

# **Student Handbook and Prospectus**

**January, 2012**

## **Master of Education (M.Ed.)**

**A DEC-NCTE COLLOBORATIVE PROGRAMME**



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

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

## **RECOGNITION**

1. IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/ Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions.
2. Recognised by NCTE vide their letter No. F.NRC/NCTE/F-3/DH-389/2007/40880 dated 13 March 2008.

**PRICE : Rs. 200.00 by cash at the Counter  
Rs. 250.00 by registered post**

**Last date to submit filled-in  
application form to the concerned  
Regional Centre**

**20 November, 2011**

---

September, 2011

© Indira Gandhi National Open University, 2011

All rights reserved. No part of this work may be reproduced in any form, by mimeograph or any other means, without permission in writing from the Indira Gandhi National Open University.

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

Printed and published on behalf of the Indira Gandhi National Open University, New Delhi, by Professor Vibha Joshi, Director, School of Education, IGNOU, New Delhi.

Laser Typeset by : Graphic Printers, Mayur Vihar, Phase-I, Delhi.

# CONTENTS

<i>Foreword</i>	4
1. About the University	5
2. University Rules	9
3. School of Education	18
4. Master of Education (M.Ed.) Programme	19
Appendices	27
Some Forms for Use	43
Instruction for Filling in the Application Form	60
Application Form	61

## FOREWORD

**Dear Learners,**

I welcome you to the M.Ed. Programme being offered by the School of Education, IGNOU, New Delhi. This programme has been designed and developed jointly by Distance Education Council (DEC) and National Council for Teacher Education (NCTE).

The need to train and recruit teachers on a large scale has considerably increased both at the primary and secondary levels of education in the present-day Indian scenario as well as in the global scenario. Consequently a large number of teacher-education institutions have come up, most of which face an acute shortage of trained and competent teacher educators. The present M.Ed. programme is the result of the collaborative efforts of two national bodies, namely DEC & NCTE. In the course development of this programme, the subject specialists from different parts of the country were actively involved.

The programme is aimed at preparing teacher-educators and educational administrators/managers with a national as well as a global vision of education and to equip them with the state-of-the-art educational technology, applicable in the practice of education and matching with the exacting demands of the 21<sup>st</sup> century. It also aims at preparing educational experts who can generate knowledge of pedagogy on the lines of scientific method of inquiry and to develop in them a critical and creative mind that can sense gaps in knowledge and find solution to the problems concerning theory and practice of education. The programme thus, focuses on the development of skills, competencies and values, which would enable the teacher-educators and other functionaries to share the responsibilities of preparing teachers for diverse situations.

To achieve its ends, the programme addresses a number of professional areas of concern including, but not limited to, special needs education/inclusive education; ICT enabled education; environmental education; education for human rights; responsibilities and values; gender concerns; understanding pedagogy in a comparative perspective; vocational education; role of teachers in the changing global socio-economic scenario etc.

The curriculum is so designed as to encompass the latest national and international developments in different areas of education; the instructional strategies used in the transaction of curriculum include self-learning print materials, assignments, counselling sessions, workshops, teleconferencing and such other means as applicable for Open Distance Learning. The face-to-face academic counseling, practice sessions and project work are also integral parts of the curriculum. The entire rigour of the conventional classroom teaching coupled with the advantages of the technology augmented Open and Distance Learning is retained in the programme. I am sure that this programme will help the country in meeting the human resource requirement as far as teacher-educators are concerned.



A handwritten signature in black ink, which appears to read 'V. N. Rajasekharan Pillai'.

**Prof. V. N. Rajasekharan Pillai**  
**Vice-Chancellor**  
**Indira Gandhi National Open University**

# 1. ABOUT THE UNIVERSITY

## 1.1 Introduction

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

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

## 1.2 Prominent Features

IGNOU has certain unique features such as:

- national jurisdiction
- flexible admission rules
- individualized 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 programmes
- resource sharing, collaboration and networking with Conventional Universities, Open Universities and other Institutions/Organizations
- socially and academically relevant programmes based on students' need analysis

## 1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Establishment of Distance Education Council (DEC) in 1992 for the co-ordination and determination of standards of distance education systems in the country.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning, Canada (1993).
- Establishment of Staff Training and Research Institute in Distance Education (STRIDE) with support from the Commonwealth of Learning (COL), Canada.
- Launching of an IGNOU-ISRO joint channel for organizing a one-way video and two-way audio teleconferencing (1993-94).
- Extending its outreach beyond the borders of the country by taking IGNOU programmes to West Asian countries, Maldives, Mauritius, Nepal, Seychelles, etc. in all to 37 countries including China.

- Award of Excellence for Distance Education Materials by the Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan I, II, III and IV. IGNOU is the nodal agency for these channels and regular transmissions are done from the studios at Electronic Media Production Centre, IGNOU.
- Launch of ‘EduSat’ Videoconferencing Channel (2 way video, 2 way audio).

## 1.4 The Schools of Studies

In order to develop inter-disciplinary studies, the University operates through Schools of Studies rather than Departments. Each School is headed by a Director who arranges to plan, supervise, develop and organize its academic programmes and courses in coordination with the School faculty and the different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The Schools of Studies currently in operation are:

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

## 1.5 Academic Programmes

The University offers a wide range of academic programmes both short-term and long-term leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees, and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such studies.

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

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

## 1.6 Course Preparation

Learning materials are specially prepared by experts drawn from different well reputed institutions and Universities all over the country as well as in-house faculty. These materials are scrutinized by content experts, supervised by the instructors/unit designers and edited by content language editors and format editors before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with content experts, in-house faculty and EMPC experts. The material, thus, prepared is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally dispatched to the Study Centres and Telecast on Gyan Darshan.

## 1.7 Credit System

The University follows the “Credit System” for most of its programmes. Each credit is equivalent to 30 hours of study, which comprises all learning activities (i.e. reading and comprehending the print material, listening to audio, watching video, attending counselling sessions, teleconference and writing assignment responses). A six-credit course, for instance, involves 180 study hours. The course weightage is expressed in terms of credits. This helps the learner to understand the academic effort one has to put in, in order to successfully complete a course. Completion of an academic programme (Degree, Diploma or Certificate) requires successful completion of assignments, term-end examination and other activities such as practical, dissertation, etc. as per the requirement of a programme.

## 1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of Study Centres/ Programme Study Centres throughout the country. These Study Centres/Programme Study Centres are managed by a part-time coordinator appointed by the University. These are coordinated by 49 Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and their peer groups, refer to books in the library, watch video programmes and listen to audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional Centres is given as Appendix III. The support services are also provided through Work Centres, Programme Centres, Special Study Centres.

## 1.9 Programme Delivery

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

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

### a) Self-instructional Written Material

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

**b) Audio-Visual Material Aids**

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

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

**c) Counselling Sessions**

Counselling sessions are held as per the schedule drawn beforehand by the Co-ordinator. They are held on weekends, that is to say, Saturday and Sunday of the week.

**d) Contact Programme**

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

**e) Teleconferencing**

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

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

Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.

**g) Distance Learning Facilitator**

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

**h) Practicals**

Practicals are held at designated institutions for which schedule is provided by the Programme Centre. Attendance in practical sessions is compulsory.

**i) Practical Handbooks**

The practical handbooks are specially prepared for the students who enrol for the programme and for the Resource Persons who are involved in the programme. These handbooks provide the complete information and guideline about the Practical Component of the Programme. These handbooks further explain the role and responsibility of the learners and the Resource Persons and other functionaries involved in the delivery of the programme.



## 2. UNIVERSITY RULES

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

### 2.1 Reservation

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

### 2.2 Educational Qualification Awarded by Private Institutions

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

### 2.3 Scholarships and Reimbursement of Fee

Reserved categories, viz. Scheduled Castes/Scheduled Tribes and Physically Handicapped candidates have to pay the fee at the time of admission to the University along with other general category candidates. Physically Handicapped candidates admitted to IGNOU are eligible for Government of India scholarship. They are advised to collect scholarship forms from the respective State Government’s Directorate of Social Welfare or Office of the Social Welfare Officer and submit the filled-in forms to them through the concerned Regional Director of IGNOU .

Similarly, candidates belonging to SC/ST have to submit their scholarship forms to the respective Directorate of Social Welfare of their state or the Office of the Social Welfare Officer through the concerned Regional Director of IGNOU for reimbursement of programme fee.

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.

### 2.4 Change/Correction of Address

In case there is any correction/change in the address, the students are directed to write to the concerned Regional Director who will forward the request after verifying the signature of student to the Registrar (Student Registration Division), IGNOU, Maidan Garhi, New Delhi-110068. **They are advised not to write letters to any other officer in the University in this connection. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to get the mail redirected to the changed address during the interim period. The form of change of address can also be downloaded from IGNOU Website [www.ignou.ac.in](http://www.ignou.ac.in)**

### 2.5 Validity of Admission

Candidates who are offered admission must join on or before the due date specified by the University. In case they seek admission for the next session, they have to apply afresh next year and go through the admission process again.

### 2.6 Incomplete and Late Applications

Incomplete and late application forms/Re-registration forms, wrong options of courses or electives, furnishing false information, will be summarily rejected without any intimation to the candidate concerned. Candidates

are, therefore, advised to fill up the relevant columns carefully and enclose all the copies of the necessary certificates duly attested by a Gazetted Officer as and when asked for and **submit the form to the Regional Director concerned only on or before the due date**. In this connection no correspondence will be entertained. The application form sent to other offices of the University will not be considered and the applicant will have no claim whatsoever an account of this.

## 2.7 Simultaneous Registration

Candidates may take simultaneous registration in a certificate programme of 6 months' duration provided this does not clash with their initial study. The University shall not be responsible to conduct examination for such students in case the dates of examination or counselling sessions overlap.

## 2.8 Refund of Fee

**The registration fee once paid will not be refunded under any circumstances.** It is also not adjustable against any other programme of this University. The programme fee may, however, be refunded if admission is not offered for any reason through A/C Payee cheque only, after deduction of registration fee.

## 2.9 Study Materials and Assignments

The University sends study materials and assignments wherever prescribed to the students by registered post and if a student does not receive the same for any reason whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or can download it from the IGNOU website: [www.ignou.ac.in](http://www.ignou.ac.in).

## 2.10 Disputes on Admission and Other University Matters

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

## 2.11 Re-admission

The students who are not able to clear their programme within the maximum duration allowed can take re-admission for additional period of 6 months, 1 year and 2 years for Certificate Programmes, Diploma Programmes, Masters Degree (2 year duration) and Bachelors Degree (3 year duration) Programmes respectively in continuation of the earlier duration in selected programmes. The student has to make payment per course on pro-rata basis. The details of pro-rata fee and the Re-admission Form are available at the Regional Centres for the courses, which they have not been able to complete. For further details please see the website [www.ignou.ac.in](http://www.ignou.ac.in).

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

## 2.12 Change of Regional Centre/Programme Centre or both

The University reserves the right to allocate Programme Study Centre to the students once the admission is finalized. The change of Regional Centre as well as Programme Study Centre is not permissible under any circumstances in the programme.

## 2.13 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programme who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website: [www.ignou.ac.in](http://www.ignou.ac.in)). Admission of foreign students residing in India will be processed by the International Division of the University after ensuring their antecedents from the Ministry of External Affairs/Ministry of Human Resource Development.

However, the programmes with limited number of seats are not opened for foreign students.

## 2.14 Term-end Examination

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

### Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through Bank Draft in favour of IGNOU payable at Delhi. The examination forms are available at all the Study Centres and Regional Centres. Students can also submit on-line examination form as per guidelines through IGNOU website at [www.ignou.ac.in](http://www.ignou.ac.in)

### Examination Centre

Normally the study centre/Programme Centre is the examination centre. However, a student is required to fill the exam centre code in the examination form. For the purpose you are advised to go through the list of study centres available in the Student Handbook and Prospectus/Programme Guide. In case any student wishes to take examination at a particular centre, the code of the chosen centre be filled up as the 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

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

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

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

## **Issue of Examination Hall Ticket**

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

## **2.15 Counselling and Examination Centre**

All Study Centres, Programme Centres, Special Study Centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling on practicals. Regular counselling sessions will be conducted at the learner support centres provided the number of the learners for a particular course is equal to or more than 10. If the number is less than 10, then in place of regular counselling sessions, intensive counselling sessions will be held.

## **2.16 Early Declaration of Result**

In order to facilitate the students, who have got offer of admission for higher study and or selected for employment etc. are required to produce statement of marks/grade cards by a specified given date, may apply for early processing of their answer scripts and declaration of results. The students are required to apply in prescribed application form with fee of Rs. 700/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi along with attested photocopy of offer of admission/employment. They can submit their request for early declaration before the commencement of the term-end examination i.e. before 1st June and 1st December respectively. The University, in such cases, will make arrangement for early processing of answer scripts and declare the result as a special case possibly within a month from the date of conduct of examination.

Early declaration of result is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form alongwith rules and regulations in detail is enclosed in the Student Handbook and Prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.17 Re-evaluation of Answer Script(s)**

The students, who are not satisfied with the marks/grade awarded to them in Term-end Examination may apply for re-evaluation before 31st March for result of December term-end examination and 30th September for result of June term-end examination or within one month from the date of declaration of results i.e. the date on which the results are made available on the University's website on payment of Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at the city of evaluation centre in the prescribed application form. The better of the two scores of original marks/grades and marks/grades after re-evaluation will be considered and updated in students' record.

Re-evaluation is permissible in term-end examination only and not in Practicals/Lab courses, Project, Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.18 Improvement in Division/Class**

The students of Bachelor's/Master's degree programme, who have completed the programme and wish to improve their Division/Class may do so by appearing in term-end examination. The eligibility is as under:

- a) The students of Bachelor's/Master's degree programme, who fall short of 2% marks to secure 2nd and 1st division.
- b) The students of Master's degree programme only, who fall short 2% marks to secure overall 55% marks.

Students may apply in the prescribed application form from 1st to 30th April for June term-end examination and from 1st to 31st October for December term-end examination along with fee @ Rs. 500/- per course by means of demand draft drawn in favour of IGNOU and payable at New Delhi.

The improvement is permissible in term-end examination only and not in Practicals/Lab courses, Project Workshop, Assignment and Seminar etc.

A sample prescribed application form with rules and regulations in detail for this purpose is enclosed in the Student Handbook and Prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.19 Photocopy of the Evaluated Answer Script**

The students may obtain the photocopy of the evaluated answer scripts for the term-end examination on request. They may apply in the prescribed application form from 1<sup>st</sup> March to 15<sup>th</sup> April for June Term-end Examination and from 1<sup>st</sup> September to 15<sup>th</sup> October for December Term-end Examination along with the requisite fee of Rs. 100/- per course by means of demand draft drawn in favour of 'IGNOU' and payable at the city of Evaluation Centre.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.20 Issue of Official Transcript**

The students may also obtain 'Official Transcript' for submission to the Overseas or Indian Institutes/Universities on request. They may apply in the prescribed form by paying the requisite fee as under by means of demand draft in favour of 'IGNOU' and payable at 'New Delhi':

1. Rs. 200/- per transcript, if it is to be sent to the student/institutes in India.
2. Rs. 400/- per transcript, if required to be sent to the Institutes out side India by the University.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the student handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## **2.21 Issue of Duplicate Grade Card**

The students may apply for issue of duplicate grade card by paying the requisite fee of Rs. 150/- by means of demand draft drawn in favour of 'IGNOU' and payable at 'New Delhi'.

A sample prescribed application form with rules and regulations in detail for this purpose is given in the students handbook & prospectus and also made available at University's website [www.ignou.ac.in](http://www.ignou.ac.in)

## 2.22 Re-Registration

Learners are advised to submit the Re-Registration forms:

For July Session		With late fee (Rs.)
1.	1st February to 31st March	NIL
2.	1st April to 30th April	200.00
3.	1st May to 31st May	500.00*
4.	1st June to 20th June	1000.00*

  

For January Session		
1.	1st August to 1st October	NIL
2.	3rd October to 31st October	200.00
3.	1st November to 30th November	500.00*
4.	1st December to 20th December	1000.00*

**Note :** For Sl. No. 1&2, the forms are to be submitted only at the respective Regional Centres. For Sl. No. 3&4, the forms are to be submitted to the Registrar (SRD) Division, IGNOU, Maidan Garhi, New Delhi – 110 068.

\* The Bank Draft should be payable at IGNOU, New Delhi.

If any student sends the Registration/Re-Registration forms at wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.

## 2.23 Change of Elective/Course

Change of Elective/Course is permitted within 30 days from the receipt of first set of course material in the respective year only on payment of Rs. 150/- for a 4 credit course or part thereof and Rs. 300/- for a 8 credit course under graduate course and Rs. 300/- for elective up to 2/4 credits and Rs. 600/- for elective course of above 4 credits for Master degree courses by way of demand draft drawn in favour of IGNOU, payable at New Delhi. The request for change of Elective/Course should be addressed to **Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of Course/Elective.

## 2.24 Change of Medium

Change of Medium is permitted within 30 days from the receipt of first set of course material in the **FIRST YEAR ONLY**, on payment of Rs. 100/- plus Rs.150/- per 2/4 credit course and Rs. 300/- per 8 credit course for under graduate and Rs. 300/- for elective upto 4 credits and Rs. 600/- for elective courses of above 4 credits for Master degree courses by demand draft in favour of IGNOU, payable at New Delhi. The request for change of medium should be addressed to **Registrar, SRD, IGNOU, Maidan Garhi, New Delhi-110068**. The student is required to return the study material already received to Registrar (MPDD) by registered post or in person along with the request for change of medium. However, the Programme is available only in English medium.



## 2.25 Change/Correction of Study Centres

There is a printed card for change/correction of Study Centre/Programme 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 Student Registration Division, IGNOU, Maidan Garhi, New Delhi-10068. **Requests received directly will not be entertained. The form for change of address can also be downloaded from IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in)** Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to get the mail redirected to the changed address during this period. In case change of study centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Counselling facilities are not available for all Programmes at all the centres. As such, learners are advised to make sure that counselling 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.** For this Programme no change in study centre is permitted.

Depending on actual number of learners, choosing a Centre, or due to other operational reasons, the University may deactivate a Study Centre/Programme Study Centre and the learners of the deactivated Centre will be attached to another Centre. The concerned Regional Centre will inform the concerned learner about the change after admissions are finalized.

## 2.26 Change of Region

When a learner wants transfer from one region to another, he/she has to write to that effect to the Regional Centre from where he/she is seeking a transfer marking copies to the Regional Centre where he/she would like to be transferred to. Further, he/she has to obtain a certificate from the Coordinator of the Study Centre from where he/she is seeking transfer regarding the number of assignments submitted. The Regional Director from where the learner is seeking the transfer will transfer all records including details of fee payment to the new Regional Centre under intimation to the Registrar, Student Registration Division and the learner. For change of Region in practical oriented Programmes like computer programmes, B.Sc. etc., NOC is to be obtained from the concerned Regional Centre/Study Centre where the learner wishes his/her transfer.

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

## 2.27 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F-1-52/2000(CPP-II) dated May 5, 2004 and AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994 (**see Appendices I & II**). The Programme is duly recognized by NCTE vide their letter No. F.NRC/NCTE/F-3/DH-389/2007/40880 dated 13 March 2008.

## 2.28 Prevention of Malpractice/Notice for General Public

Students seeking admission to various academic programmes of Indira Gandhi National Open University are advised to directly contact IGNOU headquarters at New Delhi or Regional Centres of IGNOU only.

Students interacting with intermediates shall do so at their own risk.

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

Director, SOCIS	(Tele: 2953 3426)
Registrar/OSD, SRD	(Tele: 2953 2741)
Registrar, SED	(Tele: 2953 5828)
Director, RSD	(Tele: 2953 2118)
Director, SSC	(Tele: 2953 5714)
CPRO	(Tele: 2953 2321)
Security Officer	(Tele: 2953 3237)
Dy. Registrar, SRD	(Tele: 2953 6215)

Alternatively complaints may be faxed on 29536588, 29532312

E-mail: [ignouregistrar@hotmail.com](mailto:ignouregistrar@hotmail.com)

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

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

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

### INFORMATION REGARDING IGNOU POLICY FOR THE PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN

The Indira Gandhi National Open University, in adherence with the guidelines of the Supreme Court of India has evolved a specific policy and procedures to combat sexual harassment in the workplace. In compliance with the mandate of the Supreme Court judgement, IGNOU adopts this policy to prevent, prohibit and punish sexual harassment of women at the workplace. IGNOU is committed to providing for all women who fall within its jurisdiction, including its academic, non-academic staff and students, a place of work and study from sexual harassment, intimidation and exploitation.

For further information regarding the policy, definition of sexual harassment, rules and procedures approved by IGNOU, students may visit the IGNOU website ([www.ignou.ac.in](http://www.ignou.ac.in)). In case of any incidents of sexual harassment, students may contact any member of the IGNOU Committee Against sexual Harassment (ICASH) at the headquarters in New Delhi, the Regional Services Division Committee against Sexual Harassment (RSDCASH - overseeing committee for all Regional Centres) or the Regional Centre Committee against Sexual Harassment (RCCASH) at their nearest regional centre. The ACASH (Apex Committee against Sexual Harassment) will serve as the final appellate body for all complaints. Further contact information and administrative assistance may also be sought from the CPRO and Security Office of IGNOU.

### PLACEMENT SERVICES

In order to further extend learner support services to its geographically distributed student population who are pursuing various IT and Non-IT related Degree, Diploma and Masters programme, the University has recently established the Campus Placement Cell (CPC). The mission and endeavour of CPC is to enhance and facilitate the process of prospecting suitable employment opportunities that are commensurate with the personal profiles of our learners. All students interested in seeking the assistance of CPC for procuring suitable job opportunities are requested to send their current resume/biodata to [campusplacement@ignou.ac.in](mailto:campusplacement@ignou.ac.in). They are further advised to visit our home page [www.ignou.ac.in](http://www.ignou.ac.in) for regular updates on placement related activities.



## WHOM TO CONTACT FOR WHAT

1. Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms	Concerned Regional Centre
2. Non-receipt of study material and assignments	Concerned Regional Centre
3. Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, IGNOU, Hall Ticket	Assistant Registrar (Exam-II), SED, IGNOU, Block-12, Room No. 2, Maidan Garhi, New Delhi-110068 E-mail : sgoswami@ignou.ac.in or Ph. :29536743, 29535924-32 / Extn. : 2202, 2209
4. Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript	Deputy Registrar (Exam-III), SED, IGNOU, Block-12, Room No. 1, IGNOU, Maidan Garhi, New Delhi-110068. kramesh@ignou.ac.in or Ph. :29536103, 29535924-32 / Extn. : 2201, 2211, 1316
5. Non-reflection of Assignment Grades/Marks	Asstt. Registrar, (Assignment) SED, Block-3, Room No. 12, IGNOU, Maidan Garhi, New Delhi-110068. assignments@ignou.ac.in or Ph. : 29535924 / Extn. : 1312, 1319, 1325
6. Change of Elective/Medium/ opting of left over electives/ Deletion of excess credits	Concerned Regional Centre
7. Re-admission and Credit Transfer	Student Registration Division, Block No. 3, Maidan Garhi, New Delhi-110068
8. Original Degree/Diploma/Verification of Degree/Diploma	Deputy Registrar (Exam-I), SED, , Block 9, IGNOU, Maidan Garhi, New Delhi - 110068. Ph. : 29535438, 29535924-32 / Extn. : 2224, 2213
9. Student Grievances (SED)	Asstt. Registrar (Student Grievance) SED, Block-3, Room No. 13, IGNOU Maidan Garhi, New Delhi-110068 sregrievance@ignou.ac.in Ph. : 29532294, 29535924 / Extn. : 1313
10. Purchase of Audio/Video Tapes Maidan Garhi, New Delhi - 110068	Marketing Unit, EMPC, IGNOU,
11. Academic Content	Director of the School concerned
12. Submission of BCA & MCA, Project Reports	Concerned Regional Centre
13. Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068 ssc@ignou.ac.in Telephone Nos.: 29535714, 29533869, 2953380 Fax: 29533129

IGNOU admissions are made strictly on the basis of merit. Only those learners who satisfy the eligibility criteria fixed by the University will be admitted. Learners will not be admitted if they are not eligible as per the eligibility criteria. Therefore, the candidates should not be misled by the false promises of admission made by any private individuals or institution.

### 3. SCHOOL OF EDUCATION

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

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

The School comprises the following four disciplines:

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

The academic programmes being offered by the School of Education are:

- Ph.D. in Education
- Master of Arts in Education (MA Edu.)
- Master of Education (M.Ed.)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Post-graduate Diploma in Pre-School Education (PGDPSE)
- Post-graduate Certificate in Professional Development of Teachers (PGCPDT)
- Post-graduate Diploma in School Leadership and Management (PGDSLML)
- Diploma in Elementary Education (DEEd)
- Certificate in Primary Education (CPE)
- Certificate in Guidance (CIG)
- Certificate in Elementary Teacher Education (CETE)

The academic programmes at various stages of development are:

- M.Phil. in Education
- Post-graduate Diploma in Higher Education Management (PGDHEM)
- Certificate in Inclusive Education (CIE)

## 4. MASTER OF EDUCATION (M.Ed.) PROGRAMME

### 4.1 Introduction

The M.Ed. Programme designed and developed jointly by the Distance Education Council (DEC), Indira Gandhi National Open University (IGNOU) and National Council of Teacher Education (NCTE) is a two-year programme offered through open and distance learning (ODL) system. It is an innovative programme, utilizing self-learning materials (SLMs) and information and communication technologies (ICTs) along with an interactive personal contact programme component. To effectively impart instruction, the programme follows the multimedia approach, viz., print materials, audio-video components, teleconferencing, Interactive Radio Counselling (IRC), assignments, counselling sessions, personal guidance for research, workshops, individual and group activities, etc.

The main purpose of this programme is to prepare teacher educators and educational administrators/managers to develop a global as well as a national vision for education in the modern concept of the 21<sup>st</sup> century, acquainting them with the *state-of-the art* technology applicable in the practice of education. Further, it seeks to prepare educational experts capable of generating knowledge by the application of scientific method of inquiry or investigation, and to develop a critical mind which can sense gaps in knowledge and find solutions to problems relating to the theory and practice of education. It further seeks to widen the horizon of teachers/educational administrators and to enable them to obtain an international perspective in education.

M.Ed. is a professional programme and, therefore, it focuses on comprehensive and integrated professional development of teachers and other personnel engaged in educational management and administration.

The programme is aimed at developing competency and skills so that one can share the responsibility of preparing teachers for diverse situations by using a variety of instrumentalities including ICTs. The Programme is, therefore, intended to address professional areas of concern, knowledge, skills and attitudes relating to how to teach and how to facilitate learning. The other focused areas include the role of teachers in changing global socio-economic concerns, organization of teacher education in the country, understanding teaching in a comparative perspective, meeting the requirements of 'education for all', and 'training for all', and preparing teachers to meet the challenges of the 21<sup>st</sup> century.

### 4.2 Objectives of the Programme

To achieve this comprehensive goal/objective, the programme seeks to:

- develop specialized knowledge and understanding about the philosophical and sociological bases of education;
- develop ability to understand human behaviour and personality, and capability to apply this knowledge and understanding to guide the learners to learn efficiently and effectively;
- develop national and international perspective about educational theory and practice to enable the learners to visualize the inter-linkages and dependency among different educational systems;
- develop a working knowledge of ICTs and their application in formal and non-formal systems of education and for teacher empowerment;
- develop knowledge and understanding of management, planning and financing of education; as also develop managerial and administrative capabilities and skills to effectively manage educational institutions;

- develop knowledge and understanding of the process of educational research and aptitude for and skill in conducting research in specialized areas of education and thus generate knowledge or critically evaluate existing knowledge; and
- generate awareness and understanding of some specialized areas of education and human development like special needs of education, curriculum development, environmental education, vocational education, teacher education, elementary education, measurement and evaluation, value education and human responsibility so as to widen the horizon of understanding of modern educational practices and to develop critical thinking pertaining to issues related to education.

### 4.3 Target Population

The programme is offered to:

- In-service graduate/postgraduate teachers with B.Ed. degree working in primary, secondary or senior secondary schools/colleges/equivalent academic positions in DIETs, SCERTs, or similar educational institutions.
- Headmasters/Principals and educational administrators/functionaries with B.Ed. degree.

### 4.4 Eligibility

B.Ed. with fifty five percent marks. Two years teaching/professional experience after completion of B.Ed programme in a Government/Government recognized school/NCTE recognized teacher education/research institution in education.

#### Reservation

The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government/ State Government, whichever is applicable. There shall be relaxation of 5% marks in favour of SC/ST/OBC and other categories of candidates.

### 4.5 Medium of Instruction

The medium of instruction is English. However, in due course of time, the programme will be available in Hindi also. You can write your answers in the term-end examination and assignments in Hindi.

### 4.6 Duration and Weightage of the Programme

Total number of credits	: 60 credits including research dissertation
Minimum period to complete the programme	: 2 years
Maximum period to complete the programme	: 4 years

### 4.7 Programme Fees

The Programme fee is Rs.36,000/- for the entire programme of two years. The total fee is to be paid at the time of admission.

### 4.8 Course Details

As already mentioned, the programme can be completed in a minimum of two years and a maximum of four years duration. The theory courses and dissertation will be offered in the first year and the second year as given below:

1st Year	Credits
<b>Compulsory Courses:</b>	
MES-051 : Education : Philosophical and Sociological Perspectives	6 Credits
MES-052 : Psychology of Learning and Teaching	6 Credits
MES-053 : Educational Management, Planning and Finance	6 Credits
MES-054 : Methodology of Educational Research	6 Credits
<b>Optional : Any one course out of the following:</b>	
MESE-057 : Measurement and Evaluation in Education	6 Credits
MESE-058 : Educational and Vocational Guidance and Counselling	6 Credits
MESE-059 : Teacher Education in India : Growth and Development	6 Credits

2nd Year	Credits
<b>Compulsory Courses:</b>	
MES-055 : Comparative Education : National and International Perspectives	6 Credits
MES-056 : Educational Technology	6 Credits
<b>Optional :</b> Any one of the following courses:	
MESE-060 : Curriculum Development and Transaction	6 Credits
MESE-061 : Open and Distance Learning Systems	6 Credits
MESE-062 : Vocational Education	6 Credits
MESE-064 : Special Needs Education	6 Credits
MESE-066 : Information Technology and Education	6 Credits
MESE-067 : Elementary Education.	6 Credits
MESP-068 : Dissertation (Compulsory)	12 Credits

## 4.9 Structure of Theory Courses

### Compulsory Courses

#### MES-051 : Education: Philosophical and Sociological Perspectives

- Block 1 Philosophical Perspectives in Education
- Block 2 Schools of Philosophy and Their Implications for Education
- Block 3 Sociological Perspectives of Education
- Block 4 Education, Society and School System

### **MES-052 : Psychology of Learning and Teaching**

- Block 1 Psychological Perspectives of Education – Implications for Teachers
- Block 2 Learning Theories and Approaches
- Block 3 Individual Differences
- Block 4 Educational Psychology Practicals

### **MES-053: Educational Management, Planning and Finance**

- Block 1 Educational Management: Meaning and Scope
- Block 2 Educational Planning
- Block 3 Financing of Education
- Block 4 Recent Trends in Educational Management in India

### **MES-054: Methodology of Educational Research**

- Block 1 Educational Research
- Block 2 Research Problem
- Block 3 Data Collection and Analysis
- Block 4 Analysis and Interpretation of Data
- Block 5 Methods of Research
- Block 6 Research Report and Dissemination

### **MES-055: Comparative Education: National and International Perspectives**

- Block 1 Understanding Comparative Education
- Block 2 Educational Scenario: Indian Context
- Block 3 Education in Selected Countries
- Block 4 International Agencies and Organizations: Roles and Functions

### **MES-056: Educational Technology**

- Block 1 Introduction to Educational Technology
- Block 2 Instructional Design
- Block 3 Applications of Educational Technology
- Block 4 Development of Teaching-Learning Materials
- Block 5 Agencies, Policies and the Future of Educational Technology

### **Optional Courses**

#### **MESE-057: Measurement and Evaluation in Education**

- Block 1 Basic Concepts in Educational Evaluation
- Block 2 Tools and Techniques of Evaluation – An Overview
- Block 3 Construction of Achievement and Selection Tests
- Block 4 Psychological Testing and Management
- Block 5 Recent Trends and Innovative Practices in Evaluation

### **MESE-058: Educational and Vocational Guidance and Counselling**

- Block 1 Guidance: Nature, Scope and Philosophical Basis
- Block 2 Guidance Methods and Techniques
- Block 3 Essentials of Counselling
- Block 4 Organizing Guidance and Counselling Services

### **MESE-059: Teacher Education in India: Growth and Development**

- Block 1 Teacher Education in India: Historical Perspective
- Block 2 Teacher Education Programmes and Institutions
- Block 3 Teacher Education Curriculum and Transaction
- Block 4 Teacher Education Through Open and Distance Learning
- Block 5 Innovations in and Research on Teacher Education

### **MESE-060: Curriculum Development and Transaction**

- Block 1 Introduction to Curriculum
- Block 2 Curriculum Development
- Block 3 Curriculum Transaction
- Block 4 Curriculum Evaluation

### **MESE-061: Open & Distance Learning System**

- Block 1 Open and Distance Learning: Concepts and Developments
- Block 2 Instructional Inputs
- Block 3 Instructional Transaction and Delivery
- Block 4 Evaluation and Research in ODL
- Block 5 Recent Trends and Developments in ODL: National and International Perspectives

### **MESE-062: Vocational Education**

- Block 1 Vocational Education for Sustainable National Development
- Block 2 The National Scenario
- Block 3 The Global Perspective
- Block 4 Recent Trends in Vocational Education
- Block 5 Futuristic Approach

### **MESE-064: Special Needs Education**

- Block 1 Understanding People with Special Needs and Social Response
- Block 2 Education of Children with Special Needs
- Block 3 Development of Adaptive Skills: Assistive Devices and Special Therapies
- Block 4 Inclusive Education
- Block 5 Recent Trends and Innovations

### **MESE-066: Information Technology and Education**

- Block 1 Basics of Computer in Education
- Block 2 Computers and Communication
- Block 3 Use of the Internet for Teaching-Learning
- Block 4 Computer and Diverse Educational Needs

### **MESE-067: Elementary Education**

- Block 1 Elementary Education: Its Context and Linkages
- Block 2 Indian Constitution and Status of Elementary Education
- Block 3 Pre-service and In-service Elementary Teacher Education
- Block 4 Curriculum and Research in Elementary Education and Elementary Teacher Education

### **MESP-068: Dissertation (Compulsory)**

## **4.10 Instructional System**

The University follows the multimedia approach in instruction, which comprises:

- Self-instructional printed course material
- Assignments for assessment and feedback
- Audio-video programmes
- Counselling sessions, face-to-face interaction at the Programme Centre/Study Centre.
- Dissertation/Field Projects
- Broadcast/Gyan Vani
- Gyan Darshan
- EduSat
- Interactive Radio Counselling (IRC)
- Teleconference with two-way audio and one-way video
- Workshops
- Induction Programme

**Self-instructional Printed Material:** The printed self-instructional study material for both theory and practical components of the programmes is supplied to the learners in the form of blocks (booklets) for every course. A block usually comprises 3 to 5 units.



**Audio-visual Material:** The learning package contains audio and video cassettes, which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The audio and video cassettes are listened to and screened at the study centers respectively, during specific sessions, which are duly notified for the benefit of the learners.

In addition to learning support at the Study Centres/Programme Centre, the video programmes are telecast on National Network of Doordarshan and Gyan Darshan. Selected stations of All India Radio and Gyan Vani FM Radio Channels also broadcast the audio programmes. Learners can confirm the dates for the programmes from their Study Centres. The information is also provided through the National Newspapers and IGNOU Newsletters sent to the learners periodically.

**Counselling Sessions:** Normally counselling sessions are held as per schedule drawn by the Study Centres/Programme Centres. These are mostly held on Saturdays and Sundays at the host institutions where the Study Centre/Programme Centre is located.

**Teleconferencing:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecast on 'EduSat' Channel from the University studios at Electronic Media Production Centre (EMPC). The schedule of these teleconferences is made available at the study centers.

**Gyan Darshan:** The Channel is providing educational programmes to a variety of subjects for 24 hours a day to enhance the learning process. Steps are being taken to relay the Gyan Darshan Channels through different Cable Operators in the Country for wider outreach.

**Gyan Vani:** IGNOU manages FM Radio network in 40 cities and towns for education and development. EMPC is the nodal agency for implementing the project. As many as 26 FM Radio Stations at Allahabad, Bangalore, Coimbatore, Vishakhapatnam, Mumbai, Lucknow, Bhopal, Kolkata, Chennai, Delhi, Jaipur, Nagpur, Hyderabad, Panaji, Kanpur, Mysore, Guwahati, Shillong, Ahmedabad, Jabalpur, Raipur, Rajkot, Indore, Varanasi, and Aurangabad broadcast educational programmes. The broadcasts in English, Hindi and the regional languages/dialects are conducted by local resource persons. The detailed schedule can be accessed at IGNOU EMPC-Gyandarshan website <http://www.ignou.ac.in/gyandarshan/scindex.html>.

**Interactive Radio Counselling (IRC):** Interactive Radio Counselling is a recent concept in distance learning in India. Live counselling is provided on radio by the experts. Students can interact with experts' right from their homes on telephone. These sessions are conducted for one hour. The complete details are made available with the Programme Centres. A toll free telephone number 1800112345 has been provided for this purpose from selected cities.

## 4.11 Evaluation

The University follows the following evaluation system:

- Self-assessment exercises (non-credit)
- Continuous evaluation through assignments, workshops, etc.
- Term-end examination
- Evaluation of dissertation

## 4.12 Grading System

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

Letter grade	Description	Point grade
A	Excellent	5
B	Very Good	4
C	Good	3
D	Satisfactory	2
E	Unsatisfactory	1

**IGNOU M.Ed. Programme admissions are made strictly on the basis of merit. Only those candidates who satisfy the eligibility criteria fixed by the University will be admitted. Therefore, the candidates should not be misled by false promises of admission made by individuals or private institutions.**

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110002**

No.F.1-52/2000(CPP-II)

The Registrar  
Indira Gandhi National Open University  
Maidan Garhi  
New Delhi-110068

5th May, 2004

**Sub.: RECOGNITION OF DEGREES AWARDED BY OPEN UNIVERSITIES**

Sir/Madam,

There are a number of open Universities in the country offering various degrees/diploma through the mode of non-formal education. The Open Universities have been established in the country by an Act of Parliament of State Legislature in accordance with the provisions contained in Section 2(F) of the UGC Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22(1) of the UGC Act, 1956.

A circular was earlier issued vide UGC letter N.F. 1-8/92(CPP) dated February, 1992 mentioning that the Certificates, 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. Attention is further invited to UGC circular No. F1-25/93(CPP-II) dated 28th July, 1993 (copy enclosed) for recognition of degrees and diplomas as well as transfer of credit for courses successfully completed by students between the two types of Universities so that the mobility of students from Open University stream to traditional Universities is ensured without any difficulty.

The UGC has specified the nomenclature of degrees under Section 22(3) of the UGC Act, 1956 to ensure mandatory requirements viz. minimum essential academic inputs required for awarding such degrees. A copy of Gazette Notification regarding specification of degrees issued vide No. 1-52/97(CPP-II) dated 31st January 2004 is enclosed. The details are also given in UGC Website: [www.ugc.ac.in](http://www.ugc.ac.in)

May, I therefore request you to treat the Degrees/Diploma/Certificates awarded by the Open Universities in conformity with the UGC notification on specification of Degrees as equivalent to the corresponding awards of the traditional Universities in the country.

Yours faithfully

**(Dr. [Mrs.] Pankaj Mittal)**  
Joint Secretary

**Encl: As above**



## **ASSOCIATION OF INDIAN UNIVERSITIES**

**AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002**

Phones : 3312305, 3313390  
3310059, 3312429

Gram: ASINGU  
Telex: 31 66180 AIU IN  
Fax: 011-3315105  
No. EV/II(449)/94/176915-177115  
January 14, 1994

The Registrar(s)  
Member Universities

### **Subject: Recognition of Degrees/Diplomas of Open Universities**

Dear Sir,

The Standing Committee at its 237th meeting held at Utkal University and the 68th Annual Session of the AIU and in December, 1993 at the University of Delhi have decided to in principle that the Degrees of the Open Universities be recognized in terms of the following resolutions:

“Resolved that the examinations of one University should be recognized by another on a reciprocal basis, provided that the entrance qualification, duration of course and the general standard of attainment are similar to those prescribed by the recognized university.”

“Further resolved that in case of Degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognized university.”

The decision is brought to the notice of the Universities for favour of appropriate action in the matter. The additional information, if required in this behalf, may kindly be obtained from the Registrar of the Universities direct.

Thanking you,

Yours faithfully,

Sd/-

(K.C. KALRA)  
Joint Secretary

## LIST OF STATE CODES

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

## REGIONAL CENTRE CODES AND ADDRESSES

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
1.	AGARTALA	26	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE <b>AGARTALA-799004 TRIPURA</b> 0381-2516715/25162660381-2516714 rd_agartala@rediffmail.com rcagartala@ignou.ac.in	STATE OF TRIPURA
2.	AHMEDABAD	09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMAINSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI <b>AHMEDABAD - 382481 GUJARAT</b> 02717-242975 02717-24157902717-241580 rcignouahd@yahoo.com rcahmedbad@ignou.ac.in	STATE OF GUJARAT.UNION TERRITORY OF DAMAN,DIU, DADRA& NAGAR HAVELI
3.	AIZWAL	19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIYA BUILDING M.G. ROADKHATLA (NEAR CENTRAL YMA OFF.) <b>AIZWAL-796001 MIZORAM</b> 0389-2311693, 0389-2311692, 0389-2311789 rd_aizwal@rediffmail.com, rcaizawl@ignou.ac.in	STATE OF MIZORAM
4.	ALIGARH	47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310 MARRIS ROAD <b>ALIGARH-202001, UTTAR PRADESH</b> 0571-2700120,2701365 ignousrcaligarh@yahoo.com rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH,KASGANJ,FIROZABAD, RAMPUR, ALIGARH, HATHRAS, BADAUN, AGRA, BULANSAHAR, MORADABAD, MANPURI, ETAWAH, MATHURA & J P NAGAR
5.	BANGALORE	13	REGIONAL DIRECTOR IGNOU REGIONAL CENTREN SSS KALYANA KENDRA 293, 39TH CROSS,8TH BLOCK JAYANAGAR <b>BANGALORE - 560 070 KARNATAKA</b> 080-26654747 / 26657376080-26639711 080-26644848 ignourcblr@gmail.com rcbangalore@ignou.ac.in	STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KARNATAKA
6.	BHOPAL	15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. SHIVAJI NAGAR <b>BHOPAL - 462 016, MADHYA PRADESH</b> 0755-2578455,0755-2578454 0755-2578452 0755-2578454 ignoubhopal@rediffmail.com ignou_bhupal@yahoo.com rcbhupal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
7.	BHUBANESHWAR	21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-1, INSTITUTIONAL AREA <b>BHUBANESHWAR - 751 013 ORISSA</b> 0674-2301348/2301250/2301352 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT & GAJAPATI)
8.	CHANDIGARH	06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO-208, Sector 14, Panchkulan-134109 Haryana. Ph. 0172-2590208 ignouch@gmail.com rcchandigarh@ignou.ac.in	CHANDIGARH U.T., DISTRICT RUPNAGAR.PATIALA.MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DISTRICT UNA OF HIMACHAL PRADESH OPERATED BY RC KHANNA
9.	CHENNAI	25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C.I.T. CAMPUS TARAMANI <b>CHENNAI -600 113 TAMILNADU</b> 044-22541919/22542727044-22542121 044-22542828 rgnldirector@yahoo.in rcchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY, CHENNAI.KANCHIPURAM, VELLORE, CHENGAIPAT, CUDDALORE, VILLUPPURAM. SALEM.NAMAKKAL, PERAMBALU & TIRUVALLORE
10.	COCHIN	14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR <b>COCHIN - 682 017 KERALA</b> 0484-2340203, 2348189, 23, 0484-2533021 0484-2533021, 2330891, 2340204 igrc14@vsnl.net rccochin@ignou.ac.in	STATE OF KERALA EXCLUDING 1 DISTRICTS MENTIONED UNDER RC TRIVANDRUM
11.	DARBHANGA	46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CMPSKAMESHWARA NAGAR. NEAR CENTRAL BANK <b>DARBHANGA-846004 BIHAR</b> 06272-25371906272-251833 sreardbhanga@yahoo.com antripathi29@rediffmail.com rcdarbhanga@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN.GOPALGANJ, SIWAN.SARAN.PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI.MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL, SAHARSA.KHAGARIA
12.	DEHRADUN	31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVANRAIPUR ROAD <b>DEHRADUN-248 001 UTTARANCHAL</b> 0135-2789180 0135-2789205 0135-2789190 dimrianilk2002@yahoo.co.in 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

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
13.	DELHI 1	07	REGIONAL DIRECTOR(I/C) IGNOU REGIONAL CENTRE Plot No. J/21, Block-B1, Mohan Cooperative Industrial Estate, Mathura Road, , New Delhi-110044 011-26990082, 26990083 Fax: 2690084 email: rcdelhi1@ignou.ac.in website: www.ignourcdelhi1.ac.in	SOUTH DELHI, WEST DELHI, DISTRICT FARIDABAD OF HARYANA
14.	DELHI 2	29	REGIONAL DIRECTOR-2 IGNOU REGIONAL CENTRE-2 GANDHI SMRITI & DARSHAN SAMITI <b>RAJGHAT, NEW DELHI • 110 002</b> 011-23392375/23392376/233923772 011-23392374, 011-23392373 ignourd2@gmail.com rcdelhi2@ignou.ac.in	NORTH-EAST DELHI, EAST DELHI, NORTH DELHI & CENTRAL DELHI
15.	DELHI 3	38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636, Palam Extn., Ramphal Chok, Near Sector-7, Dwarka, New Delhi-45 011-25088939, 25088944, 25088983 rcdelhi3@ignou.ac.in	WEST DELHI AND DISTRICT OF GURGAON OF HARYANA, OPERATED FROM RC DELHI -1
16.	GANGTOK	24	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 31A, NATIONAL HIGHWAY, 5TH MILE, BELOW MANIPAL HOSPITAL, TADONG <b>GANGTOK-737102 SIKKIM</b> 03592-2311102,270923 03592-270364 03592-212501 rd_gangtok@rediffmail.com rcgangtok@ignou.ac.in	STATE OF SIKKIM
17.	GUWAHATI	04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71.GMC ROAD CHRISTIAN BASTI <b>GUWAHATI-781003, ASSAM</b> 0361-2662879 grcignou@sancharnet.in rcguwahati@ignou.ac.in	STATE OF ASSAM
18.	HYDERABAD	01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS PHASE II NEAR MADHAPUR POLICE STATIONJUBILEE HILLS (PO) <b>HYDERABAD-500 033 ANDHRA PRADESH</b> 040-40266470,40266471,402266478 040-40266479 hyd2_ignourch@sancharnet.in rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
19.	IMPHAL	17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX NORTH, AOC <b>IMPHAL-795001 MANIPUR</b> 0385-2421190,2421191 0385-2421192385-2421192 ignouimphal@rediffmail.com rcimphal@ignou.ac.in ignouimp@man.nic.in	STATE OF MANIPUR



S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
20.	ITANAGAR	03	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE "HORNHILL COMPLEX" C SECTOR (NEAR CENTRAL SCH.) NAHARLAGUN <b>ITANAGAR-791110 ARUNACHAL PRADESH</b> 0360-2247536 / 22475380360-2247537 rd_itanagar@rediffmail.com ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
21.	JABALPUR	41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN, RANIDURGAVATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI, <b>JABALPUR - 482001MADHYA PRADESH</b> 0761-2609269,6533569 0761-26004110761-2609919 ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in website:www.ignoujabalpur.in	STATE OF MP COVERING DISTRICTS OF JABALPUR, NARSIMHAPUR, CHHINDWARA, SEONI, BALAGHAT, MANDLA. DINDORI, SHAHDOL, UMARIA, KATNI. SIDHI, SINGRAULI &ANUPPUR
22.	JAIPUR	23	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 70/79, SECTOR-7 PATELMARG, MANSAROVAR <b>JAIPUR-302 020 RAJASTHAN</b> 0141-2785750 0141-2274292 0141-2784043 ignou-raj@.nic.in rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
23.	JAMMU	12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES PMR COLLEGE OF COMMERCE CANAL ROAD, <b>JAMMU -180 001, JAMMU &amp; KASHMIR</b> 0191-25465290191-25795720191-2546995 jammurc12@rediffmail.com rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION)
24.	JORHAT (Camp Office)	37	REGIONAL DIRECTOR House No. 71, GMC Road, Christian Basti Guwahati-781003, Assam 0361-2662879	OPERATED FROM RC GUWAHATI
25.				
	KARNAL	10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OLD GOVT. COLLEGE CAMPUS RAILWAY STATION ROAD, <b>KARNAL-132 001, HARYANA</b> 0184-2271514 0184-2260075 0184-2255738 ignourck10@bsnl.in rckamal@ignou.ac.in	STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA AND AMBALA)
26.	KHANNA	22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING BULEPUR (DISTRICT LUDHIANA) <b>KHANNA-141401 PUNJAB</b> 01628- 229994/229993/237361/238284 ignoukhanna@yahoo.co.in rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICTS RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
27.	KOHIMA	20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE Near MoountHermon School, DonBosco Hr. Sec. Schhol Road, Kendouzou, <b>KOHIMA - 797001</b> 0370-2260366, 2260147, 2260216 rd_kohima@rediffmail.com rckohima@ignou.ac.in	STATE OF NAGALAND
28.	KOLKATA	28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, SALT LAKE, BIDHAN NAGAR <b>KOLKATA - 700 091 WEST BENGAL</b> 033-23349850 / 23592719/ 23589323(RCL) 033-23347576 ignourd28@yahoo.com, rd28cal@rediffmail.com rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI)
29.	KORAPUT	44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN <b>KORAPUT-764020 ORISSA</b> 06852-25298206852-251535 ignou_koraput@rediffmail.com rckoraput@ignou.ac.in	KORAPUT, NABARANGPUR, RAYAGADA, MALKANAGIRI, BALANGIR, SONEPUR, KALAHANDI, NUAPADA, BOUDH, PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM(PARTOFAP), DANTEWADA, BASTAR (PART OF CG)
30.	LUCKNOW	27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - ALIGANJ <b>LUCKNOW - 226 024 UTTAR PRADESH</b> 0522-2745114, 0941796654 0522-2762410 (RCL/2364453 0522-2364889) ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI.RC ALIGARH AND RC NOIDA)
31.	MADURAI	43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CSI INSTITUTIONAL CAMPUS TPK ROAD (NH -7) PAUMAALAI <b>MADURAI - 625004 TAMIL NADU</b> 0452-2380733,2380387,0452-2370588 ignoumadurai@yahoo.co.in, rcmadurai@ignou.ac.in	FOLLOWING DISTRICTS OF TAMIL NADU COIMBATORE, NILGRIS, ERODE, KARUR, THANJAVUR, MADURAI, DINDIGUL, TENI, VIRUDUNAGAR, RAMANATHAPURAM, SIVAGANGA, PUDUKKUTTAI, THIRUPPUR TIRUNELVELI, TUTICORIN & TRICHI
32.	MUMBAI	49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN, NANEPADA ROAD, MULUND(E) <b>MUMBAI-400081 MAHARASHTRA</b> 022-25633159 ignourcmumbai@gmail.com rcmumbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA : MUMBAI,THANE,RAIGARH AND RATNAGIRI

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
33.	NAGPUR	36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA, 14, HINDUSTAN COLONY, <b>Amravati Road, NAGAPUR 440033 MAHRASHTRA</b> 0172-2022000, 09657339936 (MOB) rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL ,WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROU (14 DISTRICTS)
34.	NOIDA	39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53, SECTOR 62, INSTITUTIONAL AREA <b>NOIDA-201305, UTTAR PRADESH</b> 0120-2405012 / 2405014 0120-2405013 (Fax) rcnoida@ignou.ac.in	NOIDA, GREATER NOIDA, GHAZIABAD, G.B. NAGAR, MEERUT & BAGPAT DISTRICT OF UTTAR PRADESH OPERATED FROM RC DELHI 2
35.	PANAJI	08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS OF MAPUSA PANAJI ROAD, <b>POVORIM -403521 GOA</b> 0-9444024242 (MOB) 0832-2462315 msparthasarathy@yahoo.com	STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKA i.e DHARWARD, BELGAUM, UTTARA KANNAD & SINDHUDURG (DISTRICTS OF MAHARASHTRA)
36.	PATNA	05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WESTGANDHI MAIDAN, <b>PATNA-800 001 BIHAR</b> 0612-2221538/22215410612-2221539 rcpatna@gmail.com rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC- DARBHANGA
37.	PORT BLAIR	02	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, <b>PORT BLAIR-744104 ANDAMAN &amp; NICOBAR ISLANDS</b> 03192-242888,230111 rc_portblair@rediffmail.com reportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
38.	PUNE	16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR, MSFC BUILDING 270, SENAPATI BAPAT ROAD, <b>PUNE - 411 016 MAHARASHTRA</b> 020-256671867, 020-25671864 ignourcpune42@vsnl.net rcpune@ignou.ac.in	STATE OF MAHARASHTRA NANDURBAR I DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR ,BID, PUNE, OSMANABAD, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICTS)
39.	RAIPUR	35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REST HOUSE & E.M. OFFICE HALL SECTOR -1, SHANKAR NAGAR <b>RAIPUR-492007 CHATTISGARH</b> 0771-2428285 / 5056508 / 2445839 / 2445839 rrcignou@cg.nic.in, rrcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
40.	RAJKOT	42	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS <b>RAJKOT - 360005 GUJARAT</b> 0281-2572988 subrcrajkot@yahoo.co.in, rcrajkot@ignou.ac.in website: www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR & DIN
41.	RANCHI	32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A. ASHOK NAGAR, <b>RANCHI - 834022 JHARKHAND</b> 0651-2244688, 2244699, 2244677, 2244400 ignouranchi@yahoo.com , rdanchi@ignou.ac.in	STATE OF JHARKHAND
42.	SHILLONG	18	REGIONAL DIRECTOR IGNOU REGIONAL CENTRES SUNNY LODGE NONGTHYMMAINON SHILUANG <b>SHILLONG - 793 003 MEGHALAYA</b> 0364-2521117 / 2521271 / 2521271 ignou18@sancharnet.in rd_shillong@rediffmail.com	STATE OF MEGHALAYA
43.	SHIMLA	11	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING.KHALINI <b>SHIMLA-171 002 HIMACHAL PRADESH</b> 0177-2624613,2624611,2625843/2624612 0177-2624611 sml_gnoures@sancharnet.in dbnegi@gmail.com reshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (EXCEPT DISTRICT UNA)
44.	SILIGURI	45	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NETAJI MORE SUBHAS PALLY <b>SILIGURI - 734001 WEST BENGAL</b> 0353-25268180353-2526819 ignouresiliguri@yahoo.com resiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI, DARJILING, KOCHBIHAR, UTTAR DINAJPUR, DAKSHIN, DINAJPUR, MALDAH (PART OF WB)
45.	SRINAGAR	30	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IMANTOO HOUSE, RAJ BAGH NEAR MASJID AL-FAROOQ, <b>SRI NAGAR-190 008 JAMMU &amp; KASHMIR</b> 0194-2311251 0194-2311258 0194-2311259 ignousgr@hotmail.com rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
46.	TRIVANDRUM	40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MEPRAM MANSION, CHEKKALAMUKKU SREEKARIYAM, <b>TRIVANDRUM-695017 KERALA</b> 0944750581 (MOB) ignouretrivandrum@gmail.com rcrivandrum@ignou.ac.in	KANYAKUMARI, DISTRICT OF TAMIL NADU & THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA)

S. No.	Regional Centres	RC Code	Address of Regional Centre Tel. Fax & E-mail	Operational Area
47.	VARANASI	48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS <b>VARANASI-221005, UTTAR PRADESH</b> 0542-2368022,23686220522-2364893 0542-2317383 ignousrc.vns@gmail.com rcvaranasi@ignou.ac.in	DISTRICTS OF AMBEDKAR NAGAR, SANTKABIRNAGAR, MAHARAJGANJ, JAUNPUR, BALLIA, AZAMGARH, GORAKHPUR, DEORIA.KUSHINAGAR, SANT RAVIDAS NAGAR. MIRZAPUR, VARANASI. GHAZIPUR, MAUNATHBHANJAN, CHANDAUL, SONBHADRA
48.	VIJAYAWADA	33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 1ST FLOOR. SKPVV. HINDU HIGH SCHOOL KOTHAPETHA, <b>VIJAYWADA 520 001 ANDHRA PRADESH</b> 0866-256595 0866-2565253 0866-2565353 ignourevijaywada@gmail.com rcvijayawada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF VIZAINAGARAM. VISAKHAPTNAM, EAST GODAVARI, WEST GODAVARIKHAMMAM, KRISHNA, GUNTUR, PRAKASHAM. NELLOR, SRIKAKULAM AND CHITTOOR
49.	RAGHUNATH GANJ	50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE R.NO. 312,SECOND FLOOR NEW ADMINISTRATIVE BUILDING SDO JANGIPUR OFFICE COMPOUND RAGHUNATH GANJ DISTT. MURSHIDABAD - 742 225  03483-271555 / 271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT MURSHIDABAD, BIRBHUM, MALDA)
50.	BHAGALPUR	82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATI HAR, PURNEA, BHAGALPUR, BANKA. MUNGER, KHAGARIA, MADHEPURA) <i>Note: Currently under Darbhanga and Patna RC</i>
51.	VATKARA	83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE	STATE OF KERALA (DISTRICT: KOZHIKODE, KANNUR, KASARAGOD, WAYANAD) <i>Note: Currently under Cochin RC</i>

**LIST OF PROGRAMME STUDY CENTRES  
FOR M.ED. PROGRAMME**

S.No.	Regional Centre	Centre Code	Address
1.	Ahmedabad	0926 P	Programme I/C IGNOU Programme Study Centre M.S. University, Department of Education, Vadodara, Gujarat.
2.	Bangalore	1353 P	Programme I/C IGNOU Programme Study Centre Vijaya Teacher's College, 30 <sup>th</sup> Cross, 11 <sup>th</sup> Main, 4 <sup>th</sup> Block, Jainagar, Bangaore – 560 011
3.	Bhopal	15123	Programme I/C IGNOU Programme Study Centre Institute of Advanced Study in Education (Govt. College of Education), Berasia Road, Bhopal – 462 038
4.	Bhubaneswar	2162 P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, At/Po/District - Balasore, Orissa.
5.	Chennai	25179	Programme I/C IGNOU Programme Study Centre NKT National College of Education for Women, No. 41, Dr. Besant Road, Triplicane, Chennai
6.	Cochin	1426 P	Programme I/C IGNOU Programme Study Centre Farook Training College, Farook College PO, Calicut – 673 632
7.	Darbhanga	05135 P	Programme I/C IGNOU Programme Study Centre Dr. Zakir Hussain Teachers' Training College, Laheriasarai, Darbhanga – 860 003
8.	Dehradun	2717 P	Programme I/C IGNOU Programme Study Centre Law Faculty Building SS Jena Kumaon University Campus, Almora – 263601 (Uttarakhand)
9.	Delhi-I	0735 P	Programme I/C IGNOU Programme Study Centre Jamia Millia Islamia Faculty of Education, Jamia Nagar, New Delhi – 110 025.

S. No.	Regional Centre	Centre Code	Address
10.	Delhi-II	2728 P	Programme I/C IGNOU Programme Study Centre Meerut College, Meerut – 250 001 (U.P.)
11.	Hyderabad	0153 P	Programme I/C IGNOU Programme Study Centre Al-Madina College of Education, Salem Nagar, Mahboobnagar – 509 001 (AP)
12.	Jabalpur	15115 P	Programme I/C IGNOU Programme Study Centre, Govt. College of Education, Near High Court, Jabalpur (MP).
13.	Jaipur	2355 P	Programme I/C IGNOU Programme Study Centre Shri Agrasen PG College of Education, Keshav Vidyapeeth, Jamdoli, Jaipur – 302 003.
14.	Jammu	1274 P	Programme I/C IGNOU Programme Study Centre Govt. College of Education, Canal Road, Jammu Tawi – 180 001.
15.	Karnal	1052	Programme I/C IGNOU Programme Study Centre Kurukshetra University,
16.	Khanna	2244 P	Kurukshetra (Haryana) – 136 119 Programme I/C IGNOU Programme Study Centre Khalsa College of Education Amritsar, Punjab – 143 002
17.	Lucknow	2790 P	Programme I/C IGNOU Programme Study Centre, Dept. of Education, Lucknow University, Lucknow – 226 007
18.	Patna	05148	Programme I/C IGNOU Programme Study Centre, Dept. of Education, Patna University, Baripath, Daryapur, Patna – 800 004
19.	Pune	1688 P	Programme I/C IGNOU Programme Study Centre K.J. Somaiya Comprehensive College of Education, Training & Research, Vidyavihar (E), Mumbai – 400 077

S. No.	Regional Centre	Centre Code	Address
20.	Shimla	1117P	Programme I/C IGNOU Programme Study Centre Department of Education, Himachal Pradesh University, Summer Hill, Shimla – 171 005
21.	Srinagar	1224P	Programme I/C IGNOU Programme Study Centre Department of Education, Kashmir University, Srinagar – 190006 Jammu & Kashmir State
22.	Agartala	2603P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Kunjaban, Agartala – 799 006 (Tripura)
23.	Aizwal	1913P	Programme I/C IGNOU Programme Study Centre College of Teacher Education, P.O. Box 46, Aizwal – 796 001 (Mizoram)
24.	Guwahati	0412P	Programme I/C IGNOU Programme Study Centre Banikanta College of Teacher Education, Lachit Nagar, Guwahati – 781 007
25.	Imphal	1701P	Programme I/C IGNOU Programme Study Centre Manipur University, Canchipur, Imphal.
26.	Itanagar	0311 P	Programme I/C IGNOU Programme Study Centre Rajiv Gandhi University Rono Hill, Doimukh, Itanagar.
27.	Shillong	1803P	Programme I/C IGNOU Programme Study Centre PGT College, Boyce Road, Laitumkhrah, Shillong – 793 003
28.	Madurai	2516P	Programme I/C IGNOU Programme Study Centre Sri Ramakrishna Mission College of Education, Coimbatore – 641 020
29.	Rajkot	0939P	Programme I/C IGNOU Programme Study Centre Dada Dukhayal College of Education, Ward 3A, Maitri Chool, Kutch District, Adipur – 370 205 (Gujarat)



S. No.	Regional Centre	Centre Code	Address
30.	Siliguri	2885 P	Programme I/C IGNOU Programme Study Centre Govt. Teachers' Training College, P.O. & Dist. Maida, Pin: 732 101
31.	Aligarh	2713 P	Programme I/C IGNOU Programme Study Centre Aligarh Muslim University, Aligarh – 202 002
32.	Varanasi	27109	Programme I/C IGNOU Programme Study Centre Banaras Hindu University, Varanasi – 221 005
33.	Vijayawada	0154 P	Programme I/C IGNOU Programme Study Centre Institute of Advanced Studies in Education, Andhra University, Vishakapatnam – 530 003.

## Board Codes

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

# **FORMS FOR USE**

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No.	Assignment No.
	For Office Use Only
	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 GANDHINATIONAL OPEN UNIVERSITY ASSIGNMENT'S REMITTANCE-CUM-ACKNOWLEDGEMENT FORM

Enrolment No. : <input type="text"/>	Programme : <input type="text"/>
Name : <input type="text"/>	Medium : <input type="text"/>
Course Code : <input type="text"/>	
S.No.	Assignment No.
	<b>FOR OFFICE USE ONLY</b>
	Sr. No. : <input type="text"/>
	Signature of the receiver
	Date : <input type="text"/>
Signature of the Student	
Date : <input type="text"/>	Seal

Notes : 1. Submit this form to the coordinator of your study centre alongwith the assignment.  
2. When you submit the assignment by post, enclose a self-addressed stamped envelop along with this.

### CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

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

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**  
**STUDENT EVALUATION DIVISION**  
**APPLICATION FORM FOR ISSUE OF DUPLICATE**  
**STATEMENT OF MARKS/GRADE CARD**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin

4. Fee detail:-

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

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

Issuing Bank: .....

Date: .....

(Signature of the student)

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

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

To  
The Regional Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change of Medium: Rs. 200/- + Rs. 400/- for 4 credit and  
Rs. 800/- for 8 credit per course  
Change of Courses: Rs. 400/- for 4 credit per course  
Rs. 800/- for more than 4 credit per course.  
This is permitted within 30 days from receipt of first set  
of course material

Sub.:                   1. Change of Medium of Study  
                          2. Change of Courses of Study

Enrolment No.: 

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

1. Change of Medium: From \_\_\_\_\_ to \_\_\_\_\_
2. Change of courses of study as per following details:

Title of the Course offered at the time of Registration	Medium	New Course to be offered	Medium

**Fee Details:** Demand draft is to be made in the name of IGNOU payable at the city of your Regional Centre.

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Drawn on \_\_\_\_\_

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email \_\_\_\_\_

To  
The Regional Director

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

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

Enrolement No. 

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

Programme 

--

Medium of Study 

--

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 is my address given as follows :

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

Signature : .....  
Date : .....

**For Official Use**

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Student Evaluation Division**  
**Maidan Garhi, New Delhi-110 068**

APPLICATION FORM FOR ISSUE OF PROVISIONAL CERTIFICATE

Enrolment No.

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

Programme Title .....

Regional Centre .....

Name .....

Father's Name .....

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

Mailing Address .....

.....

.....

.....

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

Filled in Application Form should be sent to:

**The Registrar (Student Evaluation Division)**  
**IGNOU,**  
**Maidan Garhi,**  
**New Delhi-110068**

Date .....

.....

Signature



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 course which you have already passed should not be mentioned.

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

**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. Assignments responses submitted after due dates were rejected by the Study Centre.
6. Failed to secure over-all qualifying grade in course(s) mentioned above and wish to improve over-all qualifying grade only by attempting one assignments.

Name and Address .....

Signature .....

.....

Date .....

.....

..... PIN

**For Official Use Only :**

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



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

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

**Note:** For Instructions, please see reverse.

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

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. 500.00 is submitted herewith.

The required particulars are given below:

Name of Candidate (in Block Letters in English): \_\_\_\_\_

(in Hindi) : \_\_\_\_\_

Father's Name (in Block Letters): \_\_\_\_\_

Programme :  Enrolment Number:

Examination Passed in Term End Examination - June/December, \_\_\_\_\_

Result: \_\_\_\_\_ Grade/Division \_\_\_\_\_

Name of the Study Centre : \_\_\_\_\_

Name of the Regional Centre : \_\_\_\_\_

& other particulars : \_\_\_\_\_

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 \_\_\_\_\_

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

I Certify that the above entires made by the applicant are correct.

**Signature of Regional Director**

**With Stamp**



# 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 the City of Evaluation Centre)

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

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

Issuing Bank: .....

Date:.....

(Signature of the student)

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.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepey Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Ban- galore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.



**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:- 1<sup>st</sup> March to 15<sup>th</sup> April for December Term-end Exam.

1<sup>st</sup> September to 15<sup>th</sup> October for June 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 obtaining photocopy of the answer script is Rs. 100/- per course, which is to be paid through demand draft drawn in favour of IGNOU & payable at the City of Evaluation Centre)

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

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

Issuing Bank: .....

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

UNDERTAKING

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

Date: .....

Signature: .....

Place: .....

Name: .....

P.T.O.

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

1. 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 15<sup>th</sup> October and for December term-end examination by 15<sup>th</sup> 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.	Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068	All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.
2.	Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Veperiy Chennai – 600 007	All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 <sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001	All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.
4.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024	All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,
5.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1 <sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016	All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.
6.	Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005	All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.
7.	Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4 <sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.	All Examination Centres in Kolkata, Darbhanga and Ranchi.

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



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

**APPLICATION FORM FOR IMPROVEMENT IN DIVISION CLASS**

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

2. Programme :  Enrolment No: 

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

3. Address: \_\_\_\_\_  
\_\_\_\_\_

Pin: 

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

4. Term-end examination, in which programme completed June/December: \_\_\_\_\_

**Total marks/Overall point grade obtained**

**Percentage obtained**

.....  
**(Please enclose photocopy of the statement of marks/grades card)**

5. Course(s) in which improvement is sought:-

<u>S.No.</u>	<u>Course Code</u>	<u>S.No.</u>	<u>Course Code</u>
1.	_____	4.	_____
2.	_____	5.	_____
3.	_____		

6. Fee details:-

(The fee for Improvement in Division 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 .....**

**Bank Draft No. .... Date .....**

**Issuing Bank .....**

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

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

**Examination Centre Code:..... City/Town: .....**

.....

**UNDERTAKING**

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

**Date .....**

**Signature: .....**

**Place .....**

**Name: .....**

## **RULES & REGULATIONS FOR IMPROVEMENT IN DIVISION/CLASS**

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

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





**STUDENT EVALUATION DIVISION**

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

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

1. **Name:** .....

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

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

.....

..... **Pin**

4. **Month and Year of the Examination:** .....

5. **Examination Centre Code :**

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

.....

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

8. **Fee detail:-**

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

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

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

**Issuing Bank:** .....

**Date:** .....

*(Signature of the student)*

## **RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS**

- 1) The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
- 2) The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
- 3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
- 4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also 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) Application form must reach within the prescribed dates at the following address:-

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	<b>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</b>	<b>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</b>
2.	<b>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</b>	<b>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</b>
3.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2<sup>nd</sup> Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</b>	<b>All Examination Centres in Patna, Raipur, Bhuvneshwar, Koraput, Siliguri and Raghunathganj.</b>
4.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024</b>	<b>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</b>
5.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1<sup>st</sup> Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</b>	<b>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</b>
6.	<b>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</b>	<b>All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.</b>
7.	<b>Dy. Registrar Evaluation Centre IGNOU Regional Centre Bikash Bhavan, 4<sup>th</sup> Floor, North Block, Bidhan Nagar (Salt Lake City) Kolkata-700091.</b>	<b>All Examination Centres in Kolkata, Darbhanga and Ranchi.</b>



**STUDENT EVALUATION DIVISION**

**APPLICATION FORM FOR ISSUE OF OFFICIAL TRANSCRIPT**

1. Name: .....

2. Programme:  Enrolment No:

3. Address: .....

.....

..... Pin

4. Purpose for which: .....  
transcript is required .....

5. Fee detail:-

Fee for the official transcript:-

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

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

No. of transcript(s): ..... × Rs. 200 or Rs. 400/- Total Amount: Rs.....  
required

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

Issuing Bank: .....

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

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

.....

.....

.....

Date: .....

(Signature of the student)

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

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

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

## INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

**Important Note :** *“Application form should be submitted to the Regional Director in whose jurisdiction, the Programme Centre falls”.*

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

### **Submission of the Application Form**

The application form for admission enclosed in the Students Handbook and Prospectus is to be filled in carefully. Please write the relevant code in the boxes provided in the application form and submit to the Regional Director concerned.

### **Filling in the Application Form**

Please use block letters when filling in the form. The learners are requested to enclose the **photocopies of the following documents duly attested by a Gazetted Officer along with the application form for admission:**

1. High and Higher Secondary / Sr. Secondary School Certificate indicating the date of birth.
2. Degree and mark sheets of Graduation and onwards examination
3. Degree in Education. (B.Ed.)
4. Category Certificate, if applicable.
5. Experience Certificates
6. Bank Draft of Rs.100/- towards Registration Fees.





## Employment Certificate

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

This is to certify that Mr./Ms./Mrs. .... has been teaching in this Institution (Name of the Institution) ..... since ..... as Post Graduate/Graduate/Primary/Assistant Teacher teaching at Sr. Sec./Secondary/Primary level and he/she is a full time temporary/permanent teacher of this Institution. He/She has ..... years of teaching experience. This institution is Govt./Govt. aided/unaided and is duly recognised by the central or a state government or a union territory.

Signature of Principal/Headmaster/Headmistress  
Name: .....  
Designation .....  
Name of the Institution: .....  
Registration No. of the Institution .....  
Address of the Institution .....  
.....  
.....

## Category Certificate

(i) for SC/ST Candidates

This is to certify that Mr/Ms/Mrs..... son / daughter / wife of Shri ..... Town ..... Distt. ....State/U.T. .... belongs to ..... Caste which is recognised as Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST lists (Modification) order, 1956.

Mr./Ms./Mrs. .... and his/her family reside in Village/Town..... District..... State/U.T.....

Signature of Tehsildar/Commissioner/District Magistrate

Signature: .....

Place.....

Date.....

Seal/Stamp

## Category Certificate

(ii) OBC Candidates (only non-creamy layer)

This is to certify that Mr/Ms/Mrs..... son / daughter / wife of Shri ..... Town ..... Distt. ....State/U.T. .... belongs to ..... Caste who are eligible for availing the benefits as per central list of 5 to 13 Cs/OBC as per Resolution No. 12011/68/93-DCC(C) of Ministry of Social Justice and Empowerment as modified from time to time by that Ministry based on the advice of the National Commission for Backward Classes. (NCBC).

Mr./Ms./Mrs. .... and his/her family reside in Village/Town..... District..... State/U.T.....

Signature of Tehsildar/Commissioner/District Magistrate

Signature: .....

Place.....

Date.....

Seal/Stamp

*Blank*



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

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

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

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

Prof. Parvin Sinclair Chairperson & PVC	<a href="mailto:pksinclair@ignou.ac.in">pksinclair@ignou.ac.in</a>
Ms. Neena Jain EMPC	<a href="mailto:neenajain@ignou.ac.in">neenajain@ignou.ac.in</a>

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

Dr. Neeta Kapai Chairperson & Dy. Director, Campus Placement Cell	<a href="mailto:nkapai@ignou.ac.in">nkapai@ignou.ac.in</a>
Dr. C.K. Ghosh Director, SSC	<a href="mailto:ckghosh@ignou.ac.in">ckghosh@ignou.ac.in</a>
Ms. Kailash Saluja AR, SOSS	<a href="mailto:kailashsaluja@ignou.ac.in">kailashsaluja@ignou.ac.in</a>
Ms. Surekha AR, Library	<a href="mailto:sur.mittimani@gmail.com">sur.mittimani@gmail.com</a>

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

Prof. Rita Rani Paliwal Chairperson & prof. of Hindi, SOH	<a href="mailto:rrpaliwal@hotmail.com">rrpaliwal@hotmail.com</a>
Dr. Silima Nanda Director, ID	<a href="mailto:snanda@ignou.ac.in">snanda@ignou.ac.in</a>
Dr. Himadri Roy Reader, SOGDS	<a href="mailto:himadriroy@ignou.ac.in">himadriroy@ignou.ac.in</a>
Dr. Malti Mathur Reader, SOH	<a href="mailto:malatiroy@ignou.ac.in">malatiroy@ignou.ac.in</a>
Ms. Vidya Sonal Dr. Admin Div.	<a href="mailto:vsonal@ignou.ac.in">vsonal@ignou.ac.in</a>
Mr. K.K. Kutty DR SRD	<a href="mailto:kkkutty@ignou.ac.in">kkkutty@ignou.ac.in</a>
Ms. Bharti Kharbanda SO, SOCIS	<a href="mailto:bhartikharbanda@ignou.ac.in">bhartikharbanda@ignou.ac.in</a>
Ms. Sadhna Malhotra AR, IGNOU	<a href="mailto:sadhnamalhotra@ignou.ac.in">sadhnamalhotra@ignou.ac.in</a>
Ms. Kanika Singh RTA, SOSS	<a href="mailto:kanikashingh@ignou.ac.in">kanikashingh@ignou.ac.in</a>



# Indira Gandhi National Open University

## Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!

Now you rank our Performance...

Dear Student,

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

Vice-Chancellor, IGNOU.



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

Gender :  M  F

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

Programme of Study .....

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

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

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

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

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

## INSTRUCTIONS

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



## STUDENT CARD

(FOR USE OF IGNOU FACILITIES ONLY)

## Indira Gandhi National Open University

### ACKNOWLEDGEMENT CARD

*Dear Student,*

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

#### To be filled in by the Student.

Course Applied for : .....

DD/Challan No. : .....

DD/Challan Date : .....

Amount : .....

DD Drawn on : .....

#### For Office Use Only

Your Enrolment Number is

Enrolment No. _____ Name of the Programme _____ Name _____ Father's/Husband's Name _____ _____ Address (in Capital Letters) _____ _____ _____ Pin Code _____ Full Signature of the Candidate _____	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>PASTE</b></p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICE</p> </div> <p>ATTESTED BY REGIONAL DIRECTOR _____ INDIRA GANDHI NATIONAL OPEN UNIVERSITY</p>

		Affix Postage stamp for Rs 6/-						
To	_____ _____ _____ _____ _____							
From The Regional Director, IGNOU Regional Centre _____ _____	PIN: <table border="1" style="display: inline-table; text-align: center; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							