

Student Handbook and Prospectus

**for
APPLICANTS of
CERTIFICATE PROGRAMME FOR
PROFESSIONAL DEVELOPMENT OF
PRIMARY TEACHERS (CPPDPT)**

**(An IGNOU-KVS Project)
July, 2014**



***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>*

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

**(The form sent to any other office of the University
will not be entertained).**

May, 2014

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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>

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CONTENTS

	Page No.
1. ABOUT THE UNIVERSITY	5
2. SCHOOL OF EDUCATION	8
3. ABOUT IGNOU-KVS PROJECT	9
4. CPPDPT PROGRAMME	10
5. UNIVERSITY RULES	16
6. ANNEXURES	25
7. APPLICATION FORM	79

1. ABOUT THE UNIVERSITY

1.1 Introduction

Indira Gandhi National Open University 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, religion and gender;
- offering need-based academic programmes by giving professional and vocational orientation to the courses;
- setting and maintaining standards in distance education in the country as an apex body; and
- promoting and developing distance education in India.

1.2 Special Features

The university has certain unique features such as:

- International jurisdiction
- Flexible admission rules
- Individualised study: flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies
- Nationwide student support service network
- Cost-effective programmes
- Modular approach to 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
- Convergence of open and conventional education systems
- Relaxed entry regulations
- Study according to the pace and convenience of the learner
- Flexibility in choosing the combination of courses from a wide range of disciplines
- Study from one's own chosen place
- One may also pursue one's study in any other university while being a learner of IGNOU.

1.3 Important Achievements

- Emergence of IGNOU as the largest open university in the world.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).

- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of series of 24 hour Educational Channels ‘Gyan Darshan’.

IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at Electronic Media Production Center (EMPC), IGNOU.

- Student enrolment has doubled in four years from 1.5 million to over 3 million.
- UNESCO declared IGNOU as the largest institution of higher learning in the world in 2010.
- On the spot delivery of study material to students.
- Largest network of learning support system.

1.4 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 different academic, administrative and service wings of the University.

The Schools of Studies in operation currently are:

- School of Computer & Information Sciences
- School of Continuing Education
- School of Education
- School of Engineering & Technology
- School of Health Sciences
- School of Humanities
- School of Management Studies
- School of Sciences
- School of Social Sciences
- School of Law
- School of Agriculture
- School of Journalism and New Media Studies
- School of Gender and Development Studies
- School of Tourism Hospitality Service Sectoral Management
- School of Interdisciplinary and Trans-disciplinary Studies
- School of Social Work
- School of Vocational Education and Training
- School of Extension and Development Studies
- School of Foreign Languages

- School of Translation Studies and Training
- School of Performing & Visual Arts

1.5 Academic Programmes

The University offers both short-term and long-term academic programmes leading to certificates, diplomas and degrees, covering conventional as well as innovative programmes.

Most of these programmes have been developed after an initial survey of the demand for such studies. They are launched in order to fulfill 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, and
- empowerment.

1.6 Course Preparation

Learning materials are specially prepared by teams of experts drawn from different 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 language experts before they are finally sent for printing. Similarly, audio and video cassettes are produced in consultation with course writers, in-house faculty and producers. The materials thus prepared are previewed and reviewed by the faculty as well as outside media experts and edited or modified, wherever necessary, before they are finally dispatched to the students, study centres and telecast through Gyan Darshan.

1.7 Credit System

The university follows the "Credit System" for most of its programmes. Each credit is of 30 hours of study comprising all learning activities. A four-credit course, for instance, involves 120 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 clearing of assignments, term-end examinations of each course in a programme and practical components wherever applicable.

1.8 Support Services

In order to provide individualized support to its learners, the University has a large number of study centres throughout the country. These are coordinated by 67 Regional Centres. At the study centres, the learners interact with the academic counsellors and their peer groups, refer to books in the library, watch/listen to video/audio cassettes/CDs and interact with the Coordinator on administrative and academic matters. The support services are also provided through work centres, programme centres and skill development 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-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 consists of:

- a) Self-instructional printed material
- b) Audio-visual material
- c) Counselling sessions/contact programmes
- d) Teleconferencing
- e) Practicals/workshops
- f) Practical handbooks
- g) Interactive radio counselling (IRC); Gyan Vani and Gyan Darshan

2. 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) 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 are:

- Doctor of Philosophy (Ph.D)
- Master of Arts in Education (M.A.)
- Master of Education (M.Ed)
- Bachelor of Education (B.Ed.)
- Post-graduate Diploma in Higher Education (PGDHE)
- Post-graduate Diploma in School Leadership and Management (PGDSLML)

- Post-graduate Diploma in Educational Technology (PGDET)
- Post-graduate Diploma in Educational Management and Administration (PGDEMA)
- Diploma in Elementary Education (DEIED)
- Certificate in Guidance (CIG)
- Post-graduate Diploma in Pre Primary Education (PGDPPED)
- **Certificate Programme for Professional development of Primary Education (CPPDPT)**

The academic programmes at various stages of development are:

- M.Phil. in Education
- Certificate in Inclusive Education

3. IGNOU-KVS PROJECT FOR PROFESSIONAL DEVELOPMENT OF TEACHERS – THE BACKGROUND

Few landmark initiatives, in recent years, have been taken in school education sector to address the key objective of providing affordable and quality school education for all children of the country. Most notable among these is the RTE Act 2009 which makes education a fundamental right for all children in the 6-14 years' age group. Another notable milestone is NCF-2005 which signifies a fundamental change in underlying philosophy of traditional school education curriculum that had considered learners as passive recipients of information provided by teachers, and promoted rote memorization with little scope for the learner to show his/her own creativity. The NCF-2005 has addressed this issue by connecting knowledge to life outside school; ensuring that learning shifts away from rote methods; enriching the curriculum so that it goes beyond textbooks; making examination flexible and integrating them with classroom life; and nurturing an overriding identity informed by caring concerns within the democratic polity of the country. Realizing the vision of NCF-2005 on the school curriculum that goes beyond conventional textbooks, where knowledge is co-constructed by teachers and students is quite challenging in the present ethos of school education that promotes passive learners and unquestioned acceptance of teachers' views. The 12th five year plan document has expressed concern over the quality of teaching-learning in the classroom that is neither child-friendly nor child-centred and needs to be addressed immediately.

Teachers in the emerging context are called upon to acquire new knowledge and skills and develop them continuously. Teachers are also expected to de learn their existing practices and re-learn the practices which may help them to become the facilitator of learning. Professional development of teacher on a continuous basis, utilizing both conventional and distance mode, is therefore the only way to provide necessary orientation and expose teachers to the range of skills and activities which impact upon quality classroom transactions. The thrust at present is towards modular courses delivered in distance-cum-contact mode and other innovative delivery methods that enable teachers to brush up their awareness on emerging issues and concerns related to school education, and update and upgrade their content and pedagogical skills without disturbing their daily routine.

The Certificate Programme for Professional Development of KVS teachers is planned in this context to build the capacity of KVS teachers working at different levels of school education and is a need

based programme launched by IGNOU on demand from KVS Sangthan that has entered into an MOU with IGNOU.

MOU between KVS & IGNOU

Kendriya Vidyalaya Sangthan (KVS) is an autonomous body under MHRD and pioneer in the field of school education. The KVS has a network of 1068 schools spread all over the country as well as abroad. It has more than 45,000 staff including more than 40000 teachers employed at various stages of school education. The KVS has set up Zonal Institutes of Education and Training (ZIET) for training of its personnel. At present KVS has created 500 interactive classrooms in its schools.

The Certificate Programme for Professional Development of Teachers has been launched by IGNOU at the instance of Kendriya Vidyalaya Sangthan which has signed an MOU with IGNOU to organize training for its teachers. The MOU envisages the following:

Target Groups

According to the MOU signed between IGNOU and KVS, the professional development programmes for three target groups of KVS have to be developed and organized by IGNOU:

- Primary School Teachers (PRTs)
- Trained Graduate Teachers (TGTs), and
- Post Graduate Teachers (PGTs)

Modalities of the Programme

Each programme has to be of six months' duration including at least 15 days face-to-face programme with the provision of pre training assessment and post training feedback cum assessment (online).

Medium of Instruction

Other than Language, the medium of instruction will be English.

Evaluation & Certification

Teachers undergoing the certificate programme would be evaluated by the IGNOU and certificate will accordingly be issued.

4. CERTIFICATE PROGRAMME FOR PROFESSIONAL DEVELOPMENT OF PRIMARY TEACHERS (CPPDPT)

Programme Structure

This programme is on demand and tailor-made programme to suit the specific needs and requirements of KVS primary teachers. In order to ensure the relevance of programme for KVS teachers the training needs assessment had been done. The programme is judicious combination of self learning print materials, assignments, practical activities in classroom situation, interactive personal contact programme through various modes of ICT including, audio-visual materials, and teleconferencing, etc. The main objective of the programme is to orient and upgrade the teachers professionally by developing their capacity on emerging issues and concerns of primary education, enriching their content knowledge and sharpening their pedagogical skills to situate the teaching-learning process on the experiences

and needs of learners, ensure learner-centred transactional approaches, and facilitate child-friendly assessment process.

All the materials developed for the programme are self-instructional and interactive in nature including sufficient examples from classroom situations, narratives, case studies and illustrations, etc. Weblinks for additional studies are also to be provided wherever possible.

Objectives of the Programme

The major objectives of the programme are to:

- Facilitate teachers to reflect on the current issues and concerns of primary education.
- Address the challenges in implementation of RTE Act, 2009 and teachers' role in this context.
- Provide opportunity to teachers to reflect on their changing role vis-a-vis National Curriculum Framework for School Education, 2005.
- Develop competencies in teachers to acknowledge and appreciate learner diversity and their differential learning styles.
- Equip teachers with skills and competencies to deal with learners' diversities and make their classroom processes inclusive.
- Encourage teachers to use child-friendly and child-centered teaching learning approaches and strategies.
- Upgrade the content-cum-pedagogical knowledge of teachers in primary level subject areas.
- Build the capacity of teachers to use Continuous and Comprehensive Evaluation (CCE) in teaching-learning process.
- Assist teachers to reflect on their roles as promoter of social justice, democratic values and equality in the classroom and facilitate its development.

Eligibility

As the programme is tailor-made for the KVS teachers, all regular primary teachers working in Kandriya Vidyalaya are eligible for this programme.

Admission Process

Teachers for this programme shall be sponsored by Kendriya Vidyalaya Sangathan (KVS). ADMISSION SHALL BE DONE REGIONAL CENTRE WISE on the basis of list of sponsored candidates as provide by KVS.

Duration of the Programme

The minimum duration of the programme is six months. However, the maximum period allowed for completion of the programme will be 18 months.

Medium of Instruction

The medium of instruction is English.

Programme Fee

Rs. 5000/- for the programme

4.1 PROGRAMME STRUCTURE

The programme is essentially a judicious mix of courses providing theoretical orientation to teachers on emerging issues and concerns of primary education, and developing pedagogical content knowledge, skills and attitude in KVS primary teacher. Illustrations and in-built activities comprise the core of each course. Workshop-based activities are integral component of the programme which provide opportunity to teachers for hands-on practice.

Course Description

Considering the job requirements of primary teachers and the broad programme objectives, the following courses have been identified. All the courses are compulsory for teachers.

S. No	Course title	Credit
BES 051	Primary Education: Context, Concerns and Value Education	2
BES 052	Facilitating Teaching Learning and Assessment	2
BES 053	Developing Professionalism among Teachers	2
Pedagogy of Primary School Subjects		
BES 054	Pedagogy of Languages	3
BES 055	Pedagogy of Mathematics	2
BES 056	Pedagogy of Environmental Studies (EVS)	2
BESL057	Workshop Based Activities	3
	Total	16

BES051: PRIMARY EDUCATION: CONTEXT CONCERNS AND VALUE EDUCATION

BLOCK 1: Primary Education: Issues and Concerns

- Unit 1: Quality Assurance in Primary Education.
- Unit 2: Right to Education (RTE Act-2009) and Mechanisms of Child Rights Protection
- Unit 3: National Curriculum Framework (NCF 2005): Implications for Primary Education
- Unit 4: Value Education

BLOCK 2: Diversity and Inclusion

- Unit 5: Diversity in the Classroom
- Unit 6: Learners with Disabilities
- Unit 7: Making Classrooms Inclusive

BES052: FACILITATING TEACHING-LEARNING AND ASSESSMENT

BLOCK 1: Perspectives on Teaching and Learning

- Unit 1: Exploring how Children Learn

- Unit 2: Facilitating Active Learning
- Unit 3: Classroom Organization and Management

BLOCK 2: Continuous and Comprehensive Evaluation

- Unit 4: Learning Assessment
- Unit 5: Formative and Summative Evaluation
- Unit 6: Recording and Reporting Learners' Progress

BES 053: DEVELOPING PROFESSIONALISM AMONG TEACHERS

BLOCK 1: Teacher in the Emerging Context

- Unit 1: Professional Ethics for Teachers
- Unit 2: Teacher as a Change Agent
- Unit 3: Teacher as a Counselor
- Unit 4: Managing the Self

BLOCK 2: Teacher as a Life-Long Learner

- Unit 5: Teacher as a Reflective Practitioner
- Unit 6: Teacher as an Innovator and Researcher
- Unit 7: ICT Mediated Professional Development

BES 054: PEDAGOGY OF LANGUAGES

BLOCK 1: The Language Learner

- Unit 1: Nature and Acquisition of Language
- Unit 2: Language and Social Interaction
- Unit 3: Aims of Language Teaching and Language across the Curriculum
- Unit 4: Methods and Approaches to Language Teaching-Learning

BLOCK 2: Language Skills (English)

- Unit 5: Teaching-Learning and Assessing Listening and Speaking
- Unit 6: Teaching-Learning and Assessing Reading Comprehension
- Unit 7: Teaching-Learning and Assessing Writing
- Unit 8: Enhancing Vocabulary and Teaching Grammar
- Unit 9: Resources and Teacher Generated Material

BLOCK 3: Language Skills (Hindi)

- bdkbz 10: Hkk"kk; h dks kyka dk fodkl -1
- bdkbz 11: Hkk"kk; h dks kyka dk fodkl -2
- bdkbz 12: fgnh Hkk"kk f'k{k.k ea vkdyu ,oa ew' ;kadu

BES 055: PEDAGOGY OF MATHEMATICS

BLOCK 1: What, Why and How of Mathematics

- Unit 1: Nature of Mathematics
- Unit 2: Aims of Teaching Mathematics
- Unit 3: Learning of Mathematics

BLOCK 2: Teaching of Mathematics at Primary Level

- Unit 4: Number and Numeration
- Unit 5: Shape and Size
- Unit 6: Measurement
- Unit 7: Data Handling

BES 056: PEDAGOGY OF ENVIRONMENTAL STUDIES(EVS)

BLOCK 1: Teaching-Learning EVS

- Unit 1: Approaches for EVS Teaching
- Unit 2: Learning and Transaction
- Unit 3: Assessment Practices

BLOCK 2: Understanding and Transacting Themes in Environmental Studies (EVS)

- Unit 4: Family and Friends
- Unit 5: Food
- Unit 6: Water
- Unit 7: Shelter
- Unit 8: Travel

BESE 057 : WORKSHOP BASED ACTIVITIES (WBA)

Each teacher offering this course will have to compulsorily attend a 15 day Workshop Based Activities.

Instructional System

The CPPDPT programme delivery system includes the multi-media approach, i.e., self-instructional print material, audio/video components, assignments, practical work in school and workshops.

Printed Material

The print materials are the self-instructional materials for various courses of the programme. It is supplied to the students in the form of blocks. Each block contains 3-5 units. The University sends study material and assignments 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.

Audio and Video Programmes

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling and workshop sessions at the programme centre. Besides, the video programmes are telecast on the national network of Gyan Darshan.

Assignments

Assignments are an integral and compulsory component of the instructional system. There is one tutor-marked assignment for each course. These assignments are to be submitted to the study centre in accordance with the submission schedule provided separately in the programme guide.

Submission of assignments is mandatory for issuance of hall ticket.

Teleconferencing

To provide more clarity and understanding, two-way audio and one-way video facility will be used during teleconferencing.

Interactive Radio Counselling (IRC) and interactive programmes through Gyan Vani and Gyan Darshan will also be made available.

ORGANISATION of WORKSHOP BASED ACTIVITIES

One compulsory practical workshop of '15 days' duration, with intensive face-to-face interaction to develop skills and competencies among teachers will be organized at the Programme Centre assigned to learner.

4.2 EVALUATION & CERTIFICATION

Credit System

The University follows 'Credit System' for its programmes. In ODL, the learning load for a learner has been defined as 'credits'. 'One credit' is of 30 hours of study comprising all learning activities. A four credit course, for instance, involves 120 study hours. This helps the learner to understand the academic efforts one has to put in, in order to successfully complete a course.

Certification of the programme will require successful completion of assignments, and term-end examination for each course in a programme and the practical components.

The teachers will have to undergo an evaluation and Term End Examination as per existing pattern and norms of IGNOU and Certification will be done by IGNOU.

Evaluation

The system of evaluation is as follows:

Theory: For theory courses, evaluation comprises three aspects:

- a. Self-evaluation exercises within each unit of study (no-weightage).
- b. Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. One assignment in each theory course is compulsory.
- c. The term-end examination has a weightage of 70% of the total for each course.

Term-end examinations will be held in June/December every year. But for the candidates of academic year (July-2014), the first term-end examination will be held in December 2014 only.

Practical: Evaluation of Workshop Based Activities.

The student will have to obtain at least ‘D’ grade in each course in both continuous and terminal evaluation separately. However, the overall grade should be, at least, ‘C’ for the successful completion of a course.

If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only up to a period of 18 months from the date of registration.

The letter grade system is used for grading continuous and terminal examination components. These letter grades are as follows:

Letter grade	Qualitative level	Point grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

A Place after the decimal point is rounded off following the below-mentioned procedure. If the number following the desired place is n and $5 \leq n < 9$, then the said place is increased by 1, for example, 52.76 becomes 52.8 and if $0 \leq n < 5$, then said place is retained as such, for example 53.74 remains as 53%.

5. UNIVERSITY RULES

The University reserves the right to change the rules from time to time. However, latest rules will be available on the IGNOU website www.ignou.ac.in and applicable to all the students irrespective of the year of registration.

5.1 Educational Qualifications 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.

5.2 Incomplete and Late Applications

Incomplete Application Form (s)/Re –registration Form (s), received after due date or having wrong options of courses or electives or false information, will be summarily rejected without any intimation to the learners. The learners are, therefore, advised to fill up the relevant columns carefully and enclose copies of all the required certificates duly attested by (a) a Member of Parliament or a State Legislature; or (b) a Member of District Council or a Metropolitan Council, a Municipal Corporation or Municipal Committee ; or (c) a Gazetted Officer of the Central or a State Government; or (d) an officer of any banking company (including a co-operative bank) of the rank of Manger). **The admission Form**

duly completed along with its enclosures is to be submitted to the Regional Director concerned ONLY on or before the due date mentioned in the admission notification. The application form sent to other offices of the University will not be considered and applicant will have no claim, whatsoever, on account of this.

5.3 Validity of Admission

Learners offered admission, have to join on or before the due dates specified by the University. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

5.4 Simultaneous Registration

5.4.1 Students who are already enrolled in a programme of one year or longer duration can also simultaneously register themselves for any certificate programme of 6 months duration.

However, if there is any clash of dates of counselling or examination schedule between the two programmes taken, University will not be in a position to make adjustment.

5.4.2 Simultaneously pursuing **two academic Programme** either from the same University, or one from the **Open University (under ODL mode)** and the other from **Conventional University (regular or face-to-face mode)** is not permitted, as of now, except add on courses.

5.5 Validity of Degree for Admission

5.5.1 Master's Degree awarded without a first degree of 3 year duration is not recognized for purposes of admission to IGNOU's Academic Programmes.

5.5.2 Bachelor's Degree means, **Bachelor's Degree of not less than 3 year duration** .

5.5.3 IGNOU also accepts First degree of 2 year duration obtained from a recognized university **completed up to the year 1998-99** for purposes of higher studies; **provided such students have undergone a further one year bridge course and passed the same to be in conformity with UGC regulations.**

5.5.4 Degree acquired from an 'Off Campus' Centre of Private Universities outside the territorial jurisdiction of the concerned state is also not recognized for purposes of admission to IGNOU's academic programmes unless it has specific approval of the University Grants commission.

5.5.5 Similarly, Degrees acquired from an '**Off Campus**' Centre/ '**Off-shore**' Campus of Central/ State/Deemed to be Universities offered through Distance mode of learning will be accepted for higher studies in IGNOU; provided these have obtained as per **territorial jurisdiction** of these Central/ State/Deemed to be Universities prescribed by the University Grants Commission from time to time.

5.6 Counselling and Examination Centre

All study centres, Programme study centre, special study centres are not Examination centres. Practical Examination need not necessarily be held at the centre where the learner has undergone counselling or practical. Regular counselling sessions will be conducted at the learner support centres provided the number of 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, intensive counselling sessions will be held which essentially means that 40% of the numbers of prescribed counselling sessions are to be conducted within a week's time.

5.7 Change/Correction of Address

There is a printed card for change/correction of address 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 the proforma provided in the Programme Guide and send it to the Regional Director concerned who will forward the request after verifying the student's signature to SRD, Maidan Garhi, New Delhi - 110068. **Requests received directly will not be entertained. The form of change of address can also be downloaded from IGNOU Website www.ignou.ac.in. Learners are advised not to write letters to any other officer in the University in this regard. Normally, it takes 4-6 weeks to effect the change. Therefore, the learners are advised to make their own arrangements to redirect the mail to the changed address during this period.**

In case a change of Study Centre is desired, the learners are advised to fill the proforma and address it to the Regional Centre concerned. Since counselling facilities are not available for all Programmes at all the centres, learners are advised to make sure that 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 component are involved.

5.8 Change of Region

Change of Study Centre/Regional Centre is generally not permissible in programmes where practical components are involved, like B.Ed., M.Ed., D.El.Ed., etc.

5.9 Foreign Students

Foreign students residing in India are eligible to seek admission in IGNOU programmes, who have **valid student visa** for the minimum duration of the programme. Such students are required to remit the fee at par with foreign students (fee structure of foreign students could be downloaded from the website 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. Programmes with limited number of seats are not offered for foreign students.

5.10 Reservation

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes, non-creamy layer of OBC, War Widows, Kashmiri Migrants and Physically Handicapped learners, as per the Government of India rules, for admission to its various programmes.

However, submission of forged certificate under any category shall lead not only cancellation of admission but will also be legally implicated as per Govt. of India rules.

5.11 Term-End Examination

The University conducts Term-End Examination twice a year in the month of June & December. Students will be permitted to appear in Term-end examination subject to the conditions that 1) registration for the courses in which they wish to appear is valid, 2) minimum time to pursue

these courses is elapsed, 3) they have also submitted the required number of assignment(s), if any, and 4) maximum time to pursue the programme has not elapsed.

Examination Fee

Examination fee of Rs. 60/- per course is required to be paid through demand draft in favour of IGNOU payable at the city of the Regional Centre where submitting the examination form. Students can also submit on-line examination form through online payment gateway (guidelines available at IGNOU website www.ignou.ac.in). The examination form are available at Regional Centre/Study Centre and also at IGNOU's website.

Examination Centre

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

Date of Submission of Examination Forms

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	Only at the concerned Regional Centre under which your examination centre falls.
1 st April to 20 th April	1 st Oct to 20 th Oct	ˆ 300/-	
21 st April to 30 th April	21 st Oct to 31 st Oct	ˆ 500/-	
1 st May to 15 th May	1 st Nov to 15 th Nov	ˆ 1000/-	

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

1. Remain in touch with their Regional Centre/ Study Centre /Student Evaluation Division for change in schedule of submission of examination form/fee if any;
2. Fill up all the particulars carefully and properly in the examination form to avoid rejection/ delay in processing of the form;
3. Retain proof of mailing/submission of examination form till receiving examination hall ticket.
4. Although all efforts are made to declare the result in time, there will be no binding on the University to declare the results of the last examination before commencement of next examination. You are therefore, advised to fill up the examination form without necessarily waiting for the result and get it cancelled at a later date if so required.

Issue of Examination Hall Ticket

University issues Examination Hall Ticket to the students at least two weeks before the commencement of Term-end Examination. In case any student fails to receive the Examination

Hall Ticket within one week before the commencement of the examination, the student can download the hall ticket from the website and approach the exam centre for appearing in the exam by producing his/her IGNOU identity card.

5.12 Disputes on Admission and Other University Matters

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

5.13 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member Universities of Association of India 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 5th May, 2004, AIU Circular No. EV/11(449/94/176915-177115 dated January 14, 1994, AICTE Circular No. AICTE/Academic/MOU-DEC/2005 dated May 13, 2005, and UGC/DEB/2013 dated 14/10/2013.

5.14 Study Material 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 can obtain a copy of the same from the Study Centre or may download it from the IGNOU website: www.ignou.ac.in.** In case of non-receipt of study material students are requested to write to the RC concerned.

5.15 Early Declaration of Result

The student can apply for early declaration of Term-End –Examination result with a fee of Rs. 700/- per course. **The application for early declaration of result shall be entertained only if student has been selected for any post or applied for further studies.** The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/Practical courses, Project, Assignment workshop, Seminar, etc. based courses. The Application for Early Declaration of result shall be entertained for final year only. Format attached at the end of the programme guide.

5.16 Re-evaluation of Answer Script(s)

After the declaration of result, if the students are not satisfied with the marks awarded they can request the University to re-evaluate their Answer Scripts on payment of Rs.500/- per course. The request for re-evaluation by the student must be within one month from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along-with the fee of Rs. 500/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Re-evaluation form. Format attached at the end of the programme guide.

5.17 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 of 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 alongwith 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 given in the student hand book & prospectus and also made available at University's website www.ignou.ac.in

5.18 Obtaining Photocopy of Answer Scripts

After the declaration of result, if the students are not satisfied with marks the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs. 100/- per course. The request for obtaining photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concern Evaluation Centre in the prescribed format along-with the fee of Rs100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format attached at the end of the prospectus.

5.19 Official Transcript

The University provides the facility of official transcripts on request made by the learners on plain paper addressed to Registrar, Student Evaluation Division (SED), Block-12, IGNOU, Maidan Garhi, New Delhi-110068. A fee of Rs.200/- per transcript payable through DD in favour of IGNOU is charges for this purpose . In case of request for sending transcript outside India, the students are required to pay Rs.400/-. Format attached at the end of the prospectus.

5.20 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through Demand Draft of Rs.150/- in favour of IGNOU payable at "New Delhi". Format attached at the end of the prospectus.

5.21 IGNOU Policy regarding sexual harassment at the workplace

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

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

IGNOU POLICY REGARDING SEXUAL HARASSMENT AT THE WORKPLACE

Apex Committee Against Sexual Harassment (ACASH)

Prof. Anu Aneja Chairperson, SOGDS	011-29571614	anuaneja@ignou.ac.in
Dr. Zeba Khan DD, EMPC	011-29573394	zkhan@ignou.ac.in
Ms. Kalyani Menon Sen Feminist Activist		kmenonsen@gmail.com
Prof. Pravin Sinclair Director, NCERT	011-26519154	

IGNOU Committee against Sexual Harassment (ICASH)

Prof. Srilatha Chairperson, SOMS	011-29573009	srilatha@ignou.ac.in
Prof. Malati Mathur SOH	011-29572783	malati_mathur@ignou.ac.in
Ms. Poonam Bhushan SOE	011-29572934	pbhushan@ignou.ac.in
Prof. Dolly Mathew SOSS	011-29572728	umamedury@ignou.ac.in
Ms. Santosh Gogia AR, SOEDS	011-29571666	sgogia@ignou.ac.in
Ms. Rajni A. Jeet AR, IUC	011-29571518	rajinijeet@ignou.ac.in
Mr. Praveen Kumar Sharma SPA, SOPVA	011-29571651	praveenkumarsharma@ignou.ac.in
Ms. Neelam Rawat SO, Admn	011-29571422	neelamrawat@ignou.ac.in
Ms. Sandhya Chopra RTA, SOSS	9312731589	sandhyachopra@hotmail.com
Ms. Chitra Mudgal Writer, Novelist		

Regional Services Division Committee against Sexual Harassment (RSDCASH)

Dr. Asha Khare Chairperson & Dy. Director, EDNERU	011-29534034	ashakhare@ignou.ac.in
Dr. Neeta Kapai Dy. Director, CCETC	011-29572108	nkapai@ignou.ac.in
Ms. Seema Chandok D. Librarian	011-29571909	seemachandhok@ignou.ac.in
Ms. Sharda JAT, Gen. Admn.	011-29571418	
Ms. Mridula Tandon Sakshi NGO		

5.22 Correction/Change of Name/Surname of Learner

5.22.1 Spelling mistakes, if any, committed at the time of data entry stage will be rectified at the Regional Centre and corrected data transmitted to Student Registration Division (SRD) for updating in the database. However, Learners are expected to write their correct name (as indicated in the High School Certificate) in the Admission Form. In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form.

5.22.2 For change of Name/Surname, after confirmation of admission, the learners are required to submit the following documents at the Regional Centre, for onward transmission to Registrar,SRD:

- i. Original copy of Notification in a daily newspaper notifying the change of name;
- ii. Affidavit, in original, on non-judicial Stamp Paper of the appropriate value sworn in before 1st Class Magistrate specifying the change in the name;
- iii. Marriage Card/ Marriage Certificate in case of women candidates for change in surname;
- iv. Gazette Notification, in original, reflecting the change of name/surname;
- v. Demand Draft of Rs.200/- drawn in favour of IGNOU payable at New Delhi.

Request for correction and/or change of Name/Surname will be entertained only before completion of the programme.

5.23 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially for the programme with entrance based after the scheduled examination.

5.24 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 intermediaries shall do so at their own risk and cost. However, in case of any specific complaint regarding fraudulent institutions, fleecing students etc., please contact any of the following members of the Malpractices Prevention Committee:

1. Director, Research Unit (Tele: 2953 4336)
2. Director, SSC (Tele: 2953 5714)
3. Director, RSD (Tele: 2957 2404)
4. Registrar, SED (Tele: 29572204)
5. Registrar, SRD (Tele: 2953 2741)
6. Registrar, MPDD (Tele: 2953 4521)
7. Deputy Registrar, F&A (Tele: 2953 4934)
8. Deputy Registrar (SRD) (Tele: 2957 1112)

Alternatively complaints may be faxed on 29532312.

Email : ignouregistrar@ignou.ac.in, Website: <http://www.ignou.ac.in>

Note: Except the above mentioned complaints, no other queries will be entertained at the above phone 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, authority would expel him from the University. 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.

REGIONAL CENTRE CODES AND ADDRESSES

Sl. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
1	AGARTALA RC CODE: 26	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE M.B.B. COLLEGE COMPOUND P.O. AGARTALA COLLEGE AGARTALA - 799 004, TRIPURA 0381-2519391, 0381-2516266 rcagartala@ignou.ac.in	STATE OF TRIPURA (DISTRICT: DHALAI, NORTH TRIPURA, SOUTH TRIPURA, WEST TRIPURA)
2	AHMEDABAD RC CODE: 09	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY AHMEDABAD - 382 481, CHHARODI, GUJARAT 02717-242975-242976 02717-241579 02717-256458, 02717-241580 rcahmedbad@ignou.ac.in	STATE OF GUJARAT (DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALSAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI)
3	AIZWAL RC CODE: 19	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LAL BULAIA BUILDING, M.G. ROAD AIZWAL - 796 001, KHATLA (NEAR CENTRAL YMCA OFF), MIZORAM 0389-2311693 / 2311692 0389-2311789 rcaizwal@ignou.ac.in	STATE OF MIZORAM (DISTRICT: AIZWAL, LUNGLEI, KOLASIB, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI)
4	ALIGARH RC CODE: 47	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3/310, MARRIS ROAD ALIGARH - 202 001, UTTAR PRADESH 0571-2700120 / 2701365 0571-2402147 rcaligarah@ignou.ac.in	STATE OF UTTAR PRADESH ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR/KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPURI, MATHURA, MORADABAD, RAMPUR)
5	BANGALORE RC CODE: 13	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NSSS KALYANA KENDRA 293, 39TH CROSS, 8TH BLOCK BANGALORE - 560 070, JAYANAGAR, KARNATAKA 080-26654747/26657376 080-26639711 080-26644848 rcbangalore@ignou.ac.in	STATE OF KARNATAKA (DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGERE, KOLAR, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI)
6	BHAGALPUR RC CODE: 82	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE CAMP OFFICE, MARWARI COLLEGE PREMISES BHAGALPUR, BIHAR 812007 rcbhalpur@ignou.ac.in 0641-2905028/2905029	STATE OF BIHAR (DISTRICT: KISHANGANJ, ARARIA, KATHIHAR, PURNEA, BHAGALPUR, BHAGALPUR, BANKA & MUNGER, KHAGARIA, MADHIPURA) <i>(Note : Currently under Darbhanga and Patna RCs)</i>

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
7	BHOPAL RC CODE: 15	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN. BHOPAL - 462 016, SHIVAJI NAGAR MADHYA PRADESH 0755-2578455/2578452 0755-2762524 rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ALIRAJPUR, BHIND, DATIA, HARDA, KHANDWA, MANDSAUR, NEEMUCH, RAJGARH, SHAJAPUR, BAWANI, BHOPAL, DEWAS, GUNA, HOSHANGABAD, JHABUA, KHARGONE, MORENA, RATLAM, SHEOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPURI, UJJAIN)
8	BHUBANESHWAR RC CODE: 21	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013, ORISSA 0674-2301348 / 2301250 0674-2301352 0674-2371457, 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANJ, NAYAGARH, PURI, SAMBALPUR, SUNDERGARH)
9	BIJAPUR RC CODE: 85	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O BLDEA'S JSS COLLEGE OF EDU. SS JUNIOR COLLEGE CAMPUS BIJAPUR -586101, KARNATAKA 08352-258417 09901498384 rcbijapur@ignou.ac.in	STATE OF KARNATAKA COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL RAICHUR & YADGIR, HAVERI, GADAG, STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR)
10	CHANDIGARH RC CODE: 06	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO 208, SECTOR 14 PANCHKULA - 134 109, HAYRANA 0172-2590277, 2590278 0172-2590279 rcchandigarh@ignou.ac.in	STATE OF PUNJAB (DISTRICT: PATIALA, MOHALI, RUP NAGAR, FATEHGARH SAHEB), STATE OF HARYANA (DISTRICT: AMBALA, PANCHKULA), CHANDIGARH (U.T.)
11	CHENNAI RC CODE: 25	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 3RD FLOOR G R COMPLEX 407-408 ANNA SALAI, CHENNAI - 600 035 NANDANAM, TAMILNADU 044-24312766/24312979 044-24729779, 0044-24312799 rcchennai@ignou.ac.in	STATE OF TAMILNADU (DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARIYALUR), PONDICHERRY (U.T.)
12	COCHIN RC CODE: 14	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE KALOOR, COCHIN - 682 017, KERALA 0484-2340203 / 2348189 / 2330891 0484-2340204 rccochin@ignou.ac.in	STATE OF KERALA (DISTRICT: ALAPPUZHA, ERNAKULAM, IDUKKI, KOTTAYAM, MALAPPURAM, PALAKKAD, THIRUSSUR, LAKSHADWEEP (U.T.)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
13	DARBHANGA RC CODE: 46	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE LALIT NARAYAN MITHLA UNIV. CAMPUS, KAMESHWARANAGAR NEAR CENTRAL BANK, BIHAR DARBHANGA - 846 004 06272-251833 06272-251318, 06272-253719 rcdarbhanga@ignou.ac.in	STATE OF BIHAR (DISTRICT: BEGUSARAI, DARBHANGA, EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHI, SAMISTIPUR, MADHUBANI, MUZAFFARPUR & WEST CHAMPARAN)
14	DEHRADUN RC CODE: 31	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NANOOR KHERA, TAPOVAN RAIPUR ROAD, DEHRADUN - 248 001 UTTARANCHAL 0135-2789205 0135-2789200 0135-2665317 0135-2789190 rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL (DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINITAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR, BIJNORE, SHAMLI (PRABUDH NAGAR))
15	DELHI 1 RC CODE: 07	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO J-2-1 BLOCK - B 1 MOHAN COOPERATIVE INDUSTRIAL NEW DELHI - 110 044 ESTATE, MATHURA ROAD, DELHI 011-26990091 /26990082-83 011-26058354 011-26990084 rcdelhi1@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYAPURI, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASANT KUNJ, SAKET, GREEN PARK, LAJPAT NAGAR, G.K., MALVIYA NAGAR, BHOGAL, ASHRAM, HAUZ KHAS, MUNIRIKA, OKHLA SANGAM VIHAR, FRIENDS COLONY, BADARPUR), STATE OF HARYANA (DISTRICT: FARIDABAD, PALWAL)
16	DELHI 2 RC CODE: 29	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI SMRITI & DARSHAN SAMITI RAJGHAT, NEW DELHI - 110 002, DELHI 011-23392374 /23392376 23392377 011-26493257 011-23392375 rcdelhi2@ignou.ac.in	STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPURI, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHASTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR)
17	DELHI 3 RC CODE: 38	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE F-634-636 PALAM EXTENSION RAM PHAL CHOWK NEW DELHI - 110 045 (NEAR SECTOR 7) DWARKA, DELHI 011-25088964 011-25088983 rcdelhi3@ignou.ac.in	STATE OF DELHI (COVERING AREA SOF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPURI, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT)

Sl. No.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
18	DEOGHAR RC CODE: 87	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE A S COLLEGE, DEOGHAR DEOGHAR, JHARKHAND 814142 06432-34448 rcdeoghar@ignou.ac.in	STATE OF JHARKHAND COVERING (DISTRICTS KODAGU, MANDYA, MYSORE, UDUPI), DEOGHAR, SAHIBGANJ, PAKUR, DUMKA, JAMTARA & GIRIDIH)
19	GANGTOK RC CODE: 24	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GAIRIGAON TADONG, PO SHUMVUK HOUSE GANKTOK - 737 102, SIKKIM 0359-2270923 0359-2212501 rcgangtok@ignou.ac.in	STATE OF SIKKIM (DISTRICT: EAST SIKKIM, WEST SIKKIM, NORTH SIKKIM, SOUTH SIKKIM)
20	GUWAHATI RC CODE: 04	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE HOUSE NO 71, GMC ROAD, GUWAHATI CHRISTIAN BASTI, ASSAM 781003 0361-2343786 / 2343783 0361-2343784 rcguwahati@ignou.ac.in	STATE OF ASSAM (DISTRICT: TINSUKIA, DIBRUGARH, SIBSAGAR, DHEMAJI, JORHAT, LAKHIMPUR, GOLAGHAT, SONITPUR, KARBI, ANGLONG, NAGAON, MARIGAON, DARRANG, KAMRUP, NALBARI, BARPETA, BONGAIGAON, GOALPARA, KOKRAJHAR, DHUBRI, NORTH CACHAR HILLS, CACHAR, HAILAKANDI, KARIMGANJ, KAMRUP, METROPOLITAN, BAKSA, UDALGURI, CHIRANG)
21	HYDERABAD RC CODE: 01	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207, KAVURI HILLS PHASE II, NEAR MADHAPUR PS, HYDERABAD - 500 033 JUBILEE HILLS (P.O.), ANDHRA PRADESH 040-23117550-53 040-27152527 040-23117554 rchyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH (DISTRICT: ADILABAD, ANANTAPUR, HYDERABAD, KADAPA, KARIM NAGAR, KURNOOL, MEDAK, MAHABOON NAGAR, NALGONDA, NIZAMABAD, RANGA REDDY, WARANGAL)
22	IMPHAL RC CODE: 17	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE ASHA JINA COMPLEX NORTH AOC, IMPHAL - 795 001 MANIPUR 0385-2421190 / 2421191 0385-2421192 rcimphal@ignou.ac.in	STATE OF MANIPUR (DISTRICT: BISHNUPUR, CHURACHANDPUR, CHANDEL, IMPHAL EAST, IMPHAL WEST, SENAPATI, TAMENGLONG, THOUBAL, UKHRUL)
23	ITANAGAR RC CODE: 03	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX' 'C' SECTOR (NEAR CENTRAL SCH.) ITANAGAR - 791 110, ARUNACHAL PRADESH 0360-23517051/2247536 0360-2247535 0360-2350990 rcitanagar@ignou.ac.in	STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, NAHARLAGUN, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
24	JABALPUR RC CODE: 41	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, RAJSHEKHAR BHAVAN RANI DURGAVATI VISHVAVIDYALAYA JABALPUR - 482 001 CAMPUS, PACHPEDHI, MADHYA PRADESH 0761-2600411 /2609896, 2609902 0761-2609919 rcjabalpur@ignou.ac.in	STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)
25	JAIPUR RC CODE: 23	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 70/79, SECTOR - 7, PATEL MARG JAIPUR - 302 020, MANSAROVAR, RAJASTHAN 0141-2785730 / 2785750 0141-2274292 0141-2785763 0141-2784043 rcjaipur@ignou.ac.in	STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUJI, KOTA, SAWAI, SIKAR, SRIGANGANAGAR & TONK)
26	JAMMU RC CODE: 12	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SPMR COLLEGE OF COMMERCE AUROBINDO BLOCK 1ST FLOOR JAMMU - 180 001, CANAL ROAD JAMMU & KASHMIR 0191-2579572 / 2546529 0191-2502921 0191-2561154 rcjammu@ignou.ac.in	STATE OF JAMMU & KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)
27	JODHPUR RC CODE: 88	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O ONKAR MALL SUMANI COLLEGE OF COMMERCE, JODHPUR- 342008 RAJASTHAN 0291-2753989 rcjodhpur@ignou.ac.in	STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, UDAIPUR, BIKANER, JALORE, SIROHI NAGOUR, DUNGARPUR, PALI, PRATAPGARH, BANSWARA)
28	JORHAT RC CODE: 37	REGINOAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CKB COMMERCE COLLEGE NEAR CIRCUIT HOUSE, JORHAT-785001, ASSAM 9435733728 rcjorhat@ignou.ac.in	STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, INSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) Note: Currently under Guwahati RC)
29	KARNAL RC CODE: 10	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 06 SUBHASH MARG SUBHASH COLONY NEAR HOME GUARD OFFICE KARNAL - 132 001, HARYANA 0184-2271514 / 2260075 0184-2254621 0184-2255738 rckarnal@ignou.ac.in	STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, REWARI, ROHTAK, SIRSA, SONIPAT, YAMUNANAGAR)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
30	KHANNA RC CODE: 22	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE I.T.I. BUILDING, BULEPUR KHANNA - 141 401, (DISTRICT LUDHIANA) PUNJAB 01628-229993 / 237361 01628-238632 01628-238284 rckhanna@ignou.ac.in	STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/ NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)
31	KOHIMA RC CODE: 20	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE NEAR MOUNT HERMON SCHOOL DON BOSCO HR.SEC SCHOOL ROAD KOHIMA - 797 001 KENDOUZOU, NAGALAND 0370-2260366 / 2260167 0370-2241968 0370-2260216 rckohima@ignou.ac.in	STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)
32	KOLKATA RC CODE: 28	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK, KOLKATA - 700 091 SALT LAKE, BIDHAN NAGAR, WEST BENGAL 033-23349850 033-23592719 / 23589323 (RCL) 033-24739393 033-23347576 rckolkata@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)
33	KORAPUT RC CODE: 44	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE DISTRICT AGRICULTURE OFFICE RD BEHIND PANCHAYAT BHAVAN KORAPUT - 764 020, ORISSA 06852-252982 06852-251535 06852-252503 rckorapat@ignou.ac.in	STATE OF ORISSA (DISTRICT: KORAPUT, MALKANGIRI, RAYAGADA, NABARANGPUR, KALAHANDI, NUAPADA, BOLANGIR, SONEPUR, BOUDH), STATE OF CHHATTISGARH (DISTRICT: BASTAR, NARAYANPUR, DANTEWADA, BIJAPUR)
34	LUCKNOW RC CODE: 27	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE B-1/33, SECTOR - H, ALIGANJ LUCKNOW - 226 024, UTTAR PRADESH 0522-2746120 / 2745114 0522-2326793 0522-2746145 rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AURAIYA, BAHRAICH, BALRAMPUR, BANDA, BARABANKI, BAREILLY, BASTI, CHITRAKUT, FAIZABAD, FARUKHABAD, FATEHPUR, GONDA, HAMIRPURKO, HARDOI, JALAUN, JHANSI, KANNAUJ, KANPUR RURAL, KANPUR URBAN, KAUSHAMBI, LAKHIMPUR, LALITPUR, LUCKNOW, MAHOBA, PILIBHIT, RAEBAREILY, SHAHJANANPUR, SHRAVASTI, SIDHARTHANAGAR, SITAPUR, UNNAO)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
35	MADURAI RC CODE: 43	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SIKKANDAR CHAVADI ALANGANALLUR ROAD MADURAI - 625 018, TAMIL NADU 0452-2380387 / 2380733 0452-2370588 rcmadurai@ignou.ac.in	STATE OF TAMIL NADU (DISTRICT: COIMBATORE, DINDIGUL, ERODE, KARUR, MADURAI, NILGIRIS, PUDUKKOTTAI, RAMANATHAPURAM, SIVAGANGA, THANJAVUR, THENI, THIRUVAROOR, TIRUCHIRAPPALLI, TIRUPUR, VIRUDHUNAGAR)
36	MUMBAI RC CODE: 49	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OM LEVA VIKAS NIKETAN NANEPADA ROAD, MULUND (E) MUMBAI - 400 081 022-25633159 022-25635540 rcmumbai@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: MUMBAI, THANE, RAIGARH, RATNAGIRI)
37	NAGPUR RC CODE: 36	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GYAN VATIKA 14 HINDUSTAN COLONY AMARAVATI ROAD, NAGPUR - 440 033, 0712-2536999, 0712-2537999 0712-2538999 rcnagpur@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)
38	NOIDA RC CODE: 39	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C-53 SECTOR 62 INSTITUTIONAL AREA NOIDA - 201 305, UTTAR PRADESH 0120-2405012 0120-2405014 0120-2405013 rcnoida@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR) STATE DELHI (MAYUR VIHAR PH-I & II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)
39	PANAJI RC CODE: 08	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BEHIND CHODANKAR HOSPITAL NEAR P&T STAFF QUARTERS POVORIM - 403 521 ALTO PORVORIM, GOA 0832-2462315 0832-2414552 rcpanaji@ignou.ac.in	STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA (DISTRICT : BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT : SINGHDHURG)
40	PATNA RC CODE: 05	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER WEST GANDHI MAIDAN, PATNA - 800 001 BIHAR 0612-2219539 / 2219541 0612-2687042 0612-2219538 rcpatna@ignou.ac.in	STATE OF BIHAR (DISTRICT: ARWAL, AURANGABAD, BANKA BHALPUR, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKSHISARAI, MUNGER, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
41	PORT BLAIR RC CODE: 02	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR - 744 104 ANDAMAN & NICOBAR ISLANDS 03192-242888 03192-230111 rportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH & MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)
42	PUNE RC CODE: 16	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MSFC BUILDING, 1ST FLOOR 270, SENAPATI BAPAT ROAD PUNE - 411 016 MAHARASHTRA 020-25671867 / 25651321 020-25880091 020-25671864 rcpune@ignou.ac.in	STATE OF MAHARASHTRA (DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)
43	RAGHUNATHGANJ RC CODE: 50	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE BAGAN BARI NEAR DENA BANK FULTALA RAGHUNATHGANJ DT.MURSHIDABAD WEST BENGAL-742 225 03483-271555 03483-271666 rcraghunathganj@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: MURSHIDABAD, BIRBHUM, MALDA)
44	RAIPUR RC CODE: 35	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE IGNOU COMPLEX KACHNA, RAIPUR - 492 014 POST: SADDU, CHHATTISGARH 0771-2428285 0771-5056508 0771-2445839 0771-2583578 rcraipur@ignou.ac.in	STATE OF CHHATTISGARH (DISTRICT: BILASPUR, DHAMTARI, DURG, JANJGIR-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAJGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGUJA, NARAYANPUR, BIZAPUR)
45	RAJKOT RC CODE: 42	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SAURASHTRA UNIVERSITY CAMPUS RAJKOT - 360 005, GUJARAT 0281-2572988 0281-2561449 0281-2571603 rcrajkot@ignou.ac.in	STATE OF GUJARAT (DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHAVNAGAR, SURENDRANAGAR), DIU (U.T.)
46	RANCHI RC CODE: 32	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 457/A, ASHOK NAGAR RANCHI - 834 022, JHARKHAND 0651-2244688 / 2244699 0651-2244677 0651-2244400 rcranchi@ignou.ac.in	STATE OF JHARKHAND (DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARHWA, WEST SINGHBHUM, SARAIKELA, KHARASAWAN, EAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, KODERMA, KHUNTI, RAMGARH)

Sl. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
47	SAHARSA RC CODE: 86	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE C/O MLC COLLEGE SAHARSA, BIHAR 582201 06478-219014, 06478-219015 06478-219018 rcsaharsa@ignou.ac.in	STATE OF BIHAR COVERING (DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHAR, ARARIYA, KISHANGANJ & PURNIA)
48	SHILLONG RC CODE: 18	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE SUNNY LODGE, NONGTHYMMI SHILLONG - 793 014 NONGSHILLIANG, MEGHALAYA 0364-2521117, 0364-2521271 0364-2252252 rcshillong@ignou.ac.in	STATE OF MEGHALAYA (DISTRICT: EAST KHASI HILLS, EAST GARO HILLS, JAINTIA HILLS, RI-BHOI, SOUTH GARO HILLS, WEST KHASI HILLS, WEST GARO HILLS)
49	SHIMLA RC CODE: 11	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE CHAUHAN NIWAS BUILDING, SHIMLA - 171 002, KHALINI HIMACHAL PRADESH 0177-2624612 / 2624613 0177-2620125 , 0177-2624611 rcshimla@ignou.ac.in	STATE OF HIMACHAL PRADESH (DISTRICT: BILASPUR, CHAMBA, HAMIRPUR, KANGRA, KINNAUR, KULLU, LAHUL & SPITI, MANDI, SHIMLA, SIRMAUR, SOLAN, UNA)
50	SILIGURI RC CODE: 45	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 17/12 J C BOSE ROAD SUBHAS PALLY, SILIGURI - 734 001 WEST BENGAL 0353-2526818, 0353-2526829 0353-2526819 rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL (DISTRICT: COOCHBEHAR, JALPAIGURI, DARJEELING, UTTAR DINAJPUR, DAKSHIN DINAJPUR)
51	SRINAGAR RC CODE: 30	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE NEAR LAWRENCE VIDHYA BHAWAN KURSU RAJ BAGH SRINAGAR - 190 008, JAMMU & KASHMIR 0194-2311251, 0194-2311258 0194-2421506 , 0194-2311259 rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR REGION - DISTRICT: ANANTNAG, BANDIPORE, BARAMULLA, BUDGAM, GANDERBAL, KARGIL, KULGAM, KUPWARA, LEH, PULWAMA, SHOPIAN, SRINAGAR)
52	TRIVANDRUM RC CODE: 40	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE RAJADHANI SHOPPING COMPLEX OPP PRS HOSPITAL KILLIPPALAM KARAMANA PO TRIVANDRUM - 695 002 0471-2344113, 0471-2344115 0471-2590700 rcrivandrum@ignou.ac.in	STATE OF KERALA (DISTRICT: KOLLAM, PATHANAMTHITTA, THIRUVANANTHAPURAM), STATE OF TAMIL NADU (DISTRICT: KANYAKUMARI, TUTICORIN, TIRUNELVELI)
53	VARANASI RC CODE: 48	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE GANDHI BHAWAN, B.H.U. CAMPUS VARANASI-221005 UTTAR PRADESH 0542-2368022 / 2368622 0522-2364893 0542-2369629 rcvaranasi@ignou.ac.in	STATE OF UTTAR PRADESH (DISTRICT: AMBEDKAR NAGAR, AZAMGARH, BALLIA, CHANDAULI, DEORIA, GHAZIPUR, GORAKHPUR, JAUNPUR, KUSHINAGAR, MAHARAJGANJ, MAU, MIRZAPUR, SANT KABIR NAGAR, SANT RAVIDAS NAGAR, SONEBHADRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR)

SI. NO.	REGIONAL CENTRE, CODE	ADDRESS OF THE REGIONAL CENTRE TEL., FAX & E-MAIL	JURISDICTION
54	VATAKARA RC CODE: 83	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE MADHAVI BUILDING NUT STREET (PC) VATAKARA 673104, KERALA 0496-2525281 rcvatakara@ignou.ac.in	STATE OF KERALA (DISTRICT: CALICUT,KANNUR,KASARAGOD WAYANAND) KOZHIKODE
55	VIJAYAWADA RC CODE: 33	REGIONAL DIRECTOR IGNOU REGIONAL CENTRE #9-76-18, 1ST FLOOR, S.K.P.V.V. HINDU HIGH SCHOOL, KOTHAPET VIJAYWADA 520 001 0866-2565253 / 2565959 rcvijayawada@ignou.ac.in	STATE OF TELENGANA/SEEMANDARA (DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, CHITTOOR, KHAMMAM)
56	VISAKHAPATNAM SEEMANDARA RC CODE: 84	REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE 2ND FLOOR MVP SECTOR 12 COMPLEX USHODAYA JUNCTION VISAKHAPATNAM-530017 0891-2511200, 0891-2511300 rcvisakhapatnam@ignou.ac.in	STATE OF TELENGANA/ COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM)

NAME & ADDRESS OF IGNOU SUB-REGIONAL CENTRES

SI. NO.	RC NAME	ADDRESS	OPERATIONAL AREA
1	KANDHAMAL	ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI, ODISHA Ph. : 9437559654	KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR
2	TIRUPATI	ARD(I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC Ph. : 8500221125	ANANTPUR, CHITTOOR, KADAPA, KURNOOL
3	PITHORAGARH	ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 Ph. : 05964-264077	BAGESHWAR, CHAMPAWAT, ALMORA, NAINITAL
4	DARJEELING	ARD(I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA, DARJEELING H. C. ROAD, WEST BENGAL Ph. : 08116903933, 9434199100	DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION

IGNOU-Army, Assam Rifle, Navy Recognized Regional Centres

Sl. No.	RC	RC Code	Address	Operational Area
1	IAEP - CHANDIMANDIR	52	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION(G.S.EDU.BRANCH) HQ WESTERN COMMAND CHANDIMANDIR -134107 HARYANA 0172-2589355,(CIVIL) 2670 (MILITARY) 0712-2589355 iaeprc52@rediffmail.com	WESTERN COMMAND AREA
2	IAEP - JAIPUR	56	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE EDUCATION BRANCH HQ SOUTHERN WESTERN COMMAND C/O 56 APO 908546 JAIPUR, RAJASTHAN 0141-6640 (MILITARY) swciaep@gmail.com	SOUTH WESTERN COMMAND
3	IAEP - KOLKATA	51	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION, FORT WILLIAM HQ EASTERN COMMAND, C/O 99 APO KOLKATA - 908 542 WEST BENGAL 033-22222668 (CIVIL) 2670 (MILITARY) rc51army_ec@yahoo.co.in rcarmy51@ignou.ac.in	EASTERN COMMAND AREA
4	IAEP - LUCKNOW	53	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE IAEP HQ.CENTRAL COMMAND- GS (EDN) LUCKNOW - 226002 UTTAR PRADESH 0522-2482968(CIVIL); 2670 (MILITARY) iaepcc53@yahoo.co.in	CENTRAL COMMAND AREA
5	IAEP - PUNE	54	REGIONAL DIRECTOR IGNOU ARMY RECOG. REG. CENTRE COL. EDUCATION H Q SOUTHERN COMMAND HRDC-1 BEG & CENTRE C/O 56 APO - 908 791 020-20265568 CIVIL); 3019 (MILITARY) 020-26102670 armypunerc54@yahoo.com	SOUTHERN COMMAND AREA

THE FOLLOWING PSCS OFFERING CPPDPT PROGRAMME TO TEACHERS OF KENDRIYA VIDHYALAYA SANGTHAN (KVS) HAVE BEEN ESTABLISHED

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
1	09134 P	Ahmedabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya No-1 Shahibaug, Ahmedabad	Ahmedabad	Certificate Programme for Professional Development Teachers (CPPDPT)
2	09135 P	Baroda	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya EME Baroda	Ahmedabad	CPPDPT
3	47032 P	Mathura	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Mathura Cantt	Aligarh	CPPDPT
4	47033 P	Moradabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Moradabad, Railway Harthala Colony Moradabad (UP)	Aligarh	CPPDPT
5	47034 P	Agra Cantt.	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya No -1 AFS Agra Cantt.	Aligarh	CPPDPT
6	13143 P	Bangalore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya MEG & Centre	Bangalore	CPPDPT
7	13144 P	Bangalore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya- AFS Yelahanda	Bangalore	CPPDPT
8	13145 P	Bangalore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Hebbal	Bangalore	CPPDPT
9	13146 P	Mysore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Mysore	Bangalore	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
10	13147P	Manglore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Manglore	Bangalore	CPPDPT
11	82007P	Jamalpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Jamalpur	Bhagalpur	CPPDPT
12	15220P	Bhopal	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Manglore	Bhopal	CPPDPT
13	15221 P	Indore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Indore	Bhopal	CPPDPT
14	15222 P	Itarsi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 CPE Itarsi	Bhopal	CPPDPT
15	15223 P	Khandwa	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Khandwa	Bhopal	CPPDPT
16	15224 P	Shivpuri	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya ITBP Shivpuri	Bhopal	CPPDPT
17	15225 P	Gwalior	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya No-1 Gwalior	Bhopal	CPPDPT
18	21199 P	Berhampur	Programme Incharge Prog. Study Centre Kendriya Vidhyalaya Berhampur	Bhubaneswar	CPPDPT
19	21200 P	Bhubaneshwar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-3 Bhubaneshwar	Bhubaneswar	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
20	21201 P	Cuttack	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Cuttack	Bhubaneswar	CPPDPT
21	21202 P	Balasore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Balasore Bhubaneswar	Bhubaneswar	CPPDPT
22	21203 P	Sambalpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Sambalpur	Sambalpur	CPPDPT
23	85001 P	Bidar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya AFS Bidar	Bijapur	CPPDPT
24	06018 P	Chandigarh	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya BRD AFS Chandigarh	Chandigarh	CPPDPT
25	06019 P	Patiala Cantt	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Patiala Cantt	Chandigarh	CPPDPT
26	05020 P	Chandimandir	Programme Incharge IGNOU Prog. Study Centre Kendriya vidhalay-a-2 Chandimandir	Chandigarh	CPPDPT
27	06021 P	Ambala	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Ambala	Chandigarh	CPPDPT
28	25222 P	Minambakkam	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Minambakkam	Chennai	CPPDFF
29	14172 P	Ernakulam	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Ernakulam	Cochin	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
30	14173 P	Kottayam	Programme Incharge Prog. Study Centre Kendriya Vidhyalaya RB Kottayam	Cochin	CPPDPT
31	14174 P	Thrissur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Thrissur	Cochin	CPPDPT
32	46022 P	Muzaffarpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Muzaffarpur	Darbhanga	CPPDPT
33	31029 P	Dehradun	Programme Incharge Prog. Study Centre Kendriya Vidhyalaya ITSP, Seemadwar, Dehradun (Uttarakhand)	Dehradun	CPPDPT
34	31030 P	Dehradun	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya SHEL, Haridwar (Uttarakhand)	Dehradun	CPPDPT
35	07176 P	Faridabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Faridabad	Delhi-1	CPPDPT
36	07178 P	JNU New Delhi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya JNU Campus, New Delhi	Delhi-1	CPPDPT
37	29041 P	Vigyan Vihar, Delhi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya NFC Vigyan Vihar	Delhi-2	CPPDPT
38	38028 P	Gurgaon	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya AFS Gurgaon	Delhi-3	CPPDPT
39	38029 P	Delhi Cantt	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-3 Delhi Cantt	Delhi-3	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
40	38030 P	Tagore Garden, New Delhi	Programme fncharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Tagore Garden	Delhi-3	CPPDPT
41	38031 P	Janakpuri, New Delhi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Janakpuri	New Delhi-3	CPPDPT
42	01146 P	Picket, Hyderabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Picket	Hyderabad	CPPDPT
43	01147 P	Golconda, Hyderabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2	Hyderabad	CPPDPT
44	01148 P	Hakimpet Hyderabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Hakimpet	Hyderabad	CPPDPT
45	41020 P	Jabalpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1, GCF Jabalpur	Jabalpur	CPPDPT
46	41021 P	Satna	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Satna	Jabalpur	CPPDPT
47	41022 P	Karani	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Karani Mkt.	Jabalpur	CPPDPT
48	41023 P	Chhindwara	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Chhindwara	Jabalpur	CPPDPT
49	23116 P	Jaipur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Jaipur	Jaipur	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
50	23117 P	Ajmer	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Ajmer	Jaipur	CPPDPT
51	23118 P	Kota	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Kota	Jaipur	CPPDPT
52	233119P	Suratgarh	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Suratgarh	Jaipur	CPPDPT
53	12117 P	Jammu	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Jammu	Jammu	CPPDPT
54	01147 P	Jodhpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 AFS Jodhpur	Jodhpur	CPPDPT
55	88003 P	Bikaner	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Bikaner	Jodhpur	CPPDPT
56	1066 P	Rohtak	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Rohtak	Karnal	CPPDPT
57	2272 P	Adampur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Adampur	Khanna	CPPDPT
58	2273 P	Pathankot	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Pathankot	Khanna	CPPDPT
59	2274 P	Amritsar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Amritsar	Khanna	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
60	2275 P	Jalandhar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Jalandhar	Khanna	CPPDPT
61	2276 P	Bathinda	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-5 Bathinda	Khanna	CPPDPT
62	28144 P	Kancharapara, Kolkata	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Kancharapara No-2	Kolkata	CPPDPT
63	28145 P	Joka, Kolkata	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Joka	Kolkata	CPPDPT
64	28146 P	Chittaranjan Kolkata	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Chittaranjan	Kolkata	CPPDPT
65	28147 P	Kharagpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Kharagpur No. 2	Kolkata	CPPDPT
66	41024 P	Jagdalpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Jagdalpur	Koraput	CPPDPT
67	44025 P	Bolangir	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Bolangir	Koraput	CPPDPT
68	44026 P	Koraput	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Koraput	Koraput	CPPDPT
69	27205 P	Jhansi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya No-3 Jhansi	Lucknow	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
70	27206 P	Kanpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya IIT, Kanpur	Lucknow	CPPDPT
71	27207 P	Lucknow	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya, Aliganj Lucknow	Lucknow	CPPDPT
72	27208 P	Lucknow	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya AMC Lucknow	Lucknow	CPPDPT
73	27209 P	Lucknow	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Gomtinagar, Lucknow	Lucknow	CPPDPT
74	43073 P	Dindigul	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Dindigul	Madurai	CPPDPT
75	43074 P	Madurai	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Madurai	Madurai	CPPDPT
76	43075 P	Coimbatore	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Coimbatore	Madurai	CPPDPT
77	49044 P	Colaba, Mumbai	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Colaba	Mumbai	CPPDPT
78	36049 P	Nagpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Ajni Nagpur	Nagpur	CPPDPT
79	39019 P	Ghaziabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya K.N. Nagar. Ghaziabad	Noida	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
80	08028 P	Belgaum	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Belgaum	Panaji	CPPDPT
81	05166 P	Danapur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-2 Danapur	Patna	CPPDPT
82	16140 P	Pune	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Army Area, Pune	Pune	CPPDPT
83	16141 P	Nashik	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya SP Nashik	Pune	CPPDPT
84	50003 P	Farakka	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Farakka	Raghunathganj	CPPDPT
85	35146 P	Raipur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Raipur	Raipur	CPPDPT
84	35147 P	Dongargarh	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Dongargarh	Raipur	CPPDPT
87	35148 P	Bilaspur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Bilaspur	Raipur	CPPDPT
88	42021 P	Bhuj	Programme Incharg IGNOU Prog. Study Centre Kendriya Vidhyalaya Army Bhuj	Rajkot	CPPDPT
89	42022 P	Jamnagar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya INF Lines, Jamnagar	Rajkot	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
90	32027 P	Hinno Ranchi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Hinno, Ranchi	Ranchi	CPPDPT
91	32028 P	Bokaro	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-l Bokaro, Ranchi	Ranchi	CPPDPT
92	32029 P	Tata Nagar, Ranchi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Tata Nagar	Ranchi	CPPDPT
93	86013 P	Barauni	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya HFC Barauni	Saharsa	CPPDPT
94	1184 P	Yol Cantt	Programme Incharge IGNOU Prog. Study-Centre Kendriya Vidhyalaya Yol Cantt	Shimla	CPPDPT
95	45020 P	Alipurduar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Alipurduar	Siliguri	CPPDPT
96	45021 P	Siliguri	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Sevoke Road	Siliguri	CPPDPT
97	30015P	Srinagar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-l Srinagar	Raipur	CPPDPT
98	40029 P	Pattom	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Pattom	Thiruvanantha puram	CPPDPT
99	48029 P	Allahabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya New Cantt. Allahabad	Varanasi	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
100	48030 P	Allahabad	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya AFS Manauri, Allahabad	Varanasi	CPPDPT
101	48031 P	Varanasi	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya 39 GTC Varanasi	Varanasi	CPPDPT
102	48032 P	Gorakhpur	Programme fncharge IGNOU Prog. Study Centre Kendriya Vidhyalaya AFS Gorakhpur	Varanasi	CPPDPT
103	33026 P	Vijayawada	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Vijayawada	Vijayawada	CPPDPT
104	33027 P	Tirupati	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Tirupati	Vijayawada	CPPDPT
105	83005 P	Calicut	Programme Incharge IGNOU Prog. Study Centre. Kendriya Vidhyalaya-1 Calicut	Vatakara	CPPDPT
106	83006 P	Payyannur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Payyannur	Vatakara	CPPDPT
107	83007 P	Vatakara	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Keltron Nagar	Vatakara	CPPDPT
108	84004 P	Vizag	Programme Incharge GNOU Prog. Study Centre Kendriya Vidhyalaya-2 SVN, Vizag	Vishakhapatnam	CPPDPT
109	2649 P	Kunjaban	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Kunjaban	Agartala	CPPDPT

Sr. No.	LSC Code	Location	Name of the PIC and address of	Regional Centre	Programme Activated
110	2650 P	Agartala	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya ONGC Agartala	Agartala,	CPPDPT
111	04181 P	Srikona	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya ONGC Srikona	Guwahati	CPPDPT
112	04182 P	Silchar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Silchar	Guwahati	CPPDPT
113	04183 P	Khanapara	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Khanapara	Guwahati	CPPDPT
114	04184 P	Bongaigaon	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Bongaigaon	Guwahati	CPPDPT
115	0364 P	Itanagar	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Itanagar	Itanagar	CPPDPT
116	37001 P	Tinsukia	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Tinsukia	Jorhat	CPPDPT
117	37002 P	Dinjan	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Dinjan .	Jorhat	CPPDPT
118 ..	37003 P	Jorhat .	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya ONGC Jorhat	Jorhat	CPPDPT
119	37003 P	Tezpur	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya-1 Tezpur	Jorhat	CPPDPT
120	1878 P	Shilong	Programme Incharge IGNOU Prog. Study Centre Kendriya Vidhyalaya Happy Valley	Shilong	CPPDPT

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

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

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

Endl: As above



ASSOCIATION OF INDIAN UNIVERSITIES
AIU HOUSE, 16 KOTLA MARG , NEW DELHI-110002

Phones : 3312305, 3313390
3310059, 3312429

The Registrar(s)
Member Universities

Gram: ASINGU
Telex: 31 66180 AIU IN
Fax: 011-3315105
No. EV/II(449)/94/1 76915-177115
January 14, 1994

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

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

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS 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. <input type="text"/>	FOR OFFICE USE ONLY
<input type="text"/>	Sr. No. : <input type="text"/>
<input type="text"/>	Signature of the receiver
<input type="text"/>	Date : <input type="text"/>
Signature of the Student <input type="text"/>	Seal
Date : <input type="text"/>	

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

CHANGE/CORRECTION OF ADDRESS AND STUDY CENTRE

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

Programme of Study
Enrolment Number

Name

New or Corrected Address including Pin

New Study Centre Code

Choice for Medium of Study

Date of Change

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

The Regional Director of your region.

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

Enrolment Number <input type="text"/>	Programme Code <input type="text"/>
<input type="text"/>	Date Change effective from <input type="text"/>

Name <input type="text"/>

New Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town	State	State Code	Pin	Pin	Pin	Pin	Pin	Pin	Pin

(See Code List 2 of Guide to Applicant)

Signature :

Date :

Existing Study Centre Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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New Study Centre Code :

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



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Maidan Garhi, New Delhi-110 068

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:

Phone :

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 Materials & Assignments

Enrolment No.

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

Programme

--

Medium of Study

--

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

SI. No.	Course Code	Blocks	Assignments
---------	-------------	--------	-------------

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

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

Signature :
Date :

For Official Use

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



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 (P) 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

INSTRUCTIONS FOR FILLING THE FORM AND DOING ASSIGNMENTS

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

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



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

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

Note: For Instructions, please see reverse.

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

Sir,

I wish to have a duplicate copy of my Degree/Diploma/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 entries made by the applicant are correct.

Signature of Regional Director
With Stamp

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

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

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

I _____ Son/Daughter of Shri _____ resident of

_____ do hereby solemnly declare that the original Degree Certificate dated _____ issued to me by the Director. Student Evaluation Division, Indira Gandhi National Open University, Maidan Garhi-110068 on my having passed the _____ examination in _____ under University Enrolment No. _____ has been lost/destroyed.

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

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

Deponent

Signature _____

Address _____

Verification

Verified _____ this _____ day of _____ year that the contents of my affidavit are true to the best of my knowledge.

Deponent

SWORN BEFORE ME

Signature _____

Designation _____

Office Seal _____



INDIRA GANDHI NATIONAL OPEN UNIVERSITY STUDENT EVALUATION DIVISION

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, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.
3.	Dy. Registrar Evaluation Centre IGNOU Regional Centre 2 nd 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 st 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.	IGNOU Regional Evaluation Centre 'Mangolik' H/H-19/1, Baguipara Baguiati, PO-Aswininagar VIP Road, KOLKATA-700159	All Examination Centres in Kolkata, Darbhanga and Ranchi.



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

APPLICATION FORM FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

1. Name
2. Programme: Enrolment No:
3. Address:.....
.....
..... Pin Code
4. Contact No.
5. 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):
6. **Fee details:**

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

No. of Course(s): X Rs. 100/- = Total Amount:
Demand Draft No.: Date:
Issuing Bank:
7. Self attested photocopy of the Identity Card : Attached/Not attached issued by the University

UNDERTAKING

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

Date: Signature

Place: Name:

P.T.O.

RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	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 Vepery 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 nd 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 st 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.	IGNOU Regional Evaluation Centre 'Mangolik' H/H-19/1, Baguipara Baguiati, PO-Aswininagar VIP Road, KOLKATA-700159	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
STUDENT EVALUATION DIVISION**

APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS

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

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

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

1. Name:

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

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

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

Total marks/Overall point grade obtained Percentage obtained

.....

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

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

6. Fee details:

(The fee for Improvement in Division/Class 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): X Rs. 500/- = Total Amount:

Demand 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:-

Exam. 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 & REGULATION FOR IMPROVEMENT IN DIVISION/CLASS

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

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



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

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

Prescribed date for submission of form : within one month of declaration of result.

1. Name :

2. Programme: Enrolment No:

3. Address:

.....

..... Pin

4. Contact No. :

5. Month and Year of the Examination:

6. Examination Centre Code :

7. Address of the Examination Centre :

.....

.....

8. Courses, in which re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....
.....

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

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

Demand Draft No.: Date:

Issuing Bank:

Date: (Signature of the student)

PTO

RULES & REGULATIONS FOR RE-EVALUATION OF ANSWER SCRIPT

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

Sl.No.	Address of Evaluation Centre	Jurisdiction of Evaluation Centre
1.	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 Vepery 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 nd 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 st 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 th 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
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:

Fees for the official transcript:

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

Rs. 400/- or US \$100 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): X Rs. 200/- or Rs. 400/- or US \$100/- 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 fees 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.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 201 _____

EXAM FORM

Serial No.	
------------	--

Control No.

--

INSTRUCTIONS
 1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Programme Code		Regional Centre Code		Study Centre Code	
----------------	--	----------------------	--	-------------------	--

Enrolment No.		Exam Centre Code	
---------------	--	------------------	--

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

--

Address for Correspondence (Do not give Post Box No. Leave a box blank between each unit of address like House No., Street Name, PO, etc.)

City	District
State	Pin Code

MOBILE NO.

--

E-MAIL

--

Physical Handicapped (Please tick the relevant box)	YES	NO
--	-----	----

Scribe manuansis requires by the student (Please tick the relevant box)
--

FOR SCRIBE/AMANUENSIS THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/ PGDLAN/BLIS Programmes FEE @ Rs. 60/- PER COURSE (Demand draft in favour of IGNOU and payable at Regional Centre under which your exam centre falls.)

S.No.	Course Code	S.No.	Course Code
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of		Total Amount	
Courses	x ₹ 60		
Practical Courses	x ₹ 60		
Late Fee			
TOTAL			

1. Draft No.	
Amount	
2. Draft No.	
Amount	
Date	/ /

SIGNATURE OF THE STUDENT
 (within the Box only)

--

Issuing Branch _____
Payable at (Regional Centre under which your exam centre falls)

--

Dates for Submission of Exam Form				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	Submission of Exam Form
1 March to 31 March	NIL	1 Sept. to 30 Sept.	NIL	ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS
1 April to 20 April	` 300/-	1 Oct. to 20 Oct.	` 300/-	
21 April to 30 April	` 500/-	21 Oct. to 31 Oct.	` 500/-	
1 May to 15 May	` 1000/-	1 Nov. to 15 Nov.	` 1000/-	

"Exam for these students will be conducted at Regional Centre city only.

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/Incharge of your Study Centre/PSC/PI...etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee ` 60/- per course has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU and payable at the city of the Regional Centre where you are submitting your examination form.**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

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

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

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

DECLARATION

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

Date _____

(Signature of the student)

Phone No. (R) _____ Mobile No. _____ Email Id _____

Phone No. (O) _____

(with STD code)

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

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

Centre Code _____

Date _____

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

AFFIDAVIT BY THE STUDENT
(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

I, _____ (full name of the student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Tel./Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Experience-cum-Employment Certificate

(To be submitted at the time of counselling)

- (i) This is to certify that Mr./Ms. _____ has been teaching in this school from _____(DD)_____ (MM)_____ (YR) to _____(DD)_____ (MM)_____ (YR).
- (ii) His/Her appointment in this school is on full time temporary/permanent basis and teaching the students of class from _____ to _____ in the subjects _____ etc.
- (iii) This School is Govt./Govt. aided/unaided and is duly recognized by the central/state government/union territory by virtue of obtaining Registration No. _____ dated _____ from Directorate of Education, _____ (Name of the state) for a period _____/

I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Place :

Date :

Signature of Principal/Headmaster/Headmistress

Full Name :

Name of the School

Registration No. of the Institution:.....

Full Address

.....

(Seal /Stamp.....

Telephone No.

Email ID of the the School

FOR OFFICIAL USE

The above certificate is compared with employment certificate submitted earlier and found correct/incorrect. Original documents checked and verified. The candidate is found eligible not eligible for admission in CPPDPT Programme - 2014.

PSC Allotted	
PSC Code	

Signature of the Official

Name of the Official

Designation

Name of the Regional Centre/Division

**AFFIDAVIT BY PARENT/GUARDIAN
(TO BE SUBMITTED ALONGWITH APPLICATION FORM)**

I, Mr./Mrs./Ms. _____ (full name of parent/guardian/father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understand the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name :
Address :
Telephone/Mobile No. :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONG WITH APPLICATION FORM

This is to certify that, son/daughter of....., of village.....District/Division.....in the State.....belongs to the.....community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India,

Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993,

* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

* (v) Resolution No. 12011/96/94-BCC dated 9/03/96.

* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

* (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

* (viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

* (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

* (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

* Shri.....and/or his/her family ordinarily reside(s) in the..... District/Division of the.....State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

*Strike out whichever is not applicable

N.B.—

- (a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form
- (b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (c) The authorities competent to issue caste certificates are indicated below:
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii)Revenue Officer not below the rank of Tehsildar; and (iv)Sub-Divisional Officer of the area where the candidate and/or his family resides

NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.

FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO SC/ST CATEGORIES ALONGWITH APPLICATION FORM

FORM OF CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimathi*/Kumari*.....Son/daughter* of
..... of village/town*.....in District/
Division*.....of the State/Union Territory*.....belongs to
the..... Caste/Tribe* which is recognized as a Scheduled Caste Scheduled Tribe* Under:

The Constitution (Scheduled Castes)Order, 1950.

*The Constitution (Scheduled Tribes) Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order)1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North- Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders(Amendment) Act, 1976.)

*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

*The Constitution(Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders(Amendment)Act, 1976;

*The constitution(Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order,1970; *The Constitution (Sikkim) Scheduled Castes Order,

1978; *The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution

(Scheduled Tribes) Order Amendment Act, 1991. *The Constitution(Scheduled Tribes) Order Second Amendment Act,1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*.....father/mother*of Shri/Shrimathi/Kumari*.....of village/town*.....in District/Division*.....of the State/Union Territory*.....who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory*.....issued by thedated.....

3. Shri/Shrimati*/Kumari*.....and /or* his/her* family ordinarily reside(s) in village/town*.....ofDistrict/Division* of the State/Union Territory* of

District Magistrate

Deputy Commissioner, etc.

Dated:

SEAL _____

* Strike out whichever is not applicable

Note:- The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in the case of SCs, STs persons who have migrated from one State/UT (Employment News 9/92).

INDIRA GANDHI NATIONAL OPEN UNIVERSITY APPLICATION FORM FOR CPPDPT PROGRAMME

To be submitted at the concerned Regional Centre

(JANUARY / JULY SESSION)

[Strike out the Session whichever is not applicable]

Application Number

Control Number

1. Programme Code <input style="width: 100%;" type="text"/>	2. Enrolment No. (For office use only) <input style="width: 100%;" type="text"/>	<div style="border: 1px solid black; padding: 10px;"> <p>PHOTOGRAPH</p> <p>Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you.</p> </div> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> <p style="text-align: center;">Signature of Candidate</p>	
3. Regional Centre Code <input style="width: 100%;" type="text"/>	4. Study Centre Code <input style="width: 100%;" type="text"/>		5. State Code <input style="width: 100%;" type="text"/>
6. Medium Code Write their level code in the box A1 English <input style="width: 100%;" type="text"/> B2 Hindi <input style="width: 100%;" type="text"/> C3 Others <input style="width: 100%;" type="text"/> If other please specify <input style="width: 100%;" type="text"/>	7a. Are you already registered with IGNOU (Write the relevant code in the box) A1 Yes <input style="width: 100%;" type="text"/> B2 No <input style="width: 100%;" type="text"/>		
7b. If yes write the Enrol. No. & Program Code in the boxes below: Enrolment No. <input style="width: 100%;" type="text"/> Programme Code <input style="width: 100%;" type="text"/>			
8. Date of Birth Date <input style="width: 100%;" type="text"/> Month <input style="width: 100%;" type="text"/> Year <input style="width: 100%;" type="text"/>	9. Nationality A1 Indian <input style="width: 100%;" type="text"/> B2 Others <input style="width: 100%;" type="text"/>		
10. Sex: (Write the relevant code in the box) A1 Male <input style="width: 100%;" type="text"/> B2 Female <input style="width: 100%;" type="text"/>	11. Category (Write the relevant code in the box) A1 - GEN C3 - ST B2 - SC D4 - OBC (In case of OBC student, Please also indicate code either) D4 - A or D4 - B (i) Creamy Layer - D4A (ii) Non-Creamy Layer - D4B	12. Territory Code: (Write the relevant code in the box) A1 Urban <input style="width: 100%;" type="text"/> B2 Rural <input style="width: 100%;" type="text"/> C3 Tribal <input style="width: 100%;" type="text"/>	
13. Marital Status: (Write the relevant code in the box) A1 Married <input style="width: 100%;" type="text"/> B2 Unmarried <input style="width: 100%;" type="text"/>	14. Religion: A1 Hindu D4 Sikh G5 Parsi B2 Muslim E5 Jain H8 Jews C3 Christian F6 Buddhist I9 Others		
15. Whether Minority: (Write the relevant code in the box) A1 Yes <input style="width: 100%;" type="text"/> B2 No <input style="width: 100%;" type="text"/>	16. Social Status: (Write the relevant code in the box) A1 Ex-serviceman <input style="width: 100%;" type="text"/> B2 War widow <input style="width: 100%;" type="text"/> C3 Not applicable <input style="width: 100%;" type="text"/>	17. Whether Kashmiri Migrant: (Write the relevant code in the box) A1 Yes <input style="width: 100%;" type="text"/> B2 No <input style="width: 100%;" type="text"/>	
18. Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname) <input style="width: 100%; height: 20px;" type="text"/>			
19. Father's/Husband's Name/Mother's Name (Strike out whichever is not applicable) <input style="width: 100%; height: 20px;" type="text"/>			
20. Details of Scholarship being received if any: (a) Annual Scholarship Amount <input style="width: 100%;" type="text"/>	(b) Deptt. Offering (Write the relevant code in the box) Scholarship A1 Govt. Deptt. <input style="width: 100%;" type="text"/> B2 Other <input style="width: 100%;" type="text"/>	(c) Family income (yearly) <input style="width: 100%; height: 20px;" type="text"/>	
21. Relevant Qualifications: (Which makes you eligible for the programme)			
22. Address for Correspondence (Do not give Post Box No. Leave a blank between each unit of address like House No., Street Name, P.O., etc.) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> City <input style="width: 100%;" type="text"/> District <input style="width: 100%;" type="text"/> State <input style="width: 100%;" type="text"/> Pin Code <input style="width: 100%;" type="text"/>			

28. Landline Telephone Number (if any) with STD Code
 STD Code Telephone No.

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29. Fax No. (if any) with STD Code
 STD Code Fax No.

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30. Mobile Number (if any)

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31. E-mail address/ID (if any)

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DECLARATION BY APPLICANT

I hereby declare that I have read and understood the conditions of eligibility of eligibility for the programme for which I seek admission. I fulfil the minimum eligibility criteria and I have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in future over the same rules.

Date

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Signature of Candidate

CHECKLIST

- Tick the relevant boxes**
Affix photograph and enclose the following attested copies.
- (i) Certificates in support of your educational qualification(s).
 - (ii) Experience Certificate wherever required.
 - (iii) Student Card duly filed in along with photograph.
 - (iv) Acknowledgement Card duly stamped.
 - (v) Copy of ID Card if employee of KVS
 - (vi) Copy of the letter of sponsorship for the course from KVS

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. 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. No Student shall be allowed to appear in any examination/ practical without it.
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. 200/- 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

<p>Enrolment No. _____</p> <p>Name of the Programme _____</p> <p>Name _____</p> <p>Father's/Husband's/Mother's Name _____</p> <p>_____</p> <p>Address (in Capital Letters) _____</p> <p>_____</p> <p>_____</p> <p>Pin Code _____ Mobile No. _____</p> <p>Full Signature of the Candidate _____</p>	<div style="border: 1px solid black; padding: 20px; text-align: center; margin: 20px auto; width: 80%;"> <p>PASTE</p> <p>LATEST PHOTOGRAPH TO BE PASTED WHICH WILL BE ATTESTED BY UNIVERSITY OFFICERS</p> </div> <p>ATTESTED BY REGIONAL DIRECTOR _____ INDIRA GANDHI NATIONAL OPEN UNIVERSITY</p>
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Please mention your full postal address at the space allocated		Affix Postage stamp for Rs 6/-						
	To _____ _____ _____ CITY: _____ STATE: _____							
From The Regional Director, IGNOU Regional Centre _____ _____	PIN: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <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>							