Post Basic B.Sc. Nursing

Student Handbook
and
Prospectus
2016

Last date of Submission of Exam Form – 15th July, 2015

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

IGNOU is a CENTRAL UNIVERSITY established by an Act of Parliament in 1985 (Act No. 50 of 1985). IGNOU Degrees/ Diplomas/ Certificates are recognised by all the member institutions of the Association of Indian Universities (AIU) and are at par with Degrees/ Diplomas/Certificates of all Indian Universities/Deemed Universities/ Institutions.

An electronic version of the Prospectus and Application Form is also available on the IGNOU website: http://www.ignou.ac.in

Price : ₹ 1000.00 by cash at the counter
        ₹ 1050.00 by registered post
# IMPORTANT DATES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Last date of submission of filled in Entrance Test form</td>
</tr>
<tr>
<td>2.</td>
<td>Tentative date of Entrance test (OPENNET V)</td>
</tr>
<tr>
<td>3.</td>
<td>Tentative date of declaration of result</td>
</tr>
<tr>
<td>4.</td>
<td>Tentative date of counseling</td>
</tr>
<tr>
<td>5.</td>
<td>Final admission</td>
</tr>
<tr>
<td>6.</td>
<td>Check IGNOU website <a href="http://www.ignou.ac.in">www.ignou.ac.in</a> regularly for admission/counselling related information to avoid any delay. Also check website for additional study centre codes.</td>
</tr>
</tbody>
</table>

# IMPORTANT POINTS TO REMEMBER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applications in the prescribed form complete in all respects should reach the concerned <strong>Regional Director IGNOU Regional Centre</strong> on or before 15&lt;sup&gt;th&lt;/sup&gt; July, 2015 by registered post/speed post.</td>
</tr>
<tr>
<td>2.</td>
<td>The university will not be responsible for any delay or loss of the application form in the postal transit.</td>
</tr>
<tr>
<td>3.</td>
<td>The application form received after the last date (i.e. after 15&lt;sup&gt;th&lt;/sup&gt; July, 2015) shall not be accepted under any circumstances.</td>
</tr>
<tr>
<td>4.</td>
<td>Application forms, which are incomplete in any respect, will be summarily rejected and no correspondence will be entertained in this regard.</td>
</tr>
<tr>
<td>5.</td>
<td>No alteration/change shall be allowed to be made in the Application Form after it has been submitted to the University.</td>
</tr>
<tr>
<td>6.</td>
<td>The candidates shall comply with all the instructions while filling the application form. Overwriting, cutting, erasing in the application form may lead to rejection of application form and thus, should be avoided. Any error arising on this account shall be the responsibility of the candidates.</td>
</tr>
<tr>
<td>7.</td>
<td>No TA/DA is admissible for appearing in the OPENNET and later for counseling.</td>
</tr>
<tr>
<td>8.</td>
<td>All the correspondence with the candidate will be done only through e-mails and IGNOU website i.e. <a href="http://www.ignou.ac.in">www.ignou.ac.in</a>. You may therefore ensure that your e-mail is functional and written correctly and legibly in the application form.</td>
</tr>
<tr>
<td>9.</td>
<td>Experience will be calculated / counted only from the date of registration of RNRM. If RM certificate is obtained after RN certificate, experience will be counted only from the date of registration as RM.</td>
</tr>
<tr>
<td>10.</td>
<td>In male candidates the experience will be counted after RN. However, the candidates must have completed the INC approved course in lieu of midwifery before submitting the application.</td>
</tr>
<tr>
<td>11.</td>
<td>In case a candidate has furnished any false information and document or is found to have withheld any information intentionally or unintentionally (By mistake) while submitting his/her application/during counseling, his/her candidature/result/admission will be cancelled and any fee, if deposited will be forfeited</td>
</tr>
<tr>
<td>12.</td>
<td>Your Ranking in the entrance test is based on merit, experience, GNM Marks, Date of Birth and Caste Category. If any information related to the above parameters (experience, date of birth, marks and category etc.) are found to be incorrect in application form at any point of time including counseling and do not match with your documents despite fulfilling eligibility for admission and having a good rank, your application/admission will be rejected without any further clarification.</td>
</tr>
<tr>
<td>13.</td>
<td>After final admission, for further guidance, candidates have to report to concerned Regional Centre where Programme Study Centre is located.</td>
</tr>
<tr>
<td>14.</td>
<td>The experience <strong>before RN/RM registration</strong> will not be considered for admission to post basic BSc Nursing Programme.</td>
</tr>
<tr>
<td>15.</td>
<td>The OBC certificate of non-creamy layer should not be more than three years old from the date of issuance till the last date of submission of application form.</td>
</tr>
<tr>
<td>16.</td>
<td>Admission will be confirmed only after the verification of original certificates during counselling and receipt of fee.</td>
</tr>
<tr>
<td>17.</td>
<td>If you fail to produce any original documents listed at 3.8.2 (page 17) during counselling, your admission will be cancelled without any further clarification.</td>
</tr>
</tbody>
</table>
Instructions to Candidates

• Read the selection procedure given on Page No. 15 to 19.
• Send your Entrance Examination form to any one of the Regional Centres of your choice (i.e. the Regional Centre where you wish to take admission) where Programme Study Centre of Post Basic B.Sc. Nursing is located (Appendix VI).
• Region wise merit list will be prepared and your admission will be done on region-wise basis after counseling.
• You will be entitled to get the seat only under the Regional Centre from where you have applied.
• If you send your entrance examination form to more than one Regional Centre, your application is liable to be rejected.
• If a candidate in a particular Regional Centre having high rank/merit does not get admission after allocation of fixed number seats on merit basis in that centre he/she cannot claim admission in any other Regional Centre where the candidates having comparatively lower rank gets admission as seat allotment will be done on the basis of region-wise merit list. (Note: That there are fixed number of seats available in each centre.)
• You cannot claim admission as per National merit list.
• Remember that the experience will be calculated from date of registration as RNRM up to last date of submission of entrance test/application form.

Instructions for Regional Centres

• Receive entrance examination form (Opennet V) from the candidates.
• Scrutinize the application forms.
• Enter the data in appropriately prepared software.
• Transfer the data to SED to conduct Entrance examination and preparation of Region based merit list/rank after tie-break.
• Ensure that only eligible candidates (those who fulfil eligibility criteria) appear in the entrance test.
• Accept forms of all those candidates:
  a) Who fulfil eligibility criteria for admission i.e. 10+2 with RNRM having GNM with Two years of work experience after date of registration as RNRM up to last date of submission of entrance test form and/or 10th with RNRM having GNM with five years of work experience after the date of registration as RNRM up to last date of submission of entrance test form (see Page 15-20 for details)
  b) Who fill up the valid Opennet ‘V’ entrance test form.
• Constitute a counseling committee with two external nursing experts from the same region.
• Coordinate with programme coordinator.
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1. THE UNIVERSITY

1.1 Introduction

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

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

1.2 Prominent Features

- Indira Gandhi National Open University has certain unique features such as:
  - International Jurisdiction
  - Flexible admission rules.
  - Individualized study—flexibility in terms of place, pace and duration of study.
  - Use of latest information and communication technologies.
  - Nationwide student support services network.
  - Cost-effective programmes.
  - Modular approach to programmes.
  - Resource sharing, collaborations and networking with conventional Universities, Open Universities and other Institutions/Organizations.
  - Socially and academically relevant programmes based on students needs analysis. Convergence of open and conventional education systems.

1.3 Important Achievements

- Emergence of IGNOU as the largest Open University in the World.
- Recognition as Centre of Excellence in Distance Education by the Commonwealth of Learning (1993).
- Award of Excellence for Distance Education Materials by Commonwealth of Learning (1999).
- Launch of a series of 24 hour Educational Channels ‘Gyan Darshan’. IGNOU is the nodal agency for these channels and regular transmissions are done from the studio at EMPC, IGNOU (At present on hold).
● 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 spot delivery of study material to students.
● Largest network of learning support system.
● Declaration of Term-end result within 45 days.

1.4 The Schools of Studies and Centres

With a view to develop interdisciplinary studies, the University operates through its Schools of Studies. Each School is headed by a Director who arranges to plan, supervise, develop and organise its academic programmes and courses in coordination with the School staff and different academic, administrative and service wings of the University. The emphasis is on providing a wide choice of courses at different levels. The following Schools of Studies currently are in operation:

● School of Humanities (SOH)
● School of Social Sciences (SOSS)
● School of Sciences (SOS)
● School of Education (SOE)
● School of Continuing Education (SOCE)
● School of Engineering and Technology (SOET)
● School of Management Studies (SOMS)
● School of Health Sciences (SOHS)
● School of Computer and Information Sciences (SOCIS)
● School of Agriculture (SOA)
● School of Law (SOL)
● School of Journalism and New Media Studies (SOJNMS)
● School of Gender and Development Studies (SOGDS)
● School of Tourism and Hospitality Service Management (SOTHSM)
● School of Interdisciplinary and Trans-disciplinary Studies (SOITS)
● School of Social Work (SOSW)
● School of Vocational Education and Training (SOVET)
Some of the other Centres and Units which in coordination with the academic, administrative and service wings have developed very useful and educative courses/programmes, are as follows.

- National Centre for Disability Studies (NCDS)
- National Centre for Innovations in Distance Education (NCIDE)

### 1.5 Academic Programmes

The University offers both short-term and long-term programmes leading to Certificates, Diplomas, Undergraduate Degrees, Postgraduate Degrees and Doctoral Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such programmes. These are launched with a view to fulfil the learner’s needs 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 material is specially prepared by teams of experts drawn from different Universities and specialized Institutions in the area as well as by in-house faculty. This material is scrutinized by the content experts, supervised by the instructors/unit designers and edited by the language experts at IGNOU before they are finally sent for printing. Similarly, audio and video programmes are produced in consultation with the course writers, in-house faculty and producers. The material is previewed and reviewed by the faculty as well as outside media experts and edited/modified, wherever necessary, before they are finally despatched to the Programme Study Centres and Telecast through Gyan Darshan (At present Gyan darshan in not operational)

### 1.7 Credit System

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

1.8 Support Services

In order to provide individualised support to its learners, the University has a large number of Study Centres, spread throughout the country. These Study Centres are coordinated by 67 Regional Centres and Recognised Regional Centres. At the Study Centres, the learners interact with the Academic Counsellors and other learners, refer to books in the Library, watch/listen to video/audio programmes and interact with the Coordinator on administrative and academic matters. The list of Regional and Study Centres is given in this handbook. Support services are also provided through Work Centres, Programme Study Centres, Skill Development Centres and Special Study Centres.

1.9 Programme Delivery

The methodology of instruction in this University is different from that of the conventional Universities. The open university system is more learner-oriented and the learner is an active participant in the pedagogical (teaching and learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per the requirement.

The University follows a multimedia approach for instruction, which comprises:

a) **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programmes is supplied to the learners for every course (on an average 1 block per credit). A block which comes in the form of a booklet usually comprises 3 to 5 units.

b) **Audio-Visual Material Aids:** The learning package contains audio and video cassettes which have been produced by the University for better clarification and enhancement of understanding of the course material given to the learner. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the study centres during specific sessions which are duly notified for the benefit of the learners. The video programmes are telecasted on National Network of Doordarshan and Gyan Darshan. All Gyan Vani stations are broadcasting curriculum based audio programmes. Some of the selected stations of All India Radio are also broadcasting the audio programmes. Learners can confirm the dates for the programmes from their study centres. The information is also provided through the National Newspapers, IGNOU Newsletters sent to the learners periodically and university website (At present it is not operational).

c) **Counselling Sessions:** Normally Counselling sessions for theory are held as per schedule drawn by the Programme Study Centres. These are mostly held outside the regular working hours of the host institutions where the study centres are located. 75% attendance is compulsory in Post Basic B.Sc. Nursing Programme.

d) **Teleconferences:** Live sessions are conducted via satellite through interactive Gyan Darshan Channel as well as simultaneously telecasted on Edusat channel from the University studios at Electronic Media Processing Centre (EMPC), the schedule of which is made available at the Programme Study Centres (At present it is on hold).
e) **Practicals/Project Work:** Some Programme have practical components also. Practicals are held at designated institutions for which schedule is provided by the Programme Study Centres. 90% attendance for practicals is compulsory which are conducted in the specialized fields in hospitals and community under the supervision of Academic Counsellors/Clinical Supervisors.

**IGNOU Website**

At Website: http://ignou.ac.in, the following useful information is available:

- Details of programmes on offer.
- Downloadable prospectus/application forms of various programmes.
- Address checking.
- Material despatch details.
- Assignment of current years.
- Term-end examination date-sheet.
- Catalogue of audio/video programme.
- Hall ticket details.
- Result and Grade Card of your term-end examinations.
- Previous years question papers.
- An update on the latest happenings at the University.
- Programme schedules of Gyan Darshan, Gyan Vani and EDUSAT (at present it is not operational).
- List of Study Centres and Regional Centres.
2. SCHOOL OF HEALTH SCIENCES

The School of Health Sciences (SOHS) was set up with the objective of augmenting educational avenues and for providing in-service training for medical, nursing, paramedical and allied personnel through the distance education mode.
The School is a pioneer in developing competency-based programmes in various disciplines of Health Sciences. Innovative approach in Nursing and Medical programmes includes hands-on training which is provided through diversified approach of a network of colleges and district level hospitals. The programmes in nursing and health sciences are being developed so as to revolutionize career opportunities available to nursing and medical personnel.

To achieve this, the School is collaborating and exchanging ideas with various national and international organizations like World Health Organization (WHO), United Nations Children’s Fund (UNICEF), Ministry of Health and Family Welfare (MoHFW), Dental Council of India (DCI), Voluntary Organizations like Narayana Hrudalaya, Trained Nurses Association of India (TNAI), INC, Nepal Nursing Council and Partner Institute at DOHA.

**Ongoing Programmes**

**Doctoral Degree**
- Doctor of Philosophy in Nursing (PhD(N))
- Post Doctoral Certificate in Dialysis Medicine (PDCDM)

**Bachelor’s Degree**
- Bachelor of Science in Post Basic BSc Nursing (BScN(PB))

**PG and Advance Diploma**
- Post-Graduate Diploma in Maternal and Child Health (PGDMCH)
- Post-Graduate Diploma in Hospital and Health Management (PGDHHM)
- Post-Graduate Diploma in Geriatric Medicine (PGDGM)
- Post-Graduate Diploma in HIV Medicine (PGDHIVM)
- Diploma in Critical Care Nursing (DCCN)
- Diploma in Nursing Administration (DNA)

**Certificate**
- Certificate in Maternal and Child Health Nursing (CMCHN)
- Certificate in Newborn and Infant Nursing (CNIN)
- Certificate in Home Based Health Care (CHBHC)
- Certificate in Health Care Waste Management (CHCWM)

### 3. POST BASIC B.SC. NURSING

The preparation and launching of Post Basic B.Sc. Nursing degree programme has been agreed upon by IGNOU, at the request of Indian Nursing Council. The need for this was felt as the current pace of providing higher education to working nurses is very slow due to shortage of Colleges of Nursing and paucity of seats available in each. As per the New National Policy of Education, the emphasis is on the need for making higher education available within the reach of all. Launching of Post Basic B.Sc. Nursing Programme through Open University will meet its objectives. Further, it will also contribute towards the growth of nursing profession, promote Nation’s idea of accelerating women’s education and uplifting the expanded and extended role of the nursing personnel. The development of this programme has been undertaken with the involvement of nursing experts, scientists and educationists from related disciplines all over the country.

**Programme Objectives**

The main objectives of the programme are as follows:

- Provide opportunity to a large segment of in-service nurses to upgrade their knowledge and skills to respond to the changing health needs of the society.
- Motivate nurses to maintain clinical competence to provide quality care.
- Develop teaching, administration and research skills.
- Promote personal and professional growth for better opportunities.

**Programme Structure**

The University follows the credit system for its various Degree programmes. Each credit amounts to 30 hours of study comprising all learning activities. Thus a four credit course involves 120 study hours and an eight credit course involves 240 study hours. To complete the Post Basic B.Sc. Nursing Programme successfully, student will have to earn 108 credits over a period of 3 to 5 years depending on her/his convenience.

The Post Basic Bachelor of Science in Nursing is a three year Degree programme. This course has two major components: theory and practicals. It is divided into 22 courses; 11 theory and 11 practical.

1) **Theory Courses** : 40 Credits
2) **Practical Courses** : 68 Credits

<table>
<thead>
<tr>
<th>Year</th>
<th>Title</th>
<th>Course Code</th>
<th>Credits</th>
<th>No. of Blocks</th>
<th>No of Assignments</th>
<th>Counselling Sessions (Hours)</th>
<th>Self Study (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>Nursing Foundation</td>
<td>BNS- 101</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Applied Sciences</td>
<td>BNS-102</td>
<td>4</td>
<td>5</td>
<td>2</td>
<td>15</td>
<td>105</td>
</tr>
<tr>
<td></td>
<td>Maternal Nursing</td>
<td>BNS-103</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>12</td>
<td>48</td>
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<tr>
<td></td>
<td>Communicative English</td>
<td>BNS-104</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>12</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>Behavioural Sciences</td>
<td>BNS-105</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
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<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>18</td>
<td>19</td>
<td>9</td>
<td>87</td>
<td>453</td>
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<tr>
<td>2nd Year</td>
<td>Medical Surgical Nursing</td>
<td>BNS-106</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Paediatric Nursing</td>
<td>BNS-107</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>12</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Mental Health Nursing</td>
<td>BNS-108</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>10</td>
<td>11</td>
<td>5</td>
<td>60</td>
<td>240</td>
</tr>
<tr>
<td>3rd Year</td>
<td>Community Health Nursing</td>
<td>BNS-109</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Nursing Administration</td>
<td>BNS-110</td>
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<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
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<tr>
<td></td>
<td>Nursing Education and Reserch</td>
<td>BNS-111</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>24</td>
<td>96</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
<td>12</td>
<td>12</td>
<td>6</td>
<td>72</td>
<td>288</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td>40</td>
<td>42</td>
<td>20</td>
<td>219</td>
<td>981</td>
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</table>

*Total Hours of Theory and Self Study: 219+981=1200*
## List of Practical Courses

<table>
<thead>
<tr>
<th>Year</th>
<th>Title</th>
<th>Course Code</th>
<th>Credits</th>
<th>No. of Blocks</th>
<th>Practical Contact Sessions (Hours)</th>
<th>Self Study Activities (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>Nursing Foundation</td>
<td>BNSL-101</td>
<td>4</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Applied Sciences</td>
<td>BNSL-102</td>
<td>4</td>
<td>4</td>
<td>112</td>
<td>08</td>
</tr>
<tr>
<td></td>
<td>Maternal Nursing</td>
<td>BNSL-103</td>
<td>8</td>
<td>4</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Behavioural Sciences</td>
<td>BNSL-105</td>
<td>2</td>
<td>1</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
<td><strong>11</strong></td>
<td><strong>322</strong></td>
<td><strong>218</strong></td>
</tr>
<tr>
<td>2nd Year</td>
<td>Medical Surgical Nursing</td>
<td>BNSL-106</td>
<td>10</td>
<td>2</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td>Paediatric Nursing</td>
<td>BNSL-107</td>
<td>8</td>
<td>2</td>
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<td>120</td>
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<tr>
<td></td>
<td>Mental Health Nursing</td>
<td>BNSL-108</td>
<td>8</td>
<td>2</td>
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<td><strong>6</strong></td>
<td><strong>390</strong></td>
<td><strong>390</strong></td>
</tr>
<tr>
<td>3rd Year</td>
<td>Community Health Nursing</td>
<td>BNSL-109</td>
<td>8</td>
<td>2</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Nursing Administration</td>
<td>BNSL-110</td>
<td>6</td>
<td>2</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Nursing Education and Research</td>
<td>BNSL-111</td>
<td>8</td>
<td>2</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Computer in Nursing</td>
<td>BNSL-112</td>
<td>2</td>
<td>2</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24</strong></td>
<td><strong>8</strong></td>
<td><strong>360</strong></td>
<td><strong>360</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>68</strong></td>
<td><strong>24</strong></td>
<td><strong>1072</strong></td>
<td><strong>968</strong></td>
</tr>
</tbody>
</table>

Total Hours of Self Activities and Practical Contact Sessions: 968 + 1072 = 2040

The practical contact sessions will be held in hospital and community in respective areas under the supervision of Clinical Teachers/Academic Counsellors.

*Note: One credits is 30 study hours.*

### 3.1 Academic Session

The Programme commences from January of every year.

### 3.2 Admission

The admission will be made once in a year for in-service nurses. The applications should be submitted in prescribed form (OPENNET-V) so as to reach concerned/opted IGNOU Regional Centre where PSC for Post Basic BSc Nursing are located (appendix-VI) before the due date. The application form can also be downloaded from the IGNOU website [www.ignou.ac.in](http://www.ignou.ac.in) or obtained from Regional Centre IGNOU directly or by post. In case the entrance test form is downloaded, a demand draft of Rs.1050/- should be sent along with the form.
3.3 Eligibility
In-service Nurses that is Registered Nurses and Registered Midwives (RNRM) having 10+2 with three years, Diploma in General Nursing and Midwifery (GNM) with a minimum of two years experience (after registration as RNRM) in the profession. (For male nurses who have not done midwifery in the GNM programme should have a certificate in any of the Nursing courses of 6-9 months, duration prescribed by the Indian Nursing Council in lieu of midwifery).

OR

In-service Nurses (RNRM) having 10th class (Matriculation) or its equivalent with three year, Diploma in General Nursing and Midwifery (GNM) with minimum of five years experience (after registration as RNRM) in the profession. (For males nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing courses of 6-9 month, duration prescribed by the Indian Nursing Council in lieu of midwifery).

Note: Candidates with less than two years of experience after RNRM should not apply.

3.4 Age of Admission:- There is no maximum age limit.

3.5 Duration of Programme
The minimum duration of the programme is three years. However, the students are given a maximum period of five years to complete the programme from the date of registration after which the student have to apply for readmission paying the prorata fee for each incomplete course of theory and practical components.

3.6 Medium of Instruction
English

3.7 Number of Seats
The number of seats as approved by INC for admission to IGNOU Post Basic B.Sc. Nursing Programme varies from PSC to PSC. The approved list of Programme Study Centres (PSCs) for Post Basic B.Sc. Nursing along with PSCs Code and RCs Code and number of seats is given in Appendix VI. The list includes active PSCs where Post Basic BSc Nursing students will be admitted. The number of Programme Study Centres may be added as and when more PSCs are inspected and approved by INC. The information for the same will be displayed in the IGNOU website as and when it gets approved by INC.

3.8 Admission/Selection Procedure
Admission for Post Basic B.Sc. Nursing Programme for January, 2016 session will be done region-wise on the basis of merit in common entrance test. Regional Centres, where Post Basic B. Sc (N), Programme Study Centres are established will do the admissions. Candidates from any Region/State can apply as per their choice through any Regional Centre/s where PSCs for Post Basic BSc. Nursing Programme are established. Application forms will be processed at Regional Centre/s (RCs) concerned and data will be transferred by Regional Centre to Student Evaluation Division (SED) IGNOU. Entrance Test will be conducted by SED. Result will be processed by SED. Merit List will be prepared on the Region - wise basis by SED after tie-break. Counseling will be conducted by the Regional Centres. Counselling Committee will be constituted at all the concerned RCs with at least two external nursing experts, from the same state/region.
3.8.1 Entrance Test

Candidates will be required to apply/submit their entrance test form to the Regional Centre from where the candidates wish to pursue the Programme. It may be noted that the Programme Study Centres for (Post Basic) BSc Nursing are located only in Regional Centres as given in Appendix-VI. So candidates are requested to ensure that they submit their entrance test forms only in those regional centres where PSCs for Post Basic BSc Nursing are activated and given in the appendix-VI.

- Application should be submitted at concerned Regional Centre only.
- Entrance test will be conducted on a scheduled date as decided by the university, in the centres identified all over the country.
- Entrance test will comprise 120 multiple choice questions (bearing one mark each) drawn from various subjects taught in GNM. A model Questions paper for the entrance examination is provided in Appendix-X.
- The candidates will be provided OMR Sheet for marking the responses. A sample of OMR sheet is attached at appendix XA.
- Duration of the test will be two and a half hours.

3.8.2 Declaration of result and counselling

- Result of entrance examination will be declared tentatively in mid of October/November 2015, which will be uploaded in the IGNOU website www.ignou.ac.in. Information about next step of admission process will also be communicated simultaneously.
- Candidates will be required to submit self attested copy of the following certificates at the time of Counselling/Admission along with original copies of all the documents for verification during counseling:
  - Certificate of date of birth (10th class certificate)
  - 10+2 pass certificate
  - Valid RNRM Registration Certificate (In case of registration from more than one council, produce all the certificates at the time of admission/counseling.
  - Experience Certificate/s (On Letter Head of the competent authority with full name, date and signature with stamp).
  - GNM Mark sheet (Including marksheet of all years)
  - NOC from the organization, where you are working
  - Category Certificate indicating reservation status for SC/ST/Non Creamy layer of OBC/PH/Kashmiri Migrant/War Widow etc
- The admission will be made Region wise strictly on the basis of merit from the list of eligible candidates in each category after verification of the documents. The reservation policy will be followed as per Government of India rules.
3.8.3 Selection Procedure

- Region wise merit list for admission to Post Basic B.Sc. Nursing January, 2016 session will be prepared on the basis of marks obtained in the OPENNET – V (Entrance Test) and will be displayed in the IGNOU website after the declaration of results.

- In case of two or more candidates obtain equal marks in the OPENNET – V (Entrance Test), the inter-se ranking of such candidates shall be determined on the basis of the following criteria for tie break.
  
a. **Length of relevant experience**: Experience will be counted from the date of registration as RNRM upto the last date of receipt of application form as mentioned in the advertisement. In case of Female candidates who have registered as RN & RM separately, the experience will be counted from the date of RM registration. However, in male candidates, it will be calculated from the date of RN registration upto the last date of receipt of the application form subject to the completion of the INC recognized course in lieu of midwifery before applying for the entrance test.

b. **Over all percentage of marks secured in GNM examination**: If, the tie does not get resolved, aggregate marks of GNM in all the three years will be considered for calculating the percentage/merit.

c. **Date of Birth**: If the tie between the candidates still does not get resolved, date of birth will be considered. Candidates born earlier will have higher rank than those born later.

d. **Draw of Lot**: If there is a tie even after applying all the above criteria, then the rank will be decided through a draw of lot.

NOTE: The OBC certificate of non creamy layer should not be more than three years old from the date of issuance till the last date of submission of application form. The duration of experience, percentage of marks and the date of birth are being used for tie break, Information about all these three parameters mentioned in application form should match with the information available in the documents provided by you. In case, it does not match, the application form will be rejected.

Important points to be noted:

- The candidates who are offered admission are required to deposit the programme fee. Admission will be confirmed only after verification of original documents and receipt of admission Fee. The fee once deposited will not be refunded.

- Students must mention their email ID and mobile phone number in the application form. Otherwise it will be their responsibility to collect updated information related to counseling. IGNOU will not be responsible for nonreceipt of information in time.

- All the communication with candidates will be made only through the email and IGNOU website. Therefore, you should ensure that your email ID is functional, written correctly and legibly.

- Programme Study Centre once allotted will not be changed.
3.9 Programme Fees

Programme Fee — ₹ 15,000/- per annum, may vary from time to time.

Candidate seeking admission to Post Basic B.Sc. Nursing Programme are advised not to pay the fees along with the filled-in application form. They will get a separate communication about their admission and for payment of programme fee.

The programme fee should be paid only by Demand Draft drawn in the favour of IGNOU. On the back of Demand Draft write your name, address and telephone number to ensure proper credit to your account. The details regarding deposition of programme fee will be informed during notification for counselling.

3.10 Counseling procedures for qualified students of OPENNENT-V for admission to Post Basic B.Sc. Nursing programme January, 2016 session

1) Category-wise Availability of Seats

A total of 590 seats in 21 INC approved Programme Study Centres (PSC) are available for admission to Post Basic B.Sc. Nursing programme of IGNOU for January 2016 session. Reservation Policy as per Government of India rules will be followed for various categories.

- Check the merit list put up on the web site of IGNOU after declaration of result.
- Check your merit/rank as per the category. Wherever there is a tie in the marks/rank it will be resolved by the following criteria:

2) Resolving the Tie Cases

The mark and rank of candidates will be put on IGNOU website www.ignou.ac.in. In case of tie in the mark/rank, the following criteria will be followed as given in page 18 of the student handbook and prospectus in chronological order:

i) Length of relevant experience counted after registration as RNRM till last date of receipt of application by the University.

ii) Over all percentage of marks secured in GNM examination. If the tie does not get resolved with application of length of experience, aggregate of GNM marks in all the three years will be considered for calculating merit/rank.

iii) Date of Birth. If the tie still does not get resolved Date of Birth will be considered (Candidates born earlier will have higher rank than those born later).

iv) Draw of Lot, if there in a tie after applying all the above criteria, then rank will be decided through a draw of lot.

3) Counselling Process

- Counselling will be done at the respective IGNOU Regional Centres as per the Region wise merit list drawn.

- Counselling will be done at the respective Regional Centre/s where Post Basic BSc Nursing PSC is located as per option given by the learner in the Opennet-V entrance examination Form.
• Counselling Committee comprising of Regional Directors/ representatives from concerned Regional Centre/s and two Nursing Experts from that region will be constituted to conduct counseling at the venue.

• Candidates will be asked to give their options(s) for all the Programme Study Centre as listed/available in that region & also strictly in order of preference. This option will be treated as final for the purpose of counseling & allocation of Centre will be done on region wise merit basis.

• Number of applicants called for counseling may be more than the total number of seats available in order to make an effort to fill the seats.

• However, in case any seat(s) remains vacant after 1st counseling, additional counseling session(s) will be conducted as may be required by the concerned Regional Centres

4) Important Instructions

Keep the following points in mind before selecting a Programme Study Center (PSC):

• Please go through page no. 14,15,16,17,18,60,61,62 of handbook and prospectus. You are required to take 52,56 and 54 days leave in first, second and third year respectively.

• There will be intensive theory and practical counselling for each course in each year, which would require frequent travelling to PSC.

• In theory and practical counselling session 75% and 90% of attendance is compulsory in each course.

• You should be comfortable with the language of region/PSC you are selecting as many supervised practical activities need interaction with clients and community.

• The PSC will be allotted by the counseling committee at the Regional Centre.

• Send all your queries and mail to concerned RC as all the correspondence will be made through the mail and IGNOU website.

5) Document Verification

The check list provided below is to ensure that you bring Original Certificates and a photocopy of all the documents for counseling along with the original certificates for verification during counseling.

• Original admit card for entrance test

• 10+2 certificate

• Valid RNRM Registration Certificate

• Experience Certificate (to be counted after RNRM registration till last date of receipt of application form by the University.

• GNM Mark Sheet

• Certificate of date of birth

• NOC from the organization where you are working
• Category Certificate for SC/ST / Non Creamy layer of OBC (validity not more than three years after issuance till the last date of submission of application form)/ PH/ Kashmiri Migrant/War Widow candidates wherever required.

• Two (2) passport size photographs

• Photocopy of application form

• Demand draft for Rs. 15000/- (Rs. Fifteen Thousand Only - towards 1st year admission fees in favor of IGNOU, and payable at concerned regional centre.

6) Programme Study Centre Details

3.11 Programme Delivery

The programme is implemented through a network of Programme Study Centres (PSCs) all over the country. These PSCs are located in recognized colleges of nursing by INC and State Nursing Council.

Face-to-face Academic Counselling is conducted at PSC by Academic Counsellors and Practicals are supervised by Academic Counsellors attached to the PSC in the clinical area and community field (Academic Counsellors and Clinical Supervisors are teachers who teach in Colleges of Nursing). In addition to theory, students also carry on self-activities at their workplace and maintain records as given in practical blocks.

For the practical hands on training the students will be posted in the hospital and community field attached with a Programme Study Centre. A maximum of 30 students will be attached to a programme study centre. The students are required to undergo compulsory contact sessions. Theory Counselling and Practical Sessions are held 8 hours per day. Supervised activities need to be completed under the supervision of clinical supervisors, whereas self activities are carried out at work place of the student.

There are 52 days (409 hours) of theory counselling and practical contact sessions in the first year to be conducted at colleges of nursing, hospital and community with under supervision. However, 84 days (671 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation. There are 56 days (450 hours) of theory counselling and practical contact sessions in the second year to be conducted at colleges of nursing, hospitals and community with under supervision. However, 79 days (630 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation.

There are 54 days (432 hours) of theory counselling and practical contact sessions in the third year to be conducted at colleges of nursing, hospitals and community under supervision. However, 81 days (648 hours) student would require to do the self study and self activities as per guidelines which will be part of continuous evaluation. The spells for practicals are given in Appendix VII, VIII and IX.
List of Programme Study Centres (PSC) where seats are available for admission to January, 2016 cycle is given below along with other relevant information:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PSC Code</th>
<th>Name &amp; Address of PSC</th>
<th>RC Code</th>
<th>No. of Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0113P</td>
<td>College of Nursing, Nizam's Institute of Medical sciences, Hyderabad</td>
<td>01</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>0183P</td>
<td>Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh</td>
<td>84</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>33009P</td>
<td>St Anne College of Nursing, Vijayawada, Andhra Pradesh - 52001</td>
<td>33</td>
<td>30</td>
</tr>
<tr>
<td>4.</td>
<td>01129P</td>
<td>KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownpally, Secunderabad - AP - 500011</td>
<td>01</td>
<td>20</td>
</tr>
<tr>
<td>5.</td>
<td>0426P</td>
<td>Regional College of Nursing, P.O., Indrapur Guwahati - 781032</td>
<td>04</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>0723P</td>
<td>R A K College of Nursing, Lajpat Nagar, New Delhi - 110024</td>
<td>07</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>29006P</td>
<td>Ahilya Bai College of Nursing, Delhi - 110001</td>
<td>29</td>
<td>25</td>
</tr>
<tr>
<td>8.</td>
<td>0901</td>
<td>L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016</td>
<td>09</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>1263P</td>
<td>Bibi Halima College of Nursing &amp; Medical Technology, All J &amp; K Muslim Wakf Board, Zero Bridge, Srinagar - 190010</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>1326P</td>
<td>K L E S Institute of Nursing Sciences, Nehru Nagar, Belgaum - 590010, Karnataka</td>
<td>08</td>
<td>30</td>
</tr>
<tr>
<td>11.</td>
<td>13135P</td>
<td>Government College of Nursing, No. 91 D, 1st Main Stage, VI Phase West of Chord Rd Mahaga, Rathynagar Rajajinagar, Bangalore- 560002</td>
<td>13</td>
<td>-</td>
</tr>
<tr>
<td>12.</td>
<td>1346P</td>
<td>Narayana Hrudayala College of Nursing, Bangalore</td>
<td>13</td>
<td>30</td>
</tr>
<tr>
<td>13.</td>
<td>1621P</td>
<td>Institute of Nursing Education, Sir J J Group of Hospital Compund, Byculla, Mumbai - 400 008</td>
<td>49</td>
<td>30</td>
</tr>
<tr>
<td>14.</td>
<td>1661P</td>
<td>Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001</td>
<td>16</td>
<td>30</td>
</tr>
<tr>
<td>15.</td>
<td>1917P</td>
<td>RIPAN, College of Nursing, Mizoram, Aizwal</td>
<td>19</td>
<td>15</td>
</tr>
<tr>
<td>16.</td>
<td>2137P</td>
<td>College of Nursing, MKCG, Medical College Campus, Behrampur, Ganjam - 760004</td>
<td>21</td>
<td>30</td>
</tr>
<tr>
<td>17.</td>
<td>2209P</td>
<td>Christian Medical College &amp; Hospital, College of Nursing, Ludhiana - 141008, Punjab</td>
<td>22</td>
<td>30</td>
</tr>
<tr>
<td>18.</td>
<td>2316P</td>
<td>Govt College of Nursing, J L N Marg, Jaipur - 302004</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>19.</td>
<td>2740P</td>
<td>College of Nursing, Kanpur - 214879 UP</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>20.</td>
<td>2851P</td>
<td>College of Nursing, SSKM Hospital, Kolkatta</td>
<td>28</td>
<td>30</td>
</tr>
<tr>
<td>21.</td>
<td>2876P</td>
<td>Shova Rani Nursing College 1 F, raja S.C. Mullick Road Jadavpur, Kolkata - 700032</td>
<td>28</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>590</strong></td>
</tr>
</tbody>
</table>
4. UNIVERSITY RULES

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

4.1 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 a Aur Viniyam), Adhiniyam, 2002” are non-existent and cannot be considered for admission to any programme in IGNOU.

4.2 Validity of Degree for Admission

4.2.1 Master’s Degree awarded without a first degree of 3 year duration is not recognised for purposes of admission to IGNOU’s Academic Programmes.

4.2.2 Bachelor’s Degree means, Bachelor’s Degree of not less than 3 year duration.

4.2.3 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.

4.2.4 Degrees 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.

4.2.5 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 been obtained as per territorial jurisdiction of these Central/State/Deemed to be Universities prescribed by the University Grants Commission from time to time.

4.3 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 enclosed copies of all the required certificates duly self attested (by a Gazetted Officer). 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. The application form sent to other offices of the University will not be considered and the applicant will have no claim, whatsoever, on account of this.

4.4 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 will have to apply afresh and go through the admission process again.

4.5 Re-registration

Learners are advised to submit the Re-Registration forms only at the respective Regional Centre and nowhere else. If any student sends the Registration/Re-Registration forms to wrong places and thereby misses the scheduled date and consequently a semester/year, he/she will have no claim on the University for regularization.
Schedule for Re-Registration

<table>
<thead>
<tr>
<th>For July Session</th>
<th>For January Session</th>
<th>Late fee (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st February to 31st March</td>
<td>1st August to 1st October</td>
<td>NIL</td>
</tr>
<tr>
<td>1st April to 30th April</td>
<td>3rd October to 31st October</td>
<td>200.00</td>
</tr>
<tr>
<td>1st May to 31st May</td>
<td>1st November to 30th November</td>
<td>500.00</td>
</tr>
<tr>
<td>1st June to 20th June</td>
<td>1st December to 20th December</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

4.6 Re-admission

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

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Duration of the programme</th>
<th>Re-admission validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Programmes</td>
<td>6 Months</td>
<td>6 Months</td>
</tr>
<tr>
<td>Diploma/PG Diploma Programmes and all other Programmes* with one year duration</td>
<td>1 Year</td>
<td>1 Year</td>
</tr>
<tr>
<td>Bachelor’s Degree Programmes</td>
<td>3 Years</td>
<td>2 Years</td>
</tr>
<tr>
<td>Master’s Degree Programmes</td>
<td>2 Years</td>
<td>2 Years</td>
</tr>
</tbody>
</table>

*BLIS/MLIS/B.COM & M.Com Programmes of ICAI, ICSI etc. etc.

For re-admission the student has to remit pro-rata fee for each incomplete course(s). The Table of pro-rata fee and the Re-admission Form is available at the Regional Centres and also in the website (www.ignou.ac.in> Student Zone > Downloads > Re-admission >).

Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the pro-rata course fee for re-admission as per rate given in Table for each of the course(s) they failed to successfully complete within the maximum period prescribed.

4.7 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 on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.

4.8 Scholarships and Reimbursement of Fee

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 on forged certificate under any category shall lead not only to cancellation of admission but also be legally implicated as per Govt. of India rules.
4.9 Refund of Fee

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

The learners belonging to above categories admitted to IGNOU Programme(s) are eligible for Government of India Scholarships. They are advised to collect Scholarship forms from the Directorate of Social Welfare or from the Office of the Social Welfare Officer of their State, fill it up and submit the duly completed Scholarship Form to the Regional Director at the Regional Centre (where he/she stand admitted/registered for the programme, he/she applied for admission) for necessary certification by the Regional Director.

After the above certification, the Scholarship Form be collected from the Regional Centre and re-submitted at the office of the Social Welfare Officer or Directorate of Social Welfare in their State, as the case may be, for scholarship or reimbursement of Programme Fee.

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

Fee Concession

This fee concession is not applicable for the PG Certificates, PG Diploma and Ph.D Programmes. The students taking admission for the Agriculture Diploma and Certificate programmes except for PG Certificate, PG Diploma and Ph.D Programme shall be eligible for the fee concession as per the following criteria:

a) all the candidates from rural areas shall be entitled for 50% fee concession subject to production of domicile certificate;

b) the urban students below the poverty line (BPL) may be given a 50% fee concession subject to production of an income certificate.

4.10 Study Material and Assignments

The University sends study materials and assignments wherever prescribed to the students by Registered post/Speed Post/Courier etc. and if a student does not receive the same for any reason, whatsoever, the University shall not be held responsible for that. In case a student wants to have assignments, he/she can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website: www.ignou.ac.in. For nonreceipt of study material, students are required to write to the Regional Director, IGNOU Regional Centre where they stand enrolled/admitted.

4.11 Simultaneous Registration

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

Simultaneously pursuing two academic Programmes 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 i.e. Certificate Programmes of six month duration.
4.12 Change/Correction of Address and Study Centres

There is a printed proforma for change/correction of address and change of Study Centre provided in the Programme Guide given/sent to the admitted learners along with the study material in the very first lot of despatch. 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 make necessary corrections in the database and transmit the corrected data to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110068. Requests received directly at SRD, New Delhi, or any other Office of the University 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 their subjects, at the new centre they have opted for. Request for change of Study Centre is normally accepted subject to availability of seat for the programme at the new centre asked for. Change of Address and Study Centre are not permitted until admissions are finalized. Similarly, change of Study Centre is not permissible in programmes where practical components are involved.

4.13 Change of Category

Please note that any request for change of category code shall not be entertained by the University specially after the entrance examination form is submitted to the University.

4.14 Correction/Change of Name/Surname of Learner

4.14.1 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 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.

4.14.2 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.400/- drawn in favour of IGNOU payable at New Delhi.

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

4.15 Disputes on Admission and Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only New Delhi/Delhi.
4.16 Term-End Examination

The learners can appear in the June as well as December Term-End Examination, after completion of minimum one year programme. After submission of examination form including Fee. A learner having exhausted the maximum duration of a programme should not apply for appearing at the Term-end examination of any course without getting reregistered/sought readmission for the same. Otherwise, the result would be withheld in such cases.

The University conducts Term-End Examination twice a year in the month of June and December every year. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the programme is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date. Post Basic B.Sc. Nursing Programme students can appear in TEE after one year of enrolment, submission of assignments and attendance in theory counseling session is pre-requisite for theory Term-End Examination. Same is applicable for practical examination also.

Examination Fee

Examination fee of ₹ 60/- per course (subject to any change) is required to be paid through Bank Draft in favour of IGNOU payable at the city of Regional Centre where the exam form is submitted. The examination forms are available at all the Study Centres and Regional Centres. Student can also download examination from IGNOU website www.ignou.ac.in. Students can also submit on-line examination form as per guidelines through IGNOU website at www.ignou.ac.in.

Before submission of the examination form, a certificate from the coordinator (PIC) Programme Study Centre shall be obtained by the student in respect of submission of assignments for the course he/she wants to appear in the Term-End-Examination, without which the examination form will not be accepted.

Examination Centre

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 examination centres available in the Student Handbook and Prospectus. In case any student wish to take examination at a particular centre, the code of the chosen centre be filled up as an examination centre code. However, examination centre chosen by a student if not activated, the University will allot another examination centre under the same Region.

Date of Submission of Examination Forms

<table>
<thead>
<tr>
<th>JUNE, TEE</th>
<th>DECEMBER, TEE</th>
<th>LATE FEE</th>
<th>WHERE TO SUBMIT THE FORM</th>
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<tr>
<td>1st March to 31st March</td>
<td>1st Sept to 30th Sept</td>
<td>NIL</td>
<td>Only at the concerned Regional Centre under which your examination centre falls</td>
</tr>
<tr>
<td>1st April to 20th April</td>
<td>1st Oct to 20th Oct.</td>
<td>₹ 300/-</td>
<td></td>
</tr>
<tr>
<td>21st April to 30th April</td>
<td>21st Oct to 31st Oct.</td>
<td>₹ 500/-</td>
<td></td>
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<tr>
<td>1st May to 15th May</td>
<td>1st Nov to 15th Nov</td>
<td>₹ 1000/-</td>
<td>The exam centre will be the Regional Centre City</td>
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</table>

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

- remain in touch with your Programme Study Centre/Regional Centre/Student Evaluation Division for change in schedule of submission of examination form fee if any;
- 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.

- fill-up all the particulars carefully and properly in the examination form to avoid rejection/delay in processing of the form;
- retain proof of mailing/submission of examination form till you receive examination hall ticket;

**Issue of Examination Hall Ticket**

University issues Examination Hall Ticket to the student’s at least two weeks before the commencement of Term-end Examination the same could also be downloaded from the University’s website: www.ignou.ac.in. In case any student fails to receive the Examination Hall Ticket within one week before the commencement of the examination the students can download the hall ticket from the website and approach the exam centre for appearing in the exam with ID Card. Always carry your ID with you.

**4.17 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 the student has been selected for any post or applied for further studies. The student must compulsorily submit documentary evidence (proof) in support of the reason for early declaration of result to the concerned Evaluation Centre whose details are available on the University website.

Early Declaration is permissible in Term-End-Examination only. This facility is not applicable for Lab/ Practical courses, Project, Assignment, Workshop, Seminar etc. based courses. The Application for Early Declaration of result shall be entertained for final year.

**4.18 Re-evaluation of Term-End-Examination**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University to re-evaluate their Answer Scripts on payment of Rs.500/- per course. The request for reevaluation by the student must be made 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 is available in the Programme Guide or IGNOU website: www.ignou.ac.in

**4.19 Obtaining Photocopy of Answer Scripts**

After the declaration of result, if the students are not satisfied with the marks awarded, they can request the University for obtaining Photocopy of Answer Scripts on payment of Rs.100/- per course. The request for obtaining Photocopy of Answer Scripts by the student must be made within 45 days from the date of declaration of result to the concerned Evaluation Centre in the prescribed format along with the fee of Rs.100/- per course in the form of Demand Draft in favour of IGNOU payable at the city where submitting the Photocopy form. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

**4.20 Official Transcripts**

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 charged for this purpose. In case of request for sending transcript outside India, the students are required to pay Rs.400/-. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in
4.21 Duplicate Grade Card

The learner can apply for obtaining duplicate Grade Card in case of lost/misplaced/damaged by paying through DD of Rs.150/- in favour of IGNOU payable at “New Delhi”. Format is available in the Programme Guide or IGNOU website: www.ignou.ac.in

4.22 Improvement in Division/Class

Keeping the interest of students who have completed their Bachelor’s / Master’s Degree programme, but falling short of 2% marks for securing 1st and 2nd Division the University has made a provision for allowing such students to improve their performance. The improvement is permissible only in theory papers and the student may apply for improvement of their performance on the prescribed application format alongwith a fee of Rs.500/- per course, a bank draft drawn in favour of IGNOU payable at New Delhi and submit the application and fee to the Registrar, Student Evaluation Division, IGNOU, Maidan Garhi, New Delhi – 110068.

4.23 Recognition

IGNOU Degrees/Diplomas/Certificates are recognized by all member universities of the Association of Indian Universities (AIU) and are at par with Degrees/Diplomas/ Certificates of all Indian Universities/Institutions, as per UGC Circular letter No. F.1-52/2000(CPP-II) dated 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 (See pages 139 No. 146).

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: 2953 2118) and (29572404)
4. Registrar (SRD) (Tele: 2953 2741)
5. Registrar (SED) (Tele: 2953 5828) and (29572204)
6. Registrar, MPDD (Tele: 2953 4521)

Deputy Registrar, F&A (Tele: 2953 4934)
Deputy Registrar (SRD) (Tele: 29571307)

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 her/his explanation is found not satisfactory, authority would expel her/him from the University.
PRE-ADMISSION ENQUIRY

If you have any queries on academic aspects of the programme please contact:

Programme Coordinator
Prof. (Dr.) Pity Koul
Director and Professor, SOHS

Indira Gandhi National Open University
Maidan Garhi New Delhi - 110068 e-mail : pkoul@ignou.ac.in

If you have any query regarding admission procedures please write to Regional Director of your region.

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.
## WHOM TO CONTACT FOR WHAT

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<th>No.</th>
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<th>Contact No.</th>
<th>Controlling Officer &amp; Telephone No.</th>
<th>E-mail ID</th>
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<td>Identity Card, Fee Receipt, Bonafide Certificate, Migration, Certificate, Scholarship Forms, change of name, correction of name/address</td>
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<td>Non-receipt of study material and assignments</td>
<td>Concerned Regional Centre</td>
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<td>3</td>
<td>Change of Elective/Medium/opting of left over electives/ Deletion of excess credits</td>
<td>Concerned Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Re-admission and Credit Transfer</td>
<td>Student Registration Division, Block No. 1 &amp; 3, IGNOU, Maidan Garhi, New Delhi-110068</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Purchase of Audio/Video Tapes</td>
<td>Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi-110068</td>
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</tr>
<tr>
<td>6</td>
<td>Academic Content</td>
<td>Director of the School concerned</td>
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<tr>
<td>7</td>
<td>Approval of a Project Synopsis</td>
<td>Project Co-ordinator in the Concerned School</td>
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</tr>
<tr>
<td>8</td>
<td>Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU</td>
<td>Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi - 110068</td>
<td>E-mail: <a href="mailto:ssc@ignou.ac.in">ssc@ignou.ac.in</a> Tel.Nos.: 29572513, 29572514, 29535714, 29533869, 29533870</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Issue of Degree/Diploma Certificate/ Despatch of returned Degrees/ Verification of Degrees/Convocation</td>
<td>011-29577213 011-29535438</td>
<td>Asstt. Registrar 011-29577224</td>
<td><a href="mailto:convocation@ignou.ac.in">convocation@ignou.ac.in</a></td>
</tr>
<tr>
<td>10</td>
<td>Issue of Hall Ticket/ Correction in the hall ticket for handicapped students/ Non-receipt of hall tickets for term-examination &amp; Entrance Test/ Entrance, Test Results/Queries related to dispatch of attendance, list of examinees etc./writer</td>
<td>011-29572209 011-29572202</td>
<td>Asstt. Registrar 011-29535064</td>
<td><a href="mailto:sgoswami@ignou.ac.in">sgoswami@ignou.ac.in</a> <a href="mailto:jitenderkr@ignou.ac.in">jitenderkr@ignou.ac.in</a></td>
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<tr>
<td>11</td>
<td>Declaration of results of Masters &amp; Bachelors degree level programme/ Issue of grade card and provisional certificate of Masters and Bachelors degree level prog./Practical marks of all programmes <a href="mailto:practicalsed@ignou.ac.in">practicalsed@ignou.ac.in</a></td>
<td>011-29572212</td>
<td>Section Officer 011-29536103</td>
<td><a href="mailto:mdresult@ignou.ac.in">mdresult@ignou.ac.in</a>  <a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a></td>
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<td>Declaration of results of Masters, Bachelor and Diploma programme/Issue of grade card and provisional certificate of Masters, Bachelor and Diploma level programme</td>
<td>011-29572211</td>
<td>Section Officer 011-29536743</td>
<td><a href="mailto:bdresult@ignou.ac.in">bdresult@ignou.ac.in</a>  <a href="mailto:dpresult@ignou.ac.in">dpresult@ignou.ac.in</a></td>
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<tr>
<td>13</td>
<td>Declaration of results of DPE and Certificate programme/ Issue of grade card and provisional certificate of DPE &amp; Certificate level programme</td>
<td>011-29572208</td>
<td>Section Officer 011-29536405</td>
<td><a href="mailto:cpresult@ignou.ac.in">cpresult@ignou.ac.in</a></td>
</tr>
<tr>
<td>14</td>
<td>Verification of genuineness of provisional certificate and grade card/ Issue of Transcript</td>
<td>011-29572210</td>
<td>Section Officer 011-29536405</td>
<td><a href="mailto:gcverification@ignou.ac.in">gcverification@ignou.ac.in</a></td>
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<td>15</td>
<td>Queries related to UFM cases</td>
<td>011-29572208 011-29576405</td>
<td>Section Officer 011-29536405</td>
<td><a href="mailto:ufmgroup@ignou.ac.in">ufmgroup@ignou.ac.in</a></td>
</tr>
<tr>
<td>16</td>
<td>Status of Project Report of all Programmes/ Dissertation and Viva marks</td>
<td>011-29571324 011-29571321</td>
<td>Asstt. Registrar 011-29532294</td>
<td><a href="mailto:projects@ignou.ac.in">projects@ignou.ac.in</a></td>
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<td>17</td>
<td>Queries related to Assignment Marks</td>
<td>011-29571325 011-29571319</td>
<td>Asstt. Registrar 011-29571313</td>
<td><a href="mailto:assignment@ignou.ac.in">assignment@ignou.ac.in</a></td>
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<tr>
<td>18</td>
<td>Students general enquiries and grievances/ Issue of duplicate mark sheet</td>
<td>011-29572218 011-29571313</td>
<td>Asstt. Registrar</td>
<td><a href="mailto:sedgrievance@ignou.ac.in">sedgrievance@ignou.ac.in</a></td>
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<tr>
<td>19</td>
<td>Discrepancy in grade card, non updation of grade/marks programmeswise in the grade card etc.</td>
<td>011-29572206 011-29572215 011-29572219</td>
<td>Dy. Director/ Asstt. Director</td>
<td><a href="mailto:garora@ignou.ac.in">garora@ignou.ac.in</a></td>
</tr>
</tbody>
</table>
Appendices
UNIVERSITY GRANTS COMMISSION
NEW DELHI-110 002

February, 1992

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

The Vice-Chancellors/Directors of all the Indian Universities/Deemed Universities/Institutions of National Importance.

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

Sir,

I am directed to say that Indira Gandhi National Open University, New Delhi has been established by Sub-Section (2) of Section (1) of the IGNOU Act, 1985 (50 of 1985) vide notification No.F.13-12/85-Durk(U) dated 19.9.1985 issued by the Government of India, Ministry of Human Resource Development (Department of Education), New Delhi and is competent to award its own degrees/Diplomas.

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.

Yours faithfully,

(Gurcharan Singh)
Under Secretary
Appendix-II

R.P. Gangurde  
Additional Secretary  
Tel. No. 3319859

D.O.No.F.1-26/93(CPF-II)  
July, 1993

Dear Vice Chancellor,

As you are aware, the Open Universities have been established in the country by an Act of Parliament or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission Act, 1956. These universities are, therefore, empowered to award degrees in terms of Section 22 (1) of the UGC Act, 1956.

It has been brought to the notice of the Commission that the students who have done their M.A. from open universities are debarred by universities from registration for Ph.D. studies. This is most unfair in view of the importance attached to the Open University and distance learning in National Policy on Education, 1986. The Programme of Action-92 also aims at promoting the mobility of students among open universities and among the traditional universities. This can be made possible only when there is a workable understanding between open universities and traditional universities for recognition of each other's degrees on reciprocal basis. A Memorandum of Understanding has already been signed between University of Pondicherry and Indira Gandhi National Open University which provides for recognition of each other's degrees and diplomas as well as transfer of credits for courses successfully completed by students between the two universities. The other universities may also make similar arrangements so that the mobility of students from Open University stream to traditional universities is ensured without any difficulty.

I hope that your university will make necessary efforts in this direction and let the Commission know the progress.

With regards,

Yours sincerely,

[Signature]

[R.P. Gangurde]
F1-52/2000(CPP-II)

The Registrar
Indira Gandhi National Open University
Maidan Garhi
New Delhi - 110 068

Subject: 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 or State Legislature in accordance with the provisions contained in Section 2(f) of University Grants Commission 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 Certificate, Diplomas and Degrees awarded by Indira Gandhi National Open University are to be treated equivalent to the corresponding awards of the Universities in the country.

Attention is further invited to UGC circular No.F.1-25/93(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

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

Yours faithfully,

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

Encl : As above

Copy to: -

2. The Secretary, All India Council for Technical Education, I.G. Sports Complex, Indraprastha Estate, New Delhi-110002.
3. The Secretary, Association of Indian Universities (AIU), 16 Comrade Inderjit Gupta Marg (Kotia Marg), New Delhi-110002.
5. The Director of Distance Education Council, IGNOU Campus, Maidan Garhi, New Delhi110068.
6. The Vice-chancellor Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
7. The Vice-chancellor Dr. B.R. Ambedkar Open University, Road No.46, Jubilee Hills, Hyderabad-500033(Andhra Pradesh)
8. The Vice-chancellor Nalanda Open University, West Gandhi Maidan, Patna-800001(Bihar)
9. The Vice-chancellor Dr. Babasaheb Ambedkar Open University, Shahibaug, Ahmedabad-380003(Gujarat)
10. The Vice-chancellor Karnataka State Open University, Manasagangotri, Mysore-570006(Karnataka)
11. The Vice-chancellor Yashwantrao Chavan Maharashtra Open University, Nashik-422222(Maharashtra)
12. The Vice-chancellor, Kota Open University (Vardhaman Mahaveer Open University), Kota-324010(Rajasthan).
13. The Vice-chancellor Netaji Subhash Open University, Kolkata - 700020 (West Bengal)
14. The Vice-Chancellor, Madhya Pradesh Bhoj(Open) University, Bhopal-462016 (M.P.)

(V.K. Jaiswal)
Under Secretary
The Registrar(s)
Member Universities

Subject: Recognition of Degrees Diplomas of Open Universities

Dear Sir,

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

Resolved that the examinations of one University should be recognized by another on 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,

Your faithfully

Sd/-
(K.C. KALRA)
Joint Secretary
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<th>RC CODE</th>
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### TENTATIVE LIST OF EXAMINATION CENTRES

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## TENTATIVE LIST OF EXAMINATION CENTRES

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### Appendix-Vb

## Addresses and Codes of IGNOU Regional Centres (RCs)

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Regional Centre</th>
<th>RC Code</th>
<th>Address</th>
<th>Jurisdiction</th>
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| 1       | AGARTALA       | 26      | REGIONAL DIRECTOR  
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, GOMATI, KHOWAI, SEPAHIJALA, UNOKOTI) |
| 2       | AHMEDABAD      | 09      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
OPP. NIRMAB UNIVERSITY  
SARKHEJ-GANDHINAGAR HIGHWAY  
CHHARODI  
AHMEDABAD - 382 481  
GUJARAT  
02717-242975-242976  
02717-241579  
02717-241580  
rcahmedbad@ignou.ac.in | STATE OF GUJARAT  
(DISTRICT: AHMEDABAD, ANAND, BANASKANTHA, BHARUCH, DAHOD, GANDHINAGAR, MEHSANA, PATAN, SABARKANTHA, SURAT, VADODARA, VALESDAD, DANG, KHEDA, NARMADA, NAVSARI, PANCHMAHAL, TAPI, ARVALI)  
DAMAN & DADRA NAGAR HAVELI (U.T.) |
| 3       | AIZWAL         | 19      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
HOUSE NO. C-4/5  
R. HAITLUANGA BUILDING  
UPPER REPUBLIC  
AIZWAL - 796 001  
MIZORAM  
0389-2311693 / 2311692  
0389-2311789  
rcaizwal@ignou.ac.in | STATE OF MIZORAM  
(DISTRICT: AIZWAL, LUNGLEI, KOLASIB, MAMIT, SERCHHIP, SAIHA, CHAMPHAI, LAWNGTLAI) |
| 4       | ALIGARH        | 47      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
3/310  
MARRIS ROAD  
ALIGARH - 202 001  
UTTAR PRADESH  
0571-2700120 / 2701365  
0571-2402147  
rcaaligarh@ignou.ac.in | STATE OF UTTAR PRADESH  
(DISTRICT: ALIGARH, AGRA, BUDAUN, ETAH, ETAWAH, FIROZABAD, J.P. NAGAR, KASHIRAM NAGAR / KASGANJ, MAHAMAYA NAGAR/HATHRAS, MAINPUR, MATHURA, MORADABAD, RAMPUR, SAMBHAL) |
| 5       | BANGALORE      | 13      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NSSS KALYANA KENDRA  
293, 39TH CROSS, 5TH BLOCK  
JAYANAGAR  
BANGALORE - 560 070  
KARNATAKA  
080-26654747/26657376  
080-26639711  
080-26644848  
rcbangalore@ignou.ac.in | STATE OF KARNATAKA  
(DISTRICT: BANGALORE, BANGALORE RURAL, CHIKBALLAPUR, CHITRADURGA, DAVANAGER, KOLAR, RAMANAGARA, SHIMOGA, TUMKUR, RAMANAGARA, CHAMARAJANAGAR & CHIKMAGALUR  
DAKSHINA KANNADA, HASSAN, KODAGU, MANDYA, MYSORE, UDUPI) |
## Appendix-Vb...

### ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

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| 6       | BHAGALPUR       | 82      | REGIONAL DIRECTOR  
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3RD FLOOR, SUMAN PLAZA  
CENTRAL JAIL ROAD, TILKAMANJHI  
BHAGALPUR  
BHAGALPUR  
BIHAR 812001  
0641-2610055/2610066  
rcbhagalpur@ignou.ac.in | STATE OF BIHAR  
(DISTRICT: BHAGALPUR, BANKA & MUNGER) |
| 7       | BHOPAL          | 15      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
12, ARERA HILLS  
BHOPAL  
BHOPAL - 462 011  
MADHYA PRADESH  
0755-2578455/2578452  
0755-2762524  
0755-2578454  
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, SHIOPUR, VIDISHA, ASHOK NAGAR, BETUL, BURHANPUR, DHAR, GWALIOR, INDORE, RAISEN, SEHORE, SHIVPUR, UJJAIN) |
| 8       | BUBANESHWAR     | 21      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
C - 1, INSTITUTIONAL AREA  
BHUBANESHWAR - 751 013  
ORISSA  
0674-2301348 / 2301250  
0674-2301352  
0674-2300349  
rcbhubaneswar@ignou.ac.in | STATE OF ORISSA  
(DISTRICT: ANGUL, BHADRAK, BARAGARH, BALASORE, CUTTACK, DEOGARH, DHENKANAL, GANJAM, GAJAPATI, JHARSUGUDA, JAJIPUR, JAGATSINGHPUR, KHORDHA, KEONJHAR, KANDHAMAL, KENDRAPARA, MAYURBHANI, NAYAGARH, PURI, SAMBALPUR, SUndergarh)  
SRC-KANDHMAL (BALANGIR, SONEPUR, BOUDH) |
| 9       | BIJAPUR         | 85      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
BLDEA’S OLD ADMINISTRATIVE  
BUILDING, SMT. BANGARAMMA  
SAJJAN CAMPUS, SOLAPUR ROAD,  
BIJAPUR - 586103  
KARNATAKA  
08352-260006  
08352-260005  
rcbijapur@ignou.ac.in | STATE OF KARNATAKA  
COVERING (DISTRICTS BAGALKOTE, BIJAPUR, BIDAR, GULBARGA, KOPPAL, RAICHUR, YADGIR, HAVERI, GADAG, BELLARY) STATE OF MAHARASHTRA (DISTRICTS SOLAPUR, LATUR) |
### Addresses and Codes of IGNOU Regional Centres (RCs) – Contd.

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| 10      | CHANDIGARH      | 06      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SCO 208, SECTOR 14  
PANCHKULA - 134 109  
HAYRANA  
0172-2590277, 2590278  
0172-2590208  
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         | 25      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
G R COMPLEX THIRD FLOOR  
407-408 ANNA SALAI  
NANDANAM  
CHENNAI - 600 035  
TAMILNADU  
044-24312766/24312979  
044-24312799  
rcchennai@ignou.ac.in | STATE OF TAMILNADU  
(DISTRICT: CHENNAI, THIRUVALLUR, KANCHIPURAM, VELLORE, THIRUVANNAMALAI, KRISHNAGIRI, DHARMAPURI, SALEM, NAMAKAL, VILLUPURAM, CUDDALORE, PERAMBALUR, NAGAPATTINAM, THIRUVARUR, ARYALUR), PUDUCHERRY (U.T.) |
| 12      | COCHIN          | 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, THIRUVARUR, LAKSHADWEEP (U.T.) |
| 13      | DARBHANGA       | 46      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
LALIT NARAYAN MITHLA  
UNIV. CAMPUS  
KAMESHWARANAGAR  
NEAR CENTRAL BANK  
DARBHANGA - 846 004, BIHAR  
06272-251862, 06272-251833, 06272-253719  
rcdARBHANGA@ighou.ac.in | STATE OF BIHAR  
(DISTRICT:BEGUSARAI, DARBHANGA,EAST CHAMPARAN, GOPALGANJ, SARAN, SHEOHAR, SITAMARHL, SAMISTIPUR, MADHUBANI,MUZAFFARPUR & WEST CHAMPARAN) |
| 14      | DEHRADUN        | 31      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NAANOOR KHERA, TAPOVAN  
RAIPUR ROAD  
DEHRADUN - 248 008  
UTTARAKHAND  
0135-2789200  
0135-2789190  
rcdehradun@ighou.ac.in | STATE OF UTTARAKHAND  
(DISTRICT: DEHRADUN, PAURI, CHAMOLI, TEHRI, UTTARAKASHI, RUDRAPRAYAG, HARIDWAR, NAINTAL, ALMORA, PITHORAGARH, US NAGAR, CHAMPAWAT, BAGESHWAR), STATE OF UTTAR PRADESH (DISTRICT: SAHARANPUR, MUZAFFAR NAGAR,BIJNORE, SHAMIL (PRABUDH NAGAR)) |
### Appendix-Vb...

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)— Contd.**

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| 15      | DELHI 1         | 07      | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
PLOT NO J-2-1 BLOCK - B 1
MOHAN COOPERATIVE INDUSTRIAL
ESTATE, MATHURA ROAD
NEW DELHI - 110 044
DELHI
011-26990082 /26990082-83
011-26990084
rcdelhi1@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF MEHRAULI, CHANAKYPUR, LODHI COLONY, SOUTH EXTENSION, R.K. PURAM, VASCANT KUNJ, SAKET, GREEN PARK, LJPAT 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         | 29      | REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
GANDHI SMRITI & DARSHAN SAMITI RAJGHAT
NEW DELHI - 110 002
DELHI
011-23392374 /23392376 /23392377 / 23392737
011-23392375
rcdelhi2@ignou.ac.in | STATE OF DELHI (COVERING AREAS OF KARALA, PRAHLADPUR, BANAGAR, LIBASPUR, RAMA VIHAR, RANI BAGH, SULTAN PURI, BUD VIHAR, MANGOLPUR, PITAMPURA, JAHANGIR PURI, JHARODA MAJA, BURAI, DR. MUKHERJEE NAGAR, MODEL TOWN, SHAKURPUR, COLONY, GTB NAGAR, ASHOK VIHAR, SHAHTRI NAGAR, CIVIL LINES, YAMUNA VIHAR, NAND NAGRI BHR) |
| 17      | DELHI 3         | 38      | DR. C. K. GHOSH
REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
F-634-636 PALAM EXTENSION
RAM PHAL CHOWK
(NEAR SECTOR 7) DWARKA
NEW DELHI - 110 045
DELHI
011-25088964
011-25088983
rcdelhi3@ignou.ac.in | STATE OF DELHI (COVERING ARAS OF MUNDKA, NANGLOI JAT, PEERAGARHI, PUNJABI BAGH, BAKARWALA, MEERA BAGH, MOTI NAGAR, TILAK NAGAR, TILANGPUR, KOTLA, VIKASPURI, SUBHASH NAGAR, UTTAM NAGAR, JANAKPUR, NAZAFGARH, MAHAVIR ENC., SAGARPUR, DWARKA, PALAM, PALAM FARMS, KAPASERA, DHAULA KUAN, NARAINA, MAHIPALPUR, MANSAROVAR GARDEN), STATE OF HARYANA (DISTRICT: GURGAON, MEWAT) |
## Appendix-Vb...

### ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs) – Contd..

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| 18      | DEOGHAR          | 87      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
MANDAKINI SADAN  
BASUWADIH, ROHINI ROAD  
DEOGHAR, JASIDIH  
JHARKHAND 814142  
06432-34448  
rcdeoghar@ignou.ac.in | STATE OF JHARKHAND  
COVERING (DISTRICTS  
DEOGHAR, GODDA,  
SAHIBGANJ, PAKUR, DUMKA,  
JAMTARA & GIRIDIH) |
| 19      | GANGTOK          | 24      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
5TH MILE TADONG  
NH-31A, BELOW CENTRAL REFERAL  
HOSPITAL, EAST SIKKIM  
GANKTOK - 737 102, SIKKIM  
0359-231102/270923  
0359-231103  
rcgangtok@ignou.ac.in | STATE OF SIKKIM (DISTRICT:  
EAST SIKKIM, WEST SIKKIM,  
NORTH SIKKIM, SOUTH  
SIKKIM) |
| 20      | GUWAHATI         | 04      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
HOUSE NO 71, GMCH ROAD  
CHRISTIAN BASTI  
GUWAHATI  
GUWAHATI  
ASSAM 781005  
0361-2343771 / 2343785  
0361-2343786  
0361-2343784  
rcguwahati@ignou.ac.in | STATE OF ASSAM (DISTRICT:  
TINSUKIA, DIBRUGARH,  
SIBSAGAR, DHEMAJII,  
JORHAT, LAKHIMPUR,  
GOLAGHAT, SONITPUR,  
KARBI, ANGLONG, NAGAON,  
MÜRIGAON, DARRANG,  
KAMRUP, NALBARI,  
BARPETA, BONGAIQAON,  
GOALPARA, KOKRAJHAR,  
DHUBRI, NORTH CACHAR  
HILLS, CACHAR,  
HAIIAKANDI, KARIMGANJ,  
KAMRUP, METROPOLITAN,  
BAKSA, UDALGURI,  
CHIRANG) |
| 21      | HYDERABAD        | 01      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
PLOT NO 207, KAVURI HILLS  
PHASE II, NEAR MADHAPUR PS,  
JUBLLE HILLS (P.O.)  
HYDERABAD - 500 033  
ANDHRA PRADESH  
040-23117550-53  
040-23117554  
rchyderabad@ignou.ac.in | STATE OF ANDHRA PRADESH  
(DISTRICT: ADILABAD,  
HYDERABAD, KARIM  
NAGAR, KHAMMAM,  
MEDAK, MAHABOOB  
NAGAR, NALGONDA,  
NIZAMABAD, RANGA REDDY,  
WARANGAL) |
| 22      | IMPHAL           | 17      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
ASHA JINA COMPLEX  
NORTH AOC, IMPHAL - 795 001  
MANIPUR  
0385-2421190 / 2421191  
0385-2421192  
rclimpal@ignou.ac.in | STATE OF MANIPUR (DIS-  
TRICT: BISHNUPUR,  
CHURACHANDPUR,  
CHANDEL, IMPHAL EAST,  
IMPHAL WEST, SENAPATI,  
TAMENGLONG, THOUBAL,  
UKHRUL) |
### Appendix-Vb...

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd.**

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
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<tr>
<td>23</td>
<td>ITANAGAR</td>
<td>03</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;‘HORNHILL COMPLEX’&lt;br&gt;‘C’ SECTOR (NEAR CENTRAL SCH.)&lt;br&gt;NAHARLAGUN&lt;br&gt;ITANAGAR - 791 110&lt;br&gt;ARUNACHAL PRADESH&lt;br&gt;0360-23517051/2247536&lt;br&gt;0360-2350990&lt;br&gt;<a href="mailto:rcitanagar@ignou.ac.in">rcitanagar@ignou.ac.in</a></td>
<td>STATE OF ARUNACHAL PRADESH (DISTRICT: ANJAW, CHANGLANG, EAST KAMENG, EAST SIANG, KURUNG KUMEY, LOHIT, LOWER DIBANG VALLEY, LOWER SUBANSIRI, PAPUM PARE, TAWANG, TIRAP, UPPER DIBANG, UPPER SUBANSIRI, UPPER SIANG, WEST KAMENG, WEST SIANG)</td>
</tr>
<tr>
<td>24</td>
<td>JABALPUR</td>
<td>41</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;2ND FLOOR, RAJISHEKAR BHAVAN&lt;br&gt;RANI DURGA VATI VISHVAVIDYALAYA CAMPUS, PACHPEDHI&lt;br&gt;JABALPUR - 482 001&lt;br&gt;MANDHYA PRADESH&lt;br&gt;0761-2600411 / 2609896 2600219&lt;br&gt;0761-2609919&lt;br&gt;<a href="mailto:rcjabalpur@ignou.ac.in">rcjabalpur@ignou.ac.in</a></td>
<td>STATE OF MADHYA PRADESH (DISTRICT: ANNUPUR, BALAGHAT, CHHINDWARA, DINDORI, JABALPUR, KATNI, MANDLA, NARSHINGAPUR, SEONI, SHAHDOHL, SIDDHI, SINGRAULI, UMARIA, DAMOH, PANNA, SAGAR, CHHATTARPUR, REWA, SATNA, TIKAMGARH)</td>
</tr>
<tr>
<td>25</td>
<td>JAIPUR</td>
<td>23</td>
<td>REGIONAL DIRECTOR (I/C)&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;70/79, SECTOR - 7&lt;br&gt;PATEL MARG&lt;br&gt;MANSAROVAR&lt;br&gt;JAIPUR - 302 020&lt;br&gt;RAJASTHAN&lt;br&gt;0141-2785730 / 2785750&lt;br&gt;0141-2396427&lt;br&gt;0141-2784043&lt;br&gt;<a href="mailto:rcjaipur@ignou.ac.in">rcjaipur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN (DISTRICT: AJMER, ALWAR, BARAN, BHARATPUR, BHILWARA, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, HANUMUNGARH, JAIPUR, JHALAWAR, JHUNJHUNU, KARAUILL KOTA, SAWAIMADHEPUR, SIKAR, SRIGANGANAGAR &amp; TONK)</td>
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<tr>
<td>26</td>
<td>JAMMU</td>
<td>12</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;SPMR COLLEGE OF COMMERCE&lt;br&gt;AUROBINDO BLOCK 1ST FLOOR&lt;br&gt;CANAL ROAD&lt;br&gt;JAMMU - 180 001, JAMMU &amp; KASHMIR&lt;br&gt;0191-2579572 / 2546529&lt;br&gt;0191-2561154&lt;br&gt;<a href="mailto:rcjammu@ignou.ac.in">rcjammu@ignou.ac.in</a></td>
<td>STATE OF JAMMU &amp; KASHMIR (JAMMU REGION - DISTRICT: DODA, JAMMU, KATHUA, KISHTWAR, POONCH, RAJOURI, RAMBAN, REASI, SAMBA, UDHAMPUR)</td>
</tr>
<tr>
<td>27</td>
<td>JODHPUR</td>
<td>88</td>
<td>REGIONAL DIRECTOR&lt;br&gt;IGNOU REGIONAL CENTRE&lt;br&gt;EDUCATION AND WELFARE SOCIETY CAMPUS, PAL LINK ROAD, KAMLA NEHRU NAGAR, JODHPUR&lt;br&gt;RAJASTHAN 342008&lt;br&gt;0291-2012986, 0291-2012987&lt;br&gt;<a href="mailto:rcjodhpur@ignou.ac.in">rcjodhpur@ignou.ac.in</a></td>
<td>STATE OF RAJASTHAN COVERING (DISTRICTS JODHPUR, BARMER, JAISALMER, RAJASMAND, DUDAIPUR, BIKANER, JALORE, SIROHI, NAGOUR, DUNGARPUR, PALL, PRATAPGARH, BANSWARA)</td>
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<tr>
<td>28</td>
<td>JORHAT</td>
<td>37</td>
<td>REGINOAL DIRECTOR &lt;br&gt;IGNOU REGIONAL CENTRE &lt;br&gt;HOUSE NO. 337 &lt;br&gt;A.T. TOAD, TARAJAN POOL &lt;br&gt;JORHAT - 785001, ASSAM &lt;br&gt;0376-2371116/2370214 &lt;br&gt;0376-2371115 &lt;br&gt;<a href="mailto:rcjorhat@ignou.ac.in">rcjorhat@ignou.ac.in</a></td>
<td>STATE OF ASSAM (DISTRICT: NAGAON, GOLAGHAT, JORHAT, SHIVASAGAR, DIBRUGARH, TINSUKIA, LAKHIMPUR, DHEMAJI, SONITPUR) &lt;br&gt;Note: Currently under Guwahati RC</td>
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<tr>
<td>29</td>
<td>KARNAL</td>
<td>10</td>
<td>REGIONAL DIRECTOR &lt;br&gt;IGNOU REGIONAL CENTRE &lt;br&gt;06 SUBHASH COLONY &lt;br&gt;NEAR HOME GUARD OFFICE &lt;br&gt;KARNAL - 132 001 &lt;br&gt;HARYANA &lt;br&gt;0184-2271514 / 2260075 &lt;br&gt;0184-2255738 &lt;br&gt;<a href="mailto:rckarnal@ignou.ac.in">rckarnal@ignou.ac.in</a></td>
<td>STATE OF HARYANA (DISTRICT: BHIWANI, FATEHABAD, HISAR, JHAJJAR, JIND, KAITHAL, KARNAL, KURUKSHETRA, MAHENDRAGARH, PANIPAT, Rewari, Rohtak, Sirsa, Sonipat, Yamunanagar)</td>
</tr>
<tr>
<td>30</td>
<td>KHANNA</td>
<td>22</td>
<td>REGIONAL DIRECTOR &lt;br&gt;IGNOU REGIONAL CENTRE &lt;br&gt;I.T.I. BUILDING &lt;br&gt;BULEPUR (DISTRICT LUDHIANA) &lt;br&gt;KHANNA - 141 401 &lt;br&gt;PUNJAB &lt;br&gt;01628-229993 / 237361 &lt;br&gt;01628-238284 &lt;br&gt;<a href="mailto:rckhanna@ignou.ac.in">rckhanna@ignou.ac.in</a></td>
<td>STATE OF PUNJAB (DISTRICT: GURDASPUR, AMRITSAR, TARN TARAN, KAPURTHALA, JALANDHAR, HOSHIARPUR, SBS NAGAR/NAWANSHAHR, BARNALA, SANGRUR, BATHINDA, MANSA, MUKTSAR, LUDHIANA, FEROZEPUR, FARIDKOT, MOGA)</td>
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<td>31</td>
<td>KOHIMA</td>
<td>20</td>
<td>REGIONAL DIRECTOR &lt;br&gt;IGNOU REGIONAL CENTRE &lt;br&gt;NEAR MOUNT HERMON SCHOOL &lt;br&gt;DON BOSCO HR.SEC SCHOOL ROAD &lt;br&gt;KENDOUZOU &lt;br&gt;KOHIMA - 797 001 &lt;br&gt;NAGALAND &lt;br&gt;0370-2260366 / 2260167 &lt;br&gt;0370-2260216 &lt;br&gt;<a href="mailto:rckohima@ignou.ac.in">rckohima@ignou.ac.in</a></td>
<td>STATE OF NAGALAND (DISTRICT: KOHIMA, DIMAPUR, WOKHA, MOKOKCHUNG, ZUNHEBOTO, TUENSANG, LONGLENG, KIPHIRE, MON, PEREN, PHEK)</td>
</tr>
<tr>
<td>32</td>
<td>KOLKATA</td>
<td>28</td>
<td>REGIONAL DIRECTOR &lt;br&gt;IGNOU REGIONAL CENTRE &lt;br&gt;BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK &lt;br&gt;SALT LAKE, BIDHAN NAGAR &lt;br&gt;KOLKATA - 700 091 &lt;br&gt;WEST BENGAL &lt;br&gt;033-23349850 &lt;br&gt;033-23592719 / 23589323 (RCL) &lt;br&gt;033-23347576 &lt;br&gt;<a href="mailto:rckolkata@ignou.ac.in">rckolkata@ignou.ac.in</a></td>
<td>STATE OF WEST BENGAL (DISTRICT: KOLKATA, NORTH 24 PARAGANAS, SOUTH 24 PARAGANAS, PURBA, PURBA MEDINIPUR, PASCHIM MEDINIPUR, BANKURA, HOWRAH, HOOGHLY, PURULIA, BURDWAN, NADIA)</td>
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## Appendix-Vb...

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)— Contd..**

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<tr>
<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
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<th>JURISDICTION</th>
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| 33      | KORAPUT         | 44      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
DISTRICT AGRICULTURE OFFICE RD  
BEHIND WOMEN’S COLLEGE  
AT/PO/DISTT.-KORAPUT  
764 020, ORISSA  
06852-251535  
06852-251535  
06852-252503  
rckoraput@ignou.ac.in | STATE OF ORISSA (DISTRICT:  
KORAPUT, MALKANGIRI,  
RAYAGADA,  
NABARANGPUR,  
KALAHANDI, NUAPADA,  
(SRC-KANDHAMAL-  
BOLANGIR, SONEPUR,  
BOUDH)), STATE OF  
CHHATTISGARH (DISTRICT:  
BASTAR, NARAYANPUR,  
DANTEWADA, BILAPUR,  
SUHMA, KONDAGAON) |
| 34      | LUCKNOW         | 27      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
B-1/33, SECTOR - H  
ALIGANJ  
LUCKNOW  
226 024  
UTTAR PRADESH  
0522-2746120 / 2745114  
0522-2746145  
rclucknow@ignou.ac.in | STATE OF UTTAR PRADESH  
(DISTRICT: AURAIYA,  
BAHRAICH, BALRAMPUR,  
BANDA, BARABANKI,  
BAREILLY, BASTI,  
CHITRAKUT, FAIZABAD,  
FARUKHABAD  
(FATEHGARH), FATEHPUR,  
GONDA, HAMIRPURko,  
HARDOI, JALAUN(ORAI),  
JHANSI, KANNAUJ, KANPUR  
RURAL, KANPUR URBAN,  
KAUSHAMBI,  
LAKHMIPUR(KHERI),  
LALITPUR, LUCKNOW,  
MAHOBA, PILIBHIT,  
RAEBAREILY,  
SHAHJANANPUR, SHRAVASTI,  
SIDHARTH NAGAR, SITAPUR,  
UNNAO) |
| 35      | MADURAI         | 43      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SIKKANDAR CHAVADI  
ALANGANALLUR ROAD  
MADURAI, 625 018  
TAMIL NADU  
0452-2370733  
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          | 49      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
OM LEVA VIKAS NIKETAN  
NANEPA DA ROAD, MULUND (E)  
MUMBAI  
MUMBAI - 400 081  
MAHARASHTRA  
022-25633159 / 25635540  
022-25635411  
rcmumbai@ignou.ac.in | STATE OF MAHARASHTRA  
(DISTRICT: MUMBAI, THANE,  
RAIGARH, RATNAGIRI,  
PALKHAR, MUMBAI  
SUBURBAN) |
## Appendix-Vb

### ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..

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<td>37</td>
<td>NAGPUR</td>
<td>36</td>
<td>DR. P. SIVASWAROOP\nREGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\nGYAN VATIKA\n14 HINDUSTAN COLONY\nAMARAVATI ROAD\nNAGPUR - 440 033, MAHARASHTRA\n0712-2536999, 2537999\n0712-2022000, 0712-2538999\<a href="mailto:nrcnagpur@ignou.ac.in">nrcnagpur@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA\n(DISTRICT: AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YAVATMAL, WARDHA, CHANDRAPUR, NAGPUR, BHANDARA, GONDIA, GADCHIROLI)</td>
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<tr>
<td>38</td>
<td>NOIDA</td>
<td>39</td>
<td>REGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\nC-53 SECTOR 62\nINSTITUTIONAL AREA\nNOIDA - 201 305\nUTTAR PRADESH\n0120-2405012 / 2405014\n0120-2405013\<a href="mailto:nrcnoida@ignou.ac.in">nrcnoida@ignou.ac.in</a></td>
<td>STATE OF UTTAR PRADESH\n(DISTRICT: GAUTAM BUDH NAGAR, GHAZIABAD, MEERUT, BAGHPAT, BARAUT, GHAZIPUR, BULANDSHAHR, HAPUR) STATE OF DELHI\n(MAYUR VIHAR PH-I &amp; II, MAYUR VIHAR EXTN., VASUNDHARA ENCLAVE)</td>
</tr>
<tr>
<td>39</td>
<td>PANAJI</td>
<td>08</td>
<td>REGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\nBEHIND CHODANKAR HOSPITAL\nNEAR P&amp;T STAFF QUARTERS\nALTO PORVORIM\nPORVORIM - 403 521, GOA\n0832-2414553\n0832-2414550\<a href="mailto:nrcpanaji@ignou.ac.in">nrcpanaji@ignou.ac.in</a></td>
<td>STATE OF GOA (DISTRICT: NORTH GOA, SOUTH GOA), STATE OF KARNATAKA\n(DISTRICT: BELGAUM, DHARWAD, UTTARA KANNAD), STATE OF MAHARASHTRA (DISTRICT: SINGDHURG)</td>
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<tr>
<td>40</td>
<td>PATNA</td>
<td>05</td>
<td>REGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\n2ND FLOOR, BISCOMAUN TOWER\nWEST GANDHI MAIDAN,\nPATNA - 800 001, BIHAR\n0612-2219539 / 2219541\n0612-2219538\<a href="mailto:nrcpatna@ignou.ac.in">nrcpatna@ignou.ac.in</a></td>
<td>STATE OF BIHAR (DISTRICT: ARWA, AURANGABAD, BHOJPUR, BUXAR, GAYA, JAMUI, JEHANABAD, KAIMUR, LAKHISARAI, NALANDA, NAWADA, PATNA, ROHTAS, SHEIKHPURA, VAISHALI, SIWAN, CHAPRA)</td>
</tr>
<tr>
<td>41</td>
<td>PORT BLAIR</td>
<td>02</td>
<td>REGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\nJNRM CAMPUS, SOUTH POINT\nPORT BLAIR, 744 104\nANDAMAN &amp; NICOBAR ISLANDS\n03192-242888 / 230111\n03192-230111\<a href="mailto:nrcreportblair@ignou.ac.in">nrcreportblair@ignou.ac.in</a></td>
<td>ANDAMAN &amp; NICOBAR ISLANDS [U.T.] (DISTRICT: NORTH &amp; MIDDLE ANDAMAN, SOUTH ANDAMAN, NICOBAR)</td>
</tr>
<tr>
<td>42</td>
<td>PUNE</td>
<td>16</td>
<td>REGIONAL DIRECTOR\nIGNOU REGIONAL CENTRE\nMSFC BUILDING, 1ST FLOOR\n270, SENAPATI BAPAT ROAD\nPUNE - 411 016, MAHARASHTRA\n020-25671867 / 25651321\n020-25671864\<a href="mailto:nrcre@ignou.ac.in">nrcre@ignou.ac.in</a></td>
<td>STATE OF MAHARASHTRA\n(DISTRICT: NANDURBAR, DHULE, JALGAON, AURANGABAD, NASIK, JALNA, AHMADNAGAR, BID, PUNE, OSMANABAD, SANGLI, SATARA, KOLHAPUR)</td>
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### Appendix-Vb...

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

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<th>SL NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
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| 43     | RAGHUNATHGANJ   | 50      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
BAGAN BARI  
NEAR DENA BANK, FULTALA  
MURSHIDABAD, RAGHUNATHGANJ  
WEST BENGAL-742 225  
03483-271555 / 271666  
03483-271666  
03483-271666  
rcraghunathganj@ignou.ac.in | STATE OF WEST BENGAL  
(DISTRICT: MURSHIDABAD, BIRBHUM, MALDA) |
| 44     | RAIPUR          | 35      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
IGNOU COMPLEX  
KACHNA  
POST: SADHU  
RAIPUR - 492 014  
CHHATTISGARH  
0771-2428285 / 5056508  
0771-2445839  
0771-2445839  
rcreipur@ignou.ac.in | STATE OF CHHATTISGARH  
(DISTRICT: BILASPUR, DHAMTARI, DURG, JANJIRA-CHAMPA, JASHPUR, KANKER, KAWARDHA, KORBA, KORIYA, MAHASAMUND, RAIGARH, RAIPUR, RAJNANDGAON, SURAJPUR, SARGuja, BALOD, BALODBAZAR, BALRAMPUR, BEMETARA, GARIABANDH, MUNGELI) |
| 45     | RAJKOT          | 42      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SAURASHTRA UNIVERSITY CAMPUS  
RAJKOT, 360 005  
GUJARAT  
0281-2572988  
0281-2571603  
rcrejkot@ignou.ac.in | STATE OF GUJARAT  
(DISTRICT: RAJKOT, KACHCHH, JAMNAGAR, PORBANDER, JUNAGADH, AMRELI, BHavnagar, SUREndranagar, DEV-BHOOMI DwarKa, GIR-SOMNATH, BOTAD, MORB, DIU (U.T.) |
| 46     | RANCHI          | 32      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
457/A, ASHOK NAGAR  
RANCHI - 834 022  
JHARKHAND  
0651-2244688 / 2244699 / 2244677  
0651-2244677  
0651-2244400  
rcreanchi@ignou.ac.in | STATE OF JHARKHAND  
(DISTRICT: RANCHI, LOHARDAGA, GUMLA, SIMDEGA, PALAMU, LATEHAR, GARWA, WEST SINGHBHUM, SARAikELAKHARASAWAREAST SINGHBHUM, HAZARIBAGH, CHATRA, KODERMA, KHUNTI, RAMGARH, BOKARO, Dhanbad) |
| 47     | SAHARSA         | 86      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SAUSHALYA MANSION  
NAYA BAZAR, SAHARSA  
852201  
BIHAR  
06478-219014,219015  
06478-219018  
rcsaharsa@ignou.ac.in | STATE OF BIHAR COVERING  
(DISTRICTS KHAGARIYA, SAHARSA, SUPAUL, MADHEPURA, KATIHIR, ARARIYA, KISHANGANJ & PURNIA) |
### Appendix-Vb...

**ADDRESSES AND CODES OF IGNOU REGIONAL CENTRES (RCs)– Contd..**

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<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
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<th>JURISDICTION</th>
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| 48      | SHILLONG        | 18      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SUNNY LODGE NONGTHYMME  
NONGSHILLIANG SHILLONG - 793 014  
MEGHALAYA  
0364-2521117/2521271  
0364-2520503  
0364-2521271  
rcshillong@ignou.ac.in | STATE OF MEGHALAYA  
(DISTRICT: EAST GARO HILLS,  
EAST JAINTIA HILLS, EAST  
KHASI HILLS, NORTH GARO  
HILLS, RI BHÖI, SOUTH GARO  
HILLS, SOUTH WEST GARO  
HILLS, SOUTH WEST KHASI  
HILLS, WEST GARO HILLS,  
WEST JAINTIA HILLS, WEST  
KHASI HILLS) |
| 49      | SHIMLA          | 11      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
CHAUHAN NIWAS BUILDING,  
KHALINI, SHIMLA  
171 002  
HIMACHAL PRADESH  
0177-2624612/2624613  
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        | 45      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
17/12 J C BOSE ROAD  
SUBHAS PALLY, SILIGURI  
SILIGURI - 734 001, WEST BENGAL  
0353-2526818/2526819  
0353-2526829  
0353-2526829  
rcsiliguri@ignou.ac.in  
RCSILIGUR45@GMAIL.COM | STATE OF WEST BENGAL  
(DISTRICT: COOCHBEHAR,  
JALPAIGURI, DARJEELING,  
UTTAR DINAJPUR, DAKSHIN  
DINAJPUR, ALIPURDUAR) |
| 51      | SRINAGAR        | 30      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NEAR LAWRENCE VIDHYA BHAWAN  
KURSU RAJ BAGH  
SRINAGAR - 190 008  
JAMMU & KASHMIR  
0194-2311251  
0194-2311258  
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      | 40      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
RAJADHANI COMPLEX  
OPP PRS HOSPITAL  
KILLIPPADAM KARAMANA PO  
TRIVANDRUM - 695 002  
KERALA  
0471-2344113/2344120  
0471-2344115  
0471-2344121  
rctrivandrum@ignou.ac.in | STATE OF KERALA (DISTRICT:  
KOLLAM,  
PATHANAMTHITTA,  
THIRUVANANTHAPURAM),  
STATE OF TAMIL NADU  
(DISTRICT: KANYAKUMARI,  
TUTICORIN, TIRUNELVELI) |
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>
| 53     | VARANASI       | 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, SONEBHANDRA, VARANASI, ALLAHABAD, AMETHI, PRATAPGARH, SULTANPUR) |
| 54     | VATAKARA       | 83      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
NUT STREET (PO)  
VATAKARA, KOZHIKODE  
873104, KERALA  
0496-2525281  
0496-2515413  
rcvatakara@ignou.ac.in | STATE OF KERALA (DISTRICT: KANNUR, KASARAGOD, WAYANAND, KOZHIKODE) |
| 55     | VIJAYAWADA     | 33      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
SKPVV HINDU HIGH SCHOOL  
KOTHAPET  
VIJAYAWADA  
520 001  
ANDHRA PRADESH  
0866-2565253 / 2565959  
0866-2565253  
0866-2565353  
rcvijayawada@ignou.ac.in | STATE OF ANDHRA PRADESH  
(DISTRICT: KRISHNA, GUNTUR, PRAKASHAM, NELLORE, KHAMMAM, (SRC-TIRUPATI-CHITTOOR, KADAPA, KURNOOL, ANANTAPUR)) |
| 56     | VISAKHAPATNAM  | 84      | REGIONAL DIRECTOR  
IGNOU REGIONAL CENTRE  
2ND FLOOR VUDA COMPLEX  
SECTOR-12, MVP COLONY  
USHODAYA JUNCTION  
VISAKHAPATNAM-530017  
ANDHRA PRADESH  
0891-2511200  
0891-2511300  
rcvisakhapatnam@ignou.ac.in | STATE OF ANDHRA PRADESH COVERING (DISTRICTS EAST GODAVARI, WEST GODAVARI, VISAKHAPATNAM, VIZIANAGARAM & SRIKAKULAM) |
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>
| 01     | 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)  
033-22222668  
rc51army_ec@yahoo.co.in  
rarmy51@ignou.ac.in | EASTERN COMMAND AREA |
| 02     | IAEP - CHANDIMANDIR | 52      | REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
COL. EDUCATION (GS. EDU. BRANCH)  
HQ WESTERN COMMAND  
CHANDIMANDIR -134107  
HARYANA  
0172-2589355,(CIVIL)  
2670 (MILITARY)  
0712-2589355  
iaepc52@rediffmail.com | WESTERN COMMAND AREA |
| 03     | IAEP - LUCKNOW | 53      | REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
IAEP HQ, CENTRAL COMMAND -GS (EDN)  
LUCKNOW - 226002  
UTTAR PRADESH  
0522-2482968(CIVIL); 2670(MIL)  
iaepcc53@yahoo.co.in | CENTRAL COMMAND AREA |
| 04     | 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 |
| 05     | IAEP - UDHAMPUR | 55      | REGIONAL DIRECTOR  
IGNOU ARMY RECOG. REG. CENTRE  
COL. EDUCATION  
UTTAR KAMAN MUKHYALAYA 908545  
C/O 56 APO. HQ NORTHERN COMMAND UDHAMPUR  
JAMMU & KASHMIR  
01992-242486  
01992-242486  
iaeparmy55@rediffmail.com | NORTHERN COMMAND AREA |
# IGNOU – ARMY RECOGNIZED REGIONAL CENTRES

*(For ARMY Personnel Only)*

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REGIONAL CENTRE</th>
<th>RC CODE</th>
<th>ADDRESS</th>
</tr>
</thead>
</table>
| 06      | 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 |
### IGNOU – NAVY RECOGNIZED REGIONAL CENTRES
(For NAVY Personnel Only)

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>RC CODE</th>
<th>REGIONAL CENTRE</th>
<th>ADDRESS</th>
<th>JURISDICTION</th>
</tr>
</thead>
</table>
| 1.      | 71      | INEP-NEW DELHI  | REGIONAL DIRECTOR (I/C)  
IGNOU NAVY RECOG. REG CENTRE  
DIRECTORATE OF NAVAL EDUCATION  
INTEGRATED HQS.MINISTRY OF DEF  
WEST BLOCK.5, IIND FLR,WING-II  
RK PURAM, NEW DELHI - 110066  
DELHI  
PH. OFF: 011-26194686  
FAX: 011-26105067  
EMAIL: inepdelhi@rediffmail.com | NAVAL HQS |
| 2.      | 72      | INEP-MUMBAI     | REGIONAL DIRECTOR  
IGNOU NAVY RECOG. REG CENTRE  
HQ. WESTERN NAVAL COMMAND  
SHAHID BHAGAT SINGH MARG  
MUMBAI - 400023  
MAHARASHTRA  
PH. OFF: 022-22752245  
FAX: 022-22665458  
EMAIL: inepm@rediffmail.com | HQ WESTERN NAVAL COMMAND |
| 3.      | 73      | INEP-VISAKHA-PATNAM | REGIONAL DIRECTOR  
IGNOU NAVY RECOG. REG CENTRE  
HQ EASTERN NAVAL COMMAND  
VISAKHAPATNAM - 530014  
ANDHRA PRADESH  
PH. OFF: 0891-2812669  
FAX: 0891-2515834  
EMAIL: inep@hotmail.com  
rc73@ignou.ac.in | HQ EASTERN NAVAL COMMAND |
| 4.      | 74      | INEP-KOCHI      | REGIONAL DIRECTOR  
IGNOU NAVY RECOG. REG CENTRE  
NAVAL BASE  
HQ SOUTHERN NAVAL COMMAND  
KOCHI - 682004, KERALA  
PH. OFF: 0484-266210, 2662515  
FAX: 0484-2666194  
EMAIL: inepkochi_10@rediffmail.com | HQ SOUTHERN NAVAL COMMAND |
<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>SUB-RC</th>
<th>MENTOR RC</th>
<th>ADDRESS</th>
<th>OPERATIONAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DARJEELING</td>
<td>Siliguri</td>
<td>ARD (I/C) IGNOU SUB REGIONAL CENTRE C/O RAMESH CUPTA LASA VILLA H. C. ROAD DARJEELING WEST BENGAL 08116903933</td>
<td>DARJEELING, KALIMPONG, KURSEONG, MIRIK SUB-DIVISION</td>
</tr>
<tr>
<td>2</td>
<td>KANDHAMAL</td>
<td>Bhubaneswar</td>
<td>ASSISTANT REGIONAL DIRECTOR IGNOU SUB-REGIONAL CENTRE GOVT. COLLEGE CAMPUS PHULBANI ODISHA</td>
<td>KANDHAMAL, BOUDH, GAJAPATI, BOLANGIR, SONEPUR</td>
</tr>
<tr>
<td>3</td>
<td>PITHORAGARH</td>
<td>Dehradun</td>
<td>ASSISTANT REGIONAL DIRECTOR IGNOU SUB REGIONAL CENTRE L.S.M. GOVT. P.G. COLLEGE PITHORAGARH UTTARAKHAND-262502 05964-264077</td>
<td>BAGESHWAR, CHAMPAWAT, ALMORA, NAINATL</td>
</tr>
<tr>
<td>4</td>
<td>TIRUPATI</td>
<td>Vijayawada</td>
<td>ARD (I/C) IGNOU SUB-REGIONAL CENTRE OPERATING FROM MENTOR RC</td>
<td>ANANTPUR, CHITOOR, KADAPA, KURNOOL</td>
</tr>
</tbody>
</table>
# LIST OF PROGRAMME STUDY CENTRES FOR POST BASIC B.Sc. NURSING, PSC AND RC CODE

(Inspected and approved by INC)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>PSC Code</th>
<th>Name &amp; Address of PSC</th>
<th>RC Code</th>
<th>No. of Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0113P</td>
<td>College of Nursing, Nizam's Institute of Medical sciences, Hyderabad</td>
<td>01</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>0183P</td>
<td>Govt. College of Nursing, King George Hospital Campus, Maharani Peta, Visakhapatnam - 530002, Andhra Pradesh</td>
<td>84</td>
<td>30</td>
</tr>
<tr>
<td>3.</td>
<td>33009P</td>
<td>StAnne College of Nursing, Vijayawada, Andhra Pradesh - 520001</td>
<td>33</td>
<td>30</td>
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<tr>
<td>4.</td>
<td>01129P</td>
<td>KIMS College of Nursing, Survey - 130, Annapoorna Comp. Babujinagar, Bownplly, Secunderabad - AP - 500011</td>
<td>01</td>
<td>20</td>
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<tr>
<td>5.</td>
<td>0426P</td>
<td>Regional College of Nursing, P.O.,Indrapur Guwahati - 781032</td>
<td>04</td>
<td>30</td>
</tr>
<tr>
<td>6.</td>
<td>0723P</td>
<td>R A K College of Nursing, Lajpat Nagar, New Delhi - 110024</td>
<td>07</td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>29006P</td>
<td>Ahilya Bai College of Nursing, Delhi - 110001</td>
<td>29</td>
<td>25</td>
</tr>
<tr>
<td>8.</td>
<td>0901</td>
<td>L.D. Arts College (work centre at – College of Nursing, New Civil Hospital Campus, Asarwa, Ahmedabad - 380016</td>
<td>09</td>
<td>30</td>
</tr>
<tr>
<td>9.</td>
<td>1263P</td>
<td>Bibi Halima College of Nursing &amp; Medical Technology, All J &amp; K Muslim Wakf Board, Zero Bridge, Srinagar - 190010</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>1326P</td>
<td>K L E S Institute of Nursing Sciences, Nehru Nagar, Belgaum - 590010,Karnataka</td>
<td>08</td>
<td>30</td>
</tr>
<tr>
<td>11.</td>
<td>13135P</td>
<td>Government College of Nursing, No. 91 D, 1st Main Stage, VI Phase West of Chord Rd Mahagana, Rathynagar Rajajinagar, Bangalore-56002</td>
<td>13</td>
<td>-</td>
</tr>
<tr>
<td>12.</td>
<td>1346P</td>
<td>Narayana Hrudayala College of Nursing, Bangalore</td>
<td>13</td>
<td>30</td>
</tr>
<tr>
<td>13.</td>
<td>1621P</td>
<td>Institute of Nursing Education, Sir J J Group of Hospital Compound, Byculla, Mumbai - 400 008</td>
<td>49</td>
<td>30</td>
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<tr>
<td>14.</td>
<td>1661P</td>
<td>Temi Grant Institute of Nursing Education, Ruby Hall, Clinical Grant Medical Foundation 13, Tadiwala Road, Pune - 411001</td>
<td>16</td>
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</tr>
<tr>
<td>15.</td>
<td>1917P</td>
<td>RIPAN, College of Nursing, Mizoram, Aizwal</td>
<td>19</td>
<td>15</td>
</tr>
<tr>
<td>16.</td>
<td>2137P</td>
<td>College of Nursing, MKCG, Medical College Campus, Behrampur, Ganjam- 760004</td>
<td>21</td>
<td>30</td>
</tr>
<tr>
<td>17.</td>
<td>2209P</td>
<td>Christian Medical College &amp; Hospital, College of Nursing, Ludhiana - 141008, Punjab</td>
<td>22</td>
<td>30</td>
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<tr>
<td>18.</td>
<td>2316P</td>
<td>Govt College of Nursing, J L N Marg, Jaipur - 302004</td>
<td>23</td>
<td>30</td>
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<tr>
<td>19.</td>
<td>2740P</td>
<td>College of Nursing, Kanpur - 214879 UP</td>
<td>27</td>
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<tr>
<td>20.</td>
<td>2851P</td>
<td>College of Nursing, SSKM Hospital, Kolkata</td>
<td>28</td>
<td>30</td>
</tr>
<tr>
<td>21.</td>
<td>2876P</td>
<td>Shova Rani Nursing College I F, raja S.C. Mullick Road Jadavpur, Kolkata - 700032</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</table>

The number of PSC will be added as and when more PSCs are inspected and approved by INC.
### Post Basic B. Sc. Nursing

Number of Counselling and Practical Hours & Days

#### 1st Year Courses

<table>
<thead>
<tr>
<th>Hours</th>
<th>May – June</th>
<th>Sept. – Oct.</th>
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<td></td>
<td>Spell I</td>
<td>Spell II</td>
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<tr>
<td>Theory</td>
<td>Practical</td>
<td>Theory</td>
</tr>
<tr>
<td>BNS 101</td>
<td>24</td>
<td>60</td>
</tr>
<tr>
<td>BNS L 101</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>BNS 102</td>
<td>14</td>
<td>118</td>
</tr>
<tr>
<td>BNSL 102</td>
<td>–</td>
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<tr>
<td>BNS 103</td>
<td>12</td>
<td>120</td>
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<td>BNSL 103</td>
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<td>BNS 104</td>
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<td>BNSL 104</td>
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<td>BNS 105</td>
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<td>BNSL 105</td>
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</tr>
</tbody>
</table>

Theory = $7\frac{1}{2} + 4\frac{1}{2} = 12$ days  
Practical = $23$ days + $16\frac{1}{2} = 39\frac{1}{2}$ days

Nursing Teacher’s Days  
Theory = $4\frac{1}{2}$ days  
Practical = 22 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes
### 2nd Year

<table>
<thead>
<tr>
<th>Courses</th>
<th>Theory (hours)</th>
<th>Practical (hours)</th>
<th>Theory</th>
<th>Practical</th>
<th>Theory</th>
<th>Practical</th>
<th>Theory</th>
<th>Practical</th>
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</thead>
<tbody>
<tr>
<td>BNS 106 BNSL 106</td>
<td>24</td>
<td>150</td>
<td>8 sessions = 16 hrs</td>
<td>2 days</td>
<td>80 hrs</td>
<td>10 days</td>
<td>4 sessions = 8 hrs</td>
<td>1 day</td>
</tr>
<tr>
<td>BNS 107 BNSL 107</td>
<td>12</td>
<td>120</td>
<td>4 sessions = 8 hrs</td>
<td>1 day</td>
<td>80 hrs</td>
<td>10 days</td>
<td>2 sessions = 4 hrs</td>
<td>1½ day</td>
</tr>
<tr>
<td>BNS 108 BNSL 108</td>
<td>24</td>
<td>120</td>
<td>8 sessions = 16 hrs</td>
<td>2 days</td>
<td>80 hrs</td>
<td>10 days</td>
<td>4 sessions = 8 hrs</td>
<td>1 day</td>
</tr>
</tbody>
</table>

Theory = 7½ days
Practical = 46 days

Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes
<table>
<thead>
<tr>
<th>Courses</th>
<th>Theory (hours)</th>
<th>Practical (hours)</th>
<th>Spell I</th>
<th>Spell II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theory</td>
<td>Practical</td>
<td>Theory</td>
<td>Practical</td>
</tr>
<tr>
<td>BNS 109</td>
<td>24</td>
<td>120</td>
<td>8 sessions – 16 hrs</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>BNS 110</td>
<td>24</td>
<td>90</td>
<td>8 sessions – 16 hrs</td>
<td>2 days</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNS 111</td>
<td>24</td>
<td>120</td>
<td>8 sessions – 16 hrs</td>
<td>2 days</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>BNSL 112</td>
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<td>60 hrs</td>
<td></td>
<td>40 hrs</td>
</tr>
</tbody>
</table>

**Nursing Teachers**

Theory 6 + 3 = 9 days

Practical 15 + 11 + 15 = 41 days

Computer Practical - 7½ days

**Regional Centre/Programme Study Centre will inform schedule of Theory and Practical Classes**
1) Sociology can be defined as:
   I. Systematic Study of human society
   II. Study of Psychology of human being
   III. Study of human events correlated in time
   IV. Study of man and his culture developed in past

2) Pregnant women feels tingling, numbness and pain in the thumb and finger during:
   I. Neurities
   II. Carpal tunnel syndrome
   III. Korsakoff’s syndrome
   IV. Down’s syndrome

3) The most effective position for a women in labour with cord prolapsed is:
   I. Sim’s
   II. Lithotomy
   III. Knee chest
   IV. Fowlers’

4) The treatment of choice for rheumatoid arthritis is:
   I. Penicillin
   II. Erythromycin
   III. Indomethicine
   IV. Paraffin dip

5) Non bilious projectile vomiting is characteristic feature of:
   I. Hischprung’s disease
   II. Congenital hyper trophic Pyloric stenosis.
   III. Intussusception
   IV. Anorectal malformation
6) Intense elation accompanied by an attitude of grandeur is referred as:
   I. Euphoria  
   II. Elation  
   III. Exhalation  
   IV. Ecstasy  

7) All of the following are positive signs of pregnancy except:
   I. Fatal heart sound are heard  
   II. Fatal parts are palpable  
   III. Fatal movements are palpable  
   IV. Breast changes are observed  

8) Functional nursing refer to;
   I. team centered nursing  
   II. completion of routine tasks  
   III. concerned with specific nursing routines  
   IV. patient centered care  

9) BCG Vaccine protect against:
   I. Beri -Beri  
   II. Rubella  
   III. Tuberculosis  
   IV. Whooping cough  

10) Purposes of research are all except:
    I. Evaluation  
    II. Description  
    III. Exploration  
    IV. Prediction
How to fill up the information on the OMR Response Sheet
(Examination Answer Sheet)

1. Write your complete enrolment no. in 9 digits. This should correspond to the enrolment number indicated by you on the OMR Response Sheet. Also write your correct name, address with pin code in the space provided. Put your signatures on the OMR Response Sheet with date. Ensure that the Invigilator in your examination hall also puts his signatures with date on the OMR Response Sheet at the space provided.

2. On the OMR Response Sheet student’s particulars are to be filled in by pen. However use HB pencil for writing the Enrolment No. and Examination Centre Code as well as for blackening the circle bearing the correct answer number against the serial number of the question.

3. Do not make any stray remarks on this sheet.

4. Write correct information in numerical digit in Enrolment No. and Examination Centre Code Columns. The corresponding circle should be dark enough and should be filled in completely.

5. Each question is followed by four probable answers which are numbered 1, 2, 3 and 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using HB pencil, blacken the circle bearing the correct answer number against the serial number of the question. If you find that answer to any question is none of the four alternatives given under the question, you should darken the circle with ‘0’.

6. If you wish to change your answer, ERASE completely the already darkened circle by using a good quality eraser and then blacken the circle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased circle and the question will be read as having two answers and wTl be ignored for giving any credit.

7. No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.

8. You should not spend too much time on anyone question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones. There is no negative marking for wrong answers.
INSTRUCTIONS FOR MARKING

1. Use only a HB pencil for marking responses.
2. Do not mutilate this response sheet.
3. Mark your answer in proper column, choose only one option.
4. Complying with all the instructions given below carefully before evaluating the answers of the candidates.
5. Please fill the following particulars with link only.
6. Please read relevant instructions given below carefully before marking these boxes.

Signature of Invigilator:

Date: [Date]
### Mark Your Answers with H.B. Pencil Only

**Appendix-XA**

<table>
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<tr>
<th>Enrolment Number</th>
<th>Course Code</th>
<th>Examination Centre Code</th>
<th>Programme Code</th>
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**Sample**

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## Educational Qualification Code

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69
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:underlineunderline
Enrolment No: ____________________________

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

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RULES & REGULATIONS FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

1. The fee for photocopy of answer script shall be Rs. 100/- (Rupees One Hundred only) per course. Fee should be paid in the form of Demand Draft drawn in favour of IGNOU and payable at the city of the evaluation centre.

2. Application form without self attested photocopy of the Identity Card of the student will not be entertained.

3. Student’s application form for photocopy(ies) of the answer script(s) shall reach the Concerned Evaluation Centre (as mentioned below in the last Para) along with the prescribed free within 45 days from the date of declaration of results i.e., the date on which the result are placed on the IGNOU website.

4. 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.

5. 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.

6. Application form duly filled-in may be sent to the following address except CPE* & DPE* programmes:

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<thead>
<tr>
<th>Sl. No.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
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<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar, Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi - 110068</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Division at Hqs.</td>
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<tr>
<td>2.</td>
<td>Dy. Registrar, Evaluation Centre Periyar Thidal No. 50 EVK Sampath Road Vepery, Chennai-600 007</td>
<td>All Examination Centres in Chennai, Hyderabad Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara</td>
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<td>3.</td>
<td>Dy. Registrar, Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan Patna-800 001</td>
<td>All Examination Centres in Patna, Raipur, Bhubneshwar, Koraput, Siliguri and Raghunathganj</td>
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<td>4.</td>
<td>Dy. Registrar, Evaluation Centre IGNOU Regional Centre B-1/33, Sector-H, Aiganj Lucknow - 226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar</td>
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<td>5.</td>
<td>Dy. Registrar, Evaluation Centre IGNOU Regional Centre</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar</td>
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<td>6.</td>
<td>Dy. Registrar, Evaluation Centre IGNOU Regional Centre 1st Floor, MSFC Building 270, Senapati Bapat Road Pune-411 016</td>
<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shillong, Agartala, Gangtok, Kohima and Aizawl</td>
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<tr>
<td>7.</td>
<td>Dy. Registrar IGNOU Regional Evaluation Centre “Mangolik”, H/H-19/1, Bagupara PO-Aswinin Nagar, VIP Road Baguiati, Kolkata - 700 159</td>
<td>All Examination Centres in Kolkata, Darbhanga and Ranchi</td>
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* For the photocopy(ies) of the answer script(s) of CPE & DPE programmes, the application form may be sent to the Regional Centre concerned.
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: ...................................................................................................................................................

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:-

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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): \( \times \text{Rs. 700/-} \) = 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:-

<table>
<thead>
<tr>
<th>SLNo.</th>
<th>Address of Evaluation Centre</th>
<th>Jurisdiction of Evaluation Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dy. Registrar Evaluation Centre Block-5, IGNOU, Maidan Garhi New Delhi-110068</td>
<td>All Examination Centres within Delhi-1, Delhi-2, Delhi-3, All Schools and Divisions at Hqs.</td>
</tr>
<tr>
<td>2.</td>
<td>Dy. Registrar Evaluation Centre, Periyar Thidal No.50, EVK Sampath Road Vepery Chennai – 600 007</td>
<td>All Examination Centres in Chennai, Hyderabad, Port Blair, Vijayawada, Trivandrum, Cochin, Bangalore, Madurai, Panaji, Nagpur and Sub-RC Vatakara.</td>
</tr>
<tr>
<td>3.</td>
<td>Dy. Registrar Evaluation Centre IGNOU Regional Centre 2nd Floor, Biscomaun Tower W. Gandhi Maidan, Patna -800 001</td>
<td>All Examination Centres in Patna, Raipur, Bhubneshwar, Koraput, Siliguri and Raghunathganj.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, B-1/33, Sector-H, Aliganj Lucknow – 226 024</td>
<td>All Examination Centres in Lucknow, Varanasi, Aligarh, Dehradun, Noida, Karnal, Chandigarh, Khanna, Shimla, Jammu and Srinagar,</td>
</tr>
<tr>
<td>5.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, 1st Floor, MSFC Building 270, Senapati Bapat Road, Pune-411016</td>
<td>All Examination Centres in Pune, Ahmedabad, Bhopal, Jabalpur, Jaipur, Rajkot and Mumbai.</td>
</tr>
<tr>
<td>6.</td>
<td>Dy. Registrar Evaluation Centre, IGNOU Regional Centre, H/No.71, GMC Road Christian Basti, Guwahati – 781 005</td>
<td>All Examination Centres in Guwahati, Itanagar, Imphal, Shilong, Agartala, Gangtok, Kohima and Aizwal.</td>
</tr>
<tr>
<td>7.</td>
<td>Dy. Registrar Evaluation Centre “Mangolik” H/H-19/1, Baguipara PO- Aswini Nagar, VIP Road Baguiati, Kolkata-700091.</td>
<td>All Examination Centres in Kolkata, Durbhanga and Ranchi.</td>
</tr>
</tbody>
</table>
# INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068

APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPT

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

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

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

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

5. Examination Centre Code: ....................................................................................................................

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

7. Courses, in which Re-evaluation is sought

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>MARKS/ GRADE OBTAINED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Fee detail:

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

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

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

Issuing Bank: …………………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………….. Signature of the student

(P.T.O)
# RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1) The request for re-evaluation by the student must be made within one month of declaration of his/her results.

2) The date of declaration of result will be calculated from the date on which the result(s) are placed on the IGNOU website.

3) After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.

4) The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.

5) Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.

6) On the top of the envelope containing the prescribed application form, please mention “APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS”

7) The application form duly filled-in may be sent to the following address except CPE* & DPE* programmes.

8) Application form must reach within the prescribed dates at the following address:

<table>
<thead>
<tr>
<th>Sl.No.</th>
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<td>All Examination Centres in Kolkata, Darbhanga and Ranchi.</td>
</tr>
</tbody>
</table>

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

UNDEARTAKING

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 ISSUE OF OFFICIAL TRANSCRIPT

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

2. Programme: Enrolment No:

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

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

..................................................................................................... Pin

4. Purpose for which: ....................................................................................................................................

transactions are required .................................................................................................................................

5. Fee detail:

Fee for the official transcript:
Rs. 200/- per transcript, if to be sent to the student/institute in India.
Rs. 400/- or US$1000 per transcript, if required to be sent to the Institute outside India by the University.
(The requisite fee is required to be paid through demand draft drawn in favour of ‘IGNOU’ & payable at
‘New Delhi’)

No. of transcript(s): ……….. × Rs. 200/ 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 fee is to be sent to:-

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

Note: The students are required to enclose same number of legible photocopies of both sides of the statement of
marks/grade card issued to them, as the number of transcripts required.
Note: Fee for duplicate grade card ₹150/-. The duplicate grade card/mark sheet will be sent by Registered post.

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

The Registrar (Student Evaluation Division)
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068
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) (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(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 Tribes Order, 1968;

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


2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*/Kumari*_______________________ father/mother* of Shri/Shrimathi/Kumari*_______________________ of village/town*_______________________ where he/she belongs to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* __________________ dated__________.

3. Shri/Shrimathi*/Kumari*_______________________ and /or* his/her* family ordinarily reside(s) in village/town*_______________________ of ______________________ District/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 People 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).
FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONGWITH 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,
* (v) Resolution No.12011/96/94-BCC dated 9/03/96.
* (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
* 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 ________________________________________

N.B.—
(a) The above certificate should not be more than three years old from the date of issuance till the last date 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, DISCIPLINARY ACTION ALONGWITH CANCELLED OF ADMISSION WITH NO REFUND SHALL BE UNDERTAKEN BY THE UNIVERSITY.
## INSTRUCTIONS
1. Please submit your exam form at the concerned Regional Centre under which your examination centre falls.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

![Sample Text Box](image)

### Program Code

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
</tr>
</tbody>
</table>

### Fee Details

<table>
<thead>
<tr>
<th></th>
<th>S.No.</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Amount

- Theory Courses: ₹ \times 60
- Practical Courses: ₹ \times 60

### Issuing Bank

- Issuing Branch: ____________________________
- Payable at: (Regional Centre under which your exam centre falls)

### Signature of the Student

- Issuing Branch: ____________________________
- Payable at: (Regional Centre under which your exam centre falls)
Dates for Submission of Exam Forms

<table>
<thead>
<tr>
<th>FOR JUNE TEE</th>
<th>LATE FEE</th>
<th>FOR DECEMBER TEE</th>
<th>LATE FEE</th>
<th>SUBMISSION OF EXAM FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March to 31 March</td>
<td>NIL</td>
<td>1 Sept. to 30 Sept.</td>
<td>NIL</td>
<td>ONLY AT THE CONCERNED REGIONAL CENTRE UNDER WHICH YOUR EXAMINATION CENTRE FALLS</td>
</tr>
<tr>
<td>1 April to 20 April</td>
<td>₹ 300/-</td>
<td>1 Oct. to 20 Oct.</td>
<td>₹ 300/-</td>
<td></td>
</tr>
<tr>
<td>21 April to 30 April</td>
<td>₹ 500/-</td>
<td>21 Oct. to 31 Oct.</td>
<td>₹ 500/-</td>
<td></td>
</tr>
<tr>
<td>1 May to 15 May</td>
<td>₹ 1000/-</td>
<td>1 Nov. to 15 Nov.</td>
<td>₹ 1000/-</td>
<td></td>
</tr>
</tbody>
</table>

*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)
- Regional Centre under which your examination centre falls
- 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 AT THE TIME OF COUNSELING)

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 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:                                            .
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

Appendix-XXIII
AFFIDAVIT BY PARENT/GUARDIAN

(TO BE SUBMITTED ALONG WITH APPLICATION FORM AT THE TIME OF COUNSELING)

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
IGNOU POLICY FOR PREVENTION, PROHIBITION AND PUNISHMENT OF SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE

IGNOU has adopted a policy for the prevention, prohibition and punishment of sexual harassment of women at workplace in compliance to the directive of Hon'ble Supreme Court of India.

Information on this policy, rules and procedures can be accessed from the IGNOU website www.ignou.ac.in. Any incident of sexual harassment may be reported to the Regional Director of the Regional Centre, you are attached to or to any of the persons whose contact details are given in the following table.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Names &amp; Department of the Committee Members</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Indrani Lahiri, RSD, Chairperson</td>
<td><a href="mailto:indranilahiri@ignou.ac.in">indranilahiri@ignou.ac.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Dr. Seema Chandhok, L &amp; DD</td>
<td><a href="mailto:schandhok@ignou.ac.in">schandhok@ignou.ac.in</a></td>
</tr>
<tr>
<td>3</td>
<td>Ms. Nishi Saxena, NCIDE</td>
<td><a href="mailto:nishi@ignou.ac.in">nishi@ignou.ac.in</a></td>
</tr>
<tr>
<td>4</td>
<td>Ms. Neeru Sayal, RSD</td>
<td><a href="mailto:neerusayal15@gmail.com">neerusayal15@gmail.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Ms. Mridula Tandon, External Member</td>
<td></td>
</tr>
</tbody>
</table>

Regional Centre Committee against Sexual Harassment (RCCASH) has been constituted at each Regional Centre.

For Complaints please write to:

Address at IGNOU (Hqrs.):
Chairperson, RSDCASH, Regional Services Division, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110 068

Email: rsdcash@ignou.ac.in

OR

Address at your Regional Centre:
Chairperson, Regional Centre Committee against Sexual Harassment (RCCASH) (Address of your Regional Centre).
SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(Prevention, Prohibition and Redressal) Act-2013

A. Following Constitutes an offence under the Act:

A. Sexual Harassment includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:

- Physical contact and advances; or
- Demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing any pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety.

For any complaint please write to:
CHAIRPERSON, Regional Services Division Committee Against Sexual Harassment (RSDCASH),
Regional Services Division, IGNOU, Maidan Garhi, New Delhi-110 068
(Email: rsdcash@ignou.ac.in)
OR RCCASH Committee of your Regional Centre.
Guidelines for filling up the application form for the Post Basic B.Sc. Nursing
January, 2016 session.

2. Programme Code: B S C N (PB)
3. At Sl. No. 3 For Exam Centre Code: Please select from appendix-Va (Tentative List)
4a. Regional Centre Code: Select from Appendix-Vb, i.e. the state/city where you want to take examination
4b. Regional Centre Code: i.e. regional centre in which or where you want to take admission/pursue studies as
per the availability of PSC of Post Basic B.Sc Nursing.
5. At Sl. No. 5, Programme Study Centre Code (PSC) : Leave it blank
7. State Code: Select from Appendix – XI
8. At S.No. 8 write A1 for yes and B2 for not registered. Fill it only if you have enrolled in any other programme
of IGNOU.
9. At S. No. 9 write Name of the Candidate as mentioned in class X/XII mark-sheet or equivalent certificate.
10. AT S. No. 10 write Name of the Father/Mother/Husband. Please write S/o or D/o for Father/Mother’s Name
and W/o for Husband’s Name.
11. At S.No.11 write House No. in at (a) Street Name at (b) Locality / Mohalla in (c) Tehsil/District in (d) City
in (e) Pin code at (f) State at (g).
12. At S. No. 12 write landline no. at (a) email ID at (b) and mobile no. at (c). (Phone no. and e mail is mandatory
write clearly, correctly and legibly).
13. At S.No13 write date of birth, date ,month ,year correctly
14. Please write A1 for Indian and B2 for others. (Please specify the particular country, if you fill B2).
15. At S. No. 15 please write A1 for Male, B2 for Female and C3 for Others.
16. At S. No. 16 please write A1 for General, B2 for SC, C3 for ST, D4A for OBC (Creamy) D4B for OBC
(Non-Creamy) and E for minority.
17. At S.No. 17 please write A1 for urban area, B2 for Rural area and C3 for Tribal area.
18. At. S. No. 18 for Marital Status: Please write A1 for married and B2 for unmarried.
19. At S. No. 19 for Religion: Please write A1 for Hindu, B2 for Muslim, C3 for Christian, D4 for Sikh, E5 for
Jain, F6 for Buddhist, G7 for Parsi, H8 for Jews and I9 for other religion.
20 At S. No. 20 for minority. Please write A1 for Yes and B2 for No
21. At S.No. 21 for Social Status: Please write A1 for Ex-Serviceman and B2 for War Widows C3 for Not
Applicable
22. Whether Kashimiri Migrant: Please write A1 for Yes and B2 for No. (Government of India rule will be
followed for this category)
23. Employment Status: Please write A1 for unemployed, B2 for IGNOU regular Employee, C3 for Employed
and D4 for KVS employee.
24. At Sl. No. 24, fill up as applicable.
   b. kindly provide details of disability: Please write A1 for Speech and Hearing Impairment, B2 for
Locomotor Impairment, C3 for Visual Impairment, D4 for Low Vision and E5 for any other, please specify if you
fill E5.
26. At S.No. 25 for Educational Qualification: At a. Please write code A1 for 10th and B2 for 12th
At b. Write main subjects of 10th/12th, At c. write year of passing, At d write Division, At e write %age of
Marks, At f write Board Code/University.
27. At S.No. 27(a) write the year of completion of State Board/Concil Examination/GNM Examination and write
percentage of marks obtained in Aggregate for all the years of GNM in relevant columns against each. (Fill it
correctly). Since percentage of marks is required for tie break aggregate percentage will be considered only.
At S. No. 27 (b), write year of passing GNM and percentage of marks obtained in GNM if applicable in
relevant box.
At S.No. 27 (c), write the year of passing midwifery and percentage of marks in midwifery if applicable in
relevant box.
At S.No. 27 (d), write name of registration council
At S.No. 27 (e), write year of registration as RN and write registration no. of RN in relevant box.
At S.No. 27 (f), write year of registration as RM and write registration no. of RM in relevant box.
28. At S.No. 28 write total marks obtained in each year, total maximum marks and percentage of marks in
relevant column.
29. At S.No. 29 write the S. No. and name of course done in lieu of midwifery. Write the name of the council and
period (from and to in relevant box).
30. At S.No. 30a write total years of experience after RNRM certification up to last date of submission of
entrance test form at 30b write years of experience after RN if applicable at 30c write years of experience
after RM if applicable.
31. At S.No. 30b write the name of organisation, designation, date of service and length of experience in the
relevant box after RNRM till last date of submission of examination.
32. At S.No. 31 write at A1 (yes) if presently working and write B1 if not working in the column
33. At S.No. 32 at A1 mention the place of working with address and B2 mention the name of organisation
34. At S.No. 33 Details of remittance: a. Please write code A1 for cash challan and B2 for Demand draft.
## INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the form.
2. Please use Black/Blue Ball Point Pen in boxes using English CAPITAL LETTERS or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle, scribble, tear or wet this sheet.
5. Write in CAPITAL LETTERS only within box. Leave blank between words as shown in the example below.
6. Apply only if you have completed 2 years of experience after RNRM Registration from State Nursing Council up to the last date of submission of Application.
7. Apply if you are in service.

### 1. Name of the Programme Applied:

Post Basic B.Sc. Nursing

### 2. Programme Code:

B   S   C   N   P   B

### 3. Exam Centre Code:


### 4a. Regional Centre Code:

For Entrance Exam.

4b. Regional Centre Code for admission


### 5. Study Centre Code:


### 6. Medium of Study

(Write code in the box)

A1 English
B2 Hindi
C3 Others

### 8. a. Are you registered with (Ignou)

(Pls. write relevant code in the box)

A1 - Yes
B2 - No

If yes, Programme Code:

Enrolment No. :

### 9. Name of the Candidate:

(as in Class X/XII mark sheet or equivalent certificate)


### 10. Father/Mother/Husband Name:

(Please write S/o or D/o for Father/Mother's Name and W/o for Husband's Name)


### 11. Address for Correspondence:

(Do not give POST-BOX Number. Use Capital Letters and give space between words)

a) House No. :  

b) Street Name :

c) Locality/Mohalla:

d) Tehsil/District:

e) City :  

f) Pin Code:  

g) State:

### 12. Contact Details:

a) Landline No. 

STD No.  

Phone Number  

Fax, if any:  

b) e-mail ID:

c) Mobile No.:

### 13. Date of Birth:

Date  

Month  

Year  

### 14. Nationality

A1 - Indian
B2 - Others, pl. specify

### 15. Gender

(Pls. write relevant code in the box)

A1 - Male
B2 - Female
C3 - Other

### 16. Category

(Pls. write relevant code in the box)

A1 - General
B2 - SC
C3 - ST
D4A - OBC (Creamy)
D4B OBC (Non Creamy)

### 17. Area

(Pls. write relevant code in the box)

A1 - Urban
B2 - Rural
C3 - Tribal

### 18. Marital Status

(Pls. write relevant code in the box)

A1 - Single
B2 - Married

### 19. Religion

(Pls. write relevant code in the box)

A1 - Hindu
B2 - Muslim
C3 - Christian
D1 - Buddhist
G7 - Parsi
H8 - Jews
I9 - Others

### 20. Whether Minority

(Pls. write relevant code in the box)

A1 - Yes
B2 - No

### 21. Social Status

(Pls. write relevant code in the box)

A1 - Ex-Serviceman
B2 - War Widow
C3 - Not Applicable

### 22. Whether Kashmiri Migrant

(Pls. write relevant code in the box)

A1 - Yes
B2 - No

### 23. Employment Status

(Pls. write relevant code in the box)

A1 - Unemployed
B2 - IGNOU regular employee
C3 - Employed
D4 - KVS employee

### PHOTOGRAPH

Affix your latest passport size photograph (4 cm x 5 cm) duly attested by you

Signature of Applicant
### 24. Details of Scholarship being received, if any
- **a) Annual Scholarship Amount:**
  - Rs.
- **b) Deptt. offering Scholarship:**
  - A1 Government
  - B2 Other
- **c) Family Income (annual):**
  - Rs.
- **d) Below Poverty Line:**
  - A1 Yes
  - B2 No
- **e) Jain Inmates:**
  - A1 Yes
  - B2 No

### 25. Whether a Person with Disability
- **(Pls. write relevant code in the box) A1 - Yes**
- **B2 - No**

### 25. a) If yes, kindly provide details of disability:
- **A1 - Speech and Hearing Impairment**
- **B2 - Locomotor Impairment**
- **C3 - Visual Impairment**
- **D4 - Low Vision**
- **E5 - Any other, please specify**

### 26. Educational Qualifications:
- **a) Whether 10th or 12th pass**
  - A1 - 12th
  - B2 - 10th
- **b) Main Subjects**
  1. 
  2. 
  3. 
  4. 
- **c) Year of Passing**
  - Year
- **d) Division**
  - Last two digits of the year
- **e) %age of Marks without decimal**
- **f) Board Code/University**
  - Wherever required

- **a. Completion of State Board/Council Examination**
  - Year
  - % of Marks
- **b. General Nursing**
  - Year
  - % of Marks
- **c. Midwifery Nursing**
  - Year
  - % of Marks
- **d. Name of Registration Council**
  - 
- **e. Date of Registration RN**
  - Year
  - Reg. No. of RN
- **f. Date of Registration RM**
  - Year
  - Reg. No. of RM

### 28. Marks Obtained in GNM:

<table>
<thead>
<tr>
<th>Years</th>
<th>Total Marks Obtained</th>
<th>Total Max. Marks</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(If applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 29. Course done in lieu of Midwifery (male Nurse)
- Fill up only one course done by you and put the Number and Name in the appropriate box

1. Psychiatric Nursing
2. Tuberculosis
3. Operation Theatre
4. Cancer Nursing
5. Neurology
6. Ophthalmic Nursing

**Name of Council**

### 30. Year of work experience after Registration as RNRM till last date of receipt of entrance examination form
- **a) Year of service after RNRM**
- **b) Year of experience after RN (if applicable)**
- **c) Year of experience after RM (if applicable)**

### 31. Working Experience will be considered after registration as RNRM upto last date of submission of Entrance Test Form as given in advertisement (Please give details chronologically). Please fill the details accurately (write only the experience after RNRM)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Organisation</th>
<th>Designation</th>
<th>Dates of service</th>
<th>Total Years Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**
32. Presently Working

<table>
<thead>
<tr>
<th>A1 Yes</th>
<th>B2 No</th>
</tr>
</thead>
</table>

33. If yes mention place and name of organization with details

<table>
<thead>
<tr>
<th>A1 Place</th>
<th>B2 Name</th>
</tr>
</thead>
</table>

34. Details of Remittance:

<table>
<thead>
<tr>
<th>a) Mode of Payment</th>
<th>b) Amount</th>
<th>Please add Rs. 500/- in case of Late fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 - Cash Challan</td>
<td>Rs.</td>
<td></td>
</tr>
<tr>
<td>B2 - Demand Draft</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

c) DD/Challan Number:

d) Date of DD/Challan Number

e) Bank Name:

35. Declaration:

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill 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 for 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. I understand that the University can amend or change any rules without advance intimation and I will be abiding by them.

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
</table>

Signature of the Applicant

INSTRUCTIONS FOR CANDIDATES

1. Please send your Application Form/Entrance Test Form by Registered/Speed Post to the concerned Regional Centre.
2. Last date for receipt of filled application form for Post Basic B.Sc. Nursing is as per advertisement.
3. Application form received after the due date will not be accepted.
4. Please retain photo copy of the filled application form for future reference.
5. For Detailed instructions please refer Students Handbook & Prospectus.
6. No Documents are to be attached with this application form.
7. Original Certificate will be verified incase of selection.
8. Fill up the column of E-Mail ID and correct mobile no., otherwise candidate will be responsible for non receipt of communication.
9. No request for change of category code & Regional Centre shall be entertained by the University after the submission of form for Entrance tests.
Indira Gandhi National Open University
Student Satisfaction Survey

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

Dear Student,
As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and mail it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. 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.

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

After filling out this questionnaire and mail it to:
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110 068
NOTE
Indira Gandhi National Open University

ACKNOWLEDGEMENT CARD

Dear Student,

Thank you for joining IGNOU BScN (PB) Programme. We acknowledge the receipt of your Application Form. Your admission into this programme is provisional and subject to verification within IIBF databank. In case you are not a member of IIBF, your admission into the Programme shall be cancelled.

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 : BScN (PB)
DD No. : ..........................................................
DD Date : ..........................................................
Amount : ..........................................................
DD Drawn on : ..................................................

For Office Use Only

Your Enrolment Number is

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. 100/- 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/Concerned Regional Centre.
5. Identity Card is to be submitted to the issuing authority after completion of the said programme.