

PROGRAMME GUIDE

Post Graduate Diploma in Social Work Counselling PGDCOUN



**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”

“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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Note

The University will keep changing fee for various items including the programme fee/examination fee/various documents etc. from time to time. You may find the latest information from IGNOU website.

1. THE UNIVERSITY

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.

2. THE SCHOOL OF SOCIAL WORK

The School of Social Work (SOSW) at IGNOU was established in 2007. It aims at providing quality education in the areas of social work, HIV/AIDS, Counselling, and family studies by offering programmes leading to the award of Certificates, Diplomas and Degrees.

Vision

To provide inclusive and quality education in social work across the country and beyond the borders.

Mission

To provide quality education through open and distance learning using multi-pronged strategies and services to reach the unreached with an emphasis on social work values and ethics whereby improving the services in social welfare sectors.

The SOSW at IGNOU is the first School of Social Work in India to take social work education to all the States and Union Territories in the country. It has indigenously developed high quality

Self Instructional Materials (SIM) and uses multi-media approach for imparting social work teaching and training through its own (IGNOU's) TV and Radio channels both in English and Hindi. It offers social work programmes to in-service candidates and engages a large number of practitioners for field supervision.

The School offers eight programmes of study: Certificate in Social Work and Criminal Justice System (CSWCJS); Certificate in HIV and Family Education (CAFÉ); Diploma in HIV and Family Education (DAFE); Bachelor in Social Work (BSW); Master in Social Work (MSW) : Generic), Masters in Social Work : Counselling (MSW-C), Post Graduate Diploma in Social Work Counselling (PGDCOUN), Master of Philosophy in Social Work (M.Phil) and Doctor of Philosophy in Social Work (Ph.D).

Major Achievements

It has created history on several counts:

- The first school of social work in ODL system.
- The first school of social work in India to take social work education to all the States and Union Territories in the country.
- The first school to have developed high-quality Self-Instructional Material (SIM) indigenously in English and Hindi.
- The first school to be using multimedia for imparting social work teaching and training, through its own (IGNOU's) TV and radio channels, both in English and Hindi.
- The first school to be offering a course on history of social work in India, namely, Professional Social Work: Indian Perspectives and a theory course on "Social Work Practicum and Supervision" as well as "Contemporary Methods of Social Work".
- The first school to be offering social work programmes to in-service candidates in India.
- The first school engaging large number of practitioners for field supervision.
- The first school to be offering Masters in Social work and PG Diploma in Social Work with specialization in Counselling.
- Establishment of CBCI Chair.
- Establishment of Mother Teresa Chair.
- Establishment of Centre for Tibetan Studies.

Objectives of SOSW

- To promote human resources aiming at improving the quality of life of poorest of the poor.
- To meet the growing demand for professionally trained social workers across the country.
- To provide social work education and training based on indigenous knowledge and uniform curriculum across the country.

- To help the learner acquire professional skills and knowledge to help the clients to deal with their emotional and psychological problems.
- To help the learner acquire professional skills and develop capacity in helping people to solve various social and economic problems.
- To help the learner to develop required attitudes in understanding people's problem solving interventions.

Career Opportunities

The Post Graduate Diploma in Social Work Counselling is so designed that it will prepare a cadre of dedicated and qualified professionals to work in the field of counselling, apart from being an excellent human being. Students are sensitized on contemporary realities and various social issues. They are trained in mobilizing resources, manage welfare agencies and NGOs, involve in policy formulation, undertake research, take up training programmes, etc. Job opportunities are available for professional social workers with central and state governments, NGOs, social and welfare agencies including schools, hospitals, mental health settings, women and child care services, counselling centers, research organizations, donor agencies, charitable trusts, corporate houses and institutional set up for various vulnerable sections of the society. The PGDCOUN is primarily aimed at NGO functionaries and Counsellors who are from other disciplines. That is the reason for keeping the entry qualification as PG Degree.

3. SALIENT FEATURES OF PGDCOUN PROGRAMME

Compared with Counselling Programmes being offered by other Indian Universities, the SOSW programme is unique and innovative in many respects. The salient features of this programme are:

- Only post-graduates can seek admission.
- Student can study at his/her own pace and convenience over a period of 1 to 4 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 PGDCOUN is placed under the supervision of a professionally qualified social worker for field work supervision having MSW/M.A. Social Work.
- The entire programme of one year duration is devoted to specialization in counselling - both theory as well as practicum.

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

4. PROGRAMME STRUCTURE FOR PG DIPLOMA IN SOCIAL WORK COUNSELLING

The University follows the credit system for its PG Diploma 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 Programme Structure for PGDCOUN you will have to earn 36 credits over a period of 1 to 4 years depending on your convenience.**

The Post Graduate Diploma in Social Work Counselling has two major components:

1. Theory Courses	24 Credits
2. Field Work	12 Credits
Total	36 Credits

4.1 Theory Courses

The students have to earn 24 credits in theory papers. The list of theory courses is given below.

Course Code	Course Title	Credits
Theory Courses		
MSW-001	Origin and Development of Social Work	4
MSW-012	Introduction to Life Characteristics and Challenges	4
MSW-013	Introduction to Psychological Basis of Counselling	4
MSW-014	Relevance of Social Case Work in Counselling	4
MSW-015	Basics of Counselling	4
MSW-016	Fields of Counselling	4
MSWL-011	Social Work Practicum	12
	Total	36

If you do not get material in time, contact the respective the Regional Director.

4.2 Field Work Components

The second component of the PGDCOUN is the Field Work Practicum. The University has prepared a Field Work Journal for the Practicum. Practicum is to be done under the guidance of a professionally qualified social worker, which include concurrent field visits. 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. The practicum is of 12 credits with course code: MSWL-011.

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

Dr. N. Ramya
Block 15, Section-H, School of Social Work
Maidan Garhi, New Delhi-110068
Email: ramya@ignou.ac.in

5. PGDCOUN CURRICULUM

MSW-001 ORIGIN AND DEVELOPMENT OF SOCIAL WORK

(4 CREDITS)

Block 1 Social Work Profession and Education

- Unit 1 History of Social Work: Global Scenario
- Unit 2 Social Work as a Profession
- Unit 3 Social Work Education: Retrospect and Prospects
- Unit 4 Origin, Growth and Development of Social Work Education through Open and Distance Learning in India
- Unit 5 Values, Principles and Ethics of Professional Social Work

Block 2 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 3 Secondary Methods of Social Work

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

MSW 012 INTRODUCTION TO LIFE CHARACTERISTICS AND CHALLENGES

(4 CREDITS)

Block 1 Infancy and Child

- Unit 1 Biological Development
- Unit 2 Psychological Development in Infancy and Childhood
- Unit 3 Social Development in Infancy and Childhood
- Unit 4 Cognitive Development in Infancy and Childhood

Block 2 Adolescence

- Unit 1 Physical, Cognitive and Social Development of Adolescence
- Unit 2 Emotional and Behavioural Development
- Unit 3 Challenges during Adolescence
- Unit 4 Role and Functions of Teachers, Parents and Significant Others

- Block 3 Adulthood**
Unit 1 Establishing Family during Adulthood
Unit 2 Careers, Marriage and Family
Unit 3 Parenting Skills
Unit 4 Role of Adults in Society

- Block 4 Old Age**
Unit 1 Socio-Demographic Situation of Elderly in India
Unit 2 Health and Old Age
Unit 3 Characteristics of Old Age
Unit 4 Changing Role and Adjustment
Unit 5 Geriatric Counselling

MSW 013 INTRODUCTION TO PSYCHOLOGICAL BASIS OF COUNSELLING (4 CREDITS)

Block 1 General Psychology

- Unit 1 Introduction to Psychology
Unit 2 Definition, Nature and Importance of Personality
Unit 3 Psychotherapeutic Approaches to Counselling
Unit 4 Personality Theories (Psychoanalytical)

Block 2 Social Psychology

- Unit 1 Definition, Nature, Scope and Importance of Social Psychology
Unit 2 Group Dynamics
Unit 3 Social Diversity, Social Distance and Tension
Unit 4 Social Dynamics and Interaction in Social Psychology

Block 3 Abnormal Psychology-I

- Unit 1 Concept of Normality and Abnormality
Unit 2 Disorders of Childhood
Unit 3 Anxiety Disorders
Unit 4 Mood Disorders

Block 4 Abnormal Psychology-II

- Unit 1 Schizophrenia and Other Psychosis
Unit 2 Alcohol and Substance Abuse
Unit 3 Dementias
Unit 4 Dissociative Disorder (Conversion Disorders)

MSW 014 RELEVANCE OF SOCIAL CASE WORK IN COUNSELLING (4 CREDITS)

Block 1 Basics of Social Case Work

- Unit 1 Social Case Work as a Method

- Unit 2 Components of Case Work
- Unit 3 Case Work of Client Relationship and Principles of Case Work
- Unit 4 Social Case Work Process

Block 2 Social Case Work as a Process

- Unit 1 Skills and Techniques of Case Work
- Unit 2 Scope of Social Case Work : Nature of Problem to be Addressed
- Unit 3 Social Case Work Practice in Indian Context

Block 3 Interviewing and Recording

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

Block 4 Application of Methods to Various Settings

- Unit 1 Social Case Work in Family Settings
- Unit 2 Social Case Work in Community Settings
- Unit 3 Social Case Work in Health Care Settings
- Unit 4 Social Case Work in Industrial Settings
- Unit 5 Social Case Work in Educational Settings

MSW 015 BASICS OF COUNSELLING

(4 CREDITS)

Block 1 Basics of Counselling

- Unit 1 Introduction of Counselling
- Unit 2 Essentials of Counselling and Practical Issues Involved in Counselling
- Unit 3 Qualities and Skills of a Counsellor

Block 2 Historical, Ethical and Legal Aspects of Counselling

- Unit 1 Context and Trends in Counselling
- Unit 2 Ethics of Counselling
- Unit 3 Legal Aspects of Counselling

Block 3 Theories of Counselling

- Unit 1 Supportive Psychotherapy
- Unit 2 Cognitive Behaviour Therapy
- Unit 3 Marital Therapy
- Unit 4 Models of Counselling

Block 4 Counselling as A Process

- Unit 1 Case Analysis
- Unit 2 Play Therapy
- Unit 3 Tools for Counselling

MSW 016 FIELDS OF COUNSELLING

(4 CREDITS)

Block 1 Individuals and Family

- Unit 1 Family and Couple Counselling
- Unit 2 Counselling in Legal Setting
- Unit 3 Family Courts, Family Problems, Sex and Sexuality
- Unit 4 Suicide and Counselling

Block 2 Health Care

- Unit 1 Counselling in Health Care Settings
- Unit 2 Mental Health and Counselling
- Unit 3 HIV/AIDS/STD Counselling
- Unit 4 Counselling for Caregiver
- Unit 5 Counselling for Terminally Ill

Block 3 Industry

- Unit 1 Stress and Time Management
- Unit 2 Alcohol, Absenteeism and De-addiction Counselling
- Unit 3 Rehabilitation Counselling

Block 4 Education

- Unit 1 School and College Counselling
- Unit 2 Adolescence Counselling
- Unit 3 Career Counselling

Block 5 Counselling in Social Welfare Sector

- Unit 1 Counselling for Children
- Unit 2 Gender Specific Counselling
- Unit 3 Social Defense and Counselling in Correctional Settings
- Unit 4 Counselling in Disability Sector

MSWL-011 Social Work Practicum

(12 Credits)

5.1 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 one year if you clear all the 36 credits of course. If you are not able to complete it within this period you can take a maximum of 4 years to complete it. It would be better if you plan it in a systematic way. 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 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 left over courses, ask for fresh assignments (latest version) from 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.** The latest version of the assignment can be downloaded from the ignou website. By a proper planning every year, you can complete this programme according to your convenience.

5.2 Fee Structure and Schedule of Payment

PGDCOUN Programme Fee (includes registration fee of Rs. 100/-) is Rs. 15,000/-. 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 or online.

6. MEDIUM OF INSTRUCTION

The PGDCOUN is offered by the university through the medium of English only. Printed course material and assignments are sent to you in the medium of English. Similarly, you have to submit the assignments and attempt the term-end examinations in same languages. Audio-Video programmes and counselling are also provided through the medium mentioned above.

7. INSTRUCTIONAL SYSTEM

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 programmes
- e-Gyankosh
- audio-video programmes transmitted through Doordarshan/Gyan Darshan and Radio/IGNOU FM channels
- Call 1800112347 or Phone No. 011-29533103 or use chat mode <http://www.ignouonline.ac.in/gyandhara/> for interaction with studio experts in the Live interactive programme. Kindly participate.
- interactive radio counselling through Gyan Vani on 105.6FM
- 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 4 Blocks for a 4 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 **Check 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 '**Further Reading/References**'. 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, video tapes have been prepared for most of the courses. 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, gyanvani@ignou.ac.in. All the programme details can be taken out from IGNOU website i.e. 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 through All India Radio stations as well as Gyan Vani FM Stations. Information about these would be available at your Regional Centre.

The telecast schedule for transmission of programmes through Gyan Darshan is communicated from the Electronic Media Production Centre (EMPC). 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 and Gyan Vani 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 every month on 2nd April and 4th Friday from 11.00 A.M. to 12.00 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 attending, **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 programmes 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 12 hours counselling session for a 4 credit course. For Field Work guidance, details are given in the Field Work Journal. Block 1 of MSWL-011. “Code of Ethics for Social Workers” which you may continue to use even after completing PGDCOUN. Block 2 is the practicum journal which is to be submitted to Registrar SED at Headquarters for evaluation.

7.7 Social Work Practicum (Field Work)

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 particulars regarding the study centre to which you are assigned will be communicated to you by the Regional Centre.

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. 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.

8. EVALUATION

- 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 per cent weightage and ii) Term-end examination carries 70 per cent weightage.

Social Work Practicum: i) Evaluation done by supervisor carries 50 per cent weightage, & ii) External evaluation carries 50 per cent weightage you must secure 50 per cent marks for each component for a pass.

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

Minimum 50 per cent marks are required for Social Work Practicum. In case you fail to secure minimum 50 per cent in Social Work Practicum, you will have to repeat the Practicum for that year.

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

1st 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 30 per cent weightage while 70 per cent 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.'

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. For each course, there is only one tutor marked assignment.

Whenever you receive a set of material and assignments, check them immediately and ask for missing pages, if any, from concerned Regional Centre.

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).

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. or download the same form IGNOU website. 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:

ENROLMENT NO.:

PROGRAMME TITLE:	NAME:
COURSE CODE:	ADDRESS:
.....
COURSE TITLE:
ASSIGNMENT CODE:	SIGNATURE:
STUDY CENTRE:	DATE:

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 emphasize. While solving numericals, use proper format and give working notes wherever necessary.
- 5) Use only full scape 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 NOT 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.
- 14) While submitting assignments and field work journals to the study centre, **you must ensure that each time an acknowledgement receipt** is taken from the study centre. If the academic counsellor refuses to provide acknowledgement receipt, the matter must be reported to the study centre co-ordinator. If the co-ordinator also refuses to provide the acknowledgement receipt the matter must be reported to the programme co-ordinator by e-mail or telephone call followed by a written complaint to Director, SOSW, IGNOU, Maidan Garhi, New Delhi-110068

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 ₹ 150/- per course (this will keep changing) is required to be paid through online to IGNOU students must submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

- **Examination Centre**

Normally the study centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and prospectus/Programme Guide. In case any student 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, Fee	December Fee	Late Fee
1 st March to 30 th April	1 st Sept. to 31 st Oct.	NIL
1 st May to 10 th May	1 st Nov. to 10 th 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 all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- 3) retain proof of mailing/submission of examination form till you receive examination hall ticket.

- **Issues Examination Hall Ticket**

University issues Examination Hall Ticket to the student's atleast two week before the commencement of Term-end Examination. These are to be downloaded from the University's website www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the 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-011 will be done by your supervisor (out of 100 marks) and by External Evaluation (out of 100 marks). You must score 50 per cent separately in both internal (supervisor) and external evaluation. If you fail in anyone, you will have to repeat the practicum.

9. OTHER USEFUL INFORMATION

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.

In case of Provisional Certificate, grade cards which are lost, can apply for a duplicate by applying on the prescribed format alongwith a DD of Rs. 150/- (this will keep changing) in favour of IGNOU payable at Delhi.

Degree Certificate

Degree Certificate are issued during or after convocation you may make an application for the same alongwith a DD of Rs. 600/- (this will keep changing) to Registrar, SED, IGNOU, New Delhi-110068.

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.** 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.**

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.200/- 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 maximumm 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.

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.300/- per transcript payable through DD in favour of IGNOU is charged for this purpose. The students are required to pay Rs.500/- 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.500/ in the form of demand draft drawn in favour of IGNOU payable at the city where, Regional Centre is located.

Improvement in Division/Class : Keeping the interest of students who have completed their Bachelor's/Master's Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format along-with a fee of Rs. 750/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi-110068.

Early Declaration of Result : The student can apply for early declaration of Term-End-Examination result with a fee of Rs. 1000/- per course. **The application for early declaration of result shall be entertained only if the student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early declaration is permissible in Term-End-Examination only. This facility is not applicable for lab/practical courses, project, assignment, workshop, seminar etc. based courses. The application for early declaration of result shall be entertained for final year.

Re-evaluation of Term-End-Examination : After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their answer scripts on payment of Rs. 750/- per course. The request for re-evaluation by the student must be made within one month from the date of declaration of result to the concern Evaluation Centre in the prescribed format along-with the fee of Rs. 750/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form.

Obtaining Photocopy of Answer Scripts : After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining photocopy of answer scripts on payment of Rs. 100/- per course. The request for obtaining photocopy of answer scripts by the student must be made within 45 days from the date of declaration of result to the concern evaluation centre in the prescribed format alongwith the fee of Rs. 100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the photocopy form. Format attached in the programme guide.

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 PGDCOUN 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. N. Ramya
<i>Programme Coordinator, MSW, Counselling</i>
Block-15, Section-H
School of Social Work
Indira Gandhi National Open University, Maidan Garhi
New Delhi 110068 |
| 2) Examinations, Examination centres, results, and other exam related matters. | Registrar (SED)
IGNOU
Maidan Garhi
New Delhi-110068 |
| 3) For scholarships, exam; schedule and change of address. | Regional Director of your Region |
| 4) Non-receipt of study material, assignments and for fresh assignments | Registrar (MPDD)
IGNOU, Maidan Garhi
New Delhi-110068 |
| 5) Counsellors and other problems relating to study centres. | Assistant Director (Student Affairs)
Regional Services Division
IGNOU, Maidan Garhi
New Delhi-110068 |
| 6) Purchasing of Audio/Video Tapes | Marketing Unit
EMPC
IGNOU, Maidan Garhi
New Delhi-110068 |

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

10. SOME FORMS FOR YOUR USE

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

- i) Assignments Remittance-cum-Acknowledgement Form & Change/Correction of Address and Study Centre
- ii) Intimation of Non-receipt of Study Material & Assignments
- iii) Requisition for Fresh Set of Assignments
- iv) Re-Admission Form
- v) Form for Provisional Certificate
- vi) Form for Re-evaluation of Answer Scripts
- vii) Form for Duplicate Grade Card/Marksheet
- viii) Form for Issue of Migration Certificate
- ix) Form of Application for Issue of Duplicate Copy of University Degree/Diploma/Certificate
- x) Form for Improvement in Division/Class
- xi) Form for Early Declaration of Result of Term-End Examination
- xii) Form for Obtaining Photocopy of the Answer Script
- xiii) Form for Issue of Official Transcript

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

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

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 envelope along with this.

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number
Name

New or Corrected Address including Pin
New Study Centre Code
Choice for Medium of Study : English
Date of Change

For change/correction of address and change of study centre the form should be mailed to :

The Regional Director of your region.

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

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

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

To

The Regional Director

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

Sub : Non-receipt of Study Material & Assignments

Enrolment No.

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

Programme

--

Medium of Study

English

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

Sl. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

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

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

For Official Use

Date of despatch of study material/assignments to students

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 No.

Study Centre Code

Write in BLOCK CAPITAL LETTERS only

Name : Shri/Smt. Kum.

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

Note: You can download the assignment from IGNOU website www.ignou.ac.in. Here go to the student zone link. Under this link go to download in assignment link.

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

REASONS 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 assignment.

Name and Address

 PIN

Signature
 Date

For Official Use Only :

Date of Despatch of Assignments to student

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

Please mail this form to the Regional Director of your Regional Centre

RULES & GUIDELINES FOR RE-ADMISSION

1. Re-admission is permissible in the following cases:
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme Curriculum within the maximum span period prescribed.
2. **Students who do not registrar for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months** - for all Certificate Programmes of six months duration
 - b) **One year** - for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE, ADIT etc.)
 - c) **Two Years** - for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '**Re-admission**' on the reverse of the DD.

P.S

1. As per policy decision taken by the Academic Council at its 49 the meeting held on 17.5.2007, BCA students registered in the pre-revised syllabus in Jan. 1996, Jan. 1997 & Jan. 1998 batches are allowed to complete all the requirements for the award of BCA Degree by Dec. 2010 Term-end examination.
2. Similarly, students of MCA pre-revised syllabus and B.Sc. (Nursing) old syllabus are also allowed to complete all the requirements for the award of the respective Degree by Dec. 2010 Term-end examination. However, MLIS old syllabus students would be allowed to complete all the requirements for the award of Degree by Dec. 2009 TEE.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**Student Evaluation Division
Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR THE ISSUE OF A 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

Mailing Address

.....

.....

.....

(Please enclose a copy of your complete grade card)

Filled-in Application Form should be sent to:

**The Registrar (SED),
IGNOU,
Maidan Garhi,
New Delhi-110068**

Date

.....

Signature

GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM

Dear student

Please follow the guidelines and instruction for submission of Examination Form:-

1. Please ensure that you have already submitted the assignments as applicable for the courses you are filling in the Examination Form. Otherwise, Hall Tickets will NOT be uploaded/issued for the courses for which assignments have not been submitted by you.
2. You are required to pay examination fee @ 120/- per course for theory as well as practical. Dates for submission of examination forms start from 1st September to 30th September without late fee. With late fee of 500/- is from 1st October to 31st October and with a late fee of Rs.1000/- is from 1st November to 15th November, 2017. INTERNATIONAL STUDENTS ARE REQUIRED TO SUBMIT THEIR EXAMINATION FORM THROUGH INTERNATIONAL DEVISION ONLY.
3. Mode of payment
 - Credit Card (please note that charges of 0.85% will be added to the total amount)
 - Debit Card (please note that charges of 0.70% will be added for a transaction upto Rs.2000/- and 0.95% for a transaction above Rs.2000/-)
 - Ubi Net Banking (No extra charges)
 - All Net Banking Transaction (Excluding UBI)--- Rs. 10/- will be charged per transaction
4. Results of June, 2017 Term-end examinations are available on University website. www.ignou.ac.in. Please see result status before filling examination form. Click here (<http://ignouhall.ignou.ac.in/TE0617alt/TermEndJune17alt.asp>) to see the result status of June, 2017 Examination.
5. Select and enter Programme code from the options available. (Please note that option code for BA/BCOM/ BSC is BDP/for BLIS it is BLS/ for MSCDFSM it is MSDFSM/for PGDHHM it is DHHM)
6. Select Examination Centre Code from the options available. If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
7. Select courses carefully. Courses for theory as well as practical needs to be selected separately from the list appearing on the screen.
8. In case you wish to make payment through credit card please select this option and make the payment. Note that 0.85% of the amount to be paid will be debited to your Credit Card Account (Visa/Master/ Domestic) while 0.70% of the amount (for transaction Rs. 2000-) to be paid will be debited to your debit card towards transaction charges. 2.85% of the amount to be paid will be debited to your Visa/Master for International Card transaction. Please retain the auto generated control no. for future reference.
9. You will receive an acknowledgement with control number at the E-mail address given in the application form. Please retain the auto generated Control Number for your reference and record.
10. You may visit SEARCH OPTION (Search.asp) after 24 hours of submission of your form (leaving the day of submission except Saturday & Sunday) to see the details of particulars submitted by you. In case the particulars of your form are not available, you may submit the form again and may please contact at Email jitender@ignou.ac.in, in case of any enquiry regarding submission of examination form.

11. Hall Ticket towards permission to enter the Examination Centre will be uploaded on the University Website 10 days before the commencement of the examinations. Please download the Hall Ticket from the University website (www.ignou.ac.in) and report at the examination centre along with your Identity Card issued by the University.

12. You will be allowed to appear in Term-end Examination for the courses:

in which required number of assignment as applicable for the course(s) have been submitted.

Registration for the course(s) is valid and not time-barred.

PLEASE CONFIRM THE VALIDITY OF YOUR REGISTRATION AS PER MAXIMUM ADMISSIBLE DURATION OF YOUR PROGRAMME (AS GIVEN IN THE PROSPECTUS/ PROGRAMME GUIDE) FOR THE OPTED COURSE(S) BEFORE FILLING UP THE EXAM FORM.

In case of non receipt of control number please contact or write to-

Shri Jitender Kumar, Executive Assistant at email address: jitenderkr@ignou.ac.in

Declaration:

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

Proceed to Fill Online Examination Form ([ENOApply.asp](#))

Check for status, if already

registered ([Search. asp](#))



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....Pin

4. Contact No: (Mobile No.)..... Landline No:.....

5. Month and Year of the Examination:

6. Examination Centre Code:

7. Address of the Examination Centre:

.....

8. Courses, in which Re-evaluation is sought:	<u>COURSE CODE</u>	<u>MARKS/GRADE OBTAINED</u>
.....
.....
.....
.....
.....

9. Fee details:-
(The fee for Re-evaluation of answer script is Rs. 750/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$75 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): × Rs. 750/- or = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

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

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deogarh.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

**APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD/
MARKSHEET**

1. Name
2. Programme
3. Enrolment No.

--	--	--	--	--	--	--	--	--	--
4. Complete Address
.....
.....
..... Pin

--	--	--	--	--	--
5. Contact No.(Mobile No.) Landline No.
6. Month and Year of the Exam.
7. Centre from where appeared at last examination
8. Bank Draft/IPO No. Dated
for Rs. 200/- orin favour of "IGNOU" payable at New Delhi.

Date.....
Signature

Note : Fee for duplicate grade card is Rs. 200/- for Indian Students & Rs. 400/- for SAARC Countries Students and \$10 for Non-SAARC Countries Students. The duplicate grade card/mark sheet will be sent by Registered post by the University.

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

**The Registrar
(Student Evaluation Division)
Indira Gandhi National Open University
Block 12, Maidan Garhi
New Delhi-110 068**

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

(To be submitted at the concerned Regional Centre)

APPLICATION FORM FOR ISSUE OF MIGRATION CERTIFICATE

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

- 1. Name :.....
- 2. Father's/Husband's Name :.....
- 3. Address
-Pin
- 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 in which the Candidate is attached
.....
- 6. Name of the University to which the Candidate wants to migrate
.....

Draft Details			
Amount Rs. _____	D.D. No. _____	Date _____	
Bank Name _____	Place of Issue _____		

(To be filled in by the Admissions Division)

- 1. The information furnished by Shri/Smt./Km. _____
is correct as per scholar register.
- 2. He/She may be issued the Migration Certificate applied for _____
Date _____ Dealing Assistant _____ Section Officer _____

I hereby declare that the information provided is correct to the best of my knowledge and I have paid all fee due to the University. In the event of any of the above information being found incorrect, the Certificate shall be liable to cancellation by the University.

Received the Migration Certificate No. _____ dated _____

Date: _____

Signature of the Applicant

INSTRUCTIONS

1. A fee of Rs. 400/- should be remitted by way of a Demand Draft drawn in favour of IGNOU and payable at concerned Regional Centre/City.
2. At the time of submission of the application for issue of Migration Certificate the student 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. 400/- only in case it 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/wife of _____
resident of _____ hereby
solemnly declare that the Migration Certificate No. _____ dated _____ issued
to me by the _____ to enable me to join _____
_____ University has been lost and I did not join any other University on the basis of the
same nor have I submitted the same for joining any other University. In case the lost Migration Certificate
is found, I shall deposit the same to the University”.



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

**APPLICATION FORM FOR ISSUE OF A DUPLICATE COPY OF UNIVERSITY
DEGREE/DIPLOMA/CERTIFICATE**

Note: For Instructions, please see reverse.

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

Received Rs.

Bank Draft No.....

Dealing Assistant
IGNOU

Sir,

I wish to have a duplicate copy of my Diploma / Degree / Certificate for the Programme
..... Examination for the following reasons:

The prescribed fee of Rs. 750/- or is submitted herewith.

The required particulars are given below:

1. Name of Candidate (in Block Letters in English):
(in Hindi) :
2. Father's Name (in Block Letters):
3. Programme : Enrolment Number :

--	--	--	--	--	--	--	--	--	--
4. Contact No. : (Mobile No.) : Landline No.
5. Examination Passed in Term End Examination - (June/December & Year)
6. Result: Grade/Division
7. Name of the Study Centre :
8. Name of the Regional Centre :
& other particulars
9. Full Permanent Address of student :

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Signature of the Student
Postal Address

I certify that the above entries made by the applicant are correct.

Signature of Regional Director
With Stamp

Note: To be filled in duplicate, original copy will be forwarded by Regional Director to Registrar (SED) and duplicate copy to be retained by the Regional Director for reference.

INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF UNIVERSITY DEGREE / DIPLOMA / CERTIFICATE

1. Fee for issuing a duplicate (a) Diploma (b) Degree & (c) Certificate:-

- (i) Rs. 750/- for Indian Students
- (ii) Rs. 1500/- for SAARC Countries Students
- (iii) \$50 for Non-SAARC Countries Students

(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI')

- 2. The form should be filled in duplicate legible and signed by the candidate.
- 3. The form should be submitted through the Regional Director of the concerned Regional Centre through which the candidate appeared at the said examination, and the duplicate copy will be sent through the Regional Director concerned.
- 4. A duplicate copy of the Diploma, Degree or Certificate will be issued on submission of any affidavit signed by a First Class Magistrate together with an attested copy of the F.I.R. lodged with the nearest Police Station to this effect by the candidate on the grounds that either the original Diploma, Degree or Certificate has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
- 5. In very special cases subsequent copies of the Diploma, Degree or Certificate may be issued for not more than four times on submission of an affidavit signed and certified by a First Class Magistrate to the effect that the Diploma, Degree or Certificate issued previously by the University has been lost or destroyed, and on payment of the fee as are prescribed for the same of duplicate copy.

FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF THE VALUE OF RS. 10/- BEFORE FIRST CLASS MAGISTRATE

I Son / Daughter of Shri
do hereby solemnly declare that the original Degree Certificate dated issued to me
by the Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi,
New Delhi-110068 on my having passed the Examination in
..... under University Enrolment No. has been lost/destroyed.

I have filled an F.I.R. with Police Station and a copy of
the same duly attested by a Gazetted Officer / First Class Magistrate is appended hereto.

I also undertake that if my Original Diploma / Degree / Certificate which has been lost, if put to any
unfair use by the person who may lay hands on it. I shall stand for the damages which may accrue from
such use.

Deponent

Signature:

Address:

.....

Verification:

Verified at this day of20 that the contents of my affidavit
are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature:

Designation:

Office Seal:



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

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Contact No: (Mobile No.)..... Landline No:.....

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

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

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

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

8. Fee details:

(The fee for Improvement in Division/Class is Rs. 750/- per course for Indian Students & Rs. 2000/- for SAARC Countries Students and \$60 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of "IGNOU" payable at New Delhi)

No. of Course(s): × Rs. 750/- or..... = Total Amount:

Demand Draft No.: Date: Issuing Bank:.....

9. Term-end examination, in which you wish to appear : June/December, 20.....

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

Exam. SCentre Code..... City/Town

.....

UNDERTAKING

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

Date:.....

Signature.....

Place:

Name:.....

P.T.O.

RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS

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

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Block-12, Maidan Garhi,
New Delhi-110068**



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

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

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

1. Name :

2. Programme: Enrolment No:

3. Address:

.....
..... Pin

4. Contact No. (Mobile No.) : Landline No.

5. Reason for early declaration of result:

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

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

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

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

Exam. Centre Code:

Address of Exam. Centre: _____

8. **Fee detail:**

(The fee for early declaration of result is Rs. 1000/- per course for Indian Students & Rs. 1200/- for SAARC Countries Students and \$50 for Non-SAARC Countries Students, which is to be paid through demand draft drawn in favour of 'IGNOU' payable at the City of Evaluation Centre)

No. of Course(s): × Rs. 1000/- or = Total Amount:

Demand Draft No.: Date:

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O.

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.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Delhi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneswar-751013 Orissa	Bhubaneswar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deoghar.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

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): × Rs. 100/- = Total Amount:

Demand Draft No.: Date:

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

UNDERTAKING

I hereby undertake that the answer script(s), for which photocopy(ies), applied for, 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:

P.T.O.

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:-

Sl. No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Kaloor, Cochin-682 017 Kerala	Kochi, Trivandrum, Vatakara, Chennai, Madurai, Hyderabad, Vijayawada, Visakhapatnam, Bangalore, Bijapur, Panaji, Port Blair.
2.	Deputy Registrar Regional Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	Delhi-1, Delhi-2, Dlehi-3, all Schools, Divisions, Centres, Units & Institutes at Headquarters, International Division and answer scripts received from other Evaluation Centre/ Sources if and when any.
3.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Sunny Lodge, Nongthymmi, Nongshilliang Shillong-793014 Meghalaya	Shillong, Guwahati, Jorhat, Itanagar, Imphal, Agartala, Gangtok, Kohima, Aizwal.
4.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building C/1, Institutional Area, Bhubaneshwar-751013 Orissa	Bhubaneshwar, Koraput, Kolkata, Siliguri, Raghunathganj, Patna, Bhagalpur, Darbhanga, Saharasa, Deogarh.
5.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building Opp. Nirma University Sarkhej- Gandhi Nagar Highway Chharodi, Ahmedabad-382 481	Ahmedabad, Rajkot, Mumbai, Nagpur, Pune, Jodhpur, Jaipur
6.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building 12, Arera Hills, Bhopal-462 011 Madhya Pradesh	Bhopal, Jabalpur, Raipur, Ranchi
7.	Deputy Registrar Regional Evaluation Centre IGNOU Regional Centre Building B-1/33, Sector-H, Aliganj, Lucknow-226 024	Lucknow, Varanasi, Aligarh, Noida, Karnal, Chandhigarh, Khanna, Dehradun, Jammu, Srinagar, Shimla.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(STUDENT EVALUATION DIVISION)**

APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT

IMPORTANT:- FOR INSTRUCTIONS: PLEASE SEE REVERSE

1. Name :
2. Programme: Enrolment No:
3. Address:
.....Pin
4. Contact No: (Mobile No.)..... Landline No:
5. Purpose for which, transcript is required:.....
.....

6. **FEE FOR THE OFFICIAL TRANSCRIPT:- (Please note: Per transcript means one photocopy of one certificate, hence, each photocopy, which is required to be attested by the University will be charged on the following prescribed rates):**

- (i) Rs. 300/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute within India.
- (ii) Rs. 500/- per transcript for Indian Students, if transcript is required to be sent to the Student/Institute outside India.
- (iii) Rs. 600/- per transcript for SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and Rs. 1200/- per transcript for the same students, if transcripts is required to be sent to the outside India.
- (iv) \$60 per transcript for Non-SAARC Countries Students, if transcript is required to be sent to the Student/Institute within India and \$120 per transcript for the same students, if transcript is required to be sent to the outside India.

**(THE REQUISITE FEE IS REQUIRED TO BE PAID THROUGH DEMAND DRAFT
DRAWN IN FAVOUR OF 'IGNOU' PAYABLE AT NEW DELHI)**

7. **No. of Transcript(s) required:** × Rs.300/- or Rs.500/- or = **Total Amount:** Rs.....
Demand Draft No.: Date:..... Issuing Bank:
8. Mention the Name of Student/Programme & Enrolment No. at back side of above demand draft.
9. Name & Address of the University/Institute/Employer/Student (In capital letters) to whom transcript is required to be sent (Attached a separate list, if required):-
.....
.....
.....
10. **If, the Transcript is required to collect Personally : Name**.....
Mobile No......(Please see Instructions in back-side at Point-C)

Date:.....

(Signature of the student)

P.T.O.

INSTRUCTIONS FOR “OFFICIAL TRANSCRIPT”

(A) The filled in form duly signed by the student with the requisite fee & documents may be sent to:-

**The Registrar,
Student Evaluation Division, Indira Gandhi National Open University,
Block-12, Maidan Garhi, New Delhi-110068 (INDIA)**

(B) The students are required to enclose same number of legible photocopies of both sides of the statement of Marks-sheet/Grade Card/Provisional Certificate and Degree Certificate etc. issued to them, as the number of transcripts are required. Each photocopy of the certificate is chargeable as mentioned at prescribed format under Point No.-6. Incomplete application will not be entertained.

(C) If the Student/Applicant has applied for Official Transcript and wants to collect the same **Personally or By Hand himself/herself from the Section Officer, Exam.-III Section of SED, Block-12, Room No. 10, IGNOU, Maidan Garhi, New Delhi-110068 (India)** then He/She is required to mention such information & Mobile No. under Point No. 10 in prescribed format for calling them provided that He/She has to produce the valid Original Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License or Passport etc. for signature/photograph/residential Id. Proof. at the time of collecting their Transcripts.

Note:- If the student want to collect his/her transcript by-hand through any other person from the above Section then the receiver has to produce all above documents of the student alongwith “Authorization-Letter” of the concerned student. The person who want to receive the Transcript(s) on behalf of the student, has to produce his/her valid Original Identity Proof for signature/photograph/residence etc. like Identity Card/Votter Card/Aadhar Card/PAN Card/Driving License etc.and he is also required to submit the copies of the same to this Section at the time of collecting the Transcript.

(D) The University has been sending/dispatching the “Official-Transcripts” under sealed envelope(s) through Indian Speed Post Services and the normally, the Exam-III Section of SED takes minimum 15 days for the issuance/dispatching the “Official Transcript(s)” after receiving the Application-Form of the student at this Section but “Dispatching/Issuance time depends on furnishing the Verification Report by another Sections and circumstances surrounding the case.

(E) As per the requirement, the demand draft of requisite fees should be reached to this Division prior to 60 days or earlier from the expiry of the same demand draft for smooth transaction with the bank.

(F) Under the existing procedure, the University issues the “Official Transcripts” on “University Letter-Head” duly signed & verified on current status of each copy of Mark-sheet/Grade-card/PC/ Degree Certificate etc. by the authorized Officer on behalf of the Registrar (SED) or Controller of the Examinations, containing the following information therein:-

i) Attested copies of Mark-sheet/Grade-card/PC/ Degree Certificate etc. including detailed information about the “Programme” completed by the Student / Details of the Courses/ Scheme of Assessment of Student’s Performance / Minimum Standard for Completion of the Courses and Programme / Scheme of Study / Duration of Programme / Year of Admission & Completion of Programme / Mode of study / Medium of study etc. This information is based on the current status of the Mark-sheet/Grade card.

ii) Recognition of the University and authenticity of its Degrees/Diploma etc. It is also clarified in the “Official Transcript” that the University does not issue Year-wise/Semester-wise Mark-sheet/Grade-card but issue a comprehensive Mark-sheet/Grade-card after successful completion of the programme to the students.

(G) The inquiry about status of the “Official Transcript” submitted by the student/applicant can be obtained from “**Official Transcript Counter**” **Exam.-III Section of SED (Block-12, Room No. 10), IGNOU, Maidan Garhi, New Delhi-110068** personally or on **Telephone No. 011-29572210** between Monday to Friday during Office hours after 15 to 25 days of receiving the Application Form at this Section.

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

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

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

Apex Committee Against Sexual Harassment (ACASH)

Prof. Anju Sahgal Gupta, Chairperson, SOH	011-29572776	anjugupta7@gmail.com
Ms. Ghazala Parveen, Prod. Asstt., EMPC	011-29573286	ghazala.syed.mail@gmail.com
Ms. Kailash Saluja, A.R., MPDD	011-29572006	kailashsaluja@ignou.ac.in
Prof. Jyantika Dutta, Lady Irwin College		

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Uma Medury, Chairperson, SOSS	011-29572741	umamedury@ignou.ac.in
Dr. Gurmeet Kaur, Associate Professor, SOL	011-29572984	gurmeetkaur@ignou.ac.in
Dr. Neera Singh, Associate Professor, SOH	011-29572790	neerasingh@yahoo.com
Dr. Rakhi Sharma, Associate Professor, SOET	011-29572923	rakhis@ignou.ac.in
Mr. Raveendran P. T. , AR, F&A	011-29571211	
Ms. Renu Katyal, AR, SOA	011-29572977	renu@ignou.ac.in
Ms. Rashmi Sarpal, PS, SOSS	011-29572702	rashmisarpal@ignou.ac.in
Ms. Parineeta, Assistant, SOTHSM	011-29571758	
Ms. Swati Pal, Ph.D in Chemistry		
Dr. Taisha Abraham, Associate Professor		
Ms. Naina Kapoor, Director (Sakshi, NGO)		

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Bini Toms, Chairperson, Dy. Director, RSD	011-29572407	binitoms@ignou.ac.in
Dr. G. Mythili, Dy. Director, STRIDE	011-29572614	gmythili@ignou.ac.in
Ms. Azra Arshad, Maintenance Engineer, EMPD		
Ms. Neeru Sayal, EA, RSD	011-29572417	neerusayal115@mail.com
Dr. Radhika Menon, Asst. Professor, Mata Sundari College, Delhi University		

RCCASH for Regional Centres

Members of RSDCASH will recommend the panel of names for RCCASH for each Regional Centre, and nominated by the Vice Chancellor.