

## **Refund of Fees**

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.**

## **Official Transcripts**

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs. 1000/- in case of request for sending transcript outside India.

## **Migration Certificate**

For Migration Certificate, requisition may be sent to the Regional Director alongwith the following documents:

- 1) Application (can be obtained from the Head Office or photocopy of the one given in programme guide could be used.)
- 2) Attested copy of the marksheet.
- 3) Fee of Rs.300/ in the form of demand draft drawn in favour of IGNOU payable at the city where, Regional Centre is located.

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.

## **CREDIT TRANSFER**

### **Definitions**

“Credit transfer” means allowing a student 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 student thus admitted 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 and purposes for fulfilling the IGNOU requirements for award of a degree/diploma. **Credit transfer for various courses in Social Work and Field Work Practicals is not permitted for MSW students.**

### **Disputes on Admission and other University Matters**

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

### **How to Approach the University**

During the course of your study you might require some further information or knowledge about rules and regulations. You must know whom to contact for a specific information. We are providing information about these matters below under the heading Some Useful Addresses.

The information about the suitable forms for specific purpose is also provided in this programme guide. Whenever you need take a copy of the relevant form and send as per instructions given *in* the form.

## SOME USEFUL ADDRESSES

- |   |   |
|---|---|
| 1) Academic Matters   | Dr. Saumya<br><i>Programme Coordinator (MSW)</i><br>School of Social Work<br>Indira Gandhi National Open University, Maidan Garhi<br>New Delhi 110068 |
| 2) Non-receipt of study material, assignments and for fresh assignments   | Registrar (MPDD)<br>IGNOU, Maidan Garhi<br>New Delhi-110068   |
| 3) Examinations, Examination centres, results, and other exam related matters.  | Registrar (SED)<br>IGNOU<br>Maidan Garhi<br>New Delhi-110068  |
| 4) Change of course/programme, Admissions, fees, scholarships, exam; schedule, Migration certificate and change of address. | Regional Director of your Region  |
| 5) Counsellors and other problems relating to study centres.  | Assistant Director (Student Affairs)<br>Regional Services Division<br>IGNOU, Maidan Garhi<br>New Delhi-110068   |
| 6) Purchasing of Audio/Video Tapes  | Marketing Unit<br>EMPC<br>IGNOU, Maidan Garhi<br>New Delhi-110068   |

**You are advised to get in touch with the coordinator of your study centre for timely information.**

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## **10. SOME FORMS FOR YOUR USE**

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In this Section we are enclosing the sample 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) Application for credit transfer and instructions in Master's Degree Programme
- 2) Assignment remittance-cum-acknowledgement form/change/correction of address/study centre.
- 3) Change of medium/courses/programme of study.
- 4) Requisition for fresh set of assignments and instructions.
- 5) Term-end examination form and instructions.
- 6) Non-receipt of study material/assignments.
- 7) Application form for Re-evaluation of answer script
- 8) Form for duplicate grade card/Mark-sheet
- 9) Migration certificate form and instructions.
- 10) Form for provisional certificate
- 11) Form for obtaining photocopy of the Answer script
- 12) Form for Re-evaluation result of answer script.
- 13) Form the early declaration of result







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

Please see instructions over leaf

Application for Credit Transfer in Master Degree Programme

Enrolment No.

Programme of Study :

Name & Address .....

Details of Credit Transfer Fee paid:

D.D.No. .... Date ..... Amount .....

Drawn on (Bank & Branch) .....  
Payable in favour of IGNOU, New Delhi (fee is Rs.200/- per 8 credit courses or a part thereof)

Details of courses applied for Credit Transfer:							IGNOU Credit Equivalence desired				
S.No.	Subject(s) Qualified	Maximum Marks	Percentage of Marks	Marks Obtained	Year of Passing	Course Code	Course Title	Credits			
All of the Information provided above is true to the best of my knowledge											
(For Office use only)											
Recommendations of Schools:											
Credit Transfer Recommended for the following							Credit Transfer for the following courses not recommended				
Course Code	Course Title	Credits	Marks	Percentage	Signature of Director of School	Course Code	Course Title	Credits	Reasons for Rejection	Signature of Director of School	

Student Signature & Date:

## **INSTRUCTIONS FOR SUBMISSION FOR APPLICATION FOR CREDIT TRANSFER**

1. Read the instructions given in your Programme Guide carefully.
2. For BSW Credit Transfer is allowed only for foundation courses and language age courses.
3. Enclose the attested copies of the following alongwith the form:
  - Marks lists issued by the accredited Institute/University.
  - Syllabus of accredited Institute /University.
  - Prospectus issued by the accredited Institute/University
4. Pay the credit transfer fee at the rate of Rs.200/-per 8 credits or part thereof through a crossed Demand Draft in favour of 'Indira Gandhi National Open University' payable at New Delhi.
5. Submit the filled in Credit Transfer Form to the following address:

Registrar (SRD)  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068

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

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

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.

2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

### CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study  
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

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

### INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### ASSIGNMENTS REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Programme Code	<input type="text"/>
Name											
New Address											
Town									Pin	<input type="text"/>	<input type="text"/>
State									Pin	<input type="text"/>	<input type="text"/>
State Code	<input type="text"/>	<input type="text"/>	(See Code List 2 of Guide to Applicant)								
Signature :									Date:	<input type="text"/>	<input type="text"/>
									Existing Study Centre Code	<input type="text"/>	<input type="text"/>
									New Study Centre Code :	<input type="text"/>	<input type="text"/>

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



To,  
Regional Director

Change of Programme: Rs.400/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course  
Change of Medium : Rs.200/- + Rs.200/- for 2-4 credit and Rs.400/- for 8 credit per course  
Change of Courses: Rs.200/- for 2 or 4 credit per course Rs.400/- for more than 4 credit per course.  
This is permitted within 30 days from receipt of first set of course material.

**SUB:**            **1. CHANGE OF PROGRAMME OF STUDY**  
                     **2. CHANGE OF MEDIUM OF STUDY**

Enrolment No.

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

1. Change of Programme : From ..... to .....
2. Change of Medium : From ..... to .....

Change of courses of study as per following details:

<b>Courses Offered</b>	<b>From</b>	<b>To</b>

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

Demand Draft No ..... Dated .....

Amount Rs. .... Drawn on .....

Signature

Name .....

Address .....

.....

.....



Please read the Instructions overleaf before filling up this form.



**Indira Gandhi National Open University  
New Delhi**

**REQUISITION FOR FRESH SET OF ASSIGNMENTS**

Programme of Study

Enrolment Number

Study Centre Code

Write in BLOCK CAPITAL LETTERS only.

Name Shri/Smt./Km. ....

Please indicate course code, assignment code and course title for which you need the assignments in the following columns. The assignments of the course which you have already passed should not be mentioned.

Sl. No.	Course Code	Assignments Code	Course Title	Medium
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Please for request for fresh set of assignments**

(Please Tick (✓) whichever is applicable)

1. Assignments not received at all earlier.
2. Assignments were received after the due dates prescribed for their submission.
3. Assignments submitted but could not secure minimum qualifying score.
4. Assignments responses submitted after due dates were rejected by the Study Centre.
5. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

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

Signature .....  
 Date .....

**For Official Use Only:**

Date of Despatch of Assignments to the student .....

## **INSTRUCTIONS FOR DOING ASSIGNMENTS**

1. Read Instructions for submission of assignments given in your Programme Guide carefully.
2. Assignments should be demanded only if your registration for that course (subject) is valid.
3. Please ensure that you have mentioned your correct Enrolment No. (it consists of 9 digits), Name, Course Code and Course Title, Semester/year, wherever applicable, and Study, Centre Code on your assignment responses before submitting to the concerned authorities.
4. Submission of assignments withing due dates is a pre-requisite for appearing in the term-end examination. You are, therefore, advised to submit your TMAs at your Study Centre within the prescribed dates. Assignments received after due dates will be summarily rejected.
5. In case you have failed to get the overall qualifying grade for a course; you may choose to either appear in the term-end examination or attempt the assignments for that course again.
6. Assignments should not be demanded to improve your score if you have secured minimum qualifying score in a course (subject).
7. Please do not submit your assignment responses twice either at the same Study Centre or at different Study Centres for evaluation.

**Please mail this form to:**

*The Assistant Registrar (Despatch) (MPDD)*  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068





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

**EXAM FORM**

Form Number \_\_\_\_\_

<p><b>INSTRUCTIONS</b></p> <p>1. USE BLACK BALL POINT PEN in boxes using English capital letters of English numerals.          2. Do not staple. Only Clip the documents along with it.          3. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.</p>																																					
<table border="1"> <tr> <td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td> </tr> </table>	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		

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

**COURSE OPTION:**

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

Total No. of		Total Amt.		Draft No.		<input type="text"/>
Courses	<input type="text"/>	X 50	<input type="text"/>	Amount	<input type="text"/>	<input type="text"/>
Practical Courses	<input type="text"/>	X 50	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>
Late Fee	<input type="text"/>		<input type="text"/>	Issuing Branch	<input type="text"/>	
Total	<input type="text"/>		<input type="text"/>	Payable at	<input type="text"/>	

ISSUING BANK

Control No. (For Official use Only)

Signature of the Student (within the Box only)

### DECLARATION

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

Date: \_\_\_\_\_

(Signature of the Student)

Date for Submission of Exam Forms			
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 100/-	1 Oct to 20 Oct.	Rs. 100/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

\*During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SRE),  
Exam for these students will be conducted at Regional Centre city only.

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

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

### INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of the its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.
5. Term-end Examination result is also available in the university website i.e., [www.ignou.ac.in](http://www.ignou.ac.in). Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website [www.ignou.ac.in](http://www.ignou.ac.in) and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at the particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example MSW-001/MSWE-001.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.

The Registrar  
Materials Production and Distribution Division  
Indira Gandhi National Open University  
New Delhi-110 068

**Sub : Non-receipt of Study Material & Assignments**

Enrolment No.

Programme

Medium of Study

I have not received the study Material/Assignment in respect of the following:

---

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

---

---

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

Name and Address : ..... Signature: .....

..... Date : .....

.....

**For Official Use**

---

Date of despatch of study material/assignments to students .....



Control No. ....



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/MARK-SHEET**

Name : .....

Enrolment No. 

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

Address: .....

.....

.....

PIN: 

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

Programme .....

Month and Year of the Exam : .....

Centre from where appeared at last examination : .....

Bank Draft/IPO No. .... dated .....  
for Rs.25 in favour of IGNOU, New Delhi .....

.....  
Signature

Date : .....

**Note :** Fee for duplicate grade card is Rs.150/-. The duplicate grade card/mark sheet will be sent by Registered post.

The filled in form with the requisite fee is to be sent to:  
Registrar (SED)  
Indira Gandhi National Open University  
Block 12, Maidan Garhi  
New Delhi-110 068





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
(To be submitted to the concerned Regional Director)

**APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE**

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

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

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

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

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

**Signature of the Applicant**

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

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

Date ..... Dealing Assistant ..... Section Officer .....

## INSTRUCTIONS

1. A fee of Rs.300/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at the city of the Regional Centre or New Delhi, as the case may be.
2. At the time of submission of the application for issue of Migration Certificate, the applicant should attach Xerox copy of consolidated Statement of Marks of provisional Certificate issued by this University (duly attested) for verification.
3. Duplicate Migration Certificate can be issued on payment of Rs.300/- only in case the same has been lost, destroyed or mutilated, on submission of an Affidavit drawn up on a non-judicial stamp paper of the value of Rs.10/- to be sworn before a Magistrate on the following format.

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





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
(SED)  
Maidan Garhi, New Delhi-110068**

**APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE**

Enrolment No. 

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

Programme Title .....

Regional Centre .....

Name : .....

Father's Name .....

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

Address: .....

.....

.....

(Please Enclose a Copy of Your complete grade card).

Filled in Application Form should be sent to:

**Registrar (SED)  
IGNOU  
Maidan Garhi,  
New Delhi-110 068**

Date .....

.....  
Signature





**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI-110068**

**APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

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

Prescribed dates for submission of form:- 1st March to 15th April for June Term-end Exam.  
1st September to 15th October for December Term-end Exam.

1. Name .....

2. Programme:  Enrolment No:

3. Address : .....

.....Pin Code

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

(a) Term-end examination: June/December.....

(b) Exam Centre Code:

(c) Exam Centre Address : .....

(d) Course(s) .....

5. Fee details:-

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

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

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

Issuing Bank : .....

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

**UNDERTAKING**

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

Date : .....

Signature .....

Place : .....

Name : .....

## **RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT**

1. Photocopy(ies) of the answer script(s) shall be provided to the students from December-2008 term-end examination (TEE), onwards.
2. The fee for photocopy of the answer script shall be Rs. 100/- (Rupees One Hundred Only) per course. Fee shall be paid in the form of a Demand Draft drawn in favour of IGNOU and payable at New Delhi.
3. Application form without self attested photocopy of the Identity Card of the student will not be entertained.
4. Student's application form for photocopy(ies) of the answer script(s) shall reach the Concerned Authority (as mentioned below in the last para) alongwith the prescribed fee within 45 days from the date of declaration of results. The date of receipt of application for June term-end examination shall be by 15th October and for December term-end examination by 15th April or within 45 days from the date of declaration of result on the University's website, whichever your later.
5. The students, who find that any portion of the answer was not evaluated or any totaling error is noticed, may point out the same and submit their representation alongwith a copy of the answer script supplied to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
6. The students, who intend to apply for photocopy(ies) of the answer script(s) may simultaneously apply for re-evaluation, if they so desire. The last date for submission of application for re-evaluation will not be extended to facilitate them to point out discrepancy in the evaluation.
7. The application form duly filled-in may be sent to the following address except CPE & DPE programmes:-

<b>Sl.No.</b>	<b>Address of Evaluation Centre</b>	<b>Jurisdiction of Evaluation Centre</b>
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra ( area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu ( area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya

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



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

**APPLICATION FORM FOR RE-EVALUATION OF  
ANSWER SCRIPT**

1. Name:.....

2. Programme:  Enrolment No.

3. Address: .....  
.....

PIN:

4. Month and Year of the Exam:.....

5. Examination Centre Code :

6. Address of the Examination Centre :.....  
.....

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

8. Fee Details:

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

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

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

Issuing Bank .....

Date: .....

Signature of the student

## RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in). The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form. 'Please mention **APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepey, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra ( area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu ( area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



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

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

1. Name: \_\_\_\_\_

2. Programme:  Enrolment No:

3. Address: .....  
.....  
.....Pin

4. Reason for early declaration of result: \_\_\_\_\_

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

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

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

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

Exam. Centre Code:  Address of Exam. Centre \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Fee Details:

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

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

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

Issuing Bank .....

Date: .....

Signature of the student

## RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Dy. Registrar Evaluation Centre Block-5, IGNOU Maidan Garhi New Delhi-110068	All Examination Centres within Delhi, Faridabad, Gurgaon, Noida and Ghaziabad
2.	Dy. Registrar Evaluation Centre and Periyar Thidal No.50, EVK Sampath Road Vepery, Chennai -600 007	All Examination Centres in Andhra Pradesh, Kerala, Karnataka, Tamil Nadu (area under Madurai RC), Maharashtra ( area under Pune RC), Andaman & Nicobar Islands
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower, W. Gandhi Maidan, Patna-800001	All Examination Centres in Orissa, West Bengal, Jharkhand, Chhattisgarh , Uttar Pradesh (area under the jurisdiction of Lucknow RC), Bihar (area under Darbhanga RC)
4.	Dy. Registrar Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aliganj Lucknow-226 024	All Examination Centres in Himachal Pradesh, Uttaranchal, J&K, Uttar Pradesh (areas under Varanasi & Aligarh RCs) Chandigarh, Haryana, Punjab, Bihar ( areas under Patna RC) Assam,
5.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-410 016	All Examination Centres in Gujarat, Madhya Pradesh, Mumbai, Maharashtra (areas under Mumbai and Nagpur RCs) Rajasthan, Tamil Nadu ( area under Chennai RC), Goa
6.	Dy. Registrar Evaluation Centre IGNOU Regional Centre H/No.71,GMC Road, Christian Basti, Guwahati -78 605	All Examination Centres in Tripura, Nagaland, Mizoram, Sikkim, Manipur, Arunachal Pradesh, Meghalaya



## 11. REGION WISE LIST OF STUDY CENTRES ACTIVATED FOR MSW AND PGDSW

SL.	REGIONAL CENTRE	CODE	S C NAME	
1.	AGARTALA	2608	M.B.B: COLLEGE	DR. SAMIR KUMAR NAG COORDINATOR IGNOU STUDY CENTRE M.BB. COLLEGE COLLEGE TILLA, PO AGARTALACOL, AGARTALA WEST TRIPURA - 799004, TRIPURA
2.	AHMEDABAD	0901	L.D.ARTS COLLEGE	DR. M.D. CHAVDA COORDINATOR IGNOU STUDY CENTRE L.D.ARTSCOLLEGE NAVRANGPURA AHMEDABAD - 380009 GUJARAT
3.	AHMEDABAD	0902	M.S. UNIVERSITY	DR. P.M. SHAH COORDINATOR IGNOU STUDY CENTRE M.S. UNIVERSITY GENERAL EDUCATION BUILDING VADODARA-390002 GUJARAT
4.	AHMEDABAD	0903	SAURASHTRA UNIVERSITY	DR. H.N. PANDYA COORDINATOR IGNOU STUDY CENTRE SAURASHTRA UNIVERSITY RAJKOT - 360005 GUJARAT
5.	AHMEDABAD	0905	MTBARTS COLLEGE	DR. GP. SANDHYA COORDINATOR IGNOU STUDY CENTRE MTBARTS COLLEGE SURAT -395001 GUJARAT
6.	AHMEDABAD	0906	JB THACKER COMMERCE COLLEGE	DR. N.K. GUPTA COORDINATOR IGNOU STUDY CENTRE JB THACKER COMMERCE COLLEGE BHUI -370001 GUJARAT
7.	AHMEDABAD	0909	NEW PROGRESSIVE EDUCATION TRUST	PROF. K.N. MATHUR COORDINATOR IGNOU STUDY CENTRE NEW PROGRESSIVE EDUCATION TRUST ABOVE HOMEOPATHY COLLEGE MEHSANA - 384002 GUJARAT
8.	AHMEDABAD	0910	SARDAR PATEL UNIVERSITY	DR H.P. TRIVEDI COORDINATOR IGNOU STUDY CENTRE SARDAR PATEL UNIVERSITY UNIVERSITY HEALTH CENTRE VALLABH VIDYANAGAR ANAND-388120 GUJARAT

SL.	REGIONAL CENTRE	CODE	S C NAME	
9.	AHMEDABAD	0955	RAMA KRUSHNA EDU.FOUNDATION	DR. VINOD B. PATEL COORDINATOR IGNOU SPL. STIJDY CENTRE-RA RAMA KRUSHNA EDU. FOUNDATION DT. VALSAD VALSAD-396001 GUJARAT
10.	AHMEDABAD	0978	K.D. AMBANI VIDYAMANDIR	MR. R G. SESHADRI COORDINATOR IGNOU SPL. STUDY CENTRE K.D.AMBANI VIDYAMANDIR SECTOR-XI, RELIANCE GREENS MOTIKHAVDI JAMNAGAR-361140 GUJARAT
11.	AHMEDABAD	0980	V J MADRASSA GIRL HRSEC SCHOOL	MS. PARITA DAIYA COORDINATOR IGNOU STUDY CENTRE (EEBB) V J MADRASSA GIRL HRSEC SCHOOL, MEMONWADA PORBANDER, GUJRAT-360575
12.	AIZA WL	1901	GOVERNMENT AIZAWL COLLEGE	DR. LALTHANZAUVA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT AIZAWL COLLEGE AIZAWL-796001 MIZORAM
13.	AIZA WL	1903	GOVERNMENT KOLASIB COLLEGE	DR C. LALMUANKIMA COORDINATOR, IGNOU STUDY CENTRE GOVERNMENT KOLASIB COLLEGE KOLASIB - 796081 MIZORAM
14.	AIZAWL	1919D	LAWNGTLAI COLLEGE	SH.M.ASIR PERIN ROY COORDINATOR IGNOU SPL. STUDY CENTRE LAWNGTIAI COLLEGE LWNGTLAI POLAWNGTLAI POLAWNGTLAI DT. LA WNGTLAI -796891 MIZORAM
15.	BANGALORE	1301	BES CQLEGE OF ARTS & SCIENCE	SH. SHAMBULINGE GOWDA COORDINATOR IGNOU STUDY CENTRE BES COLLEGE OF ARTS & SCIENCE IV 'T' BLOCK, JAYANAGAR BANGALORE- 560011, KARNATAKA
16.	BANGALORE	1302	ST.ALOYSIUS COLLEGE	REV. FR. DENZIL LOB SJ. COORDINATOR IGNOU STUDY CENTRE ST. ALOYSIUS COLLEGE KODIALBAIL MANGALORE-575003 KARNATAKA
17.	BANGALORE	1305	VIDYAVARDHAKA LAW COLLEGE	PROF. K.B. VASUDEVA COORDINATOR IGNOU STUDY CENTRE

SL.	REGIONAL CENTRE	CODE	S C NAME	
				VIDYAVARDHAKA LAW COLLEGE SHESHADRI IYER ROAD MYSORE-570021, KARNATAKA
18.	BANGALORE	1310	VEERASAIVA COLLEGE	SH.Y.BASAVARAJ COORDINATOR IGNOU STUDY CENTRE VEERASAIVA COLLEGE, CANTONMENT BELLARY - 583101, KARNATAKA
19.	BANGALORE	0801	SH. DAMODAR COLL. OF COM & ECO	DR. I. BHAJI MURTHY COORDINATOR IGNOU STUDY CENTRE SH. DAMODAR COLL. OF COM & ECO P.B. NO. 347, TANSOR, COMBA GOA-MARGAN-403601. GOA
20.	BANGALORE	1324	BASAVESHWAR SCIENCE COLLEGE	SH. H.D. PATEL COORDINATOR IGNOU STUDY CENTRE BASAVESHWAR SCIENCE COLLEGE BAGALKOT -587101 KARNATAKA
21.	BHOPAL	1501	MOTILALVIGYAN MAHAVIDYALAYA	DR. SHIRISH JOSHI COORDINATOR IGNOU STUDY CENTRE MOTILALVIGYAN MAHAVIDYALAYA, BHOPAL-462008 MADHYA PRADESH
22.	BHOPAL	1504	JIWAJI UNIVERSITY	PROF. NEERAJ JAIN COORDINATOR IGNOU STUDY CENTRE JIWAJI UNIVERSITY GWALIOR-474011 MADHYA PRADESH
23.	BHOPAL	1507	DR. M.S. GOUR VISHWAVIDYALAYA	DR. K.G. JAIN COORDINATOR IGNOU STUDY CENTRE DR. H.S. GOUR VISHWAVIDYALAYA SAGAR-470003, MADHYA PRADESH
24.	BHUBANESWAR	2102	RAVENSHAW COLLEGE	DR. BIMAL PRASAD NANDA COORDINATOR IGNOU STUDY CENTRE RAVENSHAW COLLEGE ARTS BLOCK, I FLOOR CUTTACK - 753003, ORISSA
25.	BHUBANESWAR	2103	GOVERNMENT COLLEGE	MR. MOHAMMED QUAMRUZAMAN COORDINATOR IGNOU STUDY CENTRE GOVERNMENT COLLEGE ROURKELA -796004, ORISSA
26.	BHUBANESWAR	2104	KHALIKOTE COLLEGE	DR. P. SUDHAKAR COORDINATOR IGNOU STUDY CENTRE

SL.	REGIONAL CENTRE	CODE	S C NAME	
				KHALIKOTE COLLEGE GANJAM, BERHAMPUR - 760001 ORISSA
27.	BHUBANESWAR	2106	FAKIR MOHAN COLLEGE	SH. NIRANJAN DHAL COORDINATOR IGNOU STUDY CENTRE FAKIR MOHAN COLLEGE BALASORE - 756001, ORISSA
28.	BHUBANESWAR	2108	GANGADHAR MEHER COLLEGE	DR. P.Y.BALARAM RAO COORDINATOR IGNOU STUDY CENTRE GANGADHAR MEHER COLLEGE SAMBALPUR -768004, ORISSA
29.	BHUBANESWAR	2111	B.J.B. COLLEGE	DR. P.C. DASH COORDINATOR IGNOU STUDY CENTRE B.J.B. COLLEGE, ARTS BLOCK BHUBANESHWAR-751014, ORISSA
30.	CHENNAI	2502	GRD. COLLEGE OF ARTS & SCI.	DR. K.K. RAMACHANDRAN COORDINATOR IGNOU STUDY CENTRE GR.D. COLLEGE OF ARTS & SCI. AVANASHI ROAD CIVIL AERODROME POST COIMBATORE-641014, TAMIL NADU
31.	CHENNAI	2503	AMERICAN COLLEGE	DR. T.CHINNARAJ JOSEPH JAIKUMR COORDINATOR IGNOU STUDY CENTRE AMERICAN COLLEGE MADURAI -625002, TAMIL NADU
32.	CHENNAI	2504	BISHOP HEBER COLLEGE	DR. J.GODWIN PREM SINGH COORDINATOR IGNOU STUDY CENTRE BISHOP HEBER COLLEGE P O BOX 615 TIRUCHIRAPALLY-620017 TAMIL NADU
33.	CHENNAI	2505	RAMAKRISHNA MISSION VIDYAPITH VIVEKANAND COLLEGE	45, OLIVER RD, MYLAPORE CHENNAI, TAMIL NADU 60004 ITIRUCHIRAPALLY-620017
34.	CHENNAI	3101	ACADEMIC STAFF COLLEGE	DR. K.S. KUMARI COORDINATOR IGNOU STUDY CENTRE ACADEMIC STAFF COLLEGE CENTRAL UNIVERSITY LAWSPET, PONDICHERRY-605008 PONDICHERRY
35.	CHENNAI	2505	RAMAKRISHNA MISSION VIDYAPITH	PROF. A.S. KANNAN COORDINATOR IGNOU STUDY CENTRE RAMAKRISHNA MISSION VIDYAPITH, VIVEKANAND COLLEGE 45, OLIVER RD, MYLAPORE CHENNAI – 600004, TAMILNADU

SL.	REGIONAL CENTRE	CODE	S C NAME	
36.	COCHIN	1401	INSTITUTE OF MANAGEMENT	SH. SURESH KUMAR C. COORDINATOR IGNOU STUDY CENTRE INSTITUTE OF MANAGEMENT VIKAS BHAWAN TRIVDR-695033, KERALA
37.	COCHIN	1403	JDT ISLAM	MR. HAMEED K.K. COORDINATOR IGNOU STUDY CENTRE JDT ISLAM, MARI KUNNU P.O. CALICUT-673012, KERALA
38.	COCHIN	1406	CMC COLLEGE	DR. Y. MATHEW COORDINATOR IGNOU STUDY CENTRE CMC COLLEGE KOTTAYAM-686001, KERALA
39.	COCHIN	1464	C ACHYUTHA MENON STUDY CENTRE	DR. K C SREE KUMAR COORDINATOR IGNOU STUDY CENTRE C ACHYUTHA MENON STUDY CENTRE & LIBRARY, POOJAPPURA THIRUVANANTHAPURAM KERALA-95012
40.	VIJAYAWADA	0102	V.R. COLLEGE	NELLORE ANDHRA PRADESH 524001
41.	VIJAYAWADA	0103	KBN COLLEGE	KOTHAPETA VIJAYAWADA , ANDHRA PRADESH 520001
42.	VIJAYAWADA	0109	DR. L. BULLAYA COLLEGE	VISAKHAPATNAM ANDHRA PRADESH 530013
43.	VIJAYAWADA	0159D	SRI PADMVTHI MAHILA VISHWAVIDALAYA	DT. CHITTOOR TIRUPATI ANDHRA PRADESH 517502
44.	DARBHANGA	0504	BRA BIHAR UNIVERSITY	DR. SHOVAN SEN GUPTA COORDINATOR IGNOU STUDY CENTRE BRA BIHAR UNIVERSITY LIBRARY CAMPUS MUZAFFARPUR - 842001, BIHAR
45.	DEHRADUN	2705.	D.A.V. PG COLLEGE	DR. AJAY SAKSENA COORDINATOR IGNOU STUDY CENTRE D.A.V. PG COLLEGE D A V COLLEGE ROAD DEHRADUN – 248001, UTTRANCHAL
46.	DEHRADUN	2711	MB GOVERNMENT PG COLLEGE	DR P.C.TIWARI COORDINATOR IGNOU STUDY CENTRE MB GOVERNMENT PG COLLEGE HALDWANI - 263141, UTTRANCHAL
47.	DEHRADUN	2714	HINDU COLLEGE	DR VKVATS COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE STATION ROAD MORADABAD-244001 UTTAR PRADESH

SL.	REGIONAL CENTRE	CODE	S C NAME	
48.	DEHRADUN	2749	SD. COLLEGE	DR SUDHIR KUMAR PUNDIR COORDINATOR IGNOU STUDY CENTRE SD COLLEGE, BHOPA ROAD MUZAFFAR NAGAR-251001 UTTAR PRADESH
49.	DEHRADUN	2752P	HNB GARHWAL UNIVERSITY	DR SK LAKHERA COORDINATOR IGNOU STUDY CENTRE HNB GARHWAL UNIVERSITY DEPT. OF ECONOMICS, SRINAGAR (GARHWAL)-246174 UTTRANCHAL
50.	DEHRADUN	3708	GOVT.DEGREE COLLEGE	DR DINESH SHARMA COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE CHAMPAWAT DT. CHAMPAWT - 262523 UTTRANCHAL
51	DELHI-III	0701	SHYAMA PRASAD MUKHERJEE COLL.	DR (MS) S.K. JOLLY COORDINATOR IGNOU STUDY CENTRE SHYAMA PRASAD MUKHERJEE COLL. FOR WOMEN PUNJABI BAGH (WEST) NEW DELHI-110026, DELHI
52.	DELHI-I	0707	DEPARTMENT OF SOCIAL WORK	PROF. M. ASADUDDIN COORDINATOR IGNOU STUDY CENTRE DEPARTMENT OF SOCIAL WORK JAMIA MILLIA ISLAMIA UNIV; JAMIA NAGAR DELHI-110025, DELHI
53.	DELHI-III	0709	RAMLAL ANAND COLLEGE	DR. MANOJSINHA COORDINATOR IGNOU STUDY CENTRE RAMLAL ANAND COLLEGE BENITO JUAREZ ROAD NEW DELHI-110021, DELHI
54.	DELHI-III	1006	DRONACHARYA GOVERNMENT COLLEGE	SR. MOHINDER SINGH COORDINATOR IGNOU STUDY CENTRE DRONACHARYA GOVERNMENT COLLEGE, GURGAON -122001 HARYANA
55.	DELHI-I	1007	PT. J.L. NEHRU GOVT. COLLEGE	MS INDU DAHIYA COORDINATOR IGNOU STUDY CENTRE PT. J.L. NEHRU GOVT. COLLEGE SECTOR-16A FARIDABAD-121001, HARYANA

SL.	REGIONAL CENTRE	CODE	S C NAME	
56.	DELHI-2	0712	VIVEKANAND MAHILA COLLEGE	DR. NEERA JAIN COORDINATOR IGNOU STUDY CENTRE VIVEKANAND MAHILA COLLEGE VIVEK VIHAR NEWDELHI-110032, DELHI
57.	DELHI-2	0718	BHIMRAO AMBEDKAR COLLEGE	DR. R.B. SOLANKI COORDINATOR IGNOU STUDY CENTRE BHIMRAO AMBEDKAR COLLEGE FC-VII, WAZIRABAD ROAD LONI ROAD, YAMUNA VIHAR NEW DELHI-110053, DELHI
58.	NOIDA	2728	UT COLLEGE	DR. MAHESH CHANDRA COORDINATOR IGNOU STUDY CENTRE MEERUT COLLEGE MEERUT-250001 UTTAR PRADESH
59.	DELHI-2	0729	SWAMI SHRADHANAND COLLEGE	DR. N.R. SHARAWAT COORDINATOR IGNOU STUDY CENTRE SWAMI SHRADHANAND COLLEGE ALIPUR, NEW DELHI -110036 DELHI
60.	NOIDA	2739	GOVERNMENT P.G. COLLEGE	DR. A.K. GOYAL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE SECTOR-39, NOIDA – 201303 UTTAR PRADESH
61.	NOIDA	2741	S.D. POST GRADUATE COLLEGE	DR. ASHOK KUMAR COORDINATOR IGNOU STUDY CENTRE S.D. POST GRADUATE COLLEGE GT. ROAD, GHAZIABAD -201001 UTTAR PRADESH
62.	DELHI-2	0769	SHYAM LAL COLLEGE	DR. V.K. AGARWAL COORDINATOR IGNOU STUDY CENTRE SHYAM LAL COLLEGE GT. ROAD, SHAHDARA DELHI -110032. DELHI
63.	NOIDA	07115D	JANSHIKSHAN SANSTHAN	DR. N A KURIAN COORDINATOR IGNOU STUDY CENTRE (JSS) JANSHIKSHAN SANSTHAN A 1/2, SURYA NAGAR GHAZIABAD-201011, U.P.
64.	ALIGARH	2702	ST. JOHN'S COLLEGE	AGRAFORT AGRA UTTAR PRADESH 282002

SL.	REGIONAL CENTRE	CODE	S C NAME	
65	ALIGARH	2713	ALIGARH MUSLIM UNIVERSITY	ALIGARH UTTAR PRADESH 202002
66	ALIGARH	2714	HINDU COLLEGE	STATION ROAD MORADABAD UTTAR PRADESH 244001
167.	ALIGARH	2714D	RANI BHAGYAWATI DEVI MAHILA MAHAVIDALYA	BIJNOR UTTAR PRADESH 800010
68.	VARANASI	2708	UDAI PRATAP PG COLLEGE	VARANASI UTTAR PRADESH 221002
69.	VARANASI	2709	GORAKHPUR UNIVERSITY	DEPARTMENT OF PHYSICS GORAKHPUR UTTAR PRADESH 273009
70.	GUWAHATI	0408	HANDIQUE GIRLS COLLEGE	SH. SHAKEEL ZAMAL COORDINATOR IGNOU STUDY CENTRE HANDIQUE GIRLS COLLEGE DEPT. OF HISTORY, PAN BAZAR GUWAHATI-781001, ASSAM
71.	HYDERABAD	0102	V.R. COLLEGE	DR. K. NARENDRANADHA REDDY COORDINATOR IGNOU STUDY CENTRE V.R. COLLEGE, NELLORE- 524001 ANDHRA PRADESH
72.	HYDERABAD	0103	KBN COLLEGE	SH. S. SAMBA SIVA RAO COORDINATOR IGNOU STUDY CENTRE, KBN COLLEGE KOTHAPETA, VIJAYAWADA-520001 ANDHRA PRADESH
73.	HYDERABAD	0108	OSMANIA COLLEGE	MR. MEER ANWAR COORDINATOR IGNOU STUDY CENTRE OSMANIA COLLEGE KURNOOL-518001 ANDHRA PRADESH
74.	HYDERABAD	0109	DR. L.BULLAYA COLLEGE	SH. P. RAMU NAIDU PUDI COORDINATOR IGNOU STUDY CENTRE DR L.BULLAYA COLLEGE SAKHAPA-530013 ANDHRA PRADESH
75.	HYDERABAD	0111	AURORA'S DEGREE COLLEGE	SH. G SAI KRISHNA COORDINATOR IGNOU STUDY CENTRE AURORA'S DEGREE COLLEGE CHIKKADPALLY, HYDERABAD-500020 ANDHRA PRADESH



SL.	REGIONAL CENTRE	CODE	S C NAME	
76.	HYDERABAD	0159	SRI PADMAVATHI MAHILA VISHVIDYALAYA	DR A JYOTHI COORDINATOR IGNOU SPL. STUDY CENTRE SRI PADMVTHI MAHILA VSHVIDYALY DT. CHITTOOR TIRUPATI-517502 ANDHRA PRADESH
77.	JABALPUR	1560D	GOVT. POST GRADUATE COLLEGE	SRI SATYANARAYAN AGARWAL COORDINATOR IGNOU SPL. STUDY CENTRE GOVT. POST GRADUATE COLLEGE SEONI DISTT. SEONI (M.P.)
78.	JAIPUR	2301	RAJASTHAN COLLEGE	DR M.C. SHARMA COORDINATOR IGNOU STUDY CENTRE RAJASTHAN COLLEGE COLLEGE CAMPUS JAIPUR - 302004, RAJASTHAN
79.	JAIPUR	2302	VIDYA BHAWAN RURAL INSTITUTE	DR L.L. VAIRAGI COORDINATOR IGNOU STIIDY CENTRE VIDYA BHAWAN RURAL INSTITUTE BADGAON ROAD UDAIPUR-313004, RAJASTHAN
80.	JAIPUR	2303	KOTA ENGINEERING COLLEGE	DR. ASHOK KUMAR SHARMA COORDINATOR IGNOU STUDY CENTRE KOTA ENGINEERING COLLEGE RAWAT BHATA ROAD KOTA-324010, RAJASTHAN
81.	JAIPUR	2304	ONKARMAL SOMANI COLLEGE OF COM	PROF. D.D. SHAH COORDINATOR IGNOU STUDY CENTRE ONKARMAL SOMANI COLLEGE OF COM, JODHPUR - 342008 RAJASTHAN
82.	JAIPUR	2305	BJS RAMPURIA JAIN COLLEGE	DR. O.P. KUVERA COORDINATOR IGNOU STUDY CENTRE BJS RAMPURIA JAIN COLLEGE J N VYAS NAGAR BIKANER-334003 RAJASTHAN
83.	JAIPUR	2306	DAYANANDA COLLEGE	DR. ARUN CHATURVEDI COORDINATOR IGNOU STUDY CENTRE DAYANANDA COLLEGE AJMER – 305001, RAJASTHAN

SL.	REGIONAL CENTRE	CODE	S C NAME	
84.	JAIPUR	2308	RAJRISHI COLLEGE	DR. G.K. RASTOGI COORDINATOR IGNOU STUDY CENTRE RAJRISHI COLLEGE 3/389, ARAVALI VIHAR ALWAR-343001, RAJASTHAN
85.	JAIPUR	2324D	HEALTH & SOCIAL DEV RES CENTRE	MRS. MRIDULA CHANDRA COORDINATOR IGNOU SPL STUDY CENTRE-W HEALTH & SOCIAL DEV RES CENTRE B-130, SETHI COLONY JAIPUR – 302004, RAJASTHAN
86.	JAIPUR	2364D	JAN SHIKSHAN SANSTHAN	SH RAGHUVVEER SINGH RATHORE COORDINATOR IGNOU SPL STUDY CENTRE (JSS) JAN SHIKSHAN SANSTHAN 44 MAHAVEER NAGAR RESIDENCY ROAD JODHPUR – 342011, RAJASTHAN
87.	JAMMU	1206	GOVERNMENT DEGREE COLLEGE	DR. SOHANLAL BHAGAT COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPARTMENT OF GEOGRAPHY KATHUA, JAMMU & KASHMIR
88.	JAMMU	1207	GOVERNMENT DEGREE COLLEGE	DR J A QAZI COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE RAJOURI-185131 JAMMU & KASHMIR
89.	JAMMU	1227D	DISIT. JAIL, AMPHALLA	SMT. RAJNI SEHGAL COORDINATOR IGNOU SPL STUDY CENTRE-IN DISIT. JAIL, AMPHALLA AMBPHALLA – JAMMU & KASHMIR
90.	JAMMU	1232	GOVT. M.A.M. COLLEGE	PROF. SUBHASH CHANDER SHARMA COORDINATOR IGNOU STUDY CENTRE GOVT.M.A.M COLLEGE JAMMU –JAMMU & KASHMIR
91.	JAMMU	1235	GOVERNMENT DEGREE COLLEGE	PROF. SHAH-E-JAHAN AHMED GANAI COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DODA-182210 JAMMU & KASHMIR

SL.	REGIONAL CENTRE	CODE	S C NAME	
92.	JAMMU	1250	GOVT. DEGREE COLLEGE (BOY)	MR. TARA NATH COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) UDHAMPUR –JAMMU & KASHMIR
93.	JAMMU	1268	GOVT. DEGREE COLLEGE	DR NISAR AHMAD BULLA COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE BHADERWAH S, DODA JAMMU & KASHMIR
94.	KARNAL	1001	MUKAND LAL NATIONAL COLLEGE	DR S. L. SAINI COORDINATOR IGNOU STUDY CENTRE MUKAND LAL NATIONAL COLLEGE YAMUNA NAGAR-135001 HARYANA
95.	KARNAL	1002	HINDU COLLEGE	DR S.S. GOYAL COORDINATOR IGNOU STUDY CENTRE HINDU COLLEGE SONEPAT - 13100 1 HARYANA
96.	KARNAL	1003	ARYA COLLEGE	DR B.B. SHARMA COORDINATOR IGNOU STUDY CENTRE ARYA COLLEGE PANIPAT-132103 HARYANA
97.	KARNAL	1004	VAISH COLLEGE	DR SANJAY GOYAL COORDINATOR IGNOU STUDY CENTRE VAISH COLLEGE BHIWANI— HARYANA
98.	KARNAL	1008	GOVERNMENT P.G COLLEGE	DR RS. SHARMA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G COLLEGE ARTS BLOCK, ROOM NO. 28-29 SECTOR-14, URBAN ESTATE KARNAL-132001, HARYANA
99.	KARNAL	1009	GOVERNMENT P.G COLLEGE	SH. P.K. SHARMA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G COLLEGE HISSAR-125001 HARYANA
100.	KARNAL	1012	MARKANDA NATIONAL COLLEGE	DR. S.P. VARNI COORDINATOR IGNOU STUDY CENTRE MARKANDA NATIONAL COLLEGE SHAHABAD KURUKSHETRA-136135, HARYANA

SL.	REGIONAL CENTRE	CODE	S C NAME	
101.	KARNAL	1014	GOVT. P.G. NATIONAL COLLEGE	DR VED PALARYA COORDINATOR IGNOU STUDY CENTRE GOVT. P.G. NATIONAL COLLEGE SIRSA-125055 HARYANA
102.	CHANDIGARH	0601	PUNJAB UNIVERSITY	DEPT. OF CORESSPONDENCE COURSE CHANDIGARH 160017
103.	KHANNA	2203	PUNJABI UNIVERSITY	DR KUMKUM BAJAJ COORDINATOR IGNOU STUDY CENIRE PUNJABI UNIVERSITY ARTS BLOCK- III, TOP FLOOR PATIALA-147002, PUNJAB
104.	KHANNA	2205	DAV COLLEGE OF EDUCATION	MRS. SATWANT KAUR COORDINATOR IGNOU STUDY CENTRE DAV COLLEGE OF EDUCATION AMRITSAR-143001, PUNJAB
105.	KHANNA	2206	GURUNANAK GIRLS COLLEGE	PROF. DHARAM SINGH COORDINATOR IGNOU STUDY CENTRE GURU NANAK GIRLS COLLEGE MODEL TOWN LUDHIANA-141008, PUNJAB
106.	KHANNA	0601	PUNJAB UNIVERSITY	PROF A.K. SAIHJPAL COORDINATOR IGNOU STUDY CENTRE PUNJAB UNIVERSITY DEPT. OF CORESSPONDENCE COURSE CHANDIGARH -160017, CHANDIGARH
107.	KOLKATA	2805	ADARSH MAHAVIDYALAYA	DR. SAMIRENDRA SARKAR COORDINATOR IGNOU STUDY CENTRE ADARSH MAHAVIDYALAYA SEVOKE ROAD SILIGURI- 734401, WEST BENGAL
108.	KOLKATA	2809	BANWARILAL BHALOTIA COLLEGE	DR. SANJAY MANDAL COORDINATOR IGNOU STUDY CENTRE BANWARILAL BHALOTIA COLLEGE ASANSOL BURDWAN -713303, WEST BENGAL
109.	KOLKATA	2812	A.B.N. SEAL GOVERNMENT COLLEGE	MR. RAM CHANDRA PRAMANIK COORDINATOR IGNOU STUDY CENTRE A.B.N. SEAL GOVERNMENT COLLEGE COCHBEHAR-736101 WEST BENGAL

SL.	REGIONAL CENTRE	CODE	S C NAME	
110.	KOLKATA	2813	MIDNAPUR COLLEGE	DR. SUBRATA BAGCHI COORDINATOR IGNOU STUDY CENTRE MIDNAPUR COLLEGE MIDNAPUR-721101, WEST BENGAL
111.	KOLKATA	2827D	VIDYASAGAR SMRITI MANDIR	DR. DEBATOSHMAWMDAR COORDINATOR IGNOU SPL STUDY CENTRE-W VIDYASAGAR SMRITI MANDIR 36 VIDYASAGAR STREET KOLKATA-700009, WEST BENGAL
112.	KOLKATA SRC SILIGURI	2850D	RAIGANJ MAHILA SAMMILANI	MRS. MANIKA CHAKRABORTY COORDINATOR IGNOU SPL.STUDY CENTRE RAIGANJ MAHILA SAMMILANI NETAJIPALLY, PO&PS: RAIGANJ DIST.: UTTAR DINAJPUR WEST BENGAL-733134
113.	KOLKATA	2855	ASANSOL GIRLS COLLEGE	DR. SASWATI KUMAR COORDINATOR IGNOU STUDY CENTRE ASANSOL GIRLS COLLEGE DR. ANJALI SARANI, DT. BURDWAN ASANSOL-713304, WEST BENGAL
114.	KOLKATA	2864	BELDA COLLEGE	DR. NISITH'KUMARDE COORDINATOR IGNOU STUDY CENTRE BELDA COLLEGE DIST. PASCHIM MEDINIPUR-721424 WEST BENGAL
115.	KOLKATA	2873P	DR S.M.M.R.B.RESEARCH CENTRE	PROF SUNIT MUKHERJEE PORG I/C IGNOU PROG STUDY CENTRE DR S.M.M.R.B.RESEARCH CENTRE FOOD NUTRI.DIV. WBSIDC INDUS.BLDG 1ST&2ND FL. 620 DIMOND HARBOR RD.KOLKATA WEST BENGAL-700034
116.	KOLKATA	2886	ADHYAAK JYOTISH CHANDRA GHOSH	DR BUDDHADEB CHANDRA COORDINATOR IGNOU STUDY CENTRE ADHYAAK JYOTISH CHANDRA GHOSH, BALIKA VIDYALA BHUDEB BHABAN, DIST. HOOGHLY WEST BENGAL-712101
117.	KOLKATA	2891D	JAN SHIKSHAN SANSTHAN	DR SUDHAKAR GHOSH COORDINATOR IGNOU SL. STUDY CENTRE JAN SHIKSHAN SANSTHAN VIVEKANANDANAGAR DIST. URULIA WEST BENGAL-723147

SL.	REGIONAL CENTRE	CODE	S C NAME	
118.	KORAPUT	2110	VIKRAMDEV COLLEGE	DR. ANTARIJYAMI RATH COORDINATOR IGNOU STUDY CENTRE VIKRAM DEV COLLEGE, KORAPUT, JEYPORE-764001, ORISSA
119.	LUCKNOW	2702	ST. JOHN'S COLLEGE	DR. P.N. ASTHANA COORDINATOR IGNOU STUDY CENTRE - ST. JOHN'S COLLEGE, AGRAFORT AGRA - 282002, UTTAR PRADESH
120.	LUCKNOW	2703	ALLAHABAD DEGREE COLLEGE	DR. RAM PYARE CHATURVEDI COORDINATOR IGNOU STUDY CENTRE ALLAHABAD DEGREE COLLEGE 15, KYADGANJ ALLAHABAD - 211003 UTTAR PRADESH
121.	LUCKNOW	2704	BAREILLY COLLEGE	DR. KAVINDER SINGH COORDINATOR IGNOU STUDY CENTRE BAREILLY COLLEGE P O BOX NO 15 BAREILLY -243005, UTTAR PRADESH
122.	LUCKNOW	2706	P.P.N. COLLEGE	DR DHIRENDRAKUMAR COORDINATOR IGNOUSTUDY CENTRE P.P.N.COLLEGE 96/12, MG MARG, KANPUR - 208001 UTTAR PRADESH
123.	LUCKNOW	2708	UDAI PRATAP PG COLLEGE	DR. PADAMAKARSINGH COORDINATOR IGNOU STUDY CENTRE UDAI PRATAP PG COLLEGE VARANASI - 221 002 UTTAR PRADESH
124.	LUCKNOW	2709	GORAKHPUR UNIVERSITY	DR SANJAYBAIJAL COORDINATOR IGNOU STUDY CENTRE GORAKHPUR UNIVERSITY DEPARTMENT OF PHYSICS GORAKHPUR-273009 UTTAR PRADESH
125.	LUCKNOW	2712	BIPIN BIHARI PG COLLEGE	DR P.C. SINGHAL COORDINATOR IGNOU STUDY CENTRE BIPIN BIHARI PG COLLEGE JHANSI-284001 UTTAR PRADESH
126.	LUCKNOW	2713	ALIGARH MUSLIM UNIVERSITY	DR IQBAL PARWEZ COORDINATOR IGNOU STUDY CENTRE ALIGARH MUSLIM UNIVERSITY ALIGARH - 202002 UTTAR PRADESH

SL.	REGIONAL CENTRE	CODE	S C NAME	
127.	LUCKNOW	2720	LUCKNOW CHRISTIAN COLLEGE	DR. P.P. SINHA COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW -226018 UTTAR PRADESH
128.	LUCKNOW	2793	K.S. SAKET P.G COLLEGE	DR Y.N.ARORA COORDINATOR IGNOU STUDY CENTRE K.S. SAKET P.G COLLEGE AYODHYA FAIZABAD-224123 UTTAR PRADESH
129.	LUCKNOW	2781	M.L.K. P.G COLLGE	SH. A. P. AGARWAL COORDINATOR IGNOU STUDY CENTRE M.L.K P.G COLLEGE BALRAMPUR DT. BALRAMPUR - 271201 UTTAR PRADESH
130.	LUCKNOW	27125D	ST. JOSEPHS COLLEGE FOR WOMEN	DR. FR. BABY. T.C COORDINATOR IGNOU SPL STUDY CENTRE ST JOSEPHS COLLEGE FOR WOMEN CIVIL LINES UNIVERSITY PO GORAKHPUR – 273009, U.P.
131.	LUCKNOW	27129	RMP PG COLLEGE	MR RAJNT KANT SRIVASTAVA COORDINATOR IGNOU STUDY CENTRE R M P PG COLLEGE SITAPUR LUCKNOW- UTTAR PRADESH
132.	LUCKNOW	27140	RANI BHAGYAWATI DEVI	DR ZAKIYA RAFAT COORDINATOR IGNOU STUDY CENTRE RANI BHAGYAWATI DEVI MAHILA MAHAVIDALYA BIJNOR-800010 UTTAR PRADESH
133.	PATNA	0505	MARWARI COLLEGE	DR. PREM SHANKAR PD. SINGH COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE (T.M. BHAGALPUR UNIVERSITY) BHAGALPUR – 812007 BIHAR
134.	PATNA	0511	GAYA COLLEGE	DR R.P.K. SINGH COORDINATOR IGNOU STUDY CENTRE GAYA COLLEGE GAYA-823001, BIHAR

SL.	REGIONAL CENTRE	CODE	S C NAME	
135.	PATNA	0567	PATNA COLLEGE	DR. MADAN MOHAN PATNAIK COORDINATOR IGNOU STUDY CENTRE PATNA COLLEGE, ASHOK RAJPATH PATNA – 800005, BIHAR
136.	PATNA	05138	BIHAR VIDYAPITH	DR SURENDRA PD JAISWAL COORDINATOR IGNOU STUDY CENTRE BIHAR VIDYAPITH SADAQUAT ASHRAM PATNA – 800010, BIHAR
137	PATNA	0574	SIR NEWTON INTER SCI. COLLEGE	NEAR PALSON DAIRY AMARPALI PATH, DIGHA PATNA, BIHAR 800001
138.	PATNA	05147 P	MAGADH EDUCATIONAL DEVELOPMENT INSTITUTE	MAHENDRU PATNA, BIHAR 800006
139.	DARBHANGA	0504S	PARCHAM	SHUKLA ROAD, HAPIZEE CHOWK, WARD NO. 40, MUZAFFARPUR BIHAR 842001
140.	PORT BLAIR	0201	JNR MAHAVIDYALAYA	DR M.M. MAHAJAN COORDINATOR IGNOU STUDY CENTRE JNR MAHAVIDYALALA PORT BLAIR-744104 ANDAMAN & NICOBAR
141.	PORT BLAIR	0208	M G GOVT COLLEGE	DR A.R.P. SINHA COORDINATOR IGNOU STUDY CENTRE M G GOVT COLLEGE KARMATANG MAYABUNDER NORTH ANDAMAN ANDAMAN & NICOBAR ISLANDS
142.	PUNE	1601	KJS COLLEGE OF EDUCATION T & R	PROF. RAJU A. TALREJA COORDINATOR IGNOU STUDY CENTRE KJS COLLEGE OF EDUCATION T & R VIDYANAGAR, VIDYA VIHAR GHATKOPAR (E) MUMBAI -400077, MAHARASHTRA
143.	PUNE	1602	SYMBIOSIS INTERNATL. CUL & CEN	PROF. ANIL SURESH ADAGALE COORDINATOR IGNOU STUDY CENTRE SYMBIOSIS INTERNATL. CUL & CEN SENAPATI BAPAT ROAD PUNE - 411004, MAHARASHTRA
144:	PUNE	1610	VIVEKANAND ARTS & SDS COM. COL	DR K.B. LAGHANE COORDINATOR IGNOU STUDY CENTRE VIVEKANAND ARTS & SDS COM COL, SAMRAT NAGAR AURANGABAD-431001 MAHARASHTRA



SL.	REGIONAL CENTRE	CODE	S C NAME	
145.	PUNE	1612	H.N. COLLEGE OF COMMERCE	DR V.A.DOLAS COORDINATOR IGNOU STUDY CENTRE H.N. COLLEGE OF COMMERCE SOLAPUR-413002 MAHARASHTRA
146.	PUNE	1613	PRATIBA NIKETAN MAHA VIDYALAYA	SH.N.M.DEO COORDINATOR IGNOU STUDY CENTRE PRATIBA NIKETAN MAHA VIDYALAYA, PANDAGHATROAD VAZIRABAD, NANDED-431610, MAHARASHTRA
147.	MUMBAI	1601	KJS COLLEGE OF EDUCATION T& R	VIDYANAGAR, VIDYA VIHAR, GHATKOPAR (E) MUMBAI MAHARASHTRA 400077
148.	RAIPUR	1503	GOVT. ARTS & SCI. COLLEGE	DR N.S. SURYANARAYANA COORDINATOR IGNOU STUDY CENTRE GOVT.ARTS & SCI. COLLEGE DURG-491002 CHHATTISGARH
149.	RAIPUR	1505	GMS PG COLLEGE	DR S.K. GUPTA COORDINATOR IGNOU STUDY CENTRE GMS PG COLLEGE SEEPAT ROAD BILASPUR - 495001' CHHATTISGARH
150.	RAIPUR	1510	PT. RAVI SHANKAR SHUKLA UNIV.	DR. (MRS) BINA PATHAK COORDINATOR IGNOU STUDY CENTRE PT. RAVI SHANKAR SHUKLA UNIV. ARTS BLOCK EXTN. (RIGHT WING) RAIPUR-492010, CHHATTISGARH
151.	RAIPUR	3507	GOVERNMENT DEGREE COLLEGE	DR. D.P. SAHU COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE CHAMPA - 495671, CHHATTISGARH
152.	RAIPUR	3514	GOVT. P.G COLLEGE	DR. VIJAY KUMAR AGRAWAL COORDINATOR IGNOU STUDY CENTRE GOVT. P.G COLLEGE RAJGAMAR ROAD KORBA - CHHATTISGARH
153.	RANCHI	0502	JAMSHEDPUR COOPERATIVE COLLEGE	DR. A.K. SINHA COORDINATOR IGNOU STUDY CENTRE JAMSHEDPUR COOPERATIVE COLLEGE JAMSHEDPUR - JHARKHAND

SL.	REGIONAL CENTRE	CODE	S C NAME	
154.	RANCHI	0503	PK ROY MEMORIAL COLLEGE	DR. YOGENDRAJHA COORDINATOR IGNOU STUDY CENTRE PK ROY MEMORIAL COLLEGE SERAIHELDA DHANBAD-826001 JHARKHAND
155.	RANCHI	0510	G.L.A. COLLEGE	SH SUDHIR PRASAD SINHA COORDINATOR IGNOU STUDY CENTRE G.L.A COLLEGE, PALAMU DALTONGANJ-822102 JHARKHAND
156.	RANCHI	0513	MARWARI COLLEGE	DR. JAWED AHMED COORDINATOR IGNOU STUDY CENTRE MARWARI COLLEGE RANCHI-834001, JHARKHAND
157.	RANCHI	0528	ST. COLUMBA'S COLLEGE	DR AYODHYA SINGH COORDINATOR IGNOU STUDY CENTRE ST. COLUMBA' S COLLEGE P.O. COLLEGE MORE HAZARIBAGH - 825301 JHARKHAND
158.	RANCHI	3601	GODDA COLLEGE	DR PREM KUMAR VERMA COORDINATOR IGNOU STUDY CENTRE GODDA COLLEGE P.O. GODDA GODDA-814133 JHARKHAND
159.	RANCHI	3613D	STATE INSTT. OF RURAL DEV.	SH. Y.B. PRASAD COORDINATOR IGNOU SPL. STUDY CENTRE STATE INSTT. OF RURAL DEV. HEHAL - 834005 JHARKHAND
160.	SHILLONG	1801	NORTH EASTERN HILL UNIVERSITY	PROF. DEBJANT ROY COORDINATOR IGNOU STUDY CENTRE NORTH EASTERN HILL UNIVERSITY BIJNI COMPLEX LAITUMKHRAH SHILLONG-793003, MEGHALAYA
161.	SHIMLA	1101	GOVERNMENT DEGREE COLLEGE	DR BAL KISHAN VERMA COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SANJAULI SHIMLA-171006 HIMACHALA PRADESH

SL.	REGIONAL CENTRE	CODE	S C NAME	
162.	SHIMLA	1102	GOVERNMENT P.G COLLEGE	PROF. M.S. JAMWAL COORDINATOR IGNOU STUDY CENTRE GOVERNMENT P.G. COLLEGE MANDI-175001 HIMACHALA PRADESH
163.	SHIMLA	1103	GOVERNMENT DEGREE COLLEGE	SH. H.K. THAKUR COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOLAN - 173212 HIMACHALA PRADESH
164.	SHIMLA	1105	GOVERNMENT DEGREE COLLEGE	SH. JOGINDER CHAUDHARY COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE DEPT. OF CHEMISTRY DHARAMSHALA - 117005 HIMACHALA PRADESH
165.	SHIMLA	1108	GOVERNMENT DEGREE COLLEGE	DR (MS) VEENA RATHORE COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE NAHAN-173001 HIMACHALA PRADESH
166.	SHIMLA	1113	GOVT. P.G COLLEGE	PROF. B. B. SANKHYAN COORDINATOR IGNOU STUDY CENTRE GOVT. P.G COLLEGE BILASPUR-174001 HIMACHALA PRADESH
167.	SRINAGAR	1202	GOVT.AMAR SINGH COLLEGE	MR. BASHER BASHIR COORDINATOR IGNOU STUDY CENTRE GOVT.AMAR SINGH COLLEGE GOGJI BAGH, SRINAGAR-190008 JAMMU & KASHMIR
168.	SRINAGAR	1210	GOVERNMENT DEGREE COLLEGE	PROF. MOHD. SAYED BRAT COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE SOPORE-193201 JAMMU & KASHMIR
169.	SRINAGAR	1211	GOVERNMENT DEGREE COLLEGE-BOYS	PROF. GH. RASOOL WANI COORDINATOR IGNOU STUDY CENTRE GOVERNMENT DEGREE COLLEGE-BOYS BOYS COLLEGE , ANANTNAG-192101 JAMMU & KASHMIR

SL.	REGIONAL CENTRE	CODE	S C NAME	
170.	SRINAGAR	1234D	GOVT.COLLEGE FOR WOMEN	DR NASREEN AMAN COORDINATOR IGNOU SPLSTUDY CENTRE-W GOVT. COLLEGE FOR WOMEN MAULANA AZAD ROAD SRINAGAR-190001 JAMMU & KASHMIR
171.	SRINAGAR	1236	GOVT. DEGREE COLLEGE (BOYS)	PROF. NAZIR AHMED SHEIKH COORDINATOR IGNOU STUDY CENTRE GOVT. DEGREE COLLEGE (BOYS) KHOJABAGH TEHSIL BARAMULLA BARAMULLA - 193101 JAMMU & KASHMIR
172.	SHILLONG	8102	HQ AC & ASSAM RANGE ASSAM RTF.	LT. COL. AJAY KUMAR SINHA COORDINATOR IGNOU-ASSAM RIFLES RECOG. HQ AC & ASSAM RANGE ASSAM RIF. C/O HQ AC & ASSAM RANGE ASSAM RIFLES, C/O, 99 APO
173.	SHILLONG	8103	7 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 7 ASSAM RIFLES C/O 7 ASSAM RIFLES C/O 99 APO
174.	SHILLONG	8104	6 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 6 ASSAM RIFLES C/O 6 ASSAM RIFLES C/O 99 APO
175.	SHILLONG	8105	29 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 29 ASSAM RIFLES C/O 29 ASSAM RIFLES C/O 99 APO
176.	SHILLONG	8106	26 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 26 ASSAM RIFLES C/O 26 ASSAM RIFLES C/O 99 APO
177.	SHILLONG	8107	27 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 27 ASSAM RIFLES C/O 27 ASSAM RIFLES C/O 99 APO
178.	SHILLONG	8108	31 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 31 ASSAM RIFLES C/O 31 ASSAM RIFLES C/O 99 APO

SL.	REGIONAL CENTRE	CODE	S C NAME	
179.	SHILLONG	8109	2 ASSAM RIFLES	MAJ. YOGENDRA SINGH POKHARIYA COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 2 ASSAM RIFLES C/O 2 ASSAM RIFLES C/O 99 APO
180	SHILLONG	8110	14 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 14 ASSAM RIFLES C/O 99 APO
181.	SHILLONG	8111	34 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 34 ASSAM RIFLES C/O 99 APO
182.	SHILLONG	8112	9 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 9 ASSAM RIFLES C/O 9 ASSAM RIFLES C/O 99 APO
183	SHILLONG	8113	12 ASSAM RIFLES	DR K NEERUPAMA DEVI COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 12 ASSAM RIFLES C/O 12 ASSAM RIFLES C/O 99 APO
184	SHILLONG	8114	33 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 33 ASSAM RIFLES C/O 33 ASSAM RIFLES C/O 99 APO
185	SHILLONG	8115	21 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 21 ASSAM RIFLES C/O 21 ASSAM RIFLES C/O 99 APO
186	SHILLONG	8116	HQ B RANGE AR	CAPT. A.N. MUKHOPADHYAY COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ B RANGE AR C/O HQ B RANGE ASSAM C/O HQ B RANGE ASSAM RIFLES C/O 99 APO
187	SHILLONG	8117	25 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 25 ASSAM RIFLES C/O 25 ASSAM RIFLES C/O 99 APO
188	SHILLONG	8118	8 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 8 ASSAM RIFLES C/O 8 ASSAM RIFLES C/O 99 APO

SL.	REGIONAL CENTRE	CODE	S C NAME	
189	SHILLONG	8119	1 ASSAM RIFLES	MAJ. VIKRAM SINHO COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 1 ASSAM RIFLES C/O 1 ASSAM RIFLES C/O 99 APO
190	SHILLONG	8120	19 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 19 ASSAM RIFLES C/O 19 ASSAM RIFLES C/O 99 APO
191	SHILLONG	8121	18 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 18 ASSAM RIFLES C/O 18 ASSAM RIFLES C/O 99 APO
192	SHILLONG	8122	HQ TRIPURA RANGE ASSAM RIFLES	LT.COL. NAVIN VARMA COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC HQ TRIPURA RANGE ASSAM C/O 99 APO
193.	SHILLONG	8123	22 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 22 ASSAM RIFLES C/O 22 ASSAM RIFLES C/O 99 APO
194.	SHILLONG	8124	23 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 23 ASSAM RIFLES C/O 23 ASSAM RIFLES C/O 99 APO
195.	SHILLONG	8125	ARTC & S, DIMAPUR	MAJ. VIJAY DUTT CHANDOLA COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC ARTC & S, DIMAPUR C/O ASSAM RIFLES TRAINING CENTRE & SCHOOL, DIMAPUR NAGALAND
196.	SHILLONG	8126	30 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 30 ASSAM RIFLES C/O 30 ASSAM RIFLES C/O 99 APO
197.	SHILLONG	8127	4 ASSAM RIFLES	DR.(MISS) SIMRANJIT KAUR COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 4 ASSAM RIFLES C/O 4 ASSAM RIFLES C/O 99 APO
198.	SHILLONG	8128	24 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 24 ASSAM RIFLES C/O 24 ASSAM RIFLES C/O 99 APO

SL.	REGIONAL CENTRE	CODE	S C NAME	
199.	SHILLONG	8129	16 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 16 ASSAM RIFLES C/O 16 ASSAM RIFLES C/O 99 APO
200.	SHILLONG	8130	3 ASSAM RIFLES	COORDINATOR IGNOU-ASSAM RIFLES RECOG. SC 3 ASSAM RIFLES C/O 3 ASSAM RIFLES C/O 99 APO

## **IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE**

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

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

### **Apex Committee Against Sexual Harassment (ACASH)**

Prof. Parvin Sinclair Chairperson & PVC	pksinclair@ignou.ac.in
Ms. Neena Jain EMPC	neenajain@ignou.ac.in

### ***Regional Services Division Committee against Sexual Harassment (RSDCASH)***

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	nkapai@ignou.ac.in
Dr. C. K. Ghosh Director, SSC	ckghosh@ignou.ac.in
Ms. Kailash Saluja AR, SOL	kailashsaluja@ignou.ac.in
Ms. Surekha AR, Library	sur.mittimani@gmail.com

### ***IGNOU Committee against Sexual Harassment (ICASH)***

Prof. Rita Rani Paliwal Chairperson & Prof. of Hindi, SOH	rrpaliwal@hotmail.com
Dr. Silima Nanda Director, ID	snanda@ignou.ac.in
Dr. Himadri Roy Reader, SOGDS	himadriroy@ignou.ac.in
Dr. Malti Mathur Reader, SOH	malatiroy@ignou.ac.in
Ms. Vidya Sonal DR. Admin Div.	vsonal@ignou.ac.in
Mr. K. K. Kutty DR. SED	kkkutty@ignou.ac.in
Ms. Bharti Kharbanda SO, SOCIS	bhartikharbanda@ignou.ac.in
Ms. Sadhna Malhotra AR, IGNOU	sadhnamalhotra@ignou.ac.in
Ms. Kanika Singh RTA, SOCE	kanikasingh@ignou.ac.in





# Indira Gandhi National Open University

## Student Satisfaction Survey

### Kind Attention: All Past and Present Students of IGNOU! Now you rank our Performance...

*Dear Student,*

*As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to [www.ignou.ac.in](http://www.ignou.ac.in). Your invaluable inputs shall guide us towards a direction where we shall improve our services and evolve more student-friendly study programmes.*

*Vice-Chancellor, IGNOU.*

Enrolment No. .... Name .....

Gender :  M  F

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

Programme of Study .....

Year of Enrolment ..... Year of Completion .....

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

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

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The learning materials were received in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Supplementary study material (like video/audio) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Academic counsellors explain the concepts clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The counselling sessions were interactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Changes in the counselling schedule were communicated to you on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Examination procedures were clearly given to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Personnel in the study centres are helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Academic counselling sessions are well organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Guidance from the Programme Coordinators and Teachers from the School0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Assignments are returned in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Feedback on the assignments helped in clarifying the concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Project proposals are clearly marked and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Studying in this programme provided the knowledge of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Results and grade card of the examination were provided on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Overall, I am satisfied with the programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*After filling cut out this questionnaire and mail it to:  
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068*