

Programme Guide

Certificate in Adolescent Health and Counselling (CAHC)



**School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Prof. Bimla Kapoor
Ms. Laxmi
Programme Co-ordinators

July, 2011

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Further information on Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi – 110 068

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi by **Prof. (Mrs.) Bimla Kapoor, Director**, School of Health Sciences, IGNOU, New Delhi.

Print Production: TR Manoj, Assistant Registrar (Pub.), SOHS, IGNOU, New Delhi.

Laser Typeset by: Graphic Printers, 204 Pankaj Tower, Mayur Vihar, Phase I, Delhi - 110091.

Printed at :

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PART - A

**University
School of Health Sciences**

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1. THE UNIVERSITY

1.1 Introduction

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- democratising higher education by taking it to the doorsteps of the learners
- providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- offering need-based academic programmes by giving professional and vocational orientation to the courses
- promoting and developing distance education in India
- setting and maintaining standards in distance education in the country as an apex body.

At present, IGNOU offers around 350 specially need based academic, professional, vocational, awareness generating and skill-oriented programmes, leading to certificates, diplomas and degrees (bachelor's, master's and doctoral).

1.2 Prominent Features

IGNOU has certain unique features such as:

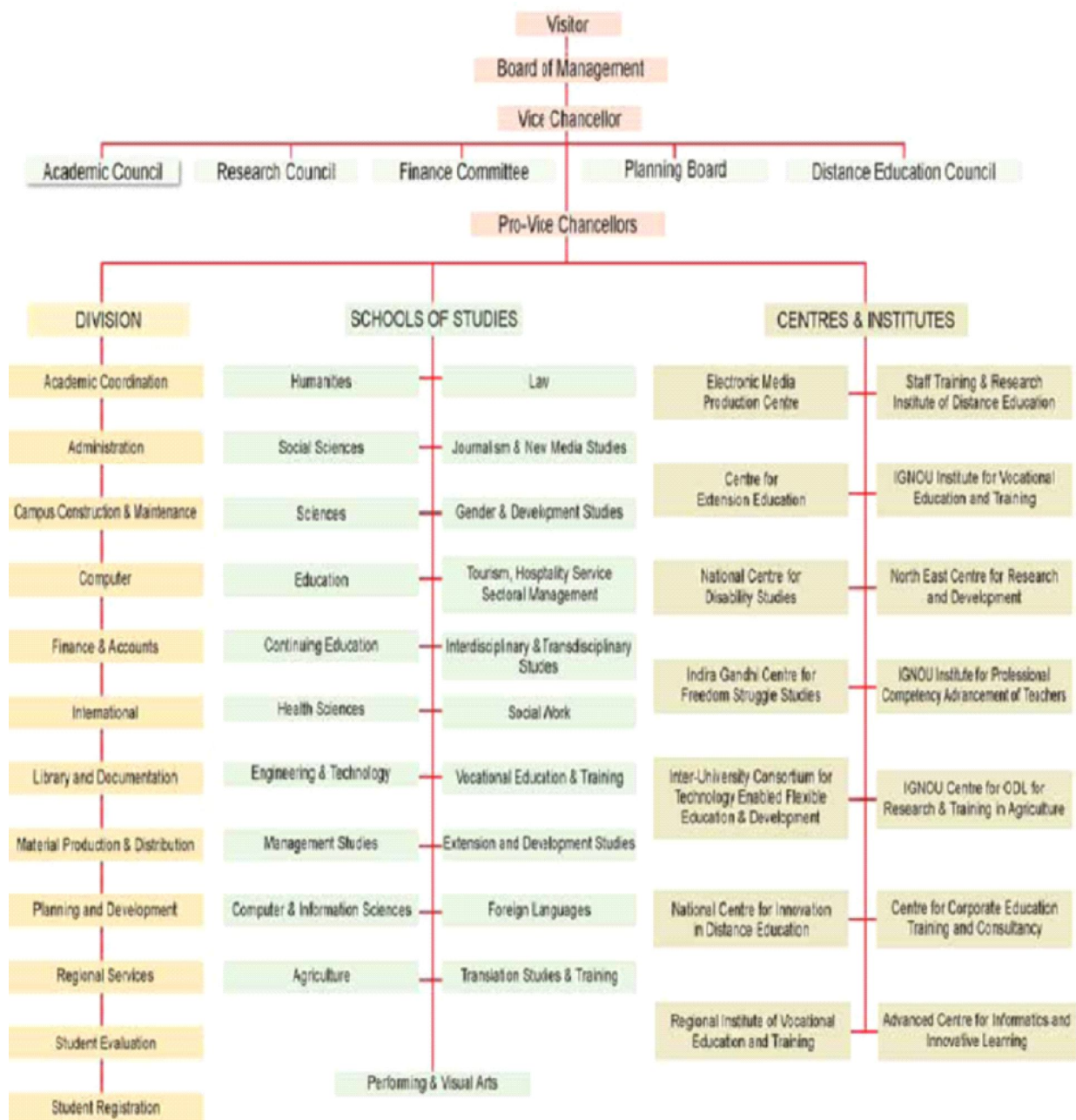
- international jurisdiction
- flexible admission rules
- individualised study: flexibility in terms of place, pace and duration of study
- use of latest information and communication technologies
- nationwide student support services network
- cost-effective programmes
- modular approach to programmes
- resource sharing, collaboration and networking with conventional Universities, Open Universities and other Institutions/Organisations
- socially and academically relevant programmes based on students need analysis
- convergence of open and conventional education systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Taking IGNOU programmes to African and West Asian countries including Maldives, Mauritius, Nepal and Seychelles in all to 35 countries.
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU.
- Launch of ‘Edusat’ videoconferencing channel (2 way video, 2 way audio)
- Launch of Gyan Vani and other dedicated educational FM channels.

1.4 Organizational Structure



1.5 Instructional Package

IGNOU's method of instruction differs radically from that of other conventional universities, Indira Gandhi National Open University has adopted a multimedia approach to instruction. The different components being: self – instructional materials, counselling sessions, both face to face and via teleconferencing mode. For courses in science, Computers, Nursing as well as engineering and Technology, arrangements have been made to enable students undertake practical classes at selected study centers.

The university provides a multi-media learning system comprising print, audio, video, radio, television, teleconferencing, interactive radio counselling, internet- based learning and face-to-face counselling

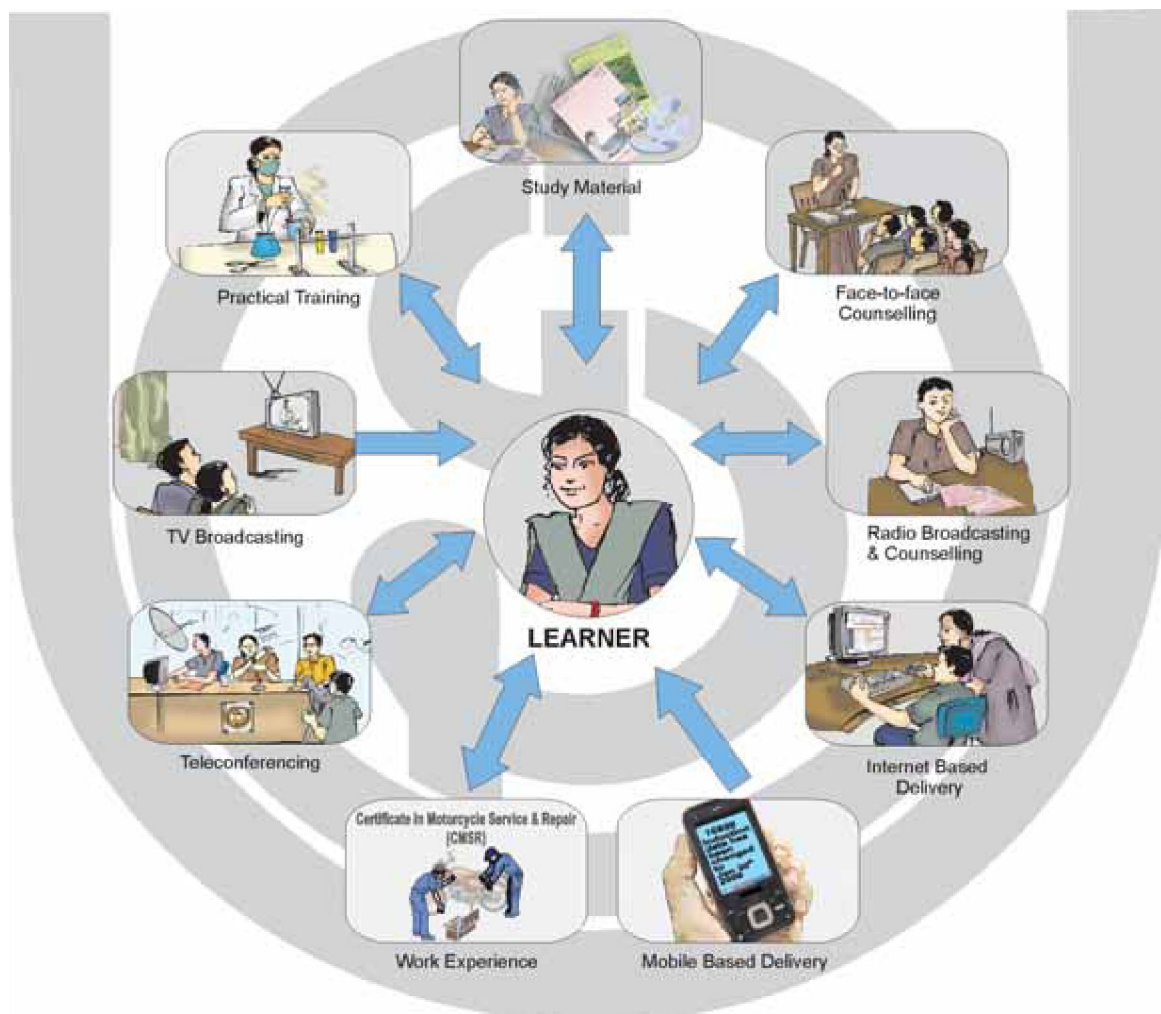


Figure: The learner-centric instructional system of IGNOU

1.6 Course Preparation

Learning material is especially prepared by team of experts drawn from different Universities of all over the country as well as in-house faculty. This material is scrutinized by the content experts, supervised by the unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly and video cassettes are produced in consultation with the course writers, in – house faculty and producers. This matter is previewed and reviewed by the faculty as well as

outside media experts and edited or modified, wherever necessary before they are finally dispatched to the Study Centers and Doordarshan.

1.7 Credit System

The University follows the 'Credit System' for most of its programmes. Each credit in our system is equivalent to 30 hours of student study comprising all learning activities (i.e., reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). Thus, a 4-credit course involves 120 hours of study. This helps the learner to know the academic effort he/she has to put in, to successfully complete a course. Completion of an academic programme (Degree or Diploma) requires successful completion of the assignments, practicals projects and the term-end examination of each course in a programme.

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centers, spread throughout the country. These Study Centers are co-ordinated by 62 Regional Centers and Recognised Regional Centers. At the Study Centers, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given in this handbook as Appendix I. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Evaluation System

The system of evaluation in IGNOU is also different from that of conventional universities. IGNOU has a multi-tire system of evaluation.

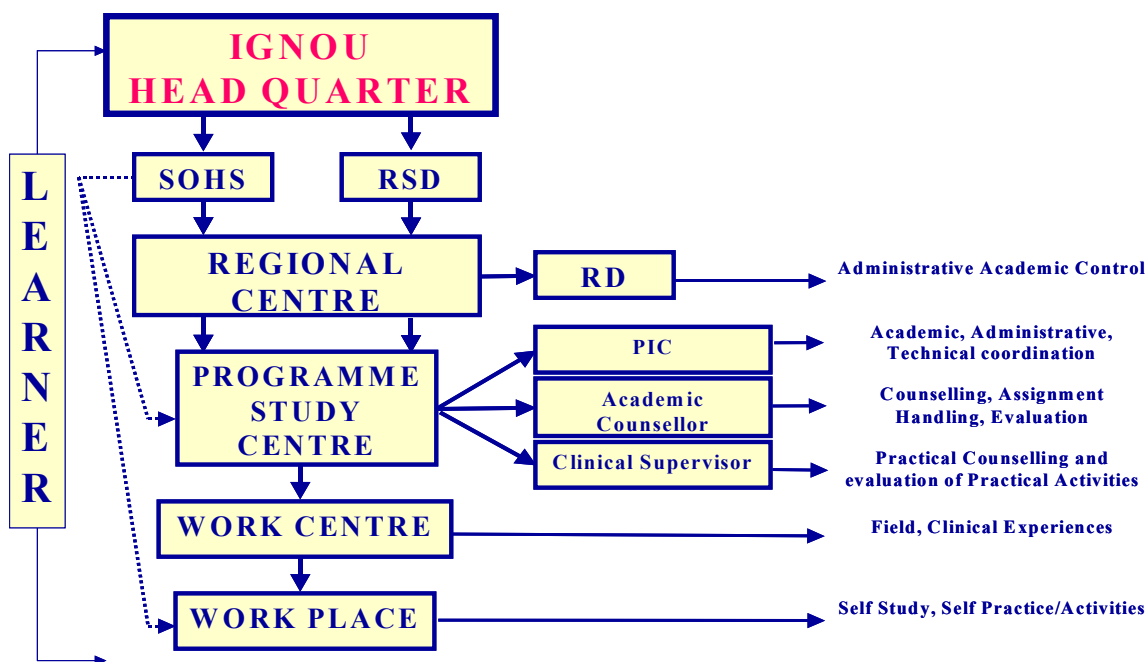
1. Self-assessment exercises within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked, practical assignments and seminar/workshops/extended contact programmes.
3. The term-end examinations.
4. Practical or Project works

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the Coordinator of the Study Centre concerned to which s/he is attached. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination is conducted at various examination centres spread all over the country and abroad in June and December.

1.10 Implementation Plan

Programme will be implemented through a network of study centres located in Schools and NGO. A team of teachers called as Academic Counsellors are trained to take contact sessions at study centres. This involves face-to-face counselling. Clinical supervisors will help in practicals i.e., supervised

activity at schools. Self-activities are carried out by the learner at their workplace. The Administrative control is through the regional centres in the states, RSD, School and IGNOU HQ at New Delhi



1.11 Common Terminologies used in Distance Learning

As a distance learning student it is important for you to familiarize yourself with the following terminologies which would be commonly used while you are pursuing this programme.

Programme

By a programme, we mean the curriculum or combination of courses in a particular field of a study. For example, Certificate in Competency Enhancement for ANM/FHW, Post-Basic B. Sc. Nursing Programme, Post Graduate Diploma in Maternal and Child Health, Health Care Waste Management. Diploma Programme in Management, Diploma Programme in Distance Education, M.A. English etc.

Course

The programme is divided into courses. In conventional system of education, when we talk of a course, we usually refer to a “subject” and “level” such as fundamentals of postgraduate chemistry, primary level maths, undergraduate biology and so on. In distance education, the term course includes more than this. It is used to describe the teaching materials and other components of the study. A typical distance education course will, for example, consist of a number of booklets of printed material, audio and video components, counselling/contact sessions, assignments, library work, laboratory work, project work etc.

Thus, each course consists of a few printed booklets called blocks, a few audios, a few videos, some assignments and whatever else may go with i.e., your programme consists of two theory courses and one practical course.

Theory course -1 titled **Fundamentals of Adolescence** and **Theory Course – 2** is named as **Issues & Challenges during Adolescence**

Block

A course is divided into blocks. The block appears in the form of a booklet of around 60/80 printed pages. Generally, each block represents one untitled theme e.g., Certificate in Adolescent Health and Counselling programme has four blocks in each theory course and title for block -1 of theory course -1 is fundamental of adolescents.

The text material is sent to the learners in the form of blocks as a learner may feel a greater sense of achievement each time s/he completes a block. A single big book can be threatening from the pedagogic point of view.

Remember that each course consists of a few blocks which appear as booklets.

Unit

The term unit, of course, in the context of IGNOU, is used to denote a division of a block, at one level in terms of the theme or topic/a lesson and at another level as the material used to teach the topic.

Each unit is broken into sections and sub-sections for the clarity of the presentation of concepts, information, illustrations etc.

Each unit is, thus an individual lesson and fits into the block it belongs to.

Credit

In IGNOU, the student study hours are measured in credit systems. One credit is equivalent to 30 learning hours. Each block of your theory represents one credit i.e., a learner on an average would require 30 hours to complete reading a block and attempting the associated assignments.

Study Centres

Although the Open University system demands a student to work mainly at home, face-to-face interaction is also essential. This face-to-face interaction serves to solve administrative as well as academic problems faced by the students. To facilitate this, study centres are chosen all over the country. Study centres function under the regional centres. For professional programmes study centers are established.

Programme Study Centre

For professional programmes, Programme Study Centres (PIC) are established which also function under the Regional centres of IGNOU.

Academic Counsellor

Teachers identified and trained in the programme offered by IGNOU to guide the students for theory and practical training.

Academic Counselling

It encompasses all types of teacher-learner interaction that are aimed at facilitating learning. Such interaction may mainly be tutorial in nature with various aspects of counselling featuring in between.

However, sometimes interaction may exclusively be in the nature of counselling. Such counselling may be at (i) the pre-enrollment or pre-entry stage, (ii) the stage of induction into a programme, (iii) the stage of submitting the first assignment, (iv) the stage of initiation into any new activity such as a lab-course, a hands-on experience in a computer programme, preparation of a project-proposal etc. (v) the pre-exam stage and (vi) the post-programme stage.

While tutorial interaction is subject-centered (Centering around presentation, exposition, explanation, illustration, demonstration and other pedagogical activities related to the course-content), counselling is learner-centered seeking to help learners identify their individual problems, the causes behind such problems and the means and ways of overcoming or circumventing such problems so as to enhance the possibilities of effective learning. Academic counselling may be provided in face to face situation, through tutor comments on assignment-response, through correspondence or over telephone and interact where possible.

Assignment

A learning task (consisting of essay type questions, or short answer questions, or an activity, or a project, etc.) that a distance learner undertakes during his/her studies. At IGNOU, besides being used as a means of didactic communication, it is used as an instrument of continuous assessment that carries 30% weightage of final score. The assignment can be of two types: Tutor Marked Assignments (TMAs) and Computer Marked Assignments (CMAs). Obviously, assignments are used for two purposes: to provide guidance through tutor comments, and to assess learner achievement through grading / marking.

1.12 University Rules

Reservation

The university provides reservation of seats for Schedule Castes, Scheduled Tribes, Other Backward Classes, Ward of Parliamentary Forces and Physically Handicapped students as per the Government of India Rules.

Scholarships and Reimbursement of Fees

Reserved categories viz. scheduled castes/scheduled tribes and physically handicapped students, have to pay the fee at the time of admission to the university along with other students.

Physically handicapped students admitted to IGNOU are eligible for Government of India Scholarships. They are advised to collect scholarship form from the Directorate of Social Welfare Office or the Social Welfare Officer of the concerned state government and submit the filled-in form to them through the concerned Regional Director of IGNOU.

Similarly, for reimbursement of programmes fees, SC/ST students have to submit their scholarship forms to the Directorate of Social Welfare Office of the respective state government through the concerned Regional Director.

Term-End Examination and Payment of Examination Fee

The University conducts Term-end Examination twice a year in the months of June and December. Students will be permitted to appear in term-end examination subject to the conditions that 1)

registration for the courses, in which they wish to appear is valid, 2) minimum time to pursue these courses is elapsed, and 3) they have also submitted the required number of assignment(s), if any, in those courses by the due date. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in. Sample of a form is given in *Appendix II*.

Students are advised to:

- Remain in touch with the Study Centre/Regional Centre/SRE Division/website for change in schedule of submission of examination form or fee if any;
- Fill up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- Retain proof of mailing/submission of examination form till you receive examination hall ticket.

Examination fee @Rs.60/- per course (subject to change) is required to be paid either through online payment gateway, cash deposit on designated banks and also through demand drafts.

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 prospectus. 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. State codes are given in *Appendix III*.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-End Examination, the same could also be downloaded from the University's website [http:// www.ignou.ac.in](http://www.ignou.ac.in). In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam along with the I-Card. **Carry your ID card issued by the university during examination days.**

Change or Correction of Address

There is a printed Proforma for a change/correction of address at your Programme Study Centre given in *Appendix – XIII*. This performa is normally sent to you along with the study material. In case there is any correction or change in your address, you are directed to make use of that printed proforma. The contact address is **The Registrar, SR&E Division, IGNOU, Maidan Garhi, New Delhi-110 068**. You are advised not to write letters to any other officer in the University in this regard. Normally, it takes four to six weeks to effect the change. Therefore, you are advised to make your own arrangements to redirect the mail to the changed address during the period.

Change of Study Centre

For the purpose of change of Programme Study Centre you have to send a request to the Regional Director of your Regional Centre. A copy of the same may be sent to Student Registration and Evaluation Division at the Headquarters.

Counselling facilities and practical contact facilities for a programme may have been over in the centres. As such you are advised to make sure that these facilities are available for the programme you have chosen at the changed centre. As far as possible, the request for change of Study Centre is considered, however the allotment of new Study Centre is subject to the availability of seats for the programme at the new centre asked for. It is changed either in the beginning of the programme or on completion of the particular year in when you want to change, this is to facilitate that you are able to attend the counselling and clinical fieldwork.

Change of Region

When you want transfer from one Region to another, you have to write to that effect to the Regional Centre from where you seek a transfer making copies to the Regional Centre where you would like to be transferred to and to the Registrar (SR&E), New Delhi. Further, you have to obtain a certificate from the Programme In-charge of the Programme Study Centre from where you are seeking the 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 (SR&E). The records are normally sent by Registered Post to guard against loss in the postal transit.

Issue of Study material and assignment

Regional centres will be dispatching the study material and assignment to the students. Students can download the assignment from the IGNOU website www.ignou.ac.in then click students zone click Assignments and then click under respective programme. Application form for non-receipt of study material and Assignments given in Appendix V.

Submission of Assignments

Dates are notified on the front page of each assignment. Normally the dates are 30th April for January session and 31st October for July session. Attach an assignment remittance-cum-acknowledgment slip with the assignment. Sample is given in Appendix VI.

Tutor Marked Assignments (TMA) is to be sent to the concerned study centre. Students are advised to ensure collection of evaluated assignments along with assessment sheet (Evaluator Comment Sheet) from the study centre.

Guidelines for submitting the assignment

- 1) Preparing the front page: On the top of the first sheet write as below:

Enrollment Number

Name

Address

.....

.....

Pin Number

E-mail

Course Title

Assignment No.

Date of Submission/Posting

- 2) Use A4 size paper for response.
- 3) Leave 1-1½ inch margin on the left side of the paper.
- 4) Leave at least 4 lines in between each answer.
- 5) Write each assignment separately.
- 6) This will help the counsellor to write comments.
- 7) Make sure you have answered all questions and your assignment is complete.
- 8) Answer on the basis of blocks send to you. Information given in a unit is enough to answer the question.
- 9) Write assignment in your own **handwriting**.
- 10) Write answer in your own words; do not copy from the text. Be precise.
- 11) Do not copy from another student otherwise it will be returned or awarded less marks.
- 12) Put your signature at the end.
- 13) Keep a copy of assignment with you.
- 14) Attach acknowledgement form given in Appendix 6 along with the assignment.
- 15) Submit your assignment according to the submission date indicated in the assignment.
- 16) If you do not get back evaluated assignment within a month after submission, collect the assignment personally from the study centre.
- 17) In case you have requested for change in programme Study centre, submit your assignment to your original programme study centre until officially your centre is changed.

Result Declaration and Grade Card

Result is declared after the evaluation of answer script of TEE, final practical examination evaluation of self, supervised activities and assignment. Grade card and result can be viewed by the learner on the IGNOU website. Provisional certificate is issued to the student after the successful completion of the programme with a requisite of a learner. Application form for issue of provisional certificate along with grade card is issued to the student after the successful completion of the programme given in Appendix VII and for duplicate statement of marksheets, application form is given in Appendix XII.

Rules and regulation for re-evaluation of answer scripts

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later. Application form for re-evaluation of answer script is given in **Appendix VIII**.
- 2) The date of declaration of result will be calculated from the date of result are placed on the IGNOU website.
- 3) After re-evaluation the better of the two scores of original marks/grade and marks/grade after re- evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also be made available on the IGNOU website at www.ignou.ac.in 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 practical's/lab courses, Workshops, Assignments and Seminar etc.
- 6) On the top of the envelope containing the prescribed application form, please mention 'APPLICATION FROM FOR RE- EVALUATION OF ANSWER SCRIPTS'.
- 7) Application form must reach within the prescribed dates at the following address: -
The Registrar, student Evaluation Division Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.

Rules and 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:
 - a) 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.
 - b) 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 of 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 fate of the examination for the course(s) for which early evaluation is sought: The Registrar, Student Evaluation Division. Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Application form for early declaration of result is given in Appendix IX.

Re-admission

The students who are not able to clear their programme within the maximum duration can take re-admission for additional period in continuation of the earlier period as under:

Programmes	Duration Period	Re-admission Period
Certificate Programmes	6 Months	6 Months
Diploma Programmes	1 Year	1 Year
Bachelor's Degree Programmes	3 Years	2 Years
Master's Degree Programmes	2 Years	2 Years

For re-admission the student has to make pro-rata fee for each incomplete course. The details of prorata fee and the Re-admission Form is available at the Regional Centres and also in the Website for the courses which they have not been able to completed. For further details, please see the website. The students who fail to pay the prescribed full programme fee during the maximum duration of the Programmes shall have to pay full fee for the missed years in addition to pro-rata course fee for readmission. Requisition form for re-admission is given in Appendix XI.

Rules and regulation 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 from 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) long with 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 along with a copy of the answer script supplies to them within 15 days. No other query regarding evaluation of answer script shall be entertained.
- 6) The students, who intend to apply for photocopies of the answer script (s), may simultaneously apply for-
- 7) Application form must reach within the prescribed dates at the following address:

The Registrar, Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Application form for obtaining photocopy of answer script is given in Appendix X.

2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences was set up in 1991 with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.

The school is pioneer in developing competency based programme in various disciplines of Health Sciences. Innovative approaches in nursing and medical programmes include hands-on training which is provided through diversified approaches of a network of colleges and districts level hospitals. Programmes are being developed so as to revolutionize career opportunities available to nursing and medical professionals.

The main function of the school are as follows:

- Planning, Developing and launching of academic programmes at various levels for different categories of health personnel.
- Disseminating health related knowledge for general public.
- Research on health related issues

Programmes Offered

Ph.D Programme in Nursing

Post Bachelor of Science in Nursing [(B.Sc.N.) (PB)]

Post Graduate Diploma in Matrnal and Child Health (PGDMCH)

Post Graduate Diploma in Hospital and Health Management (PGDHHM)

Post Graduate Diploma in Geriatric Medicine (PGDGM)

Post Graduate Diploma in Clinical Cardiology (PGDCC)

Post Graduate Diploma in Acupunture (PGDACP)

Post Graduate Diploma in District Health Management (PGDDHM) Programme

Post Graduate Certificate in Endodontics (PGCE)

Post Graduate Certificate in Oral Implantology (PGCOI)

B.Sc. (Hons.) in Optometry and Ophthalmic Techniques (BSCHOT)

Diploma in Nursing Administration (DNA)

Certificate in Competency Enhancement for Auxiliary Nurse Midwife (ANM)/Female Health Worker

(FHW) (CCEANM)

Certificate in Maternal and Child Health Care (CMCHC)

Certificate in Newborn and Infant Care (CNIC)

Certificate in Health Care Waste Management of South-East Asian Countries (CHCWM)

Certificate in Diabetes Care for Community Worker (CDCW)

Certificate Programme for Home Based Care Providers (CHBCP)

Programmes to be Launched

Post Doctoral Certificate in Dialysis Medicine

Post Graduate Diploma in HIV Medicine

Post Graduate Diploma in Bio-Ethics

Diploma in Critical Care Nursing (DCCN)

Certificate in Adolescent Health and Counselling

PART - B

Certificate in Adolescent Health and Counselling

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3. CERTIFICATE IN ADOLESCENT HEALTH AND COUNSELLING (CAHC)

3.1 Rationale

This programme has been developed to help teachers for understanding needs and concerns of adolescent. It will also help teachers to identify related issues and challenges and their possible solution to help adolescents to enjoy their adolescence phase with less harm to their personality

Certificate in Adolescent Health and Counselling is a 6 months programme of 14 credits (Theory 12 credits, practical 2 credits) for School Teachers and Graduate. This programme has been developed to help teachers to understand needs and concerns of adolescent. It will also help teachers to identify related issues and challenges and their possible solution to help adolescents to enjoy their adolescence phase with less harm to their personality.

3.2 Programme Objectives: The programme will enable the teacher to

- strengthen their knowledge in understanding needs and concerns of adolescent
- build knowledge on physical cognitive, emotional and psychological changes in adolescent.
- develop skills in handling the challenges related to adolescents.
- identify their role in life skills education and provide preventive counselling to adolescent.

3.3 Target Group

Teachers who are teaching in primary, middle, higher, secondary & secondary school and Graduates.

3.4 Duration of the Programme - Minimum six months and Maximum two years

3.5 Number of Seats - 30 Students per Programme Study Centre

3.6 Medium of Instruction - English

3.7 Proposed Programme Fee - Rs. 1500/- per student (Subject to change)

Fee should be paid via Demand Draft drawn in favour of IGNOU payable at your state Regional Centre.

Write your name and programme title at the back of the Demand Draft.

4. PROGRAMME STRUCTURE AND SYLLABUS OF THE COURSES

4.1 Programme Structure

The programme consists of 14 credits (12 credits in theory and 2 credits in practical) and has Two Theory and One Practical course as given below:

Total	14 Credits	Total Hours	420
Theory	12 Credits	Theory Hours	360
Practical	2 Credits	Practical Hours	60

Table 1

Counselling Face-to-Face : 10% i.e. 36 hours

Contact Session 6-8 hours for supervised activities at study centre

Course Code	Title	Credits	Total Hours	Counselling session hours	No. of Assignment
CNSAH-001	Fundamentals of Adolescence	06	180	18	}
CNSAH-002	Issues and Challenges During Adolescence	06	180	18	
	Total	12	360	36	

Table 2

Counselling session will be held at study centres, 100 percent attendance is compulsory.

Practical Course

Course Code	Title	Credits	Total hours	Contact hours	Self Activity hours
CNSAHL-001	Practical Manual on Adolescent Health	02	60	6 to 8 hours	52 to 54

Table 3

Practical contact session will be conducted at schools or NGO centre. 100 percent attendance is compulsory.

4.2 Syllabus of the Course

Theory Courses

Total Courses-2

For Theory Course -1

Title of the Course: Fundamentals of Adolescence

Total Blocks - 4

Block – 1 Adolescence - An overview

Unit – 1 Introduction to Adolescence

Unit – 2 Needs and Concerns of Adolescents

Unit – 3 Policies and programme

Block – 2 Growth and Developmental During Adolescence

Unit – 1 Physical Changes in Boys and Girls

Unit – 2 Cognitive Changes

Unit – 3 Emotional and Psychosocial Changes

Block – 3 Reproductive and Sexual Changes

Unit – 1 Structure and Functions of Male Reproductive Organ (Changes)

Unit – 2 Structure and Functions of Female Reproductive Organ (Changes)

Unit – 3 Pregnancy

Block – 4 Adolescent Sexuality

Unit – 1 Sex and Sexuality

Unit – 2 Gender

Unit – 3 Myths and Misconception Related to Sex and Sexuality

For theory course - 2

Title of the course: Issues & Challenges during Adolescence

Total Blocks - 4

Block-1 Health issues of Adolescents

Unit – 1 Health and Hygiene (Including Menstrual Hygiene)

Unit – 2 Nutrition

Unit – 3 Substance Abuse

Block - 2 Psychosocial Issues of Adolescence

Unit – 1 Adjustment and Conduct

Unit – 2 Peer Influence

Unit – 3 Stress

Unit – 4 Depression and Suicide

Unit – 5 Media Influence (Pornograph)

Block - 3 Reproductive & Sexual Health Issues

Unit – 1 RTI/STI and HIV & AIDS

Unit – 2 Sexual Harassment /violence

Unit - 3 Early marriage & Teenage pregnancy

Unit - 4 Unsafe Abortion & Contraception

Block - 4 Teachers Role and responsibilities for Adolescents

Unit – 1 Life Skills (Personality development)

Unit – 2 Communicating with Adolescents

Unit – 3 Guidance and Counselling

Unit – 4 Counselling strategies and skills

Unit – 5 Scholastic Issues (Career Plan)

For practical course

Title of the course: Practical manual on Adolescent Health

Practical – 1 Health Assessment of Adolescents

Practical – 2 The Assessment of Specific Problems in Adolescents.

Practical – 3 Counselling With Adolescents

Practical – 4 Case study

In Practical – 1

Activity 1 Assessment of issues and concerns of the developmental stages

Activity 2 Helping the students to do Self-assessment for self-esteem

Activity 3 Assessing interpersonal relationship

Activity 4 Psychosocial assessment

Activity 5 Assessment for Emotional factor

Activity 6 Assessment for cognitive development

In Practical – 2

Activity 1 Assessment of adolescent for depression

Activity 2 Assessment of adolescent for any suicidal ideation

Activity 3 Assessment of adolescent for the Post traumatic Stress Disorders

Activity 4 Assessment of adolescent for the Phobic Disorders

Activity 5 Assessment of adolescent for the Sexual Abuse & Harassment

Activity 6 Assessment of adolescent for the Substance Abuse Disorders

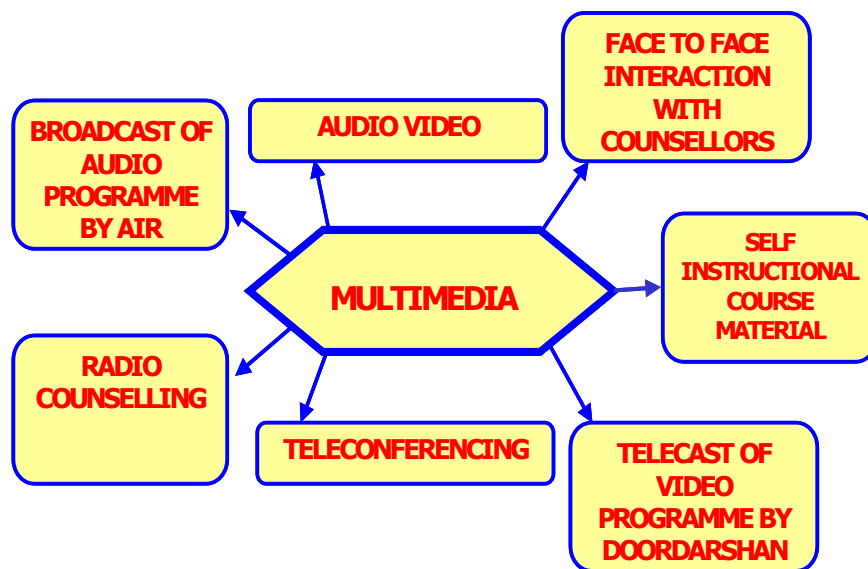
Activity 7 Assessment of adolescent for the Eating Disorders

In Practical – 3

Activity 1 Classify the problems faced by at least 10 adolescents and tabulate the measures required to solve their problems. Identify the best suited measure among adolescents.

In Practical – 4 Preparation of Case Study

5. INSTRUCTIONAL PACKAGE



5.1 Self –instructional Course Material

The printed study material for both theory and practical components of the programme will be supplied to the learners.

5.2 Counselling Sessions / Face to Face Teaching

You are requested to attend theory counselling and practical sessions at programme study centre. The scheduled date and time will be informed by the Programme In-charge.

5.2.1 Theory Course Counselling

Theory Counselling/Training will be organized in Programme Study Centers located in Schools/NGO/NSS. Learners are requested to attend counselling sessions at Programme Study Centres. There will be total of 18 counselling sessions approximately 6 days (36 hours) for two theory courses. Each counselling session will be of 2 hours of duration. You will be attending theory sessions as six hours per day. The face-to-face counselling will be supplemented by Teleconferencing and Radio counselling telecast etc. Attendance in counselling will be compulsory and mandatory for appearing in Term End Examination (TEE).

Course wise scheme for counselling sessions is given in *Table 1*.

5.2.2 Practical Sessions

Practical course will help you to learn new skills or build upon already learned skills. These will help you to review your knowledge regarding Adolescent growth and development. Further activities help you to identify the problems related to health, psychosocial issues etc. You will be able to handle the problems related to Adolescence and you will be to plan possible intervention to solve their problem. In practical you will find list of activity at the end of each section which are further classified as self and supervised activities. The marks are allotted for each activity which will be added in your evaluation at the end. Therefore, you have to carry out all the practicals in self and supervised activities in real earnest not only for evaluation but to learn new skills, to become a competent Adolescent Friendly Teacher and Counsellor.

5.2.3 Self-activities and Supervised Activities

You will carry out self activities at your work place, Supervised activities are carried out under the supervision of your clinical supervisor. You will have to prepare a case study. Prepare a separate practical file for self activities and supervised activities. Submit these to your clinical supervisor for evaluation.

There will be 6 to 8 hours for practical contact sessions. Submit these to your clinical supervisor for evaluation.

The scheme of Contact Hours/Practical Training Hours is given in *Table 2* below.

5.3 Teleconferencing

Teleconferencing is a one-way video and two-way audio facility. During teleconferencing session, you will get an opportunity to interact by phone facility or Fax with the resource persons/experts who participate in teleconferencing sessions and clear your doubts immediately.

The teleconferencing facility will be available at the regional centre and many study centres. The teleconferencing schedule will be sent to the programme in-charge and regional director who would inform the students. Teleconferencing is done through the Gyan Darshan Channel. You must regularly attend these sessions. This will help you to clarify doubts and interact with other learners all over the country.

5.4 Radio Counselling

Radio counselling will be held once in 3 months through F.M. and students can ask questions free of cost with phone in facilities right from your home. A toll free telephone number 110012345 has been provided for this purpose.

5.5 Audio-video Programmes

Audio and video programmes for each course will be prepared to support your learning. These Audio Video programme in the form of cassettes will be available at all PSC. These Audio and Video cassettes will be provided for viewing and listening. You can also hire the cassettes for viewing and listening.

5.6 Attendance

You will be required to complete 90% attendance in theory counselling to become eligible for appearing in Term End Examination. Similarly, you will be required to complete 90% attendance in practical contact sessions to become eligible for appearing in practical examination.

6. HOW WILL YOU STUDY THE COURSE MATERIAL?

Theory Course

The students of distance education system are adult learners. Hence, the self-instructional materials are written with the objective and style so as to make the reading interesting and easily understandable. A schematic representation of the design of units is given below to facilitate your access to the contents.

Unit X*

X.0 Objectives

X.1 Introduction

X.2 Section 1 (Main Theme)

X.2.1 Sub-section 1 of Section 1

X.2.2 Sub-section 2 of Section 1

.....
.....

Check Your Progress

X.3 Section 2 (Main Theme)

X.3.1 Sub-section 1 of Section 2

X.3.2 Sub-section 2 of Section 2

.....
.....

Check Your Progress

Check Your Progress

X.m Let Us Sum Up

X.n Answers to Check Your Progress

* 'X' stands for the serial number of the unit concerned.

Please start reading from the very beginning of the block i.e., Block Introduction which gives you an idea of contents of a block and then go through the units. In each unit read the objectives, introduction and then the text. The objectives explain briefly:

- What we have presented in the unit, and
- What we expect from you once you complete working on the unit.

After going through the unit you should be able to:

- 1) Learn about the title presented in each unit, under each sub sections.
- 2) The unit introduction tells you about the content of the unit. The text gives you the content that you need to learn.
- 3) The last section of each unit under the heading ‘Let Us Sum Up’ summarises the whole unit for purposes of giving brief summary and revision of the entire unit.

In each unit there are self-check exercises under the caption ‘Check Your Progress’ at a few places in each unit. Do not skip these exercises. The answers to these exercises are mentioned at the end of the unit. This exercise further enhances your learning of topic and revision helps in better grasping of knowledge.

Broad margins in the booklets are there for you to write your notes on. Do use these margins. This will help you prepare for the examination.

7. EVALUATION

IGNOU has three tier evaluation system:

- 1) Self-assessment exercises within each unit of study.
- 2) Continuous evaluation through assignments
- 3) Term-End Examination

7.1 Theory

For theory course, evaluation consists of two aspects continuous evaluation through assignments.

Term-End Examination (TEE). You need to score 50 percent marks in assignment separately and 50 percent marks in TEE separately to complete the course successfully.

Term-End Examination is conducted twice in year i.e. June and December. Fill the examination form along with the examination fee Rs. 60/- per course via Demand Draft in favour of IGNOU payable at New Delhi. You can fill online examination form available on www.ignou.ac.in

7.1.1 Scheme of Examination

Course Code and Name	Continuous Evaluation TMA Marks	TEE Duration Hours	Term-End Examination (TEE) Marks
CNS AH-001 Fundamentals of Adolescence	30	3	70
CNS AH-002 Issues and Challenges during Adolescence			
			Total 100 Marks

Table 4

7.2 Practical

- 1) Continuous evaluation through self Activity and Supervised Activity:
- 2) Final Practical Examination

You need to score 50 percent marks in self activities separately, 50 percent marks in supervised activities separately and 50 percent marks in final practical examination separately to complete the course successfully.

Final Practical Examination will be conducted at the centre where you had practical sessions and will be conducted before theory examination.

7.2.1 Scheme of Examination

Course Code and Name	Self Activity Marks	Supervised Activity Marks	Practical Examination Marks
CNS AHL-001 Practical Manual on adolescent Health	25	25	50
Total 100 Marks			

Table 5

7.3 Modalities for Conducting a Final Examination

Examination date sheets (schedule which indicates the date and time of examination for each course) are sent to all the Study Centres and website www.ignou.ac.in in advance. The same is also notified through IGNOU Open Letter from time to time. Thus, normally the date sheet for June examination are sent in the month of January and December examinations in the month of July.

It is essential to submit the Examination form for taking examination. Copies of the examination forms are available at Study Centre/Regional Centers/SE Division at Headquarters. A copy is also enclosed here at Appendix II. You can take photocopy this form and use it. The fee of the examination is Rs. 60 per course (subject to change).

The filled-in examination form is to be submitted to the Assistant Registrar (SED), Indira Gandhi National Open University, Maidan Garhi, New Delhi -110 068. The last date for submission of examination forms are 31st March for the examination to be held in June and 30th September for examinations to be held in December.

After receiving the examination form from you, the University will send intimation slip to you before the commencement of examinations. If you do not receive the intimation slip 15 days before the commencement of examination, you may contact your Programme Study Centre/Regional Centre/ SED Division at headquarters. If your name is registered for examinations in the list sent by the Study Centre, even if you have not received intimation slip or misplaced the intimation slip, you can take the examination by showing your identity Card (Student Card) to the examination centre superintendent.

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

It is your duty to check your eligibility to appear for the examination for the course which you are registered. If you neglect this and take the examination without being eligible for it, your result will be cancelled.

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 problem.

7.4 Certificate

You may complete the programme within minimum stipulated period of six months or within a maximum period of two years. After successful completion you will be awarded a certificate for the programme by IGNOU.

PART - C
Appendices

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LIST OF REGIONAL CENTRES

ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES

S.NO	NAME OF RCs	RC CODE	ADDRESS	OPERATIONAL AREA
1	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799004 TRIPURA 0381-2516715 / 2516266 0381-2516714 rcagartala@ignou.ac.in	STATE OF TRIPURA
2	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI AHMEDABAD - 382481 GUJARAT 02717-242975 / 242976 02717-241370 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT, UNION TERRITORY OF DAMAN, DIU, DADRA & NAGAR HAVELI
3	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING M.G. ROAD KHATLA(NEAR CENTRAL YMCA OFF) AIZAWL - 796001 MIZORAM 0389-2311693 0389-2311692 0389-2311789 rcaizawl@ignou.ac.in	STATE OF MIZORAM
4	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD ALIGARH-202001 UTTAR PRADESH 0571-2700120, 2701365 rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH, KASGANJ, FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANDSAHAR , MORADABAD, MANPURI, ETAWAH, MATHURA & J P NAGAR
5	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK JAYANAGAR BANGALORE - 560 070 KARNATAKA 080-26654747 / 26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KANNADA
6	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR COVERING DISTRICTS KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR BANKA, MUNGER, KHAGARIA, MADHEPURA

7	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR BHOPAL - 462 016 MADHYA PRADESH 0755-2578455, 2578454 0755-2578452 0755-2578454 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
8	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013 ORISSA 0674-2301348 / 2301250 / 2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT
9	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208 SECTOR 14 PANCHKULA 134 109 HAYRANA 07172-2590208 rcchandigarh@ignou.ac.in	CHANDIGARH U T.,DIST RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DIST PANCHKULA AND AMBALA OF HARYANA
10	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI CHENNAI - 600 113 TAMILNADU 044-22541919 / 22542727 044-22542121 044-22542828 rcchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY CHENNAI, KANCHIPURAM, VELLORE, CHENGALPAT, CUDDALORE, VILLUPPURAM, SALEM, NAMAKKAL, PERAMBALUR AND TIRUVALLORE
11	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR COCHIN - 682 017 KERALA 0484-2340203,2348189,230484, 2533021 0484-2533021,2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM
12	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV.CMPS KAMESHWARANAGAR, NEAR CENTRAL BANK DARBHANGA-846004 BIHAR 06272-253719 06272-251833 rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN, PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA
13	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD DEHRADUN - 248 001 UTTARANCHAL 0135-2789180 / 2789205 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR DEHRADUN HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG, KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGNAGAR, PURI

14	DELHI 1	07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK- B 1 MOHAN COOPERATIVE INDUSTRIAL ESTATE MATHURA ROAD NEW DELHI - 110 044 DELHI 011-26990082 011-26990083 011-26990084 rcdelhi1@ignou.ac.in	COVERING SOUTH DELHI & PART ON NEW DELHI MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTN, R K PURAM, VASANTKUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G K, MALVIYA NAGAR, BHOAG, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA, SANGAMVIHAR, FRIENDS CLY., BADARPUR, DIST FARIDABAD OF HARYANA.
15	DELHI 2	29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377 011-23392374 011-23392373 rcdelhi2@ignou.ac.in	KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI, BHR.
16	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTNSION RAM PHAL CHOWK (NEAR SECTOR 7 DWARKA) NEW DELHI 110 045 011-25088939,25088944 011-25088983 rcdelhi3@ignou.ac.in	MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTINAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, DIST. OF GURGAON
17	GANGTOK	24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 31 A NATIONAL HIGHWAY 5TH MILE BELOW MANIPAL HOSPITAL TADONG GANTOK - 737102 SIKKIM 03592-270923 03592-270364 03592-212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM
18	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD CHRISTIAN BASTI GUWAHATI ASSAM 0361-2343785,2343786, 2343771 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM
19	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033 ANDHRA PRADESH 040-40266470,40266471 040-40266479 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA

20	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC IMPHAL - 795001 MANIPUR 0385- 2421190 , 2421191 0385-2421192 385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR
21	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN ITANAGAR -791110 ARUNACHAL PRADESH 0360-2247536 / 2247538 0360-2247537 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH
22	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI JABALPUR - 482001 MADHYA PRADESH 0761-2609269,6533569 0761-2600411 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA, DINDORI, SHAHDOL, UMARIA, KATNI, SIDHI SINGRAULI AND ANUPPUR
23	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR - 7 PATEL MARG MANSAROVAR JAIPUR - 302 020 RAJASTHAN 0141-2785750 0141-2274292 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
24	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR CANAL ROAD JAMMU - 180 001 JAMMU & KASHMIR 0191-2546529 0191-2579572 0191-2546995 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
25	JORHAT	37	REGINOAL DIRECTOR IGNOU REGIONAL CENTRE JORHAT ASSAM rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR)
26	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001 HARYANA 0184-2271514 0184-2260075 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA, AMBALA, FARIDABAD AND GURGAON)

27	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) KHANNA - 141401 PUNJAB 01628- 229994 / 229993 01628-237361 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICT RUPNAGAR, PATIALA, MOHALI AND FATEHGARH SAHIB)
28	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KENDOUZOU KOHIMA - 797001 NAGALAND 0370-2260366, 2260147 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND
29	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR KOLKATA - 700 091 WEST BENGAL 033-23349850 / 23592719/ 23589323 (RCL) 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI AND RAGHUNATHGANJ)
30	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764020 ORISSA 06852-252982 06852-251535 rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA), DANTEWADA, BASTAR (PART OF CG)
31	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H ALIGANJ LUCKNOW - 226 024 UTTAR PRADESH 0522-2746120 0522-2745114 0522-2746145 rlucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI, RC ALIGARH AND RC NOIDA) ALLAHABAD, AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKOOT, FAIZABAD, FATEHGARH, FATEHPUR, HAMIRPUR, HARDOI, JALAUN, JHANSI, KANNUAJ
32	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 6625 018 TAMIL NADU 0452-2380387,2380733 0452-2370733 0452-2370588 rcmadurai@ignou.ac.in ignoumadurai@yahoo.co.in	DISTRICTS OF TAMILNADU COIMBATORE NILGRIS, ERODE, KARUR, TANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR, TIRUNELVELI, TUTICORIN & TRICHI TIRUVARUR
33	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD,MULUND (E) MUMBAI -81 022-25633159 rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI, THANE, RAIGARH AND RATNAGIRI

34	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD NAGAPUR 440033 0712-2022000 rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI (14 DISTRICTS)
35	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C- 53 SECTOR 62 INSTITUTIONAL AREA NOIDA 201305 UTTAR PRADESH 0120-2405012,2405014 0120-2405013 rcnoida@ignou.ac.in	DISTRICTS OF GAUTAM BUDH NAGAR GHAZIABAD MEERUT BAGHPAT AND BARAUT
36	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS ALTO PORVORIM POVORIM -403521 GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD AND SINDHUDURG (DISTRICT OF MAHARASHTRA)
37	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2221538 / 2221541 0612-2221539 rcpatna@ignou.ac.in	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC- DARBHANGA
38	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888, 230111 rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
39	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA - NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA, LATUR & KOLHAPUR (14 DISTRICT)
40	RAGHUNATHGAN J	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 / 271666 03483-271666 rcraghunathganj@ignou.ac.in	THREE DISTRICTS OF WEST BENGAL- MURSHIDABAD MALDA & BIRBHUM

41	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR - 1 SHANKAR NAGAR RAIPUR - 492007 CHATTISGARH 0771-2428285 / 5056508 0771-2445839 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
42	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360005 GUJARAT 0281-2572988 rcrajkot@ignou.ac.in	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
43	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834022 JHARKHAND 0651-2244688,2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND
44	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SUNNY LODGE NONGTHYMMAI NONGSHILLIANG SHILLONG - 793 014 MEGHALAYA 0364-2521117 0364-2521271 rcshillong@ignou.ac.in	STATE OF MEGHALAYA
45	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, KHALINI SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613,2625843 0177-2624612 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT UNA OF HIMACHAL PRADESH)
46	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY SILIGURI - 734001 WEST BENGAL 0353-2526818 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR
47	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MANTOO HOUSE RAJ BAGH NEAR MASJID AL-FAROOQ SRINAGAR - 190 008 JAMMU & KASHMIR 0194-2311251 0194-2311258 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)

48	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2590300 / 2590600 0471-2590700 rcrivandrum@ignou.ac.in	THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA & KANYAKUMARI DISTRICT OF TAMILNADU
49	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022,2368622 0522-2364893 0542-2317383 rcvaranasi@ignou.ac.in	DISTRICT OF AMBEDKAR NAGAR, SANT KABIR NAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA, KUSHINAGAR, SANT RAVIDAS NAGAR MIRZAPUR, VARANASI, GHAZIPUR, MAUNATHBHANJAN CHANDAUL, SONBHADRA
50	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR,SKPVV HINDU HIGH SCHOOL, KOTHAPETHA VIJAYWADA 520 001 ANDHRAPRADESH 0866-25535959 0866-2565353 rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF SRIKAKULAM, VIZAINAGARAM, VISAKHAPTNAM, EAST GODAVARI, WEST GODAVARI KHAMMAM, KRISHNA, GUNTUR, PRAKASHAM, NELLORE AND CHITTOOR
51	VATAKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA KOZHIKODE DISTT. 673104 KERALA 0496-2525281	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND)

**IGNOU-ARMY RECOGNIZED REGIONAL CENTRES
(FOR ARMY Personal Only)**

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	KOLKATA	51	COL.JASWINDER SINGH REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION FORT WILLIAM HQ EASTERN COMMAND KOLKATA - 700021 WEST BENGAL 033-22222668 rc51army_ec@yahoo.co.in	EASTERN COMMAND AREA
2	CHANDIMANDIR	52	COL.DEBASHISH ROY REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION HQ WESTERN COMMAND C/O 56 APO CHANDIMANDIR-908543 HARYANA 0172-2589423 (CIVIL) 0712-2589423 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
3	LUCKNOW	53	BRIG K K SUNNY REGIONAL DIRECTOR IGNOU ARMY RECOG.REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 908554 UTTAR PRADESH 0522-2482968 iaeprc53@yahoo.com	CENTRAL COMMAND AREA
4	PUNE	54	COL G K CHOPRA REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND C/O 56 APO 908541 020-26102668 020-26102670	SOUTHERN COMMAND AREA
5	UDHAMPUR	55	LT.COL.ANAND SWAROOP PAUL REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION UTTAR KAMAN MUKHYALAYA 908545 C/O 56APO, HQ NORTHERN COMMAND UDHAMPUR JAMMU & KASHMIR 01992-242486	NORTHERN COMMAND AREA
6	JAIPUR	56	COL KAMLAKAR MUKHERJEE REGIONAL DIRECTOR IGNOU ARMY RECOG REG.CENTRE EDUCATION BRANCH C/O 56 APO 908546 JAIPUR RAJASTHAN 0141-2386 ETN 2668	SOUTH WESTERN COMMAND

**IGNOU- NAVY RECOGNIZED REGIONAL CENTRES
(For Navy Personnel Only)**

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	NEW DELHI	71	CAPTAIN ROHTAS SINGH REGIONAL DIRECTOR (I/C) IGNOU NAVY RECOG. REG. CENTRE DIRECTORATE OF NAVAL EDUCATION INTEGRATED HQS.MINISTRY OF DEF WEST BLOCK.5,IIND FLR,WING-II RK PURAM, NEW DELHI - 110066 DELHI 011-26194686 ,26185299 011-26105067 adne@sifymail.com	NAVAL HQS
2	MUMBAI	72	CAPTAIN V.S.BABELEY REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ. WESTERN NAVAL COMMAND SHAHID BHAGAT SINGH MARG MUMBAI - 400023 MAHARASHTRA 022-22752245 022-22665458 inepm@rediffmail.com	HQ WESTERN NAVAL COMMAND
3	VISAKHAPATNA M	73	CAPTAIN M GHANASYAM OJHA REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE HQ EASTERN NAVAL COMMAND VISAKHAPATNAM - 530014 ANDHRA PRADESH 0891-2812284 0891-2515834 inepv@hotmail.com	HQ EASTERN NAVAL COMMAND
4	KOCHI	74	CAPTAIN S.R. SRIDHAR REGIONAL DIRECTOR IGNOU NAVY RECOG. REG. CENTRE NAVAL BASE HQ SOUTHERN NAVAL COMMAND KOCHI - 682004 KERALA 0484-2872148,2662515 2661007 0484-2666194 inepk@rediffmail.com	HQ SOUTHERN NAVAL COMMAND

**IGNOU- ASSAM RIFLES RECOGNIZED REGIONAL CENTRES
(For ASSAM RIFLES Personnel Only)**

S.NO	NAME OF RCs	CODE	ADDRESS	OPERATIONAL AREA
1	SHILLONG	81	MAJOR S K KARN REGIONAL DIRECTOR IGNOU ASSAM-RIFLES RECOG. R.C. DIRECTORATE GENERAL ASSAM RIFLES (DGAR) LAITUMUKHRAH SHILLONG - 11 MEGHALAYA 0364-2705181 0364-2705184 iarrc_81@yahoo.co.in	COMMAND AREA

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

Before submitting the examination form please ensure that:

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

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

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

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

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

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

State Code Numbers

State/UT	Code
Andhra Pradesh	01
Andaman & Nikobar Islands (UT)	02
Arunachal Pradesh	03
Assam	04
Bihar	05
Chandigarh (UT)	06
Delhi	07
Goa	08
Gujarat	09
Haryana	10
Himachal Pradesh	11
Jammu & Kashmir	12
Karnataka	13
Kerala	14
Madhya Pradesh	15
Maharashtra	16
Manipur	17
Meghalaya	18
Mizoram	19
Nagaland	20
Orissa	21
Punjab	22
Rajasthan	23
Sikkim	24
Tamil Nadu	25
Tripura	26
Uttar Pradesh	27
West Bengal	28
Dadra & Nagar Haveli, Daman & Diu (UT)	29
Lakshadweep (UT)	30
Pondicherry (UT)	31
C/o56APO	32
C/o99APO	33
Students Abroad	34

Recognition of IGNOU Degree/Diploma

University Grants Commission

Bahadur Shah Zafar Marg

New Delhi-110 002

No.F. 1-8/92 (CPP)

February, 1992

The Vice-Chancellor/Directors
of all the Indian Universities/
Deemed Universities/Institutions
of National importance

.....

Sub : Recognition of Degrees/Diplomas awarded by Indira Gandhi National Open University, New Delhi.

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Subsection (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide Notification No. F. 13-12/85 Desk(U) dated 19.09.1985 issued by the Govt. of India, Ministry of Human Resource Development, (Department of Education), New Delhi and is competent to award its own degrees/diplomas. The Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Yours faithfully,

Sd/-
(GURCHARAN SINGH)
Under Secretary

It may be noted that the PGDDHM is a valid University PG Diploma and hence can be mentioned in one's bio-data. It is recognized by the IGNOU - PHRN and NRHM, GOI.

Sample Form for Non-receipt of Study Material /Assignments

To
Registrar
Material Production and Distribution Division
Indira Gandhi National Open Univeristy
Maidan Garhi, New Delhi 110068

Sub. : Non-receipt of Study Material/Assignments

Enrolment No.:

Programme:

Medium of Study

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

SI. No.	Course Code	Blocks	Assignment

I have remitted all the dues towards the course fee and there is NO CHANGE in my address, given as follows:

Name and Address Signature

..... Date

.....

For Official use

Date of despatch of study material/assignments to students

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

Blank



To

From
The Programe Incharge
IGNOU Study Centre

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SR&E Division
Maidan Garhi, New Delhi-110 068

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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Programme Title

Regional Centre

Name :

Father's Name:

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

Mailing Address:

.....

.....

PIN:

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(Please Enclose a copy of your complete grade card).

Filled in Application Form should be sent to:

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

Date

.....

Signature

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 MAIDAN GARHI, NEW DELHI-110 068**

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

1. Name :

2. Programme Enrolment No.

3. Address:.....

.....PIN :

4. Month and Year of the Exam :

5. Examination Centre Code:

6. Address of the Examination Centre:

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

8. Fee detail:

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

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

Demand Draft No. Date :

Issuing Bank:

Date: (Signature of the Student)

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

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

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

1. Name : _____

2. Programme: Enrolment No:

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

3. Address:.....

 Pin

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

4. Reason for early declaration of result: _____

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

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

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

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

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

7. Fee detail:-

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

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

Demand Draft No.: Date:

Issuing Bank:

Date:.....

Signature of the student.....

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:

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3. Address:.....

 Pin

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

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 obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi)

No. of Course(s): X 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:

Sample Form for Re-admission



**Student Registration and Evaluation Division
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Dates for submission:

For January-June Sem:
1st August to 30 September
For July- December Sem :
1st Feb. to 31st March

RE-ADMISSION FORM
(For Programmes other than BDP)

1. Name and Address of the Student

.....

.....

2. Programme Code

C	A	H	C
---	---	---	---

3. Enrolment No.

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

4. Regional Centre Code

--	--	--	--

5. Programme Study Centre Code

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

6. Details of Course(s) not completed for which re-admission is sought

S.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
			Total Rs.	

7. Demand Draft No.....DateAmount.....

Name of the Bank.....

(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated:

.....
Signature of the Student

Mail this "Re-admission" form along with DD to Registrar, SR Division. IGNOU. Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.



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

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

1. Name : _____

2. Programme: Enrolment No:

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

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

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

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

Demand Draft No. Date.....

Issuing Bank.....

Date:..... (Signature of the student)

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

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



Sample Form for Change/Correction of Address

Application for Change/Correction of Address

Date:

To

Director, SED
IGNOU
Maidan Garhi
New Delhi-110 068

THROUGH CONCERNED REGIONAL DIRECTOR

Enrolment No.....

Programme

Name (in caps)

DETAILS FOR CHANGE/CORRECTION OF MAILING ADDRESS

New Address

Old Address

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

City Pin

State

Signature of Student

**Education is to edit
the experience and knowledge
that nurture our existence
with every progressive push.**

—*The Message*, Vol. VIII: 7

NOTICE TO STUDENTS

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

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

“The students are specially instructed to send examination forms to Concerned Regional Centre 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, consequently a semester/year, s/he will have no claim on the University for regularization.”

IMPORTANT DATES

Examination Date Sheet Finalised: *July 31/January 31*

Last Date for Submission of Theory Examination Form: *September 30/March 31*

Practical Spells:

<i>First spell</i>	:	August - September
<i>Second spell</i>	:	December - January
<i>Third spell</i>	:	April-May

Whom to Contact?

Identity Card	- Regional Director
Change of Address	- Regional Director
Allotment of SDC	- Regional Director, Regional Consultant
Change of SDC	- Regional Director, Programme Coordinator
Teleconference Schedule	- Regional Director, PIC Website
Assignment	- Programme In-charge
Term-end Practical Form	- Programme In-charge
Date Sheet	- Registrar, SED, Website
Term-end Theory Form	- Registrar, SED, Website
Re-checking Result	- Registrar, SED
Grade Card	- Registrar, SED
Re-admission Form	- Registrar, SRD
Provisional Certificate	- Registrar, SED
Non-receipt of Study Material	- Concerned Regional Centre
Purchase of Audio/Video	- Director, EMPC

Important Contact Details

Contact Person	Telephone No.	E-mail ID
Student Cell	011-29533869/29533870/29533128	ssc@ignou.ac.in
Programme Coordinator	011-29533078, 29572815, 29572846 011-29572846	bkapoor@ignou.ac.in laxmi@ignou.ac.in
Registrar, SRD	011-29532741	registrarsrd@ignou.ac.in
Registrar, SED	011-29532482/29535828	sed@ignou.ac.in
Registrar, MPDD	011-29532450	mpdd@ignou.ac.in
Teleconference	Toll free Number: 16001-12345 Fax:011-29536131 Phone: 011-29532844/29532845	

IGNOU EPBAX: 011-29533078 (Director) 29536980, 29535924-32,
Extn : 2846, 2815
IGNOU Website: www.ignou.ac.in